The Chair noted that the meeting was not quorate and decisions would be agreed by circulation following the meeting.

1. Minutes of the previous meeting
The Minutes of the meeting held on 06 June 2013 were approved and signed as an official record of the proceedings.

2. Matters Arising and for Report
(a) Researcher Development Fund (7, 06/06/13)
Ms Wyburd confirmed that a joint application by the Schools of Arts & Humanities and Humanities & Social Sciences to the Researcher Development Fund had been successful, resulting in a fund of £37K being made available to the Language Centre to support graduate language training in 2013-14 as follows:
- £28K Academic Reading Courses in French, German, Italian and Spanish
- £  7K Language Learning Bursaries for AHSS Graduate Students
- £  2K Responsive workshops and bespoke support as required

Ms Wyburd reported that demand from graduate students was high, with enrolment for academic reading courses up from c. 170 in 2012-13 to c. 240 in 2013-14. Ms Wyburd also reported that the first round of bursary applications had been heavily oversubscribed with successful applicants awarded £75 (PhD) or £50 (MPhil) toward the cost of their language training, the majority of which related to CULP courses. A small number of slightly higher awards had been made in cases of particular hardship.

3. Approval of Starred (★) Items
The Committee approved the starred (★) items.
4. Committee Membership
The Committee welcomed Mr Jia Hui Lee, CUSU Education Officer as a new member of the Committee. Although he was unable to attend this meeting, Ms Wyburd confirmed the she had met with Mr Lee to discuss the work of the Language Centre.

The Chair noted that Dr Wallach, Dr Perry and Dr Evans all reached the end of their tenure as members of the Committee at the end of the calendar year and the Committee offered thanks for their service.

The Secretary noted that nominations for new Committee members had been sought from the Schools of Clinical Medicine, Humanities & Social Sciences and Physical Sciences before the Long Vacation. A nomination had been received from Clinical Medicine and another was expected from Humanities & Social Sciences in time for consideration by the General Board Committee on the Membership of Committees for appointment in 2014. A nomination from Physical Sciences had not yet been forthcoming and additional enquiries were being made via the School office.

Action: Mr Drury to put forward available nominations for General Board consideration.

5. Language Centre Annual Report 2012-13
Ms Wyburd presented the draft Language Centre Annual Report 2012-13 (LCCM.13.01) and the Committee offered congratulations for a successful year which saw significant growth in several areas. The Committee advised that the full report should be circulated widely, including to the Heads of School, Senior Tutors’ Education Committee, General Board Education Committee and the Pro-Vice-Chancellors for Education and International Strategy.

The Committee discussed the Centre’s outreach work, particularly in the context of falling application numbers in MML and for some languages in AMES. Ms Wyburd reported that in addition to working closely with recruitment working groups in the relevant Faculties, the Language Centre was also seeking to expand the reach of its own widening participation activity, targeting new schools in the East of England using a variety of indicators including levels of Free School Meals and attainment data. Ms Wyburd also reported that plans for 2013-14 included new activity for students at Key Stage 3 aiming to increase numbers opting for languages at GCSE.

6. Language Centre Strategic Plan 2013-14
Ms Wyburd presented the draft Language Centre Strategic Plan for 2013-14 and beyond (LCCM.13.02) noting that this was primarily an internal document designed to articulate key aims, objectives and plans to all staff of the Language Centre. Although the action plan was not exhaustive, it did articulate the key activities for the year ahead and the Committee was asked for their input to the document.

The Committee offered several suggestions regarding the wording of aims and objectives and discussed the EAP support role of the Language Centre in some detail, particularly querying the possibility of exploring synergies with Cambridge Assessment around the development of support/assessment programmes for international students pre-application.

Action: Mr Drury to incorporate suggested amendments to aims and objectives in final version.
Ms Wyburd/Dr Ottewell to continue discussions with CUP and appropriate arms of Cambridge Assessment re: academic English skills development

7. Director's Report
Ms Wyburd reported on the progress of several new and developing initiatives:

- New Undergraduate German Lieder paper delivered in conjunction with the Faculty of Music was underway with 16 students.
- German language support for Undergraduate Themes & Sources paper in History had grown with 16 students this term.
- Despite no English Undergraduates enrolling as had been expected, the re-launched CULP: German Advanced course had attracted 20 students.
- Newly launched CULP: Swahili Basic 1 attracted 22 students, 14 of whom were from outside of the Centre of African Studies.
- Following the closure of Diploma and Certificate courses in MML, CULP: Modern Greek had been launched to a slightly slow start with just 10 students.
- The University’s Outreach Steering Group had responded positively and constructively to the report on the first year of the WhyNotLangs@Cam outreach programme and planning for the 2013-14 programme of activity was well underway.
- Hourly paid Workers had been recruited to meet the immediate needs of new or expanded programmes in CULP covering Chinese, German, Greek, Japanese, Portuguese and Swahili.
- The EAP teaching team had grown from 2.2FTE to 2.8FTE, increasing capacity for the development of new and enhanced opportunities for international students.

8. CULP German External Examiner ★
The Committee recommended to the General Board Education Committee that Dr Falco Pfalzgraf, Queen Mary, University of London (LCCM.13.03) be appointed as External Examiner for the CULP Award in German.

Action: Mr Drury to submit nomination paperwork for Dr Pfalzgraf as required.

9. EAP Proof-Reading Initiative
Ms Wyburd referenced a proposal (LCCM.13.04) for a proof-reading initiative and outlined details of a request from the Educational & Student Policy section to provide advice on drafting a University statement on proof-reading and the development of a support service in this area.

Although the Committee recognised the need for the University to adopt a statement on proof-reading and possibly even for the type of service proposed, concern was expressed that the delivery of such a service should be seen as the responsibility of the Language Centre. The Committee felt strongly that the EAP remit of the Language Centre was specifically to provide a discrete suite of services to support international students, rather than a general support service for all students of the University.

The Committee was also concerned about the potential liability of the Language Centre delivering such a service, particularly regarding the monitoring of “approved” proof-readers to ensure they did not stray into editing/re-writing leading to students submitting work not wholly their own.
The Committee felt unable to support the development of a proof-reading initiative by the Language Centre at this time and agreed to discuss the matter further discussion at the next meeting.

Action: Ms Wyburd to explore the matter further with Educational & Student Policy and report back to the Committee.

10. A.J. Pressland Fund Working Group
The Committee nominated Mr Partington as a member of the A.J. Pressland Fund Working Group during 2013-14 and suggested that the incoming representative of the School of Clinical Medicine also be appointed from 2014.

11. Date of Next Meeting
The next meeting will be held on Tuesday, 11 February 2014 from 2.00pm, at the Language Centre.