Present: Professor S Franklin (Chair), Mr A Drury (Secretary), Dr J Fuld, Mrs A Künzl-Snodgrass, Professor R Tombs, Ms J Wyburd.

In Attendance: Mr N Radić (CULP Director), Mr D Weldon (CUSU)

Apologies: Mr J Lee, Mr R Partington, Dr A White and Dr B Yuan

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

1. **Minutes of the Previous Meeting**
   The Minutes of the meeting held on 06 November 2013 were approved as an official record of the proceedings.

2. **Matters Arising and for Report**
   (a) **Language Centre Strategic Plan 2013-14** (6, 06/11/13)
   Ms Wyburd confirmed that minor amendments to wording had been updated and the strategic plan had now been communicated to staff.

   (b) **EAP Proof-Reading Initiative** (9, 06/11/13)
   Ms Wyburd reported that the Language Centre had produced a draft University statement on proof-reading (*LCCM.13.06*) at the request of the General Board Education Committee (GBEC). Following discussion (*LCCM.13.05*), the GBEC agreed with the view of this Committee that it would not be appropriate for the University to offer a proof-reading service. The Committee noted their thanks to Dr Kate Daniels for her work in producing the draft statement.

3. **Approval of Starred (★) Items**
   The Committee approved the starred (★) items.

4. **Committee Membership**
   (a) **New Members**
   The Committee welcomed two new members new members appointed by the General Board; Professor Robert Tombs representing the Council of the School of the Humanities and Social Sciences and Dr Jonathan Fuld representing the Council of the School of Clinical Medicine.
(b) **Vacancies**

The Committee was advised that the Council of the School of the Physical Sciences had submitted a nomination to the General Board and it was hoped that the new representative of this School would be appointed in time to attend the next meeting.

(c) **Committee Chair Recruitment**

The Committee was reminded that Professor Simon Franklin would step down as Chair from Michaelmas Term 2014 and a new Chair had not yet been identified. Members discussed possibilities and agreed that an initial approach could be made to the incoming Deputy Head of the School of Arts and Humanities, Professor Chris Young. Should Professor Young be agreeable, an approach would be made to the General Board regarding his possible nomination.

**Action:** Professor Franklin to contact Professor Young

Mr Drury to liaise with General Board as required re: nomination of Chair

5. **Amended Assessment of the CULP Advanced Award**

Ms Wyburd reminded the Committee that the CULP Advanced Award was a University Award and any change to the method of assessment would be subject to the approval of the General Board.

Following discussion amongst the CULP Language Coordinators and with the strong support of the External Examiners at the 2013 Examiners Meeting, the CULP Director presented a number of recommended changes to the assessment of the CULP Advanced Award in French, German and Spanish (LCCM.13.07).

Mr Radić confirmed that awards were made on a pass/fail basis and marks gained or lost relating to attendance and participation would not therefore have an impact on class mark. The Committee discussed the proposals and queried how the weighting of marks compared to assessments within the University and in comparable courses at other institutions.

Subject to minor amendments in the presentation of the proposal, the Committee agreed to support the changes in the method of assessment and recommended that the new model be evaluated after the first year of operation with a report back to this Committee.

**Action:** Mr Radić to seek examples of good/common practice in assessment for similar courses in other institutions.

Mr Radić to clarify how marks should be allocated for the “participation” element.

Secretary to make required amendments and submit the proposal for consideration by the Council of the School of Arts & Humanities.

6. **English Language Assessment Procedure for Incoming International Postgraduate Applicants**

The Committee noted the new procedures (LCCM.13.08) relating to the language condition for graduates developed jointly by the Language Centre, Graduate Admissions Office and the International Student Team.
7. Director’s Report
Ms Wyburd spoke to her report (LCCM.13.09) and particularly drew the attention of the Committee to specific areas including the success of the pilot CULP: Swahili programme and the continued demand for increased provision for academic reading support for graduates in the Arts, Humanities and Social Sciences. Regarding the latter, Ms Wyburd reported that she would be attending meetings of the School of Arts and Humanities and Humanities Graduate Education Committee and the School Humanities and Social Sciences Graduate Committee to discuss expanding demand and seek guidance on how to move forward.

8. ★ Language Centre Learning & Teaching Review Response
To Committee received the General Board Education Committee follow-up and Language Centre response (LCCM.13.10) to the Language Centre Learning & Teaching Review in 2012.

9. Dates of Next Meetings
The next meeting will be held on Tuesday, 20 May 2014 from 2.00pm at the Language Centre

10. Any Other Business
(a) University Council on Modern Languages
The Committee congratulated Ms Wyburd on her recent election as Chair of the University Council on Modern Languages (UCML), the overarching national organisation which represents the interests of modern languages, linguistics and cultural and area studies in higher education throughout the United Kingdom, and works with corresponding bodies in other countries.