General Board

Review of Teaching and Learning Support Services

Implementation Steering Group

Minutes of the fourth meeting of the Implementation Steering Group held on Friday 12 March 2010.

Present: Professor JM Rallison (Chair), Dr N Bampos, Professor PJ Ford, Dr I Lewis, Mrs A Jarvis, Professor SJ Young, with Mr GP Allen and Mr JG Evans.

8.   Minutes

The Minutes of the third meeting of the Implementation Steering Group (ISG) held on 26 November 2009 were circulated for information.

The Group were informed that the Minutes had been received by the General Board at their meeting on 2nd December 2009. Professor Cliff had drawn attention to the constructive dialogue taking place between the University Librarians in institutions in the School of the Humanities and Social Sciences, and to the ongoing need to work with the Colleges in the management of journals subscriptions. The Board had approved the recommendations in the Minutes. The Board had appointed Professor Rallison to be Chairman of the Implementation Steering Group with effect from 1 January 2010.

9.   Update on implementation of Review Committee's recommendations

The Group received an updated workplan (Paper ISG1c) with accompanying draft papers as appendices.

(1)   Recommendation 1: Steering Committee

The Group received a draft constitution and terms of reference for a Teaching and Learning Support Services Steering Committee (appendix 1 tabled).

The Group agreed, subject to minor amendments, to recommend the creation of the Committee (attached as appendix 1 to these minutes).

(2)   Recommendation 3: Libraries integration

The Group received draft papers on: Governance Structure; Management Structure; amendments to Ordinances for the UL; and an Implementation Plan for Humanities and Social Sciences (appendices 3 i, ii, iii, iv).

The Group agreed that the benefits that would accrue from affiliation should include improved services and reduced duplication; modest savings could be delivered over time through managing opening hours and space.

The Group agreed that the papers, once completed, should form the basis of a consultation with the institutions of the School of the Humanities & Social Sciences, to be launched during March 2010. Following consultation, the matter should be considered by the Council of the School during Easter Term 2010. The School of

Arts and Humanities should be encouraged to proceed in a similar way as soon as possible.

(3)   Recommendation 4: CARET and the UL

The Group received an oral update on progress with discussions between the Librarian and the Director of CARET.

The Group agreed to recommend that CARET be integrated into the UL as soon as possible and that, subject to the General Board's approval of the recommendations, a Report be prepared.

(4)   Recommendation 5: the Language Centre and the UL

The Group agreed not to proceed with changes to the Language Centre for the time being.

(5)   Recommendation 6: journals and the Colleges

The Group received a paper on the Journals Coordination Scheme (appendix 6).

The Group noted that some progress had been made towards coordination of journals purchasing across all (University and College) stakeholders.

(6)   Recommendation 7: University Computing Service and the UL

The Group received an oral update on progress from the Director of UCS.

The Group noted that:
- ISSS had agreed that Lapwing Wireless connectivity should be available to all students and UCS was now focussing additional effort on this goal;
- UCS and the UL were approaching a solution to the problem of access to online materials for non-matriculated students;
- UCS aimed to be able to deliver Public Workstation Facility (PWF) services through wireless connectivity to laptops by the end of 2010;
- UCS were now hosting some CARET infrastructure in their machine room.

(7)   Recommendation 10: costs

The Group were informed that the Librarian was preparing a paper on the non-recurrent costs associated with possible restructuring of Library services.

JGE
21 April 2010

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<u>Teaching and Learning Support Services Steering Committee</u>

1.   <u>Constitution</u>

   a)   PVC Education (Chairman)

   b)   One member appointed by the Information Strategy and Services Syndicate

   c)   Three members appointed by the General Board – broadly representatives of the Schools

   d)   One member appointed by the Senior Tutors' Committee

   e)   The University Librarian and the Director of the University Computing Service

   f)   Up to two members co-opted at the discretion of the Committee

2.   <u>Terms of reference</u>

   Reporting to the General Board through the Education Committee, the Committee will be responsible for

   a)   keeping under review the use of digital / electronic materials in the University's teaching programmes, consistent with the University's high academic standards and achieving value for money

   b)   administering the Innovation Fund

   c)   promoting good practice in the use of digital / electronic materials across the University