**Centre for Journalism**

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

**Notes of the meeting held on Monday 12 December 2011**

**At 1pm in R2-09 Rochester 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

Dr Suzanne Franks Director of Research

Rob Bailey Lecturer Reporting and Writing

Lesley Phippen Lecturer in Law

Aruna Bansall Senior Academic Support Librarian, Drill Hall Library

Jackie Wright Academic Support Assistant, Drill Hall Library

Kyra Harwood-Lucas Student Administration Manager

Sarah Megson Central Administration Manager

Anastasia Bakowski PA to Professor of Journalism, **Acting** **Secretary**

Paul Dunne Stage 3 Student Representative

Ella Copeland Stage 3 Student Representative

Emily Magdij Stage 1 Student Representative

Jacob Lewis MA Student Representative

**APOLOGIES**

Kieran Watkins Stage 1 Student Representative

Sarah Lonsdale Lecturer Reporting

Gerardo Calia Multimedia Newsroom Technician

Kelly Porter BOS Secretary

**NON-ATTENDANCE**

Huw Jenkins Stage 1 Student Representative

Frances Christian-Acquaah Stage 1 Student Representative

Lizzie Massey MA Student Representative

1. **WELCOME**

1.1 The Chair welcomed those present.

**2.0 MINUTES OF THE PREVIOUS MEETING**

2.1 The Minutes were **agreed**.

**3.0 MATTERS ARISING**

3.1 **Availability of more portable hard drives**

3.1.1 This issue had been addressed and there were now more portable hard drives available to students.

3.2 **Return of kit**

3.2.1 It was noted that students were continually encouraged to return kit.

3.3 **Postgraduate News Days**

3.3.1 It was noted that in future news days for MA students would be spaced out across the academic session and not restricted to the Summer term.

**4.0 ANNUAL MONITORING**

4.1 I Reeves reminded members that module reports were required for all new modules and for modules where there was a certain percentage failure. Module reports incorporated student and staff feedback and commentary. He pointed out that in certain modules a low level of response had been received which made it difficult to compile a comprehensive report. It was noted that a new system of electronic feedback was being introduced whereby students could submit their comments via Moodle. It was hoped that this would be a more effective and efficient method of gathering students' comments.

4.2 **Consideration of module, programme and departmental monitoring reports**

4.2.1 It was noted that reports for modules JN503, JN504, JN506, JN508, JN509, JN510, JN511 had been circulated with the agenda papers for consideration. Similarly programme monitoring reports for the BA and MA programme and a departmental report had been circulated to members. Members had reviewed these and had no particular comments.

**5.0 TEACHING AND LEARNING**

5.1 The Chair introduced R Bailey, new lecturer in Reporting and Writing, to the forum and congratulated him on successfully addressing the problems which had arisen in the previous year in connection with the teaching of this module.

**6.0 ASSESSMENT**

6.1 E Copeland raised the issue of referencing in the Reporting Conflict module where she had lost marks through incorrect referencing. T Luckhurst stressed that as this was an Honours level module, the marking criteria was more rigid and reflected the correct use of referencing; this was explained in the student handbook. He further stressed that the Harvard method adopted by the Centre for Journalism should be strictly adhered to in student essays and since this was a final year module any deviance from this would be penalised. He indicated that some students were still not using this method correctly. J Wright indicated that the Library could run some referencing workshops if students wanted them. Student reps agreed that these would be very useful.

 **ACTION: J Wright to arrange workshops and advise students of dates.**

**7.0 RESOURCING STAFFING AND ACCOMMODATION**

7.1 **New Postgrad Newsroom**

7.1.1 It was noted that a new postgrad newsroom had been installed during the Summer for the sole use of the MA students. This facility was working well but there was still a problem with the printer which was in the process of being addressed.

7.2 **Lecturer in Government and Politics**

7.2.1 It was noted that S Franks was leaving the University at the end of the Autumn term to take up the position of Professor of Journalism at City University. It was also noted that a permanent replacement would not be sought until the end of the current academic session and that for the Spring term J Johnson would continue to teach British Government and Politics to stage 1 and John Mair (senior lecturer on sabbatical leave from Coventry University and highly respected former BBC documentary maker) would undertake the postgraduate and stage 3 teaching of British Public Affairs and Communications and Humanitarianism.

**8.0 LIBRARY**

8.1 It was noted that there was a substantial amount in the library budget and academic colleagues were encouraged to submit orders as soon as possible.

 **ACTION: Book orders to be submitted to J Wright.**

8.2 P Dunne enquired about the availability of noticeboards in the library entrance and J Wright promised to chase these up.

 **ACTION: J Wright to chase up noticeboards as above.**

**9.0 STUDENT REPRESENTATIVES' COMMENTS**

9.1 There were no comments from the year 1 representative. There were no year 2 representatives present at the meeting.

9.2 The year 3 representatives indicated that internet explorer did not play videos on the BBC website and that some PCs had not been working since the beginning of the year. IR indicated that he would speak to the IT support team about the browser on the student managed desktops. IR also indicated that there were no plans to install a printer in newsroom 2.

 **ACTION: I Reeves to speak to Medway IT support team as above.**

9.3 The year 3 representatives reiterated their request for 'phone recording devices which could be checked out as part of the kit availble to students. I Reeves indicated that he would speak to G Calia. T Luckhurst pointed out that the radio quality obtained by such devices was not broadcast quality and that students should use the radio studio for recording for optimum quality.

 **ACTION: I Reeves to speak to G Calia re recording devices.**

9.4 The MA student representative raised the issue of the lack of social space and areas where students could eat their own food and wait between lectures. It was agreed that this was a serious concern which had been raised on numerous occasions at University forums but current space constraints did not permit such a space to be reserved for student social use. S Megson pointed out that the C4 development would contain social space for students. It was pointed out to students that the kitchens were for staff use only.

9.5 It was noted that out of hours access to the newsrooms could be arranged as early as the Spring term although 24 hour access was unlikely. It was noted that the Medway Facilities Manager would be liaising with the Head of Estates to facilitate this.

 **ACTION: L Montgomery to pursue out of hours newswroom access with Estates.**

**10.0 ANY OTHER BUSINESS**

10.1 There was no other business.

**11. DATE OF NEXT MEETING**

tbc

***Undergraduate student representatives left the meeting.***

**GRADUATE STUDIES COMMITTEE**

**12.0 CONSIDERATION OF POSTGRADUATE MODULE MONITORING REPORTS**

12.1 Module reports for JN800, JN801, JN802, JN805, JN806, JN807, JN808, JN811 and JN812 had been circulated to members for consideration prior to the meeting. There were no comments on these.

**13.0 ANY OTHER BUSINESS**

13.1 There was no other business.