

University of Warwick

Board of Lifelong Learning

Minutes of the meeting of the Board of Lifelong Learning held on  
Friday 7 February 2003

Present: Professor R Dyson (Chair), Dr S Hill, Ms G Manthorpe, Dr F McKay, Dr B Merrill, Dr R Moseley, Dr R Powell, Mr R White, Dr A Withnall

Apologies: Professor D Gleeson, Dr N Holdsworth, Dr S Ireland, Dr J Pickering

In attendance: Ms M Archer

12/02-03 Minutes

RESOLVED:

That the minutes of the meeting held on the 1 November 2002 be approved.

13/02-03 Matters arising on the minutes

(a) ~~QAA Matters~~ (minute 7/02-03 refers)

RECEIVED:

An oral report from the Director for the Centre for Lifelong Learning on the forthcoming review of the Foundation Degree in Community Enterprise and development, noting that:

- (i) the review will take place on 17 and 18 February 2003;
- (ii) day one will be spent at North Warwickshire and Hinckley College and day two will consist of visits to students at their workplaces.

(b) ~~A Basic Skills Professional Development Centre~~ (minute 11/02-03 refers)

RECEIVED:

An oral report from Dr McKay on the establishment of a basic Skills Professional Development Centre, by the LSC, within the Centre for Lifelong Learning, noting that:

- (i) a manager for the centre was appointed on 6 February 2003, with a further two personnel to be recruited imminently;
- (ii) the Centre is working closely with the LSC to develop a level 4 literacy course to be run at North Warwickshire and Hinckley College starting April 2003, and is also looking to offer level 4 Numeracy in October 2003.

(c) ~~Constitution, Membership and Terms of Reference for the Board~~ (minute 1/2-03 refers)

REPORTED:

- (i) That proposed changes to External Examining Arrangements, as a result of the Board's amended terms of reference, were approved by

Academic Standards Committee at its meeting on 20 November 2002, specifically that;

- (A) examination Boards for Part-time and 2+2 Social Studies will be amalgamated from 2003/04;
  - (B) that part-time Early Childhood Studies marks be considered at the Early Childhood Studies Examination Board of the Institute of Education rather than the Part-time Degrees Examination Board.
- (ii) That Steering Committee approved the proposal that Miriam Zukas act as External Examiner for 2+2 Social Studies as well as Part-time Social Studies.

RESOLVED:

That the Examination Boards for Part-time and 2+2 European Studies be amalgamated in 2002/03.

14/02-03 Lifelong Learning Recruitment

CONSIDERED:

A proposal that a Lifelong Learning Admissions and Recruitment Steering Group be established as a sub-committee of the board as set out in BLL 13/02-03.

RESOLVED:

That the proposal be approved.

15/02-03 Centre for Lifelong Learning Strategic Plan

CONSIDERED:

A proposed strategic plan for the Centre for the period until 2006/07 (BLL 14/02-03), it being noted that:

- (a) talks had already taken place with the Department of Psychology with a view to establishing a Part-time degree in Psychology;
- (b) the issue of migrating 10-credit Open Studies modules to Certificates was considered of prime importance to protect the Centre's level of HEFCE funding against future changes to the funding allocation mechanism.
- (c) the balance of responsibility for recruitment to 2+2 degrees should be shifted to the University of Warwick in order to provide a single first point of contact for prospective students and also to allow the centralised tracking of enquiries.

RECOMMENDED:

- (a) that 'assessment methods for Open Studies modules' be included as an agenda item for the next meeting.
- (b) that following the dissolution of the Community University Board an alternative method of maintaining links with the principals of the local colleges be put into place.

- (c) that a working party be formed to look at 2+2 and part-time degrees in Humanities.

RESOLVED:

That a letter be sent to the LSC to invite them to nominate a member to join the Board of Lifelong Learning.

16/02-03 Research Activities in the Centre for Lifelong Learning

RECEIVED:

A report on current and future research undertaken in the Centre (BLL 15/02-03), it being noted that, in addition to the FE projects listed, the Centre had obtained funding from HEFCE for research into progressions from two year courses in FE to HE institutions.

17/02-03 Course Specifications

RECEIVED:

An oral report from the Academic Director of Studies in the Centre for Lifelong Learning on the implications for lifelong learning provision of new guidelines on course specifications and the Framework for Higher Education Qualifications (FHEQ), it being noted that, to comply with the guidelines and the FHEQ would entail the writing of some 700 plus specifications in the case of the part-time degrees in 'European Studies' and 'Social Studies' due to the named pathways which currently exist, and a further 30 to cover variants of Open Studies Certificates, although these did not constitute full Certificates of Higher Education which carry 120 credits.

RECOMMENDED:

That a move be made away from the 'major and minor' format and that compulsory core modules which would include coverage of employability and transferable skills be introduced for levels 1 and 2 with a specified task, for example a dissertation, at level 3.

RESOLVED:

That 30-credit Open Studies Certificates would not require the writing of a Course Specification.

18/02-03 Open Studies

CONSIDERED:

- (a) A new module specification form to meet with the requirements of the QAA's academic infrastructure (BLL 16/02-03), it being noted that the new form was to be used for all Open Studies credit-bearing modules
- (b) A proposal for a new certificate in Operatic Studies (BLL 17/02-03)

RECOMMENDED:

That the certificate be approved subject to transferring it onto the new specification form

RESOLVED:

- (a) That the new form should be used for Open Studies Certificates as well as the 10-credit modules.
  
- (b) That membership of the Open Studies Accreditation sub-committee could be drawn wholly from the Centre for Lifelong Learning with external expertise being sought as needed.

19/02-03 2+2 Degrees

RECEIVED:

An oral report from the Director of the Centre for Lifelong Learning on recent discussions with City College Coventry over the future of the European Studies 2+2 degree, it being noted that due to continuing student recruitment problems, this degree has now been withdrawn.

20/02-03 Lifelong learning Marketing Plan 2003-02-07

RECEIVED:

A report from the Recruitment Officer for Lifelong Learning on the Centre's marketing strategy for 2003 (BLL 18/02-03)

21/02-03 Improving the Employment Prospects of Mature Students

RECEIVED:

The final report on the above project (BLL 19/02-03), it being noted that two joint papers are to be written, by Sue Band, Kate Dodd and Dr Hill, drawing on the project's findings.

22/02-03 Partnerships for Progression

RECEIVED:

An oral report on recent developments in implementing the Partnerships for Progression initiative in the sub-region, it being noted that the sub-regional group is to meet to re-visit the plan which had been submitted and that a further report would be made at the next meeting of the board.

23/02-03 SSLC arrangements for 2+2 degrees

RECEIVED:

An oral report from Dr S Hill on questions which had been raised at the Partnership and Distance Learning Sub-Committee with regards to the SSL Committees in partner colleges, some of which had not met all year.

RECOMMENDED:

That a set of principles be drawn up under which the SSLCs at partner organisations should operate.

RESOLVED:

That a request from students of 'Learning Support' to be represented on the Part-time Students' SSLC be approved.

24/02-03

Board of Lifelong Learning - Social Studies representative

RESOLVED:

- (a) That following the move of Dr A Withnall to Primary Care, (Leicester Warwick Medical School), a new representative from the Faculty of Social Studies be appointed to the Board.
- (b) That Dr Withnall be invited to remain on the Board as a representative of the Leicester Warwick Medical School.