**Centre for Journalism**

**Board of Studies**

**Meeting held on Wednesday 21st January 2009 at 3pm in M1-16**

**Minutes**

**PRESENT**

Ian Reeves Director of Learning and Teaching

Tim Luckhurst Director of Studies

Richard Pendry Lecturer

Anastasia Bakowski PA to Director of Studies; Quality Assurance Support

Sarah Root Drill Hall Library

Jackie Wright Drill Hall Library – Academic Support Assistant

John Saunders Student Representative – Stage 1

Lucy Ross-Millar Student Representative – Stage 1

Melissa Ritchie Secretary; Student Administration

1. **Apologies for Absence**

Sarah Megson Quality Assurance and Curriculum Development Manager

Sarah Lonsdale Lecturer

Suzanne Franks Lecturer

1. **Terms of Reference and Membership**

The Terms of Reference and Membership were approved. Student Administration representation wasadded to list of Membership.

1. **Programme Management**
	1. **Modules**

Stage 1 and 2 modules have been approved.

Stage 3 modules are currently being finalised and due for completion at the end of this term

**ACTION:**

* **Stage 3 modules to be considered at next meeting.**

**3.1.2 Professional Body Recognition**

It was noted that the course had received NCTJ accreditation and was the first course to achieve this before any students had graduated.

It was noted that the course met the requirements of the Broadcast Journalism Training Council and that accreditation could be awarded following graduation of the first student intake. A BJTC preliminary accreditation panel is due to visit this term.

1. **Teaching and Learning**
	1. **Module Evaluation Forms**

It was noted that Module Evaluation Forms for JN300 History of Journalism had been completed and returned to Student Administration. Module Evaluation Forms for remaining modules would be distributed to students at the end of the Spring Term.

1. **Staffing/Accomodation**
	1. **Staffing**

Anastasia Bakowski was introduced as the new PA to the Professor of Journalism.

* 1. **Accommodation**

Staff and students were happy with teaching space available to the Centre for Journalism.

1. **Library**
	1. **Budget**

It was noted that there was still money within the library budget and particular reference was made to obtaining permanent subscriptions to UK Press Online and BBC Motion Gallery

**ACTION:**

* **Tim Luckhurst to liaise with Sarah Root re. allocation of remaining library budget.**
	1. Extended Opening Hours
* It was noted that the library would be running a pilot scheme of extended hours during the examination period beginning 2nd March 2009.
* Sarah Root noted that this was a pilot scheme and its success would depend on student usage and stressed that the services provided during these hours would be limited.
1. Student Representatives
	1. General Feedback
* The student representatives indicated that students were happy with the programme and its delivery and had no particular issues of concern at the present time.Students were happy with campus facilities.
* Students requested an Event Calendar.
* Students suggested that lecturers using the newsroom should ask students to turn their computer screens off when appropriate to discourage distracting use of the internet during teaching time.

**ACTION:**

* **Ian Reeves to arrange for a Calendar to be displayed in the Newsroom.**
	1. **Course Feedback**
* Essay submission dates to be made available early in the course.
* Exam dates to be made available.

**ACTION:**

* **Academic staff to liaise with students regarding submission dates.**
* **Exam timetable to be confirmed.**

**8.0 Any Other Business**

 None recorded.

**9.0 Date of Next Meeting**

 To be advised.