Teaching Committee

COORDINATING GROUP FOR SUPPLEMENTARY PROGRAMMES

Minutes of the meeting held on 9 December 2010.

Present: Professor T Sheldon (Chair), Ms I Arora (GSA), Ms L Booth (CLL), Dr K Clegg (RDT), Mr M Dunn (IT Skills for Undergraduates), Dr M Ferguson (LFA), Ms L Foggio (Library), Mr B Soden (CELT), Mr M Smelt-Webb (CELT), Ms H Stout (York Award).

In attendance: Ms V Gossage (Academic Support Office, Secretary), Ms K Mann (Learning Enhancement, ASO)

Apologies: Dr D Jackson (PGCAP), Ms S Hodges (IT Skills for Undergraduates)

10-11/1 Welcome

The Chair welcomed Ms Lisa Foggio to her first meeting of the Group and Mr Bill Soden and Mr Matt Smelt-Webb who were representing CELT.

10-11/2 Minutes of the Last Meeting

The Group approved the minutes of the meeting held on 5 July 2010 (CGSP.10-11/1).

10-11/3 Language Support for Teachers

Further to M09-10/16, the Group noted that a meeting was held with Trevor Sheldon, Karen Jones, John Busby and Paul Roberts to discuss funding possibilities in relation to the Post Graduates who Teach (PGWT) programme. Following the meeting, Paul Roberts was to provide a business case for funding the expansion. Karen Jones has received a request for additional administrative support and has provided Paul Roberts with a detailed analysis of the current external course funding.
It was agreed that PGCAP would receive feedback on the language support for PGWTs through the RDT.

10-11/4 Access for Students on Supplementary Programmes to Library, VLE and Information Systems

Further to M09-10/17, the Group noted that work was still ongoing to resolve the issue of undergraduates who had undertaken a LFA module not being given an end date on SITS.

10-11/5 The University of York in the Evening

Further to M09-10/18 the Group noted that Café Barista was now open in the evening, but only as a social space as no catering is provided.

10-11/6 Languages for All (LFA)

Further to M09-10/23, Katy Mann reported on the discussions that she and Margaret Ferguson had had in relation to opportunities for international students to run supplementary conversational classes and discussions of culture etc.

The Group noted three possible options:

a) International students attending lectures twice a year and then engaging in an activity outside of the lecture. This option would require some funding.

b) International students delivering a lecture on their respective cultures (to be delivered in English).

c) International students hosting a ‘food festival’ which is culture based.

The Group were extremely supportive of all of the above options.

10-11/7 Annual Programme Review 2009/10

The Group received the Annual Programme Review (APR) reports for the non-accredited programmes i.e. RDT, York Award and IT for Undergraduates (CGSP.10-11/2).
The Group **noted** that the APR is an opportunity to reflect on programme provision and not just a statement of facts.

It was **agreed** that the APR reports would be considered at April’s Teaching Committee APR meeting.

**10-11/8 Centre for English Language Teaching (CELT)**

The Group **received** a written report from the Director of CELT and **noted** that the pre-sessional English for Academic Purposes (EAP) ran at capacity this year, with the PGWT programme being set to roll out to four departments in early 2011.

The Group **noted** that a number of CELT staff were required to hot desk due to the lack of available office space. This lack of space had resulted in staff working from home. It was thought that there may be an opportunity to acquire additional office space with the relocation of CETLE, however this space was probably being allocated to another academic department.

It was **agreed** that the Chair would meet with the Head of Campus Services to discuss the space requirements for both CELT and LFA staff.

**Action: ASO**

The Group **noted** that there were some postgraduate taught programmes which had an English language proficiency level of 6.0, which is the minimum that the University sets.

There was general concern that the language proficiency level was set too low and the effect this may have on the ability of students to benefit from their programme of study. The Group **agreed** that internationalisation is all about the student experience and that the University should review the language proficiency requirement. The Group would welcome input from the GSA in terms of the student experience at York.

**Action: Chair**

**10-11/9 IT Skills for Undergraduates**
The Group received a written report from the IT Training Manager and noted that the IT for the Workplace courses would now be offered free of charge.

It was agreed that the Chair, the IT Academy, IT Services and the Manager York Award would meet to ensure a coordinated IT provision.

Action: ASO

10-11/12 Centre for Lifelong Learning (CLL)

The Group received a written report provided by the Manager of the Centre for Lifelong Learning providing information on developments including the new programme in heritage studies and community outreach.

10-11/13 Languages for All (LFA)

The Group received a written report prepared by the Director of LFA outlining the Year 1 free entitlement to LFA initiative and noted that approximately 50% of the eligible year 1 intake had taken up this offer.

10-11/14 York Award

The Group received a written report prepared by the Manager of the York Award, and noted the work to date on the York Award review.

10-11/15 Researcher Development Team (RDT)

The Group received a written report from the RDT. Members noted that the Graduate Training Unit changed their name to the Researcher Development Team effective from September 2010 in order to better reflect the nature of both their remit and audience.

10-11/16 Academic Liaison Section of the Library

The Group received an oral report from Lisa Foggio, who was now representing the Academic Liaison Section of the Library. Members noted the progress to date of the Library refurbishment (information is available on the Library web site. http://www.york.ac.uk/library/libraryrefurbishment/)
10-11/17 PGCAP

The Group received a written report from the Programme Director of PGCAP and noted that PGCAP had been re-accredited for five years (until 2015) by the Higher Education Academy.

10-11/18 Future Meeting

The Group noted the date of the next meeting:

- Monday 4 July 2011 at 2.15