

Coleg Cymraeg Cenedlaethol Academic Board
Wednesday, 6 February 2013
Council Chamber, Swansea University

Present:

- Members (Coleg): Dr Hefin Jones (Chair and Dean), Dr Dylan Foster Evans, Dr Carwyn Jones, Dr Elin Haf Gruffydd Jones, Gwilym Dyfri Jones, Professor Gwynedd Parry, Dr Eleri Pryse, Professor Deri Tomos
- Members (Branches): Phil Ainsworth, Dr Gwenno Ffrancon, Dr Anwen Jones, Dr Gina Morgan, Dr Gwilym Roberts, Dr Siân Wyn Siencyn, Dr Enlli Thomas, Denise Williams
- Members (Students): Manon George, Alys Rosser
- Members (Colegau Cymru): Carys Swain
- Coleg Staff: Dr Ioan Matthews (Chief Executive), Dr Dylan Phillips (Senior Academic Manager), Dr Dafydd Trystan (Secretary of the Board), Nia Brown (Development Officer)

Item	Main discussion points	Action Points	Timescale
1. Welcome and Introduction	1.1. The Dean welcomed members to the meeting. 1.2. Nia Brown was welcomed as a new member of Coleg staff who will be assisting with the administration of the meeting. 1.3. Swansea University was thanked for hosting the meeting and Lynsey Thomas in particular for facilitating the day's details.		
2. Apologies and Declarations of Interest	2.1. Apologies were noted from Julie Brake, Dr Geraint Cunnick, Professor Siwan Davies, Adam Jones, Dr Lisa Lewis (Denise Williams deputising), Professor Densil Morgan, Delyth Murphy, Gwenan Owain, Gwerfyl Roberts, Dr Gwennan Schiavone and Daniel Taylor.		

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	2.2. There were no declarations of interest.		
3. Minutes of the meeting held on 17 October 2012	3.1. The minutes of the previous meeting were accepted as an accurate record; apart from noting that Dr Geraint Cunnick had been present at the meeting.		
4. Terms of Reference	<p>4.1. It was noted that the Terms of Reference needed to be examined on a yearly basis and confirmed.</p> <p>4.2. It was noted that clarification on the representation of individuals nominated by institutions or appointed by the Coleg to the Board was required including using a deputy. It was noted that the Coleg's nominations were appointed as individuals and a deputy would not therefore be appropriate.</p> <p>4.3. It was noted that titles of the subject panels required examination</p> <p>4.4. The Terms of Reference were accepted</p>	<p>Coleg Staff</p> <p>Coleg Staff</p>	<p>By May 2013</p> <p>By May 2013</p>
5. Academic Planning	<p>5.1. A verbal report was given by the Chief Executive. It was mentioned that the task of preparing the plans had been more substantial than had been foreseen and more challenging than expected to complete. Specifically, it was noted that the development plans prepared by the Centre were no longer in force. It was noted that consultations with the specific departments had taken place in which the commitment of the institutions and departments to Welsh medium provision was emphasised. The need to structure the meetings with the departments to obtain more constructive and consistent results was noted. It was noted that, in future, there was a need to examine what gaps existed in the provision rather than merely coordinating between the institutions.</p> <p>5.2. The Coleg Staff, especially the Registrar, were thanked for all their work in preparing the plans.</p> <p>5.3. It was noted that the method of presenting the plans had changed for ease of reading and comparison including</p>		

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	<p>tables for summarising information rather than narrative only.</p> <p>5.4. It was decided that every plan needed to be revised to include the Coleg's investment priorities (i.e. to include another column in the tables to display data regarding how many positions per institution the Coleg funds and the institution has funded in the past and present).</p> <p>5.5. It was agreed that a process was required to monitor annual progress in light of the targets that the Academic Board would revise from time to time.</p>	<p>Registrar to revise the plans</p> <p>Coleg staff to look at the Staffing Plan</p>	<p>By May 2013</p>
<p>6. Law Plan</p>	<p>6.1. The final draft of the Law plan was presented.</p> <p>6.2. It was reported that targets had been set based on the plan.</p> <p>6.3. It was suggested that a contact was required for the student that was not necessarily a lecturer or a tutor. It was suggested that HEFCW directives regarding student experience should be followed.</p> <p>6.4. It was noted that Aberystwyth, Bangor and Cardiff universities already offered substantial provision.</p> <p>6.5. It was recommended that the following was required in the plan:</p> <ul style="list-style-type: none"> • Core-module planning - a common curriculum in each institution • Collaboration - the need for personal development • A challenge to secure numbers - need to attain a target <p>6.6. The final draft of the plan was accepted in principle with minor revisions.</p>	<p>Submit Final Plan to the Academic Board</p>	<p>April 2013</p>
<p>7. Geography, Agriculture and Environmental Management Plan</p>	<p>7.1. The final draft of the Geography, Agriculture and Environmental Management Plan was presented.</p> <p>7.2. It was reported that there were no major changes to the plan as a consequence of extensive discussions throughout the years.</p> <p>7.3. It was noted that a robust and clearly-defined discussion</p>	<p>Submit Final Plan to the Academic Board</p>	<p>April 2013</p>

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	<p>with Bangor University had been held regarding postgraduate provision.</p> <p>7.4. The need to demonstrate the implications of the three fields at the three institutions and to fund posts in the future to avoid duplication was discussed.</p> <p>7.5. It was noted that there was a need to differentiate between:</p> <ul style="list-style-type: none"> • institutional aspiration • the institute's investment; and • the Coleg's expenditure <p>7.6. The final draft of the plan was accepted in principle with minor revisions.</p>		
8. Modern Languages Plan	<p>8.1. The revised draft of the Modern Languages Plan was presented.</p> <p>8.2. The thoroughness of the research for this Plan, the strength of the action plan and the specific consideration to develop an ambitious National Plan were noted.</p> <p>8.3. Mererid Hopwood's enthusiastic leadership and careful chairmanship whilst setting up the plan was noted.</p> <p>8.4. It was noted that this is a priority field for Government and higher education.</p> <p>8.5. It was noted that without the Coleg's investment, there would be no Welsh Language provision in the field and that this is essential to enable students to learn in their mother tongue.</p> <p>8.6. The requirement to measure success in the plan was noted.</p> <p>8.7. The need to obtain guidance from HEFCW to discuss credits and target language was noted.</p> <p>8.8. The implications of assessment and best practice in operation by the QAA were discussed. It was noted that the QAA had submitted an application to the Coleg to advise them on Welsh Language provision and</p>	Submit revised Plan to the Academic Board	May 2013

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	<p>consequently there will be a Consultation Day in due course to discuss the Code of Practice.</p> <p>8.9. It was suggested that the plan needed to clarify how student numbers could be increased and to outline marketing strategy.</p> <p>8.10. Progress in the plan was acknowledged but further development was required.</p>		
<p>9. Welsh Language and Literature Plan</p>	<p>9.1. The first draft of the Welsh Language and Literature Plan was presented.</p> <p>9.2. It was reported that there had been extensive discussion at the Panel noting the challenges of attracting new students and extending second-language provision, which is in a critical situation.</p> <p>9.3. It was suggested that more linguistic planners were required rather than language experts as professional fields are not being developed.</p> <p>9.4. It was suggested that more information was needed regarding specific subjects in the field including a list which includes, for example, Education / Drama and that statistics which may be inconsistent or obsolete need to be updated.</p> <p>9.5. Mention was made of the need to be part of a discussion with the Government regarding the revision of secondary education (as a consequence of the proposed changes to GCSE and A Level) in order to facilitate the flow of the higher education path which had distanced between the WJEC and universities in recent years.</p> <p>9.6. The need to change the following in the Plan was noted</p> <ul style="list-style-type: none"> • details of language/literature provision pathway • data verification - students / joint degrees • nature of the development - traditional/new work <p>9.7. It was agreed that the draft needed to be looked at again and that a further plan should be presented at the next</p>	<p>Submit revised Plan to the Academic Board</p>	<p>May 2013</p>

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	meeting of the Board.		
10. Music Plan	<p>10.1. A draft of the Music Plan was presented, for information only.</p> <p>10.2. It was noted that there is already substantial investment in the field and that the information in the plan is incomplete.</p> <p>10.3. It was noted that an action plan in its final form is to be provided at the next meeting.</p>	Submit revised Plan to the Academic Board	Mai 2013
11. Sports Science Plan	<p>11.1. A draft of the Sports Science Plan was presented.</p> <p>11.2. It was noted that the Plan was based on individual plans. The challenges of the field, which has demonstrated recent development at Cardiff Metropolitan University and some development in other places, were discussed. It was noted that there was clear potential for the field but that it was not clear how many locations would be sustainable in the field.</p>	Submit revised Plan to the Academic Board	Mai 2013
12. Business Plan	<p>12.1. A draft of the Business Plan was presented</p> <p>12.2. It was reported that, until recently, only Bangor University had sufficient provision and that the provision by Aberystwyth and Trinity Saint David universities was fragmented.</p> <p>12.3. It was reported that there was now lively collaboration between Cardiff Metropolitan University and Glamorgan University.</p> <p>12.4. It was noted that, despite the lack of progress at Trinity Saint David, there are opportunities by collaborating with further education, that there is potential in Swansea Metropolitan university and a commitment by Aberystwyth in funding a post.</p> <p>12.5. It was noted that there are already Scholarships in the field.</p> <p>12.6. It was noted that the information in the tables was unclear and that this needed checking.</p> <p>12.7. It was noted that a plan would be submitted in its final</p>	Submit revised Plan to the Academic Board	May 2013

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	form at the next meeting		
13. Translation Studies	<p>13.1. A verbal report was given on the development in the field of Translation Studies in which it was mentioned that there was a circular on the Coleg website containing further details.</p> <p>13.2. It was reported that the Coleg had commissioned Heini Gruffudd to prepare recommendations that the Coleg could support via the Academic Plan and the concept of a 'School of Translation Studies' was proposed on a national basis. It was reported that the Welsh Language Commissioner is conducting a review of the field of translation and that there is an opportunity to ensure that any plans that the Coleg develops co-ordinate with the results of that review.</p> <p>13.3. It was noted that the Coleg Board of Directors have adopted the following major recommendations:</p> <ul style="list-style-type: none"> • That the Coleg stimulates the establishment a School of Translation Studies, by holding discussions with the higher education sector. • That academic posts funded by the Coleg are located in the framework of the 'School' • That any provision responds to the needs of the translation industry, including providing training and professional development. • That the Board recommends the appointment of suitable individuals to spearhead the work of creating an executive plan. 		
14. Coleg Research Scholarships Scheme (BA/13/02/14)	<p>14.1. A paper recommending amendments to the Research Scholarship Scheme was presented and considered. Dr Dylan Phillips was thanked for his work in preparing the revised paper.</p> <p>14.2. It was reported that the Coleg is eager to attract the brightest students each year and consequently a</p>		

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	<p>transparent process is required.</p> <p>14.3. A long discussion was held on the marketing and timing of the scholarships with members noting concerns regarding the loss of potential brilliant researchers in the process.</p> <p>14.4. Following a detailed discussion of the implications of the changes, the conditions of the scheme were approved (with minor revisions) in order to distribute a circular within the academic timetable and to report to the Coleg Board of Directors.</p> <p>14.5. It was agreed that the Academic Board would review the scheme's new format in October.</p>	<p>Circulate circular</p> <p>Coleg Staff</p> <p>Board to discuss the Plan</p>	<p>Immediately</p> <p>February 2013</p> <p>October 2013</p>
<p>15. Assessment Regulations (BA/13/02/15)</p>	<p>15.1. The Assessment Regulations were presented by the Registrar for the Board's consideration.</p> <p>15.2. It was explained that students would have the opportunity to apply for the Language Skills Certificate for the first time in May.</p> <p>15.3. The requirement to include the opportunity to provide equipment for students with special needs was noted.</p> <p>15.4. The regulations were accepted unanimously with minor revisions.</p>		
<p>16. Student Representation in the Coleg</p>	<p>16.1. A written report prepared by Adam Jones (Student Representative) summarising concerns regarding student representation and the need to work more closely with NUS Wales to improve the current situation was noted.</p> <p>16.2. Alys Rosser was asked to liaise with Adam Jones to proceed with this matter.</p>		
<p>17. Student Matters</p>	<p>17.1. The matter of student membership of the Coleg was discussed. It was mentioned that the members wanted to feel a part of a robust organisation and that more events needed to be organised such as the gig organised by south-east Branches around the time of Santes Dwywen this year.</p>	<p>Branches to consider</p>	<p>Ongoing</p>

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	<p>attendance register of the previous meetings to monitor the situation.</p> <p>19.2. Language Skills Certificate It was noted that the Coleg website provides information on the Language Skills Certificate. It was suggested that the branches could circulate a link.</p> <p>19.3. Part-time Plan It was noted that the Part-time Plan had been postponed for a year and that the matter would go before the Academic Collaboration Committee.</p> <p>19.4. Research Excellence Framework It was confirmed that the Coleg has written to the central committee of the Research Excellence Framework</p> <p>19.5. Review of Initial Teacher Training It was noted that the Chief Executive had met with and contributed to the review and that HEFCW had acknowledged this.</p> <p>19.6. Schools Sector It was noted that Coleg Officials are working on the matter and will report back in due course.</p>		
20. AOB	20.1. It was noted that the Dean will be attending the next meeting of the Academic Collaboration Committee to decide how best to represent the Academic Board.		
21. Date of Next Meeting	<p>21.1. It was noted that the next meeting of the Academic Board would be on 8 May 2013 in Bangor.</p> <p>21.2. It was noted that information on accommodation in the Management Centre could be circulated to anyone who needed to stay overnight before the next meeting in Bangor.</p>		