LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
CULP TEACHERS’ OFFICE, TUESDAY 17 MAY 2016, 2.00PM

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

Apologies: Professor R Tombs.

1. Minutes of the Previous Meeting
The Minutes of the meeting held on Tuesday, 09 February 2016 were approved as an official record of the proceedings.

2. Matters Arising and for Report
   (a) Physical Premises and Space (5.a, 09/02/2016)
The Committee reviewed a preliminary brief for new accommodation (LCCM.15.12) produced to support the masterplanning process for the Sidgwick Site and agreed that it gave a well-articulated view of likely future needs. The Committee felt it important to continue highlighting the more current needs of the Language Centre at every available opportunity and suggested a number of opportunities for this.

   (b) Staff Survey (6, 09/02/2016)
Results of the Language Centre Staff Survey were circulated for information (LCCM.15.13) and the Committee were pleased to note some very positive results, particularly in relation to induction and appraisal. Ms Wyburd noted that the Senior Staff of the Language Centre had identified a small number of areas with less strong results and were exploring ways of improving on these.

3. Standing Items
   (a) Academic English Literacy Test
Dr Ottewell provided an update on the development of a new test of academic literacy which offers the potential to benefit the graduate admissions process by providing a more comprehensive and appropriate test of language ability in an academic context. International pilots were currently underway in 12 HEIs and links had been established with CUP who were seeking to develop support and preparatory materials to complement the test.

The Committee congratulated Dr Ottewell on the progress made and suggested that Ms Wyburd discuss the project with the Head of the School of Arts and Humanities to explore what, if any, future financial benefit there might be for the Language Centre directly.

Action: Ms Wyburd to meet with the Head of School
(b) Fundraising
Ms Wyburd reported that a set of costed opportunities had been developed but that there had so far been limited opportunity to progress these. The Committee suggested that Ms Wyburd contact fundraisers for each School directly and Dr Fuld agreed to put Ms Wyburd in contact with Addenbrookes Abroad.

Action: Ms Wyburd to contact School Fundraisers
Dr Fuld to provide contact for Addenbrookes Abroad

4. Appointment of Examiners
(a) CULP German External Examiner
The Committee recommended to the General Board Education Committee that Dr Peter J. Skrandies of the London School of Economics (LCCM.15.14) was appointed as External Examiner for the CULP Award in German.

(b) Examiners 2016-17
The Committee recommended the following internal and external examiners and assessors for 2016-17:

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): Marie-Géraldine Lea, CULP Teacher (French)
External Examiner (French): Magali Allary, King’s 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): Beatriz Bond, Open University

Examiner (German): Paul Hoegger, CULP Coordinator (German)
Assessor (German): Sybille Young, CULP Teacher (German)
Assessor (German): Eva Sinfield, CULP Teacher (German)
Assessor (German): Hildegard O’Kane, CULP Teacher (German)
External Examiner (German): Dr Peter Skrandies, LSE

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

Examiner (Russian): Vera Tsareva-Brauner, CULP Coordinator (Russian)
Assessor (Russian): Anna Schneider, CULP Worker (Russian)
External Examiner (Russian): Evgeniia Drozdova, UCL
5. Access to ADTIS Support for International Students
The Committee considered a paper regarding possible barriers to international students accessing ADITS support (LCCM.15.16). The Language Centre Director noted relevant extracts of the results of the Postgraduate Taught Experience Survey (PTES) (LCCM.15.17) and Postgraduate Research Experience Survey (PRES) (LCCM.15.18) and thanked Dr Kabla for providing information from the Engineering Language Unit for comparison.

The Committee discussed the delivery method and charging structure for the In-Sessional programme and considered how the course was perceived by students and staff. Dr Ottewell noted that, alongside general In-Sessional provision, the team were working to develop closer links with Departments and Faculties to embed bespoke provision into their local offer for students. The team were already using some tools to promote this work and the Committee suggested a number of other opportunities for this including staff induction, contributions to Graduate Education Committees and College Teaching & Learning sessions (via the Senior Tutors Committee) and presentations to Heads of Institution fora and directly to students via MCRs.

6. Consultancy Project: Alvares Yuan
Dr Ottewell and Ms Wyburd talked to paper (LCCM.15.19) providing an overview of a proposed consultancy project.

7. CULP Focus Group
The Committee reviewed feedback from a CULP User Focus Group session held during Lent Term 2016 (LCCM.15.20) and offered support for continuing this activity. It was suggested that, as part of the annual reporting process, CULP student numbers should be considered by College in the context of overall College numbers.

Action: Mr Drury to contextualise CULP students by College for Annual Report.

8. Language Centre Strategic Plan: Review
The Committee agreed a number of minor updates to the Language Centre Strategic Plan (LCCM.15.21) noting that no major changes were planned. The Committee also agreed that Chair’s action should be taken to approve updates to the plan should these be required before the next meeting.

9. Dates of Next Meetings
The following dates are suggested for meetings in 2016-17, all to be held from 2.00pm:
Michaelmas Tuesday 01 November 2016
Lent Tuesday 07 February 2017
Easter Tuesday 16 May 2017

10. Any Other Business
    (a) Membership of the Committee
The Chair noted that Professor Robert Tombs and Mr Rob Richardson would step down from the Committee following this meeting and the remaining Committee Members joined him in thanking them for their service.
(b) Pilkington Prize
The Committee congratulated Dr Karen Ottewell (ADTIS Director) who had been awarded a Pilkington Prize in 2016.

(c) Language Centre Garden Party
Committee members were invited to attend a Garden Party with Language Centre staff in the Fellows’ Garden at Clare College on Friday, 15 July 2016 from 3pm.