

University of Warwick

Board of Lifelong Learning

Minutes of the meeting of the Board of Lifelong Learning held on  
Friday 31 October 2003

Present: Professor R Dyson (Chair), Professor C Aubrey, Dr H Denard, Dr S Hill, Ms P  
McManus, Ms G Manthorpe, Dr B Merrill, Dr R Moseley, Dr B Powell,  
Mr R Watson

Apologies: Mr R White

In attendance: Ms M Archer, Ms S Blakeman, Dr F McKay

1/03-04 Constitution, Membership and Terms of Reference for the Board

CONSIDERED:

- (a) The constitution and membership of the Board of Lifelong Learning, and its membership for 2003/04 (BLL 1/03-04)
- (b) Revised terms of reference for the Board (BLL 2/03-04)

RESOLVED:

That the constitution and membership of the Board be approved.

RECOMMENDED:

That the revised terms of reference for the Board be approved.

2/03-04 Sub-Committees of the Board

REPORTED:

That the following Sub-Committees report to the Board:

- (a) A Sub-Committee for each of the following 2+2 courses, convened by the appropriate Academic Co-ordinator:

Social Studies  
Theatre, Media and Text  
Early Childhood Studies

- (b) An Open Studies Accreditation Sub-Committee with the following members:

Dr S Hill (Chair)  
Two members of the Centre for Lifelong Learning  
The external advisor for Open Studies

3/03-04 Minutes

RESOLVED:

That the minutes of the meeting held on 23 May 2003 be approved.

4/03-04

Matters arising on the minutes

QAA Review of the Foundation Degree in Community Enterprise and Development  
(minute 20/02-03 refers)

RECEIVED:

The final version of the QAA Report on the Review of the Foundation Degree in Community Enterprise and Development (BLL, 3/03-04), noting that the report was largely positive but:

- (a) expectations of the level of practical commitment that should be offered by employers were very high;
- (b) the course team had some concerns about the implications of adopting the reviewers' definitions of work-based learning;
- (c) the suggestion that the University relax its requirements for the accreditation of prior learning (APL) could not apply in the case of core modules.

5/03-04

The Work of the Centre for Lifelong Learning in 2002/03 and 2003/04

CONSIDERED:

A report from the Director of the Centre for Lifelong Learning on the work of the Centre in 2002/03 and 2003/04 (BLL 4/03-04).

RESOLVED:

That the report be accepted, it being noted that the Language Centre should be consulted on any changes to the Open Studies framework and that an update on the Centre's research activities would be produced for the February 2004 meeting of the Board.

6/03-04

Carry forward marks from a Foundation Degree to an Honours Degree

CONSIDERED:

A paper from the Director of the Centre for Lifelong Learning on the classification of Honours Degrees for students previously registered for Foundation Degrees (BLL 5/03-04).

RESOLVED:

That degree classifications will be calculated on the basis of all Honours Level work as this is consistent with the procedure used for existing Part-time Degrees.

7/03-04

2+2 BA in European Studies

CONSIDERED:

A proposal that the 2+2 BA in European Studies no longer be offered in light of the partner college's view that the market is not large enough to sustain the course.

RESOLVED:

That this course formally be withdrawn.

8/03-04

Centre Developments

RECEIVED:

An oral report from Dr McKay on developments in the Centre's Basic Skills and Teacher Training Provision, it being noted that:

- (a) the Centre has developed a number of NQF Level 3 courses with the Open College Network for Central England;
- (b) the Centre is developing three Open Studies Diplomas in Professional Development for Trainers of Adult Literacy/Numeracy/ESOL Subject Specialists.

9/03-04

Annual Reviews

REPORTED:

That the Annual Reviews of Open Studies courses, the Foundation Degree in Community Enterprise and Development, and the Part-time and 2+2 Degree courses in Social Studies and European Studies are undertaken by the Centre for Lifelong Learning since they are not departmentally based degrees, and the reviews are considered by this Board.

CONSIDERED:

- (a) The report of the Annual Review for Open Studies courses (BLL 6/03-04); it being noted that:
  - (i) extra staff development sessions have been implemented for Open Studies tutors;
  - (ii) the entire Open Studies programme was revalidated and reassessed in 2002/03 and there are now clearer guidelines in place on assessment procedures, feedback processes and learning outcomes;
  - (iii) the Counselling team has begun to investigate the process of BACP accreditation for the Open Studies Diploma in Counselling;
  - (iv) the possible loss of performing space on the Westwood Campus would have consequences for Open Studies provision and other venues would have to be considered;
  - (v) in addition to the Open Studies figures in Appendix 1 of the report, a further 79 students registered for Open Studies Language Certificates;

RESOLVED:

- (i) That the report of the Annual Review be accepted;
- (ii) that, in the context of the skills programme, the Board supports the creation of a Student Development Unit to ensure the continuation of this provision alongside the embedding of skills work in undergraduate curricula.

CONSIDERED:

- (b) The reports of the Annual Reviews for Foundation Degrees in:
  - (i) Community Enterprise and Development (BLL 7/03-04).

- (ii) Early Years (BLL 8/03-04).

RESOLVED:

- (i) That the reports of the Annual Reviews of the Foundation Degrees be approved, it being noted that the main focus for the Early Years course this academic year will be preparation for the first cohort of students wishing to begin Honours Level work in 2004/05;
- (ii) that the Board supports the need for a system which would enable Early Years students to submit assessed work outside normal office hours.

CONSIDERED:

- (c) The report of the Annual Review for Part-time and 2+2 courses in Social Studies and European Studies (BLL 9/03-04).

RESOLVED:

That the report of the Annual Review be approved, it being noted that:

- (i) There has been a marked increase in part-time Social Studies application and registration figures;
- (ii) SSLCs for Part-time Degrees and 2+2 Social Studies have been amalgamated.

10/03-04

Open Studies

CONSIDERED:

Proposals for new Open Studies courses:

- (a) Certificate in Adult Numeracy Subject Specialists (BLL 10/03-04)
- (b) Certificate in Adult ESOL Subject Specialists (BLL 11/03-04)
- (c) Certificate in Community Research (BLL 12/03-04)
- (d) Diploma in Professional Development for Trainers of Adult Literacy Subject Specialists (BLL 13/03-04).

RECOMMENDED:

That the proposed courses be approved, noting that the credit for each course is dependant upon the total number of contact hours rather than the number of weeks over which the course is taught.

11/03-04

SSLC Annual Report Form

CONSIDERED:

The SSLC Annual Report Form for the Foundation Degree in Community Enterprise and Development (BLL 14/03-04).

RESOLVED:

That there were no major outstanding issues which had not been, or were not currently being, addressed.

12/03-04

Summative SSLC Report

CONSIDERED:

A summary of the Annual Report Forms received from Lifelong Learning Undergraduate Staff Student Liaison Committees in 2002/03 (BLL 15/03-04).

RESOLVED:

That the report be approved, it being noted that:

- (a) a representative from the Careers Service should be invited to Lifelong Learning SSLCs;
- (b) full SSLC membership lists should be made available to the Students' Union's Education Officer.

13/03-04

Lifelong Learning Marketing and Recruitment Report

CONSIDERED:

A report from the Recruitment Officer for Lifelong Learning (BLL 16/03-04), it being noted that:

- (a) the average age of first year part-time Social Studies students is just 30 this academic year, indicating that younger students may be making a positive choice to study part-time with support from their employers;
- (b) the conversion rate from applications to registrations was high for Part-time Degrees;
- (c) 2+2 recruitment has been difficult this year and convenors will be meeting in December to discuss this issue.

14/03-04

Warwick Learning Account

CONSIDERED:

A report on the Warwick Learning Account (BLL 17/03-04), it being noted that completion rates on credit-bearing provision will be analysed at the end of 2003/04 as early evidence suggests they are not high for some courses;

RESOLVED:

That the concerns about variable support from departments for staff who wish to study during the day be communicated to Steering Committee.

15/03-04

Analysis of Reasons for Choosing Part-time Degree Study

RECEIVED:

A report analysing the reasons students give for choosing Part-time Degree study in relation to age groups (BLL 18/03-04).

16/03-04

Proposed Change of Course Title for 2+2 Theatre, Media and Text

CONSIDERED:

A paper proposing a change of course title from Theatre, Media and Text to Theatre, Film and Literature (BLL 19/03-04).

RECOMMENDED:

That the proposed change of title be approved.