

UCML Executive Committee

Friday 26 April 2019

12.30 – 16.00

Room C60b/c, InfoLab21
School of Computing & Communications
Lancaster University, LA1 4WA



EXEC MEMBERS (alphabetical order of surname; *apols italics/inset*)

<i>Sarah Bowskill</i>	<i>N. Ireland</i>	<i>SB</i>
Caroline Campbell	IWLP	CEC
<i>Joe Carson</i>	<i>Scotland</i>	<i>JC</i>
<i>Ana de Medeiros</i>	<i>VC Communications</i>	<i>AdM</i>
<i>Connor Doak</i>	<i>Slavonic & EE</i>	<i>CD</i>
Joanna Drugan	T&I	JD
Federico Faloppa	Linguistics	FF
<i>Allyson Fiddler</i>	<i>Germanic & Low countries</i>	<i>AF</i>
Olga Gomez-Cash	Hon Treasurer	OGC
Claire Gorrara	Chair	CG
Derek Hird	E. Asian	DH
<i>René Koglbauer</i>	<i>Schools Liaison</i>	<i>RK</i>
<i>Par Kumaraswami</i>	<i>Hispanic</i>	<i>PK</i>
El Mustapha Lahlali	Middle Eastern studies	ML
<i>Imogen Long</i>	<i>French</i>	<i>IL</i>
Carole MacDiarmid	ELT	CMacD
Hilary Owen	Lusophone	HO
<i>Giuliana Pieri</i>	<i>Italian</i>	<i>GP</i>
Elena Polisca	VC Education	EP
Julian Preece	VC Research	JP
Naomi Segal	Hon Secretary	NS
Claire St John Eve	Admin Assistant	CSJE
Frances Weightman	Area Studies	FW
<i>Liz Wren-Owens</i>	<i>Wales</i>	<i>LWO</i>

MINUTES

NB All reports referred to below can be found at
<https://ucml.ac.uk/2019/04/10/ucml-executive-committee-meeting-friday-26-april-2019>

1 Welcome and apologies for absence **CG**

Apols: SB, JC, AdM, CD, AF, ILL, PK, RK, GP, LWO
The Exec expressed its gratitude to Olga & Elena for hosting this meeting.

2 Minutes of past meetings

Executive Committee meeting of 2 November 2018 **CG**

2.a Accuracy and approval

§14.b *correct* The AAS may make a statement → The AAS has made

2.b Matters arising not covered elsewhere on the agenda

- §2.b *UCML-AULC Biennial conference*: CG has been in discussion with Mark Critchley (AULC): it will be good idea to run a conference in the future; for now, common agreement of support. CEC agreed that this was a long-term partnership: **Action: CG & CEC**, with Mark Critchley.
AUPHF: no longer do a review of professorial pay.
- §4 *Website*: space for UCML publications. EP said that the new annual survey will be on the website. It was agreed that this can be added during website reconfiguration. We are thinking of moving it to a stand-alone site, any feedback or comments please give to CSJE; **Action: all**. CG would like a rolling news feature on the front page so news is easier to find. Also the Newsletter is not particularly visible. A blog would be better. **Action: CSJE/AdM**.
- §10.c *Sister organisations* outside UK: JD cited the European Working Council Group on Language Policy and Rights (http://www.celelc.org/activities/Working_groups/Active-Working-Groups/3-CEL_ELC-Working-Group-on-Language-and-rights/index.html). **Action: CSJE** to send a list of similar organisations to Exec members, & **Action: all** to contact CG with similar organisations whom we could partner, in Europe or beyond.
- §10.h *Member association journals*: UCML cannot fund journals.
- §13 *Gender action in schools*: One of the organisers could present at the next Exec (November 2019). **Action: AdM** to seek someone & liaise with CG.
- §14.b *Statement on Brazil*: HO to raise at ABIL. DH: the Association of Asian Studies may make a statement condemning the arrest/detention of Uighur scholars in China: could we also make a statement of solidarity with them? CG: the UCML Constitution states that we may express solidarity re language-specific issues, eg academic exchange & collaboration. **Action: DH & CG** to discuss.

Plenary Business Meeting of 18 January 2019

CG

2.c Accuracy and approval

No issues raised.

2.d Matters arising not covered elsewhere on the agenda

- §4.b.iv *Role of VC Education* taking on Routes into Languages [RiL]: Also does it need additional admin support? Funding this admin support: hours pw would need to be estimated and then if this is exceeded the pay could be adjusted. NS: in election of new VCEd, the role profile specifies 3 aspects (data collection, monitoring & reporting of UCAS & overseeing RiL) that would have paid administrative support. But NB discussion of taking on RiL was with the understanding that there would be no cost to UCML. CG said that OfS would now not send funding with RiL, but we could ask for a subscription from users & UCML could match this sum; **Action: CG** to investigate sources of funding, including OWRIs' bids. EP: It is unclear how much work will be needed, ensuring regional consortia are working with schools and continuing momentum. CG: The UCML element would be to manage custodianship, administrative support and sustaining networks for RiL, not deliver activities. It would be the administration of the deed which transfers RiL to UCML. *See also §12 below.*

3 Chair's Report

CG

- 3.i *British Academy Language Advisory Group [BA LAG]*: The policy document for a UK-wide language strategy has been drafted but not yet made public. UCML should align activities with them. *Erasmus+*: There is still no clear statement from the govt on precise support

of Erasmus+, ie for a UK-wide approach, in the event of a no-deal Brexit. Individual HEIs have made their own short-term plans.

- 3.ii *Support for Universities:* Reading: It has been reported that there will be no compulsory redundancies, but they are still reconfiguring the Languages provision. Hull: progress unclear: CG urges colleagues to support colleagues there.
- 3.iii *Severe grading:* Ofqual refused to adjust grade boundaries at A level but are now looking at GCSE. They have not asked UCML for evidence but are consulting other colleagues to provide evidence: Janice Carruthers, Charles Forsdick and David Blow. *See also below §14ii.* In Wales there will be a meeting with Qualifications Wales to discuss double weighting of MFL GCSE, given its difficulty.

4 Report of Vice Chair Languages & Intercultural Education EP

- 4.i *Granularity project:* EP is still awaiting a quote from UCAS for the dataset.
- 4.ii *Annual survey:* The survey has been sent to HEIs, via our contact-list of Heads of MFL. EP has provided an appendix to her report with core questions, followed by a series of Qs based on the UCML focus (this year, Brexit & language strategy, next year English and Innovation). The list of Qs was discussed, to streamline. Discussion included the following points: CG suggested asking where the languages departments sit in HEIs; also looking at different degree types, & the language strategy of each HEI. NS suggested asking who their Head of International Office is, as all HEIs have International Depts but they often don't take languages into account. JD suggested asking about other ways languages are offered to students: at UEA Rosetta Stone was offered to all students; this [commercial] decision was made without input from MFL; it was agreed to ask if the HEI was using outside providers and/or other online methods. OGC suggested asking if there has been innovation in the curriculum, eg in the last 12 months.
- 4.ii *OneHE:* We are considered becoming a subject centre and migrating the UCML website onto a new network, OneHE, which is made up of former associations eg. the Higher Education Academy. We could have our own section, working as UCML but in contact with other groups. However after discussion, it was agreed not to act as a subject centre at this point nor to migrate the website. The RiL website could be usefully migrated to OneHE; **Action: EP** & the upcoming VCEd, Vicky Wright [VW].
- 4.iii *UCML Website:* The UCML website needs to move from King's, as it is not working as required. It was decided not to place it in OneHE because there are concerns about its commercial nature plus it is not yet established. It was agreed to move the UCML website to a self-hosted website ie an upgraded version of Wordpress; **Action: CSJE & AdM.** NS offered to put CSJE in touch with Matt Reynolds of Soton, who administered the earlier website (as VW is also at Soton, this should work well).

5 Report of Vice Chair Research JP

- 5.i *REF 2021:* JP asked the Exec's views on the position of non-European languages. DH had been in touch with Charles Forsdick & stated: Once we have institutional intentions in early 2020, this will inform the next scheduled appointment of further expertise: subpanel members, assessors and specialist readers'. UCML should keep watch on the appointments made in that round.
- 5.ii *The BA's Call for Action:* This looks very positive. CG: there will be detailed recommendations, it is quite substantial, containing voices from devolved governments etc. The UK government is listening.

6 Report of Vice Chair External Communication & Engagement AdM

In the absence of AdM there was no discussion, though UCML's increased social media presence was noted. Re the need for a new website, *see §4.iii above*.

7 Hon. Secretary's Report

NS

- 7.i *Exec elections* NS announced the 5 new Exec members, who will begin on 31 July and have been encouraged to attend the 5 July Plenary: Italian: Gigliola Sulis; VCR: Jo Drugan; VCEd: Vicky Wright; ELT: Alexander Ding; T&I: Begoña Rodríguez de Cespedes; and Sarah Bowskill has agreed to stay on as NI representative for a 4th year. Many thanks to colleagues who are stepping down.
- 7.ii *Changes to Standing Orders* Role profiles were sent round for colleagues to insert changes.
- 7.iii JP noted that when he leaves there will be no men on the Steering Group. UCML should encourage male colleagues to put themselves forward. This led to a discussion about diversity of the Exec line-up more generally. DH raised the issue of ethnicity. NS: in Exec Calls for Nominations we always mention diversity, including types of HEI: 'UCML seeks to ensure a balance of sexes, regions and types of HEI (pre- and post-92) among the members of its Steering Group and Executive Committee'. DH suggested diversity in the language sector as a future plenary topic: **Action: SG**.

8 Hon. Treasurer's Report

OGC

- 8.i *University English:* OGC had represented UCML at an event run by University English (formerly University Council English), who are facing similar pressures to UCML in relation to recruitment. This was a new phenomenon for them and they invited colleagues from comparative literature, classics and languages for advice. CG noted this was a useful way to create collaboration between humanities bodies doing similar positive work.
- 8.ii *Subscriptions:* we are still chasing a few member organisations. Most of those which have not paid no longer do languages, though these are few: the news is overall very positive, with nearly all members re-subscribing. OGS suggested we could take this opportunity to be more forward, professionalise ourselves. It was agreed that we should develop a flier showing the benefits of UCML membership: these should highlight our main activities, including new small-grant competition (*see §13 below*), contacts for officers, & reasons to study & support languages; **Action: CEC** to send the AULC flier, as model. Other publicity items could be created too: banner, tablecloths, trolley-tokens. NS noted we need officer email addresses, so these would not need to change when new people took the roles. **Action: AdM/CG** to scope for development at SG in October meeting.
- 8.iii *Potential member organisations:* Korean studies had decided not to join. Celtic had not responded to queries. However, TROPO and BATA are possibilities (*see §10.e & 10.g below*). Also NS mentioned the National Resource Centre for Supplementary Education [NRCSE], whose director, Pascale Vassie, she had met at a BA meeting: this would bring in 'community languages', an important area.

9 National reports

9.a [Northern Ireland](#) SB

9.b [Scotland](#) JC

9.c [Wales](#) LWO

In the absence of SB, JC & LWO there was no discussion.

10 Reports from other Exec members

[10.a Area studies](#) [FW](#)

- 10.a.i *REF 2021*: The main area of concern amongst AS organisations is about the panels to submit to. They are encouraged to submit to panel 25, in part because the issues around fieldwork and international impact case studies are well understood by this panel, and this may not be the case for all panels.
- 10.a.ii Overlap between AS and Lusophone studies etc. **Action: HO & FW** to discuss who contacts which associations.

[10.b French studies](#) [IL](#)

In the absence of IL there was no discussion.

[10.c Germanic/Low countries studies](#) [AF](#)

In the absence of AF there was no discussion.

[10.d Hispanic studies](#) [PK](#)

PK had not submitted a report. In her absence, nothing was raised.

[10.e Lusophone studies](#) [HO](#)

- 10.e.i HO is planning to do the same as CD, a survey of the subject-field, to get more responses. **Action: ML/CMcD** to provide a sample survey to HO to send out to colleagues/departments. CG: anonymised responses could be shared on the website **Action: AdM/CSJE**. NS suggested it could also be a plenary subject or SIG: state of various lesser-taught languages, including for break-out groups to report back during plenary; **Action: SG**.
- 10.e.ii TROPO is a new Portuguese-language Subj Association getting off the ground, having its first inaugural conference. They may wish to join UCML (*see §8.iii above*).

[10.f Italian studies](#) [GP](#)

GP had not submitted a report.

[10.g Middle Eastern studies](#) [ML](#)

ML raised the relaunch of BATA: it is a positive group & we hope they will become members of UCML.

[10.h East Asian studies](#) [DH](#)

DH had not submitted a report because none of the Subject Associations for Chinese, Japanese or Korean had replied to his request for info. CD's method of surveying departments is a good strategy. CG agreed that all Exec members should do surveys periodically, to keep up to date; **Action: all Exec members**.

[10.i Slavonic & East European studies](#) [CD](#)

In the absence of CD there was no discussion.

[10.j Linguistics](#) [FF](#)

In the absence of FF there was no discussion.

[10k IWLP](#) [CEC](#)

On the risk to AULC from threats to IWLP at some HEIs, OGC commented that membership models are being impacted by cuts in departments.

10.l English Language Teaching CMcD

- 10.l.i *BALEAP* is becoming more global: joint conference with Chinese EAP this year: this is the first overseas accreditation.
- 10.l.ii *Pathway providers* these provide ELT for international foundation programmes, and also provide for foreign languages in universities. CMcD is trying to contact them (eg Kaplan/Study Group) but without success so far. At a later stage these should be added to the role profile in Standing Orders. **Action: CMcD** to provide wording for NS.
- 10.l.iii *Special Interest Groups [SIGs]*: these are based on particular issues & aims in ELT. CG: we could work with them, as there is a need for collective solutions/discussion. **Action: CMcD** to forward for CG to look at. CEC: AULC has four SIGs, each meeting once a year: they produce webinars & conferences (but whoever is hosting the event needs to fund it); **Action: CEC** to send AULC defining principles, as model. After discussion it was decided that UCML might also develop SIGs (eg on lesser-taught languages, which face similar challenges): these SIGs would have contact/discussion outside the plenaries and be supported, but not run, by UCML. **Action: CG** to raise at AGM.

10.m Translation & Interpreting JD

- 10.m.i *Association of Translation Companies [ATC]*: they are providers of transitional services (international); the chair is new & very proactive: she is concerned about the impact of Brexit on linguists & keen to work with other organisations. It was agreed to invite her to address the AGM; **Action: JD**.
- 10.m.ii *Outsourced contracting*: (see above §4.ii): this is snowballing & a worrying development if it takes students away from IWLPs.
- 10.m.iii *REF 2021*: Susan Hodgett, Chair of REF panel 25 (Area Studies) is keen to launch AS as a discipline in itself rather than part of other disciplines: there will be an event 10/11 July. Colleagues are encouraged to attend/submit. **Action: AdM** to publicise.

10.n Schools Liaison RK

In the absence of RK there was no discussion.

There was a 10-minute break.

11 Advance planning of Plenary Workshop of 5 July 2019 CG & all

Proposed timetable:

Time	Session
10.00-10.30	Registration & coffee
10.30-12.00	AGM
12.00-13.00	Lunch
13.00-16.30	Workshop

CG introduced the theme: 'Leading an ML department in challenging times / dealing with institutional change' how do departments/institutions cope with institutional change? The idea is to create a toolkit to manage change effectively and supportively. Speakers: colleagues/bodies who have experienced, are experiencing, or are thinking about institutional change. Suggestions for speakers were invited.

It was agreed that we don't just want to attract HoDs/HoSs since all colleagues have a stake in change management and that we want examples of both what works & what doesn't. CG suggested getting a graphic facilitator to map the discussion → outcome: **Action: CG** to send example to Exec.

Sensitive issues: case studies of depts that have been shut down may be invidious, & PVCs who have [nearly] shut down ML are unlikely to come – rather, HoSs who have circumvented, challenged or pre-empted closure: resilience and how teams can support each other. JD: we must make sure the tone is positive, no 'victim blaming' or focus on failures. It was also noted that student input to campaigns was important, eg NUS often swayed outcomes with an active media campaign. Ditto UCU can be a useful presence.

General discussion: CMcD: someone who can talk about morale? CG: has a contact who has supported teams through difficult times. HO: If we get people with an outside perspective rather than particular institutions, this may avoid a judgmental approach to different HEIs. OGC: best to frame it as different models rather than success or failure. Also useful to have post-92 HEIs who may have been experiencing these changes for a long time and have needed to adapt.

FW: it would be useful to know whether it is just recruitment which is making PVCs focus on languages; can we do a survey beforehand and ask people what they think would work well, and focus on this rather than the specific experiences of institutions? CG: We could create a list of recommendations/thematic areas which are then discussed by break-out groups and reported back: each group could bring fleshed-out responses, which would help to create a toolkit.

The agreed title is *Surviving and Thriving: Developing a Toolkit for Languages in Difficult Times*. Andrew Linn (PVC & Dean, Wmin & a linguist who spoke at the Jan 2017 Plenary) to speak about the UK as a whole. Then small-group break-outs based on recommendations which members have provided in survey prior to event. A constructive model of negotiating change: what we've learned from experience. UCU to speak on general overview, not specific reference to any HEI.

Action: CG & AdM to support.

NS: there were some practical proposals from FF's report. Learning about languages as well as learning a language, similar to offering 3 rather than 2 languages in a degree. OGC: different configurations of departments, eg in REF, linguistics has come closer within research.

12 UCML proposed ownership of Routes into Languages [RiL] CG

This has been under discussion since May 2018 (*and see above §2.d*). If it is to go ahead, it must be agreed at the upcoming July 2019 AGM: wording for Standing Orders to be supplied w/b 27 May; **Action: CG** to send to NS.

CG reported that she is in continued discussion, with Fiona Waye of UUKi, with OfS; but OfS does not have the same structure as HEFCE and is less committed to facilitating this, so progress is slower than expected. Fiona Waye is working with OfS to find a way forward and CG is seeking legal advice, as we need a legally binding handover. NS mentioned Chris Millward who, in his HEFCE role, worked with us for the MFL SIV. **Action: NS** to introduce CG to Chris.

13 Use of UCML funds CG/OGC

As we have a sustainable financial system, it is a good time to invest some of our assets. The proposal is to create small grants for events, small research projects & ECR research support (including eg for childcare to attend conferences). £4000 pa (Sep → Sep) will be available for bids up to £800. It will be open to people in paid-up member organisations of UCML & the projects etc. must have a languages mission. A rotating panel of 4 Exec members will select projects & reports from funded projects/events will go on the website. This would both encourage colleagues to work together in new and interesting ways & show what UCML gives in return for subscription.

There was discussion whether to have deadlines or just an open call. NS: deadlines prevent all the money being spent at the start of the year; CG & OGC: have quarterly decision-making

points. In the ads we should mention diversity. These grants should be advertised on the website & in the flier: **Action: AdM, OGC, CG.**

The proposed small grants award is supplied below (Annex A)

14 Any Other Business

all

- 14.i *Threlford Cup*: NS had been approached by CIOI to send around the Call for the Threlford Cup 2019: 'The cup is presented annually to a person, an organisation, or for a project that has inspired others with an original language-learning initiative, and made a significant contribution to fostering the study of languages'. **Action: CG & SG** to consider whom or what UCML might nominate.
- 14.ii *Severe grading* CG had been contacted by Katrin Kohl, who is about to send a letter about severe grading in language GCSEs to The Guardian. Exec members are invited to circulate the letter to their colleagues with request to co-sign; deadline: Monday. **Action: NS/all**. It was noted that, *pace* Ofqual, there is still a serious mismatch between the demands of A levels and university programmes. EP: there was a review group which expressed widespread concern; however there was no follow up.
- 14.iii UUKi have a conference on graduate schools and employability, with a section on the languages gap. There is a full session on the language gap, which may be of interest (they are seeing it as a deficiency); see <https://www.universitiesuk.ac.uk/events/Pages/Graduate-employability-and-skills-2019.aspx>

15 Dates of next meetings (2019-20, all Fridays)

5 July	Summer Plenary & AGM	KCL
11 Oct?	Autumn Steering Group	by slack
**8 or 15 Nov	Autumn Exec	KCL
**mid-January	Winter Plenary	KCL?

** Dates to be finalised by doodle; **Action: NS.**

It was agreed that, though this meeting's turn-out was relatively low, the decision to hold alternate Exec meetings outside London was a good one & should be continued: the next Spring Exec will be held at Leeds c/o Mustapha.

Annex A

UCML: Small Grants Funding

Context: Following targeted support to UCML representative groups in the devolved regions/jurisdictions, UCML would like to make available small-scale grant funding to facilitate projects that support the languages mission and values of the organisation. Indicative projects to be supported include:

- Support for research events/workshops that relate to languages, literature and area studies
- Support for pedagogy events/workshops that relate to languages, literature and area studies
- Support for work or publications that enables impact and public engagement promoting a Languages mission and values
- Support for events that promote and develop university-school partnership for languages

- Bursaries for PGR and Early Career Researchers to attend events that relate to Languages research and/or professional development as a Languages scholar
- Bursaries to support colleagues with childcare responsibilities to attend conferences or comparable events

Funds available: UCML will reserve £4,000 p.a. to the scheme (September to September). It will accept bids of up to £800. Matched funding from other sources is welcomed. Once the funding has been exhausted in a given cycle, no further funding will be made available in that year in order to ensure sustainability.

Eligibility criteria: colleagues at UCML member HEIs or UMCL affiliated organisations, including academic and professional services colleagues, researchers and postgraduate research and postgraduate taught students.

Decision-Making Process: A rotating panel of 4 members of the Executive the UCML Committee will assess and adjudicate on bids submitted. Decisions will be made on a quarterly basis (September, December, March, June) and formally announced at the two Executive Committee meetings in the year.

Criteria for Success

1. That the project supports, develops and extends the Languages mission of UCML
2. That the project is fully accessible and available to members of UCML and the broader academic community
3. That the project advocates for an open and inclusive approach to Languages scholarship
4. That recipients of bursaries and awards are committed to supporting the civic mission of the organisation and partnership working with other languages stakeholders

Application: a short letter of no more than 750 words, providing the following:

Name/Institution/UCML Affiliate Organisation

Funding project/activity (including substantiating documentation, such as conference/workshop programme, if appropriate)

Date of activity/event

Fit with criteria for success

Upon receipt of an award, successful awardees pledge to provide a short report (up to 300 words) and/or visual record for inclusion on the UCML website. They should include acknowledgement of UCML support on all outcomes and materials.