

**File Note of Link Tutor Forum**

**Thursday 13th November 2014, Room EE 1102,**

**12.15pm – 2.00pm**

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| Present | Apologies |
| Alan DixonAlison Reeves Andy Plant Ann CraigColin WoodDavid MycockDouglas WotherspoonHuw RichardsJenny DaleJudith DaviesKarima Kadi-hanifiLiz KillickNicola RawlingsPhilip CollinsRichard WoolleyRob HerbertRosie WalkerSean BrackenStuart GallagherSue Cuthbert Sue Dutson Wendy MessengerYvonne Cashmore | Alexandru Radu  Alison Prowle  Alison Winson  Angela Hodgkins  Catriona Robinson  Charlotte Beaman-Evans Jennifer Joyce  Chris Hughes  David Mycock  Dawn Goodall  Gareth Dart  Helen Taylor  Janet Harvell  Jill Jackson  Lisa Mauro-Bracken  Mary Whitehouse  Maureen Gamble  Richard Henson  Robert Parker  Ruth Hewston  Sharon Lesley Smith  Stuart Currie  Tim Sellick  Tracy Lapworth  Vanessa Jones |

Sue Cuthbert welcomed everyone to the Forum.

1. **Notes of the last meeting, 30th April 2014** 
   1. The notes were approved as an accurate record.
2. **Matters Arising** 
   1. The forum considered the Matters Arising paper, and confirmed that all items had been resolved.

### Collaborative Induction (Ann Craig, ILS Team Leader: Community and Partnerships)

* 1. Ann Craig spoke to the forum about the library services and induction for partner students, raising the following key points:
     + The Academic Liaison Librarian is there for partner students as much as UW students, and can be contacted via email.
     + For induction, the Liaison Librarian is happy to meet students at the partner or at The Hive, although it is preferable for students to attend the Hive to experience the resources available.
     + Online support is available at [libguides.worc.ac.uk/home](http://libguides.worc.ac.uk/home) and includes:
       - Referencing guides
       - Subject guides, with contact details for subject librarian
       - Library FAQs – containing useful information and guides for using resources.
       - The Partner Students page ([libguides.worc.ac.uk/partners](http://libguides.worc.ac.uk/partners)), includes:
       - Specific information for directly and indirectly funded students and students learning at a distance.
       - Interlibrary request and postal loan service (subject to postage charge).
  2. AC reported that hardly any partner students completed the ILS student satisfaction survey. This year students will receive a survey monkey link to the survey via their UW email account, the survey will cover resources at both partners. Course Leaders will be sent email and asked to raise awareness of the survey. AC asked Link Tutors for help in raising awareness of the survey with partner students.

**ACTION:** Link Tutors to advise Ann Craig if there is any additional information Link Tutors would like to see on the LibGuides pages.

**ACTION:** AC to consider Partner Students page, communicating distinction between direct and indirect students on tab labels.

**ACTION:** AC to find out if UW ID cards can be sent to students by post.

### Link Tutor Blackboard Site (Liz Killick – Deputy Head of Academic Quality)

* 1. LK revisited the Link Tutor Blackboard site. Partner Blackboard sites for Institutes are being set up, to be trialled in Education.
  2. If you do not have a copy of your Course Agreement, which is the operational document, this can be provided by contacting LK (Course Agreements cannot be put on BB as they contain sensitive information).

1. **Reviewing the Link Tutor Role and Responsibilities – Must Do? Should Do? Could Do? - Have Your Say** 
   1. SC explained that the roles, responsibilities and expectations of the Link Tutor role should be revisited, as they were last reviewed in 2009/10.
   2. The forum participated in a number of tasks, reflecting on the range of activities Link Tutors undertake.
   3. Feedback from the group discussions, led to general consensus that Link Tutors ‘Always do’ and spend most time doing the following activities:

Produce an annual Link Tutor Report (e)

Attend Course Management Committees (h)

Attend Examination Boards (j)

Liaise with students

Active role in course enhancement (n)

* 1. There was some group discussion around:
* The value of the Link Tutor Reports
* Concern around capacity of Link Tutor to ‘ensure’ Course Agreement and quality aspects.
* Consensus that a high priority should be given to enabling partners to access opportunities for staff development and more integrated professional development.
* The range of additional activities that Link Tutors undertake in addition to those listed in the table provided, for example:
  + Worcester Weeks activities
  + StARs training
  + Teaching /Timetabling UW staff /Moderating /2nd marking
  + Promotion, Open days
  + Recruitment interview days at partner
  + RPL assessment
  + Multi-partner conference
  + Assessment processes
  + WBL: Moderate school placements
  + Student orientation: visits to UW and progression opportunities
  + Supporting CL with problem students, plagiarism
  + Liaison with ILS: access to resources
  + Liaison with academic integrity tutor
  + Research collaboration
  + Reviews and approvals
  + Attend partner Academic Board
  + Attend SPPG meetings
  1. Next forum to consider content and evaluative nature of Link Tutor Report and discuss Course Agreements.

**ACTION:** SC to review the feedback from the session and consider whether amendments to the Link Tutor role description and expectations are needed.

**ACTION:** A calendar of dates for key staff development should be given to partners, prior to the start of the next academic year.

1. **Policy and Process Updates**
   1. **Role in checking accuracy of Partnership public information**

Link tutors were reminded that they have a role in checking that public information made available on partner websites relating to the course and the University of Worcester is correct and current.

* 1. **Marketing and collaborative recruitment**

SC explained that the University provides some marketing for courses with partners e.g. University prospectus and website entries as appropriate and guidance on the publication of other promotional materials. However, partners will know their local markets and Level 3 progression (particularly where the focus is on niche provision), thus there is also anonus on partners to ensure courses are recruiting up to targets set by Institutes, normally at least a minimum of 15 students in order to run a course.

* 1. **Registered Lecturer Policy (in process of approval)**

SC reported that the Registered Lecturer Policy is being reviewed, the criteria will not be changed but clearer guidance will be provided relating to entitlements and levels of access to resources and a more detailed CV application will need to be provided to improve the process for ensuring the appropriateness of staff. Link Tutors were reminded that they may be made aware of partner staff changes and the need to alert new staff to the registered lecturer approval process.

**ACTION:** Link Tutors to alert LK/SC if they identify new tutors at partners who they do not believe are Registered Lecturers, and where appropriate raise awareness that tutors need to be registered.

* 1. **Module evaluation and collaborative provision – future guidance**

SC is looking at guidance for expectations around module evaluation and the use of EvaSys by partners, acknowledging this may not always be feasible.

* 1. **Collaborative Academic Arrangements Policy - Recognition Agreements**

Recognition Agreements, which relate to entry routes to UW courses from partners, and any discussions around establishing them should be referred to LK, who has responsibility for them

1. **Any Other Business**
   1. With no other business to discuss, the forum ended at 14:00.
2. **Date of next meeting:**

**Wed 29th April 2015, Room CC009 (Hereford Room)**