

University of Warwick

Board of Lifelong Learning

Minutes of the meeting of the Board of Lifelong Learning held on
Friday 23 May 2003

Present: Professor R Dyson (Chair), Ms C Edwards, Dr S Hill, Dr N Holdsworth, Dr S Ireland,
Dr F McKay, Dr R Moseley, Dr J Pickering, Dr R Powell, Mr R White

Apologies: Professor D Gleeson, Ms G Manthorpe, Dr B Merrill

In attendance: Ms M Archer, Ms S Blakeman

25/02-03 Minutes

RESOLVED:

That the minutes of the meeting held on 7 February 2003 be approved.

26/02-03 Matters Arising

(a) ~~A Basic Skills Professional Development Centre~~ (minute 13/02-03 refers)

RECEIVED:

An oral report from Dr McKay on the establishment of a Basic Skills Professional Development Centre, it being noted that:

- (i) the Centre has been renamed the Essential Skills Professional Development and Resource Centre;
- (ii) the Centre will be formally opened on Monday 2 June 2003 by the Junior Minister for Young People and Adults and MP for Bury (South), Ivan Lewis;
- (iii) a Centre action plan will shortly be presented to the University and the LSC;
- (iv) an Open Studies Certificate in Adult Literacy Training has been approved and approval for Open Studies Certificates in English for Speakers of Other Languages and in Numeracy will be sought in the Autumn term;
- (v) discussions with partner colleges and the Open College Network are taking place about the possibility of offering Level 2 and 3 Essential Skills qualifications and a Foundation Degree in Essential Skills.

(b) ~~Amendment to Minutes of 7 February 2003~~ (minute 17/02-03 refers)

REPORTED:

That minute 17/02-03 should read "that Open Studies Certificates and Diplomas rated at less than 120 credits would not require the writing of a Course Specification."

27/02-03 QAA Review of the Foundation Degree in Community Enterprise and Development

CONSIDERED:

The QAA Report on the Review of the Foundation Degree in Community Enterprise and Development (BLL 20/02-03), it being noted that although the report was positive the course team had some concerns about the implications of adopting the reviewers' definitions of work-based learning.

RESOLVED:

That the University should respond to the QAA along the lines discussed in the meeting.

28/02-03 Partnerships for Progression

RECEIVED:

The Partnerships for Progression Proposal for the Coventry and Warwickshire sub-region (BLL 21/02-03), it being noted that:

- (i) the initiative is now called Aim Higher: Partnerships for Progression;
- (ii) University College Worcester is no longer involved, as it was in previous HEFCE-funded widening participation projects, since it is outside the sub-region;
- (iii) confirmation of the proposal's acceptability to HEFCE has not yet been received.

29/02-03 Open Studies

CONSIDERED:

- (a) Proposed fees for the academic year 2003/04 as set out in BLL 22/02-03.
- (b) Proposals for new Certificates in:
 - (i) Teaching Foreign Languages (BLL 23/02-03)
 - (ii) Adult Literacy Training (BLL 24/02-03).
- (c) An oral report from Dr Hill on assessment methods for Open Studies modules.
- (d) Guidelines for the award of Open Studies Certificates from the Language Centre (BLL 25/02-03).

RECOMMENDED:

- (a) That the proposed fees be accepted.
- (b) That the proposed Open Studies Certificates be approved, it being noted that Adult Literacy Training was approved by the Undergraduate Studies Committee of the Board of the Faculty of Arts on 7 May 2003; and that Teaching Foreign Languages, which had been approved by the Undergraduate Studies Committee of the Board of the Faculty of Social Studies on 30 April 2003, should be developed in order that it can be offered as either an undergraduate or postgraduate course with two different sets of learning outcomes and assessment methods.

RESOLVED:

- (a) That the assessment method guidelines for Open Studies modules produced by the Centre for Lifelong Learning be approved with the addition of the pass mark being clearly indicated on the guidelines.
- (b) That the proposed guidelines for Open Studies certificates from the Language Centre be accepted, it being noted that these guidelines address the issues raised by the Open Studies Exam Board's External Advisor.

30/02-03

Part-time Degrees

REPORTED:

That five-year variants of the BA courses in French with German and French with Italian were approved by the Undergraduate Studies Committee of the Board of the Faculty of Arts on 7 May 2003.

31/02-03

Course Specifications for 2+2 and Part-time Social Studies Degree Courses

CONSIDERED:

A programme specification for the 2+2 and Part-time Degree Social Studies degree courses (BLL 26/02-03) which will be considered by Academic Quality and Standards Committee on 11 June 2003, it being noted that:

- (a) the proposed Level One core module, Effective Learning for Social Studies, will be piloted as a Warwick Skills Certificate with Part-time Degree students in 2003/04 and that 2+2 students cover this material whilst studying at a partner college;
- (b) a final version of the course specification for Social Studies will be circulated to all Board members;
- (c) informal discussions have taken place on the possibility of offering a general Humanities degree but that this has not yet been formally proposed.

32/02-03

Lifelong Learning Recruitment

RECEIVED:

- (a) An oral report from the Board's Assistant Secretary for Lifelong Learning on recent marketing events, it being noted that:
 - (i) 19 members of staff attended the Warwick Learning Account Staff Drop-in Session on 7 May 2003;
 - (ii) 146 people registered at the Lifelong Learning Open Evening on 15 May 2003 but that the level of interest was probably higher than this as some accompanying visitors made enquiries;
 - (iii) 30 people attended the Open Evening for the Sector Endorsed Foundation Degree in Early Years on 22 May 2003.
- (b) Information on the age and gender profile of Part-time Degree students in the period 1998-2002 entry (BLL 27/02-03).

RESOLVED:

- (i) That a report be produced for the meeting of the Board in November 2003 analysing reasons for studying in relation to age groups.
- (ii) A generic interview questionnaire will be produced and circulated to all admissions tutors for Part-time Degrees to monitor more closely reasons for applying for a Part-time Degree.

33/02-03

SSLC Annual Reports

CONSIDERED:

Annual reports from the following SSLCs:

- (a) Open Studies Diploma in Person-Centred (Rogerian) Counselling (BLL 28/02-03).
- (b) 2+2 Degrees (BLL 29/02-03).
- (c) Part-time Degrees (BLL 30/02-03).
- (d) Part-time and 2+2 Degrees in Early Childhood Studies and Foundation Degree in Learning Support (BLL 31/02-03).
- (e) Foundation Degree in Community Enterprise and Development (BLL32/02-03).

RESOLVED:

That a summative report be produced and considered by the Board at the November 2003 meeting, and that this report should include consideration of the SSLC Annual Reports for other lifelong learning provision.

34/02-03

Boards of Examiners

CONSIDERED:

- (a) Membership of Boards of Examiners for Open Studies Certificates, 2+2, Part-time and Foundation Degrees (BLL 33/02-03).
- (b) A proposed change to the method by which members of the Part-time Degrees Boards of Examiners are nominated (BLL 34/02-03).
- (c) A proposed change to the regulations governing the Constitution and Appointment of Boards of Examiners for the full-time 2+2 and part-time Degree of BA (BLL 35/02-03).

RESOLVED:

- (a) That Ms C Edwards be added to the membership of the Open Studies Board of Examiners and that membership of the Part-time Degrees Boards of Examiners be circulated to Board members as soon as it is available.
- (b) That the proposed method for nominating members of the Part-time Degrees Boards of Examiners be approved.
- (c) That the proposed change be recommended.