LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
CULP TEACHERS’ OFFICE, TUESDAY 03 NOVEMBER 2015, 2.00PM

Present: Professor C Young (Chair), Mr A Drury (Secretary), Dr Z Barber, Mrs A Künzl-Snodgrass, Mr R Cashman, Professor R Tombs and Ms J Wyburd

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

1. Minutes of the Previous Meeting
The Minutes of the meeting held on Tuesday, 19 May 2015 were approved as an official record of the proceedings.

2. Matters Arising and for Report
(a) CULP Student Survey (2.a, 19/05/2015)
The Director updated the Committee on amendments to the CULP student survey and noted that the CULP Director would establish a focus group to explore, for example, questions of College support in more detail. Mr Cashman offered to be involved in any such focus group.

(b) New CULP Certificates of Proficiency (4.a, 19/05/2015)
Ms Wyburd reported that all CULP Certificates of Proficiency in Arabic Elementary 2, German for Business, Greek Basic and Russian Intermediate 2 had been added to the schedule of certified courses offered by the Language Centre and that Russian through Film, Urdu Basic and Urdu Intermediate would be run as uncertificated pilots in 2015-16.

(c) New CULP Award in Russian (4.b, 19/05/2015)
Ms Wyburd reported that, with the support of the Educational & Student Policy team, it had been possible to secure approval from the General Board Education Committee to add Russian Advanced as a certificated course for 2015-16.

3. Appointment of Examiners
(a) CULP Russian External Examiner
The Committee recommended to the General Board Education Committee that Evgeniiia Drozdova, UCL (LCCM.15.01) is appointed as External Examiner for the new CULP Award in Russian.

(b) Examiners 2015-16
The Committee recommended that the following individuals be appointed as Examiners for the CULP Award in 2015-16 by the General Board Education:
Examiner (Russian): Vera Tsareva-Brauner, CULP Coordinator (Russian)
Assessor (Russian): Anna Schneider, CULP Worker (Russian)
External Examiner (Russian): Evgeniiia Drozdova, UCL
4. Language Centre Annual Report 2014-15
The Committee reviewed the draft annual report for 2014-15 (LCCM.15.02) and the new format was positively received. The Committee appreciated the amount of outreach work undertaken and agreed that it would be worth exploring interest from a range of Colleges to host future events. The Committee was pleased to note the range of professional development opportunities, both internal and external, which were made available to all teaching and learning support staff.

Action: Ms Wyburd to gauge interest from Colleges in supporting outreach activity via DoS networks in MML and AMES

5. Language Centre Strategic Planning 2015
The Committee reviewed the Language Centre’s response to the School of Arts and Humanities Strategic Planning exercise (LCCM.15.03). The Committee discussed its own role and agreed that, while it did not fulfil the function of an “Academic Board”, its role in supporting the Language Centre was certainly more advisory than managerial, with the Council of School of Arts and Humanities taking the latter responsibility. The Committee agreed that Ms Wyburd should discuss its function with the Secretary to the School of Arts and Humanities.

The key issue of fundraising was addressed and it was agreed that the Chair and Ms Wyburd should meet with fundraisers outside the School of Arts and Humanities to ensure that the potential cross-institutional impact of the Language Centre could be effectively recognised and built in to future activity.

The Committee recognised that there remained an issue with the perception of non-academic teaching staff as delivering low-level skills training and agreed that the introduction of the Teaching Excellence Framework may provide opportunities to recognise professional skills in teaching across the University.

Action: Ms Wyburd to discuss the role/focus of the Committee with the CSAH Secretary. Chair/Ms Wyburd to meet all School fundraisers.

6. Language Centre Outline Budget 2015-20
An outline budget plan for the next 5 years (LCCM.15.04) was received.

7. Language Centre Director’s Report
Ms Wyburd spoke to her report (LCCM.15.05), highlighting that the key issue for the Language Centre remains access to sufficient suitable space for all aspects of the operation.

8. Risk Register
The Committee reviewed the Language Centre Risk Register (LCCM.15.06) and agreed that Risk No. 7 (Physical Premises And Space) should be reviewed in some detail at the next meeting.

Action: Members to review risk around Physical Premises And Space at the Lent term meeting.

9. External Examiners
The minutes of the CULP Examiners meeting (LCCM.15.07) were received and the Committee noted the overwhelmingly positive reports from external examiners in all languages.
10. Committee Membership
The Committee noted of a number of changes to its membership from 01 January 2016:

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<thead>
<tr>
<th>Current</th>
<th>Representing</th>
<th>New Member</th>
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<tr>
<td>Professor Chris Young</td>
<td>General Board (Chair)</td>
<td>Reappointed</td>
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<tr>
<td>Mrs Annemarie Künzl-Snodgrass</td>
<td>Council of the School of Arts &amp; Humanities</td>
<td>Dott. Claudia Domenici</td>
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<td>Dr Boping Yuan</td>
<td>Council of the School of Arts &amp; Humanities</td>
<td>Dr James Aitken</td>
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<td>Professor William Marslen-Wilson</td>
<td>Council of the School of the Biological Sciences</td>
<td>Dr Teresa Tiffert</td>
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<td>Dr Alex White</td>
<td>Council of the School of Technology</td>
<td>Dr Alexandre Kabla</td>
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<td>Mr Richard Partington</td>
<td>Senior Tutors’ Committee</td>
<td>Dr James Kelly</td>
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The Committee offered warm thanks to all departing Committee members for their valued contribution to the Language Centre during their tenure.

11. Dates of Next Meetings
The next meeting will be held on Tuesday, 09 February 2015 from 2.00pm, at the Language Centre.

The Committee is also invited to add the following Language Centre social event dates to their diaries:
- **Lent Term Social**  
  Friday 11 March 2016, 3.30 - 5.30pm, Language Centre
- **Summer Garden Party**  
  Friday 15 July 2016, 3.00 - 5.00pm. Clare College Fellows’ Garden