LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
SEMINAR ROOM G, 17 MILL LANE, TUESDAY 16 MAY 2017 AT 14H00

Present: Professor Z Barber (Chair), Ms J Farmer-Eynon (Secretary), Dr A Kabla, Dr Y Liu, Dott C Domenici and Ms J Wyburd

Apologies: Professor C Young, Dr J Fuld, Dr J Kelly, Dr J Aitken and Dr T Tiffert

Absent: Ms R Huldisch

In attendance: Dr C Zähner

1. Minutes of the Previous Meeting
   The Minutes of the meeting held on Thursday 2 March 2017 were approved as an official record of the proceedings.

2. Matters Arising and for Report
   a. Certification / Recognition of CULP Award (item 7, 01/11/2016; item 2a, 02/03/2017)
      Professor Barber briefly reminded the Committee that they had taken a paper on this matter at the previous meeting, and that Ms Wyburd had sent a paper (taken here as LCCM 16.14) to the General Board’s Education Committee (GBEC) detailing the Committee’s position. Ms Wyburd informed the Committee that GBEC had considered the paper at its meeting of 10 May 2017 and read aloud to the Committee an extract of the draft minutes of that meeting. GBEC indicated that it was not opposed to the concept of including CULP awards on the University Transcript but that there was an underlying issue of Camsis functionality. The GBEC Secretary suggested that Ms Wyburd discuss the matter further with Ms J Green at the Student Registry. Ms Wyburd further informed the Committee that she had had a strong statement of support from the External Examiners.

      Action: Ms Wyburd to arrange a meeting with Ms J Green

   b. Agreement with Yunus Emre Institute (item 3c, 02/03/2017)
      Ms Wyburd gave a brief update on progress, advising the Committee that a Visitor’s Agreement had been drafted in consultation with the School’s HR team, and sent by them to the Director of the Institute and the nominated teacher for signing.

   c. Recruitment of a Tamil Teacher (item 3c, 02/03/2017)
      Ms Wyburd gave a brief update on progress, advising the Committee that a tutor had been recruited, whose services were being paid for by a philanthropic donation from Lyca Mobile.

   d. Review of the Financial Risk (item 6, 02/03/2017)
      Ms Wyburd gave a verbal update. She informed the Committee that a School-level working group had been reviewing the grading of staff providing language teaching, and had developed a set of generic role profiles. She advised that there was a strong likelihood that, once all existing Language Centre teaching staff had been mapped to the new role profiles,
some regrading would ensue. An exercise had been undertaken internally to model the financial impact but Ms Wyburd advised that there was no definite timetable yet for implementation. Ms Wyburd noted that she would be contacting the Director of the Engineering Language Unit (ELU) to advise of the developments of the new role profiles, which could potentially impact on them also.

e **College Support for CULP Courses** (item 3b, 02/03/2017)
Ms Wyburd reminded the Committee that the inequality of College support for CULP had previously been raised at its meeting of 2 March 2017. The Committee received a paper on the issue (LCCM 16.17), giving some background and setting out the current position, both in relation to general take-up and in relation to the gradual discontinuation of SAH/SHSS bursaries for CULP courses for their graduate students. Ms Wyburd asked the Committee’s advice on approaches which might be made to Colleges. There was some discussion of the SAH/SHSS funding of Languages for Academic Purposes (LAP) courses and the range of languages included in current provision.

**Action:** Ms Wyburd to meet with Dr Kelly and other Senior Tutors, and with the Heads of the Schools of Arts and Humanities, and the Humanities and Social Sciences, to discuss a way forward

3. **New CULP Certificates of Proficiency**
The Committee received paper LCCM 16.15. As the Committee was not quorate, absent members would be contacted to obtain their approval by circulation.

**Post-meeting note:** the item gained quorate approval by circulation.

4. **Standing Items**

a **Academic English Literacy Test**
Ms Wyburd informed the Committee that she had met with Mr Andy Chamberlain, Cambridge Assessment’s new Head of Admissions Testing, together with Dr Karen Ottewell. She advised that they had discussed the rate of progress. As yet, no market research had been undertaken but Mr Chamberlain had requested a briefing note for this specific purpose. This had been provided.

Ms Wyburd reminded members of the Committee of their previous concerns that the Language Centre’s participation in this project should result in the generation of income, but advised it was unlikely to be very fruitful. She reassured the Committee that she would push to ensure continued recognition for the Language Centre’s input. She advised that there was interest in the project from a number of UK universities and raised the possibility of a consortium approach should Cambridge Assessment not deem the test to be a marketable product.

Ms Wyburd also noted that the Language Centre was working with CUP with a view to collaborative development of preparatory courseware which might be more financially fruitful. There was evidence of demand for the Language Centre’s expertise to other bodies internationally on developing courses which focused on academic literacies for English Medium Instruction and that the market for such courseware therefore appeared to have potential.
b Fundraising
Ms Wyburd reported that she had met with Ms Emily Williams of the Cambridge University Development and Alumni Relations Office (CUDAR), who advised that many of the strategies in the draft fundraising strategy (taken as paper LCCM 16.10 at the Committee’s meeting of 2 March 2017) would not be considered by CUDAR as the donations being sought were not considered sufficiently large. However, CUDAR had advised that the strategy document be rephrased to offer opportunities for prospective CUDAR larger donors and that this is currently in progress. Ms Wyburd advised that the Language Centre’s approach would focus on the concept of ‘Developing the Global Graduate’ to sit alongside the University’s fundraising priority of graduate funding. The Committee suggested possible angles that might be attractive to donors, for incorporation into the Language Centre’s fundraising approach.

Action: Ms Wyburd to bring the revised working strategy document to the next meeting

c Director’s Report
i) Ms Wyburd reported that the CULP Examiners had met on Friday 5 May 2017 and fed back praise from the Examiners for the high standard of students’ work.

ii) She also reported that the Pressland Fund Bursary Sub-Committee, comprising herself, Professor Barber and Dr Fuld, had met on Friday 12 May 2017 to assess a longlist of applications received for the 2017 Scheme. She informed the Committee that awards had been made and recipients notified.

iii) Ms Wyburd advised that the interviews for a permanent Administrative Officer to replace Alex Drury had been held, with Dr Liu representing the Committee of Management on the selection panel but that no appointment had been made. She confirmed that Ms Farmer-Eynon would remain at the Language Centre on secondment until December 2017 and that the post would be readvertised during Michaelmas Term.

5. Appointment of Examiners 2017-18
As the Committee was not quorate, absent members would be contacted to obtain their approval by circulation.

Post-meeting note: the item gained quorate approval by circulation.

6. Dates of Next Meetings
The Committee agreed to meet as follows in 2017-18, with all meetings to be held from 14h00:

Michaelmas Tuesday 7 November 2017
Lent Tuesday 6 February 2018
Easter Tuesday 15 May 2018

7. Any Other Business
Professor Barber noted that Professor Young would be stepping down and the Committee recorded their thanks for his role as Chair.

Ms Wyburd gave a brief verbal update on progress in securing the services of a suitable replacement and asked the Committee to send any suggestions they might have to her. She also thanked Professor Barber for chairing this meeting.