LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
CULP TEACHERS’ OFFICE, TUESDAY 10 FEBRUARY 2015, 2.00PM

Present: Professor C Young (Chair), Mr A Drury (Secretary), Dr J Fuld, Mrs A Künzl-Snodgrass, Professor W Marslen-Wilson, Professor R Tombs, Ms J Wyburd and Dr B Yuan

In attendance: Mrs E Furuta

Apologies: Dr Z Barber, Mr R Partington, Mr R Richardson and Dr A White

1. Minutes of the Previous Meeting
The Minutes of the meeting held on Tuesday, 04 November 2014 were approved as an official record of the proceedings.

2. Matters Arising and for Report
   (a) Annual Report (4, 04/11/14)
Ms Wyburd noted that the Language Centre Annual Report for 2013-14 had been widely disseminated and was available online from the Language Centre website. Mrs Künzl-Snodgrass and Professor Yuan confirmed that the availability of free courseware had been highlighted to colleagues involved in outreach in the Faculties of Modern and Medieval Languages and Asian & Middle Eastern Studies.

The Committee received updated download statistics for Language Centre courseware from October 2014 – January 2015 (LCCM.14.05). Members were keen to find a way for these statistics to be highlighted on the Language Centre website and asked that updated figures be reported to the Committee annually.

Action: Mr Drury to add courseware statistics to annual calendar of business.

(b) CULP Fee Increases (7, 04/11/14)
The Committee received a letter sent to Senior Tutors in November 2012 outlining changes to CULP fees (LCCM.14.06) for information. The Committee noted an inequity between students of different Colleges, some of whom were entitled to financial support for CULP courses and others were not. The Committee agreed that Ms Wyburd should seek the views of the CUSU representative to ensure that student views were represented in this discussion. The Committee also agreed that Ms Wyburd should discuss the matter Mr Partington to explore the possibility of a solution from the Senior Tutors’ Committee which might ensure fair access to all students.
Action: Ms Wyburd to meet with CUSU and STC representatives.

3. CULP Growth: Challenges and Strategies
In response to enquiries made at the last meeting, Ms Wyburd presented a report on the growth and sustainability of the CULP programme (LCCM.14.07). The Committee noted that the current model and steps taken to date, particularly to streamline administrative processes, had allowed the programme to expand in a manageable way. Ms Wyburd noted that, while an expanding staff base may well require future consideration of staff management procedures, the most significant factor affecting the ability of the programme to meet increasing demand was space.

In the absence of an effective central room booking system, with no existing resource for “out of hours” facilities and with a lack of consistency around teaching facilities, the additional administrative burden required to coordinate room bookings outside of our immediate facilities was really quite significant. Mrs Künzl-Snodgrass noted that major issues were recently experienced in the Faculty of Modern & Medieval Languages due the lack of an effective room booking system. Mr Drury reported that the Language Centre had contributed to the tender document for a University-wide booking system and recently responded to enquiries from the School of Arts & Humanities regarding what constituted a suitably equipped teaching space.

Professor Young suggested that the paper be forwarded for discussion by the Officers of the School of Arts & Humanities as part of a discussion of future space requirements. Ms Wyburd noted that some revision would be required before the paper was in an appropriate format for further discussion outside of the Language Centre and agreed to make the required amendments.

Action: Ms Wyburd to review and amend paper for further discussion.

4. HR Update
Mr Drury spoke to a brief update on Language Centre HR matters (LCCM.14.09). The Committee noted their congratulations to Mr and Mrs Buss (Language Centre A/V Technician and Information Assistant respectively) on the birth of their second child. The Committee also noted their thanks to Mrs Coombs who would be retiring from her position as Resource, Library & Media Assistant in March following more than 25 years’ service with the Language Centre.

5. Director’s Report
Ms Wyburd presented an overview of activity (LCCM.14.08) since the last meeting. The Committee discussed the success of the recent AULC Conference, hosted by the Language Centre at Downing College and were directed to the conference website for full details of event sponsors (http://www.langcen.cam.ac.uk/IC/events/).

Ms Wyburd confirmed that the recent rebranding of ADTIS (Academic Development & Training for International Students) from EAP (English for Academic Purposes) was designed to help clarify the role of the service as something more than corrective English language training, with the focus particularly on Faculties and Departments.

Ms Wyburd noted that the Language Centre were currently in discussion with the Board of Graduate Studies regarding the decision to accept the CAE at grades A and B from 2016 as this seemed to run counter to previous guidance and there was some concern that the decision may have been taken without access to all available information.
Mrs Furuta reported that the Advising team had been exploring a variety of new models to support language learning, including the development of a number of study groups. The Committee was interested to note the establishment of a particularly successful study group of Historians this term.

6. Membership of the Committee: New Appointments Required
Mr Drury highlighted a number of new Committee appointments required from 2016 (LCCM.14.10) and noted that he would be contacting the nominating/appointing bodies to begin the process of identifying new members later in Lent term.

The Committee was invited to nominate two-three Members, ideally from the scientific disciplines, to assess shortlisted applicants for the 2015 Bursary Scheme in mid-late May. Dr Fuld agreed to support the process and it was suggested that Dr White and Dr Barber should also be contacted.

Action: Mr Drury to contact Dr White and Dr Barber.

8. Risk Register
The Committee reviewed an overview of the Language Centre risk register (LCCM.14.11) and agreed that no updates or additions were required at this time.

9. Date of Next Meeting
The next meeting will be held on Tuesday 19 May 2015 from 2.00pm, in Teaching Room 2 at the Language Centre.