PRESENT: Professor C Young (Chair), Mr A Drury (Secretary), Dr Z Barber, Dr J Fuld, Mrs A Künzl-Snodgrass, Professor W Marslen-Wilson, Professor R Tombs, Dr A White and Ms J Wyburd.

IN ATTENDANCE: Dr C Zähner

APOLOGIES: Mr R Richardson and Dr B Yuan

1. MINUTES OF THE PREVIOUS MEETING
The Minutes of the meeting held on 20 May 2014 were approved as an official record of the proceedings.

2. MATTERS ARISING AND FOR REPORT
   (a) NEW CULP COURSES FOR AWARD IN 2014-15 (5, 20/05/14)
The Committee noted that suitable endorsement for CULP Japanese courses had been identified and specifications had been submitted to the General Board Education Committee.

   (b) LANGUAGE TRAINING FOR MBA STUDENTS (7.a, 20/05/14)
Ms Wyburd reported that she was actively seeking a meeting with representatives of the Judge Business School.

   (c) AUDIO-VISUAL RESOURCES IN THE DIGITAL AGE (7.c, 20/05/14)
Ms Wyburd reported that the University Information Services (UIS) team had taken this issue on board, including concerns around copyright, and was moving forward in collaboration with the University Library and other interested Faculties and Departments.

3. COMMITTEE MEMBERSHIP 2014-15
The Committee received a list of members for 2014-15 (LCCM.14.01).

4. LANGUAGE CENTRE ANNUAL REPORT 2013-14
The draft Language Centre Annual Report for 2013-14 (LCCM.14.02) was received and the Committee congratulated all concerned on the scale, scope and success of the work undertaken. The Committee approved the report and agreed that Members should use this as a tool to promote the work of the Language Centre across their Schools alongside standard dissemination by Language Centre staff.

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The Committee noted with interest that statistics regarding Language Centre courseware demonstrated an impressive number of international downloads. The Committee was keen to see more detailed information on where downloads were taking place and suggested that the availability of this free material could be highlighted in Modern & Medieval Languages and Asian & Middle Eastern Studies outreach activity.

The Committee also noted the work of the Language Centre in identifying small pockets of language teaching around the University and their work with colleagues in other Faculties and Departments to support and expand access to these where appropriate. Ms Wyburd highlighted the successful development of CULP: Swahili in partnership with the Centre for African Studies in 2013-14.

**Action:** Ms Wyburd to disseminate annual report
Dr Zähner to seek additional detailed information on courseware downloads by country.
Dr Yuan and Mrs Künzl-Snodgrass to ensure that outreach coordinators in MML / AMES were aware of relevant free courseware.

5. **Language Centre Strategic Plan 2014-15**

A summary strategic plan (LCCM.14.03) submitted to the Council of the School of Arts & Humanities was received and the Committee complimented the clarity and effectiveness of the plan. Ms Wyburd noted that the longer-term aims embedded in the plan were deliberately ambitious and it was very possible that not all of these would be achieved. The Committee agreed that these aims should be aspirational.

The Committee discussed current and longer-term issues around space and the Chair noted that the Council of the School of Arts & Humanities had included the Language Centre as part of the planned development on the Sidgwick Site. The Committee recognised the value of relocating to a shared site in terms of shared facilities, collegiality and access to resources and could see the benefit of exploring a combined approach with the School but did highlight possible concerns around relocating to Sidgwick Site given the cross-institutional nature of the service provided by the Language Centre. The Committee agreed that the possibility of relocating to a more central site should be explored alongside the collaborative approach with the School.

6. **Director’s Report**

**a) Fundraising**

Ms Wyburd reported on a meeting with the new member of CUDAR staff representing the interests of the School of Arts & Humanities to give an overview of what support the Language Centre required as well as the support we could offer to the wider campaign. The Committee noted particular areas of need: space/premises, support for international students and endowments to underpin staffing with a resulting reduction in the cost to students. Ms Wyburd also highlighted a School-wide fundraising strand around languages and language diversity.

**b) Support for Lesser-Taught Languages**

Ms Wyburd reported on discussions with the Centre for South Asian Studies and the Faculty of Asian & Middle Eastern Studies regarding the possible development of CULP courses in Urdu, Turkish and Persian. An introductory CULP course in Persian would be offered during Michaelmas 2014 to help gauge possible interest for a full course in 2015-16.
c) CULP Student Numbers
Student numbers for CULP continued to rise with an increase of around 10% on the same period in 2013. Although this supported a strategic aim to see wider access to language learning, it did place increasing pressure on staffing and space. The Committee requested that Ms Wyburd review the CULP model and report back to the Easter meeting to assess what maximum capacity might look like, taking into account space constraints, teaching capacity/availability, quality assurance and administrative support.

Action: Ms Wyburd to review the CULP model and present to the Easter meeting

d) CULP Teaching Workload Model
Ms Wyburd reported that a full review of the workload model for CULP teaching staff, originally developed in 2012, had been undertaken over the Long Vacation and a number of minor adjustments had been made resulting in a modest increase in the overall FTE for the teaching team. Ms Wyburd also noted that there were currently a significant number of hourly-paid workers supporting the core team but this should decrease as longer-term patterns were identified and permanent appointments made.

e) Home Office Audit
The Committee expressed thanks to the ADTIS (formerly EAP) Director and Assistant for their support to the Student Registry Team with the recent Home Office Audit regarding the University’s status as a Highly Trusted Sponsor for Tier 4 immigration. The ADTIS team had successfully provided all information required regarding the English Language Testing process for international students.

7. Risk Register
The Committee reviewed the Language Centre Risk Register (LCCM.14.04) and identified no further risks.

Although the process of increasing student fees for CULP to a “market rate” between 2012 and 2016 had not thus far resulted in a drop in enrolment numbers, the question of equality of access was raised and Dr Fuld queried the possibility of bursaries or fee waivers being made available to students for whom the fee might be a barrier. The Secretary noted that the Committee had previously examined these issues in some detail and suggested that this information might usefully be circulated to members to inform further discussion.

Action: Mr Drury to circulate details of prior discussion and decision-making around CULP fees.

8. Dates of Future Meetings
The Committee noted the following dates and times for meetings in 2014-15:

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<thead>
<tr>
<th>Date</th>
<th>Date and Time</th>
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<tbody>
<tr>
<td>Lent</td>
<td>Tuesday 10 February 2015, 2pm</td>
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<tr>
<td>Easter</td>
<td>Tuesday 19 May 2015, 2pm</td>
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9. Any Other Business
There was no other business.