**Centre for Journalism**

**Combined Board of Studies/Learning & Teaching Committee/ Graduate Studies Committee**

**Notes of the meeting held on Monday 22 October 2012**

**At 1pm in G2-21 Gillingham Building**

**PRESENT**

Ian Reeves Director of Learning & Teaching, **Chair**

Prof Tim Luckhurst Professor of Journalism, Head of Centre for Journalism

Richard Pendry Lecturer Broadcast and Online Journalism

Rob Bailey Lecturer Reporting and Writing

Lesley Phippen Lecturer in Law

Sarah Lonsdale Lecturer Reporting

Jackie Wright Academic Support Assistant, Drill Hall Library

David Evans Academic Support Assistant, Drill Hall Library

Anastasia Bakowski PA to Professor of Journalism

Kyra Harwood-Lucas Student Administration Manager

Sarah Megson Central Administration Manager

Kelly Porter BOS Secretary

Michel’Le Donnelly Stage 3 Student Representative

Huw Jenkins Stage 3 Student Representative

Kieran Watkins Stage 2 Student Representative

Clarissa Place Stage 2 Student Representative

Stine Wannebo Stage 1 Student Representative

Chris Wallis MA Student Representative

Mark Kwemoi MA Student Representative

**ABSENTEES**

Gerardo Calia Multimedia Newsroom Technician

Sunthai Constantini Graduate Teaching Assistant

Ola Ojuko Stage 1 Student Representative

1. **WELCOME**

**1.1** The Chair welcomed those present.

1. **MINUTES OF THE PREVIOUS MEETING**

**2.1** The Minutes were **agreed**.

1. **MATTERS ARISING**

**3.1 Library Book Orders**

**3.1.1** It was noted that the 2011/12 library budget had now been spent

**3.2 Stage 3 Portfolios**

**3.2.1** Refer to point 5.0 Teaching & Learning.

**3.3 Stage 2 Projects**

**3.3.1** Refer to point 5.0 Teaching & Learning.

**3.4 Attendance Etiquette**

**3.4.1** It was noted that attendance had improved and students were now contacting tutors prior to classes to advise of non-attendance.

**3.5 Editorial Conference Attendance**

**3.5.1** It was noted that attendance at editorial conference had also improved.

**3.6 Large Quantities of Print and Newsroom Rules.**

**3.6.1** This issue had been addressed with the students via the student reps.

**3.7 Library Reference Books**

**3.7.1** Jackie Wright advised that reference books were still being retained by students and she stressed that instead of doing this students were to let the library know so that extra copies of any particular text could be ordered.

**3.8 NCTJ Exam Fees**

**3.8.1** Tim Luckhurst stressed that NCTJ exams must be registered and paid for at least 3 weeks in advance of the exams.

 Action – Student reps to feed back to their colleagues.

1. **PROGRAMME MANAGEMENT**

**4.1 BA Journalism & the News Industry**

**4.1.1 Consideration of the new UG Sports Journalism elective module**

Ian Reeves confirmed that there would be a new UG Sports Journalism module and that it was currently being considered by Faculty. A copy of the module specification was available for all members.

**4.2 MA in Multimedia Journalism**

**4.2.1 Consideration of the new PG Sports Journalism elective module**

Ian Reeves confirmed that there would be a new PG Sports Journalism module and that it was currently being considered by Faculty. A copy of the module specification was available for all members

**4.3 To note Faculty approval of new MA in International Multimedia Journalism**

Tim Luckhurst advised that there would be a new MA available for International Students; this would run alongside the MA in Multimedia Journalism.

**5.0 TEACHING AND LEARNING**

**5.1** Ian Reeves stressed that the Centre was very disappointed that more students had not completed the NCTJ Diploma in the previous year. He indicated that only a small number had submitted a portfolio or achieved 100 wpm shorthand.

Tim Luckhurst advised that unless graduates had at least a 2.I degree or better and a NCTJ diploma then they will not be considered for employment by large companies. He also added that students should aim to complete the NCTJ in Stage 2 to leave Stage 3 clear for the larger workload.

Action – Student reps to feedback to their colleagues

**5.2** Ian Reeves stressed the importance of the Stage 3 students submitting their project pitches as soon as possible to enable feedback to be given in time.

Action – Student reps to feedback to their colleagues

**6.0 ANNUAL MONITORING REPORTS**

**6.1** **Programme report for BA and MA programmes**

Ian Reeves advised that the relevant reports were available for the Board members to view and no further discussion ensued.

**6.2 Programme report for research programmes**

Ian Reeves advised that the relevant reports were available for the Board members to view and no further discussion ensued.

**6.3 Departmental report**

Ian Reeves advised that the relevant reports were available for the Board members to view and no further discussion ensued.

**7.0 ASSESSMENT**

**7.1 Consideration of request for change of exam assessment method JN502.**

Rob Bailey confirmed that the change of assessment from written to typed exam had been agreed and would commence May 2013.

**8.0 RESOURCING STAFFING AND ACCOMMODATION**

**8.1** Tim Luckhurst confirmed that a new sessional lecturer in Communication and Humanitarianism had been appointed – Keith Somerville. He also confirmed that a new reading list would be available by the Christmas break.

Action – a copy of the reading list to be given to Jackie Wright for reference books.

**8.2** It was noted that Professor Geoff Craig had visited the Centre following his appointment and would be starting as Director of Research on 7 January 2013.

**9.0 LIBRARY**

**9.1** David Evans confirmed that the Centre had a budget of £28,500 for 2012/13 and £4000 had been spent so far with 50% needing to be spent by January.

**9.2** Rob Bailey confirmed that he would provide the Library with a list of reference books for the new Sports Journalism module. Jackie Wright requested that students and staff let the library know as soon as possible the books that they would like ordered. Tim Luckhurst stressed that he would like a broader range of reference books rather than large numbers of the same text.

**9.3** Jackie Wright asked that staff let her know by the 24th October of any new subscriptions required or cancellations.

Action – Rob Bailey to contact Jackie regarding reading lists and all staff to contact the Library regarding reference book orders, new subscriptions and cancellations.

**10.0 STUDENT REPRESENTATIVES' COMMENTS**

**10.1 Year 1 Comments**

**10.1.1** Stine Wannebo (Stage 1 Rep) requested that the temperature in the newsroom be adjusted. Ian Reeves advised that Gerardo Calia had been dealing with this.

 Action – Sarah Megson to follow up with Estates.

**10.2 Year 2 Comments**

**10.2.1** Both Stage 2 Reps stressed the issues regarding the computers when using them for Video Journalism and that this was discouraging students from taking this NCTJ exam due to these problems. Ian Reeves advised that it was a software issue and that Gerardo Calia was endeavouring to address it. He also advised that students should not be discouraged from taking the NCTJ exam as extra time would be given if problems occurred.

Tim Luckhurst added that next year’s budget would include replacement of all PCs over the summer.

Action – Student reps to feed back to their colleagues

**10.3 Year 3 Comments**

**10.3.1** Stage 3 raised the same issues regarding the PCs.

Action – Student reps to feedback same to their colleagues

**10.4 MA Students' Comments**

**10.4.1** See point 13.0

**11.0 ANY OTHER BUSINESS**

**11.1** Lesley Phippen advised that she had received positive feedback from students regarding the shuttle bus to Canterbury.

**11.2** Lesley Phippen also advised that she had received more positive feedback from the students regarding the coursework deadlines being more evenly spread.

**11.3** Lesley asked that student reps feed back to their colleagues regarding the Drill Hall Library Group and encourage them to join the meeting.

Action – Student reps to feedback to their colleagues and anyone interested to email Jackie Wright.

**Undergraduate student representatives left the meeting.**

**12.0 GRADUATE STUDIES COMMITTEE**

**12.1** Chris Wallis (MA rep) asked that the issue of the UG students using the PG Newsroom be addressed. Tim Luckhurst stressed that UG students should not be using the PG Newsroom unless agreed by the PG students.

 Action – Richard Pendry to speak to the Stage 2 students

**12.2** Mark Kwemoi (MA rep) asked that there be some clarity in the assessment of NCTJ and MA in the practical subjects. It was advised that there should be no distinction as NCTJ requirements are intrinsic to the MA.

**12.4** Lesley addressed the issue, on behalf of the MA students, of the lack of common room for postgraduate students to sit and relax and eat. Sarah Megson confirmed that the Campus Management Group would meet next week and then they would have further information regarding any such potential developments on the campus in C4.

**13. DATE OF NEXT MEETING**

 TBC