LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
TEACHING ROOM 4, TUESDAY 20 MAY 2014, 2.00PM

Present: Professor S Franklin (Chair), Mr A Drury (Secretary), Dr Z Barber, Mrs A Künzl-Snodgrass, Mr J Lee, Professor W Marslen-Wilson, Dr A White and Ms J Wyburd.

Apologies: Dr J Fuld, Mr R Partington, Professor R Tombs and Dr B Yuan

1. Welcome to New Member
The Committee welcomed Dr Zoe Barber, appointed to the Committee by the General Board, representing the Council of the School of Physical Sciences.

2. Minutes of the Previous Meeting
The Minutes of the meeting held on 11 February 2014 were approved as an official record of the proceedings.

3. Matters Arising and for Report
   (a) Amended Assessment of CULP Advanced Award (5, 11/02/14)
   Ms Wyburd confirmed that all comments had been taken on board and the proposal to amend the CULP Advanced assessment procedures had been forwarded for consideration by the Council of the School of Arts and Humanities.

4. Appointment of Chair
Mr Drury confirmed that Professor Chris Young, incoming Deputy Head of the School of Arts and Humanities, had been appointed as Chair of the Committee by the General Board effective from 01 October 2014.

5. New CULP Courses For Award in 2014-15
The Committee recommended that new CULP courses in Russian Basic 1 and 2 along with Swahili Intermediate 1 (LCCM.13.11-14) should be eligible for Language Centre Certificates of Proficiency and that CULP Italian Advanced be added as a new CULP Award alongside existing awards in French, German and Spanish. The Committee also recommended in principle, new CULP Courses in Japanese Basic 1 and 2, subject to suitable external endorsement.

Action: Mr Radić to seek suitable external support for Japanese courses.
   Secretary to forward details of new courses to the Council of the School of Arts and Humanities for recommendation to the General Board Education Committee.
6. CULP Awards
(a) External Examiner Meeting 2013-14
The unconfirmed minutes of the CULP External Examiner Meeting on Wednesday 30 April 2014 (LCCM.13.18) were received.

(b) Examiners 2014-15
The Committee recommended that the following individuals be appointed as Examiners for the CULP Award in 2014-15 by the General Board Education Committee noting that the Italian External Examiner was new to the Language Centre this year:
Chair of Examiners: Jocelyn Wyburd, Language Centre Director
Senior Examiner: Nebojša Radić, CULP Director
Examiner (French): Jacqueline Bow, CULP Coordinator (French)
Assessor (French): Françoise Steel, CULP Teacher (French)
Assessor (French): Isabelle Fournier, CULP Teacher (French)
Assessor (French): Mélanie Sayer, CULP Teacher (French)
External Examiner (French): Sibylle Moulin, Imperial College London
Examiner (Spanish): Pedro Barriuso-Algar, CULP Coordinator (Spanish)
Assessor (Spanish): Sebastián Bianchi, CULP Teacher (Spanish)
Assessor (Spanish): Ruth Hatcher, CULP Teacher (Spanish)
External Examiner (Spanish): Mercedes Coca, London School of Economics
Examiner (German): Paul Hoegger, CULP Coordinator (German)
Assessor (German): Sybille Young, CULP Teacher (German)
Assessor (German): Eva Sinfield, CULP Teacher (German)
External Examiner (German): Falco Pfalzgraf, Queen Mary University London
Examiner (Italian): Nebojša Radić, CULP Director & Italian Coordinator
Assessor (Italian): Dr Emanuela Davey, CULP Teacher (Italian)
Assessor (Italian): Cristiana Brown, CULP Teacher (Italian)
External Examiner (Italian): Dr Cecilia Goria, University of Nottingham

7. Director’s Report
Ms Wyburd spoke to her report (LCCM.13.17), highlighting a number of areas for discussion, including:

(a) Chinese for MBA Students
The Committee noted with some disappointment that the Cambridge MBA programme no longer offered a language option. It was suggested that Ms Wyburd seek a meeting with the Director of the Judge Institute to discuss the potential for offering and embedding language support across a range of programmes.

(b) Clinical Medicine Student Selected Components (SSCs)
Ms Wyburd reported that it had been difficult for a standard language programme to fit the needs of undergraduate medical students this year and the French for Medics course would not therefore run. The Language Centre would, however, deliver a bespoke programme of supported self-study in Russian with the costs met through a combination of charges to Clinical Medicine and support from the Pressland Fund.

(c) Audio-Visual Resources in the Digital Age
The Committee discussed some of the issues around the use and dissemination of audio-visual learning resources in a digital/online format. Ms Wyburd noted that there did not yet
seem to be a University-wide approach to addressing these issues and was concerned that this could start to seriously impact the provision offered by the Language Centre and other Faculties/Departments should solutions not be found. The Committee agreed that Ms Wyburd should seek to escalate the issue and suggested that the Teaching & Learning Support Services Committee may be a suitable place to begin.

(d) SELT License Withdrawal for TOEFL
Following the Home Office decision to withdraw the license for TOEFL as a Secure English Language Test Licence (SELT), Ms Wyburd reported that the EAP team had been called upon by the University to provide additional testing for a significant number of international graduate offer holders presenting with TOEFL.

Action: Ms Wyburd to seek a meeting with the Director of the Judge Institute.
Ms Wyburd to raise issues around audio-visual resources with individuals/committees as appropriate.

8. Risk Register
The Committee received the draft Language Centre risk register (LCCM.13.18) and provided a number of comments and suggested updates. The Committee noted the risks highlighted around physical space and suggested that this should be included as a strategic priority for the Language Centre.

Action: The Secretary and Ms Wyburd to incorporate comments and supply document to the Council of School of Arts and Humanities by 06 June 2014.

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

- **Michaelmas**: Tuesday 04 November 2014, 2pm
- **Lent**: Thursday 12 February 2015, 2pm
- **Easter**: Tuesday 19 May 2015, 2pm

10. Any Other Business
(a) College Language Bursaries
Dr White noted that a significant number of students in his College applied for funds to support language study overseas during the Long Vacation and, based on his personal knowledge of what was available, he had prioritised students with evidence of prior study through the Language Centre. It was suggested that other Colleges might also consider this as part of their decision-making process for similar grants and Ms Wyburd agreed to discuss the best way to communicate this via the Senior Tutors Committee with Mr Partington following the meeting.

Action: Ms Wyburd to liaise with Mr Partington re: College language bursaries