PRESENT:

Professor S Franklin (Chair), Mr A Drury (Secretary), Mrs A Künzl-Snodgrass, Dr D Perry, Mr S Wakeford, Dr A White, Dr B Yuan and Ms J Wyburd.

IN ATTENDANCE:

Mrs E Furuta (Language Adviser)

APOLOGIES:

Professor W Marslen-Wilson, Dr M Evans, Dr R Wallach and Mr R Partington

1. Minutes of the previous meeting

The Minutes of the meeting held on 07 March 2013 were approved as an official record of the proceedings.

2. Matters Arising and for Report

(a) Interim Financial Support for CULP (5.a, 08.11.12)

The Committee noted that the Resource Management Committee had approved a non-recurrent grant in support of CULP (LCCM.12.21).

Mr Wakeford queried the possibility of securing a more definite commitment from Colleges to support students with the cost of CULP fees. The matter was discussed and the Committee confirmed that, for its part, it had sought as much support from Colleges as it was able. It was suggested that support for elective language study might be included in a list of indicative uses of the College Fee.

Action: Ms Wyburd to discuss the matter further with Mr Partington.

(b) Funding for English Language Assessments (5.b, 08.11.12)

The Committee was pleased to note that the Resource Management Committee had recommended that recurrent Chest funding for the Language Centre be increased from 2013-14 to support the costs of GAO English Language Assessments subject to approval by Grace of the Planning Round 2012 figures (LCCM.12.22).

(c) German Training for Music (5.b, 07.03.13)

Ms Wyburd advised that no response had yet been received from the Faculty of Music.

3. Approval of Starred (★) Items

The Committee approved the starred (★) items with the exception of item 9 which was un-starred at the request of Ms Wyburd.
4. Language Centre Learner Forum ★
Notes from the LC Learner Forum on 13 March 2013 (LCCM.12.23) were received.

5. A.J. Pressland Fund ★
A report on the A.J. Pressland Fund (LCCM.12.24) was received.

6. New CULP Courses
(a) For Award in 2013-14
The Committee reviewed the programme specifications for new CULP courses in Brazilian Portuguese Basic, Brazilian Portuguese Intermediate 1, Chinese (Mandarin) Elementary 2, Russian Intermediate 2, Swahili Basic 1 and Swahili Basic 2 (LCCM.12.25, 26, 27, 28, 32 and 33). Ms Wyburd noted that the majority of these had been reviewed and approved by colleagues in the Faculty of Modern & Medieval Languages (Brazilian Portuguese and Russian) and the Faculty of Asian & Middle Eastern Studies (Chinese and Swahili).

Ms Wyburd noted that the Swahili programmes had been developed by existing language teaching staff in the Centre for African Studies (also engaged to teach at the School of Oriental and African Studies). These courses had been reviewed and approved by academic colleagues in the Centre of African Studies. Dr Perry suggested that students in Clinical Medicine should be specifically targeted with information regarding scheduled Swahili courses.

The Committee approved the addition of these courses to the CULP programme and asked that a formal request was made to the General Board Education Committee for these to be added to the list of courses for which the Language Centre Committee of Management may award Certificates of Proficiency.

Action: Secretary to submit request to the Council of the School of Arts & Humanities requesting that this be recommended to the General Board Education Committee.

(b) For Award in 2014-15
The Committee approved plans for the development of new CULP courses in Modern Greek and Japanese to be piloted in 2013-14, potentially to be offered as certificated courses in 2014-15.

Action: Secretary to explore possible financial support for Modern Greek teaching via the Lewis Gibson Fund.

7. Director’s Report
A report from the Language Centre Director (LCCM.12.29) was received.

Ms Wyburd reported that the Researcher Development Committee would be asked at its next meeting to approve £37K from the Researcher Development Fund for the delivery of language training for graduate students in the Arts, Humanities and Social Sciences, to be administered by the Language Centre.

Ms Wyburd drew attention to exceptional enrolment figures for Easter CULP 2013, noting that student numbers were more than double those of the previous year. Although it was difficult to understand exactly why numbers had increased so significantly, it was suggested that the additional flexibility of online enrolment may have contributed.
The Committee also noted that there would be no language training offered as part of the MBA programme this summer due to low uptake. Ms Wyburd confirmed her intention to meet with representatives at the Judge and discuss how best to promote these courses in future.

8. Dates of Future Meetings
The Committee reviewed suggested meeting dates for 2013-14 (LCCM.12.30) and agreed to respond to an online poll to confirm specific days and times.

9. CULP Advanced Awards
(a) Examiners 2013-14
Those present proposed that the following individuals be recommended for approval for appointment as Examiners for the CULP Award by the General Board Education Committee noting that both External Examiners were 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): To Be Confirmed

Action: Secretary to liaise with the GB Education Committee as required to confirm appointments.

(b) External Examiner Meeting
The unconfirmed minutes of the CULP External Examiner Meeting on 03 May 2013 (LCCM.12.31) were received.

The Committee discussed the recommendation that an additional level of attainment should be added for high achieving students. Although the Committee was supportive of this idea in principle, there were some concerns regarding the use of the word “Distinction” as the suggested mark boundary would see more than half of all students falling into this category.

Action: Secretary and Ms Wyburd to explore comparable level courses at ICE/MML to explore existing good practice regarding attainment levels.

10. Any Other Business
(a) Language Centre Staff Garden Party
Members of the Committee were invited to join the staff of the Language Centre for a summer garden party at Clare College Scholar’s Garden from 3.30pm on Friday 21 June 2013.