LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
CULP TEACHERS’ OFFICE, TUESDAY 09 FEBRUARY 2016, 2.00PM

Present: Professor C Young (Chair), Mr A Drury (Secretary), Dr J Aitken, Dr Z Barber, Dott C Domenici, Dr A Kabla, Dr T Tiffert and Ms J Wyburd

Apologies: Mr R Cashman, Dr J Fuld, Professor R Tombs.

1. New Members
The Chair welcomed new members to the Committee:
- Council of the School of Arts & Humanities: Dott. Claudia Domenici
- Council of the School of Arts & Humanities: Dr James Aitken
- Council of the School of the Biological Sciences: Dr Teresa Tiffert
- Council of the School of Technology: Dr Alexandre Kabla
- Senior Tutors’ Committee: Dr James Kelly

2. Minutes of the Previous Meeting
The Minutes of the meeting held on Tuesday, 03 November 2015 were approved as an official record of the proceedings.

3. Matters Arising and for Report
   (a) Use of Colleges for Outreach Activity (4, 03/11/2015)
   The Committee noted the existing good relationships and good value offered by Colleges with whom the Language Centre currently works and agreed that these seemed appropriate.

   (b) Fundraising
   The Committee noted that the Director planned to schedule meetings with fundraisers working across all Schools to highlight the possibilities for building the Language Centre into a variety of bids, using the LycaMobile project as an example. The Committee suggested that the Director identify opportunities for funding which might package a priority area for the Language Centre as an area of interest to potential donors.

   Action: Ms Wyburd to continue liaison with CUDAR.

4. Terms of Reference
The Committee reviewed the Terms of Reference for the Committee (LCCM.15.08) in detail and agreed that, for the most part, these seemed to accurately and appropriately describe the roles and responsibilities of the Committee. In order to help the Committee fulfil its responsibilities the Committee requested that items for report should be linked to policy areas and the draft strategic plan should be reviewed by the Committee during Easter in advance of submission to the School of Arts and Humanities planning process.
The Committee asked if it would be possible to amend a small number of items in the Terms of Reference to make them more accurate.

**Action:** Mr Drury to explore changes to University Ordinance regarding the Language Centre.

### 5. Risk Management

**(a) Overview**

The Committee reviewed risk register items from 1-6 *(LCCM.15.09).* Following some discussion, it was agreed that item 3 (*Student access to Language Centre provision*) should be reviewed further to assess both the risk directly to the Language Centre and explore what further mitigating actions could be taken to help address the issue.

**Action:** Dr Kabla to share numbers of students taking up EAP provision in the Engineering Language Unit as a proportion of total international students in Engineering.

**(b) Physical Premises And Space**

The Committee considered this risk item *(LCCM.15.10)* in some detail following discussion at the previous meeting. The Director noted that there had been a number of actions taken to make best use of the limited existing facilities and that additional supervision space was being sought off-site for the ADTIS team.

Although the Language Centre was very much embedded within the master planning process for the Sidgwick Site the Chair felt strongly that the case should be made that the Language Centre’s existing facilities were not fit for purpose now, highlighting that existing pressures would only increase in the coming years while work on the Sidgwick Site progressed. In advance of the next meeting, the Committee asked to see:

- Details of other spaces being used for teaching, along with an overview of the issues generated by off-site teaching (facilities, workload etc).
- Details of the impact of the lack of “common” space within the Language Centre
- Preliminary brief for new Language Centre premises as outlined for the Sidgwick Site masterplanning process.

**Action:** Ms Wyburd to provide space-related documents for consideration at next meeting.

### 6. Director’s Report

The Director spoke to her report *(LCCM.15.11)* and drew attention to a number of key areas. The Committee was particularly pleased to note that Dr Karen Ottewell, ADTIS Director, had been awarded a Pilkington Prize and passed on their congratulations.

The Committee was also interested to note the ongoing work to support the development of an Academic English Literacy Test with Cambridge Assessment. The Committee noted that there would be no direct financial contribution to the Language Centre for this work but that it was expected that proper credit would be made when the test was launched. The Committee asked to be kept informed of work in this area at future meetings.

The Director outlined the results of the Staff Survey for the Language Centre and the Committee agreed that it would be helpful for them to see these results at the next meeting.

**Action:** Mr Drury to ensure that the Academic English Literacy Test remained as a standing agenda item.

Mr Drury to circulate results of the Staff Survey in advance of the next meeting.

### 7. Dates of Next Meetings

The next meeting will be held on Tuesday, 17 May 2016 from 2.00pm, at the Language Centre.