**Centre for Journalism**

Combined Board of Studies/ Leaning & Teaching Committee/Graduate Studies Committee

**Notes of the Meeting held on Monday, 8 December 2014**

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

**PRESENT**

Ian Reeves Director of Learning and Teaching Chair

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

Lesley Phippen Director of Graduate Studies

Prof. Geoffrey Craig Director of Research

Jackie Wright Academic Support Librarian, Drill Hall Library

David Evans Academic Support Librarian, Drill Hall Library

Gerado Calia Multimedia Newsroom Technician

Laura Garcia-Rodriguez Blancas Graduate Teaching Assistant

Brigid Carroll Acting Student Administration Manager

Sam McDonagh Student Administration BOS Secretary

Victoria Gleed Recruitment & Admissions Assistant

**STUDENT REPRESENTATIVES**

Joe Cooper Stage 1 Student Rep

Ingebjoerg Iversen Stage 1 Student Rep

Alex Norman Stage 3 Student Rep

Stine Wannebo Stage 3 Student Rep

Elly Babu Odongo MA Student Rep

Melisande Shannon MA Student Rep

Sean Previl MA Student Rep

**APOLOGIES FOR ABSENCE**

Kyra Lucas Harwood Student Administration Manager

Anastasia Bakowski PA to Professor of Journalism/Centre Administrator

Kelly Porter Student Administration BOS Secretary

Sarah Megson Central Administration Manager

**DID NOT ATTEND**

Richard Pendry Lecturer Broadcast and Online Journalism

Lee Kenny Lecturer in Reporting

Rob Bailey Lecturer in Reporting and Writing

Jacqueline Gordon Stage 2 Student Rep

**1.0 WELCOME**

1.1 The Chair welcomed the Board/Committee and opened the meeting.

**2.0 MINUTES OF THE PREVIOUS MEETING**

2.1 The Minutes were agreed as a true and accurate record.

**3.0 MATTERS ARISING**

3.1 **Meeting for Stage 2 students Re. Final Year Project**

3.1.1 It was noted that this would take place in July 2015 as usual.

3.2 **Implementation Group Plan Update**

3.2.1 TL reported there have been no communication from the Implementation Group and therefore no update.

3.3 **Combined Friday Shorthand Group**

3.3.1 Chair noted that this will be addressed in section 6 of this Agenda.

3.4 **Library Budget**

3.4.1 JW reported that the Centre for Journalism budget had been dealt with effectively for the year 2013/14. There are currently funds to be used for the current academic year and encouraged the Centre to submit appropriate orders.

3.5 **Video Editing Software in Library**

**3.5.1 G Calia reported that this is not possible because the software is only available for Macs.**

3.6 **Dissemination of NCTJ Information to new students**

3.6.1 The Chair noted that the Centre is doubling their commitment to raise this issue at interviews for new students to ensure they are aware they will need to budget for NCTJ Examinations in addition to tuition fees.

 It was noted that the Centre for Journalism has been granted a local television licence in conjunction with Kent Messenger. The technical equipment is due to be purchased and studio construction completed by the end of January 2015. The channel will be available on Freeview in Maidstone and Tonbridge however online viewing will be available county wide.

4.0 **ANNUAL MONITORING**

4.1 **Consideration of new Module, Programme and Departmental monitoring reports.**

4.1.1 The Chair reminded members that modules must have Annual Monitoring Reports if they are new or have previously had poor pass rates or other concerns have been highlighted.

4.1.2 The Chair directed attention to attachment JN513 Political Reporting which is a stage 3 module with a response rate of 12.5%. It was noted that the module had received a positive response and no concerns have been raised. The Chair noted that this report is approved.

 The Chair directed attention to attachment JN512 Sports Journalism which is a stage 3 module with a response rate of 25%. It was noted that the module had received a positive response and all students had passed the NCTJ Examination. The Chair noted that this report is approved.

4.1.3 The Chair directed attention to attachment JN815 Political Reporting which is a PGT module with a response rate of 100%. It was noted that the module had received a positive response and the Chair noted that this Module is approved.

4.1.4 It was noted that Student Representatives are to encourage other students to complete Module Feedback Forms; it was suggested that perhaps time should be made available towards the end of teaching sessions for students to complete these.

**5.0 PROGRAMME MANAGEMENT**

5.1 **BA Hons Journalism and the News Industry**

5.1.1 It was noted that this programme had received positive feedback from External Examiners and the programme report was approved.

5.2 **MA in Multimedia Journalism**

5.2.1 The Chair noted this Programme had very high student satisfaction at 90% and showed very good employment outcomes. Programme report approval was noted.

5.3 **MA International Multimedia Journalism**

5.3.1 It was noted that this Programme resulted in positive outcomes and noted approval of the programme report.

 **Research Programmes**

 Approval was noted for the Postgraduate Research Programme report.

5.4 Departmental Report

5.4.1 The annual departmental report was approved by the Committee.

**6.0 TEACHING AND LEARNING**

6.1.1 Attention was directed to Attendance for Undergraduate Programmes and that attendance levels have been disappointing particularly for some stage 2 and 1 sessions. It was reported that some students had not attended classes for one module as they were completing coursework submissions for another. The Chair noted that the Programme is designed for students to complete private study not during scheduled teaching sessions for another module.

 It was noted that a Joint Honours Programme of Study was being introduced as English and American Literature with Journalism in the academic year 2015/16, the delivery will be largely based at the Canterbury Campus and it would not be NCTJ accredited.

6.1.3 It was noted that there are slight amendments to the following Modules related to assessment changes, students will be informed once Faculty approval has been confirmed:

 Political Reporting JN513

 British Government and Politics JN302

 British Public Affairs

6.1.4 It was noted that a new PGT and Stage 3 module on Propaganda will be introduced and run by Keith Somerville.

6.1.5 It was noted that the Journalism, Science and Environment module is currently in the process of approval.

6.1.6 Concerns were raised about the Shorthand module and student performance and the importance of attendance and private practise was emphasised. It was suggested that Shorthand practise could be introduced as a session at the beginning of sessions for other modules.

**7.0 ASSESSMENT**

7.1 It was noted that there has been some progress in the effort to move to Personal Computers being used during exams as opposed to students writing exams which is contrary to newsroom practice. This is currently being looked into by Jon Pink. It is expected this will be introduced for PGT students in the first instance.

 Action: Ongoing

7.1.1 It was noted that In-Class Tests must be designated as neither Coursework or Examination but In-Class Test specifically, however if the In-Class Test holds a weighting above 20% it must be classed as Examination.

**8.0 RESOURCING, STAFFING AND ACCOMODATION**

8.1 TL noted that the Leslie Bellew, formerly of the KM Group, had been contacted with a view to teaching on the new joint honours programme.

8.1.2 The Chair noted that Victoria Gleed has been appointed as Part-Time Recruitment and Admissions Assistant and her role will develop, becoming increasingly prominent as time progresses.

8.1.2 The Chair noted that Gerardo Calia, former Multimedia Newsroom Technician has been appointed as Head of Newsroom Technology.

**9.0 LIBRARY**

9.1 JW and DE reported that the spend should reach 50% by February and noted that should students need any new/replacement or further texts they should request these.

9.1.1 JW and DE also reported that the accompanying CD-Roms for NCTJ Teeline Gold Standard for Journalists have gone missing, leaving the library with only one copy. JW reported that she is in possession of the final copy and students should report to her to use this. Student Reps reported that the book is largely useless without the CD-Rom.

9.1.2 JW and DE reported that the Library will have reduced opening times during the Christmas break as follows:

 Closed: Wednesday 24 December 12:30pm until 11:00am Friday 2 January 2015.

 Friday 2 to Sunday 4 January 2015 the library will be open on a self-service basis and normal service resumes on 5 January 2015.

**10.0 STUDENT REPRESENTATIVES’ COMMENTS**

10.1 **Year 1 comments**

10.1.1 It was reported that as the Programme has a local focus, the local paper should be available in the newsroom. It was noted that the Kent Messenger is available from the Library.

 Action: T Luckhurst agreed that copies would be made available in the newsrooms.

10.1.2 It was reported that as there have been some concerns over attendance some students who do attend regularly feel their progress is being impeded for the benefit of absent students ‘catching up’, it was suggested that information be made available to absent students on what they need to catch up with each week. It was noted that the Programme Specification is available to all students which should be consulted by any students needing to catch up.

10.1.2 It was reported that the Shorthand Championship has received some negative feedback and some students feel a report on individual progress would be preferred. The Student Rep also referred to the process as demoralising for those whose speeds are not at the highest level. The Chair noted that the Championship was introduced to bring in an element of fun to the subject. It was also noted that successful progress with Shorthand is essential for employment prospects.

10.1.3 It was reported that there is a problem with the projector in the Newsroom – the question was raised on whether or not the funds to repair would be available centrally.

**ACTION: GC to ascertain where funding wold come from.**

**10.2 Year 2 comments**

10.2.1 It was noted that the Stage 2 representative is not in attendance and that efforts will be made to encourage an additional Stage 2 student to apply for the vacant post.

**ACTION: Chair to address Stage 2 students with a view to appointing representative.**

**10.3 Year 3 Comments**

10.3.1 Permission was requested to hold a session with students following attendance at a student NCTJ conference on 5 January 2015. The Chair agreed that this would be productive. Paperwork on NCTJ was also requested for this session so Reps can answer any questions students may have who are unsure of NCTJ. TL advised that the Centre cannot change the way material is taught as it is set by NCTJ.

10.3.2 Student Representatives requested some information on their upcoming graduation ceremonies, and were advised of the date (Tuesday 7 July 2015) and directed to the Congregations website which does provide information on preparation for graduation.

10.3.3 It was reported that some stage 3 students have raised concerns with their 15 minute TV Documentary submission and are struggling with ideas. It was advised that students should have been pitching very specific ideas and any problems with this should be discussed with their supervisor. It was also noted that it is important for students to identify their target audience and work within the specifications of, for example, Channel 4 News, Newsnight or BBC Inside Out– which is usually the case. It was also noted that students with concerns should attend a session being held on Thursday 11 December 2014 which will cover camera use and final cut skills which all assessed TV news day students should find helpful.

**10.4 MA Students’ Comments**

10.4.1 It was reported that there has been a positive response from students and there are no issues to report to the Board/Committee.

**11.0 ANY OTHER BUSINESS**

 There was no other busines.

**12.0 GRADUATE BOARD OF STUDIES-SPECIFIC BUSINESS**

12.1 Nothing to report

**13.0 DATE OF NEXT MEETING**

13.1 The Chair concluded that the next meeting would be early in the Spring Term.

 SM/BOS08.12.2014