

**GOLDSMITHS**  
**University of London**

**ACADEMIC BOARD**

**LEARNING AND TEACHING QUALITY COMMITTEE**

**Minutes of the meeting held on 20 May 2009**

**Present:**

Dr Philip Broadhead (Chair)	Dr Basem El-Haddadeh
Mr Jesse Fajemisin	Dr Victoria Goddard
Ms Mary Claire Halvorson	Mrs Vee Harris
Dr Victoria Korzeniowska	Dr James Martin
Ms Mary Nixon	Professor Len Platt
Ms Juliet Sprake	Dr Michael Young
Dr Joanna Zylinska	Ms Denise Miller (Secretary)

**Apologies:** Dr Jorella Andrews; Professor Carrie Paechter; Dr Ida Pu; Ms Jess Tratt; Mrs Vivien Taibe

**In attendance:** Mr Gareth Bodrell; Ms Anne Francis; Dr John Phelps

**OPEN BUSINESS**

**56 ANNOUNCEMENTS**

**56.1 Members of the committee**

Noted:

- (i) that Dr Joanna Zylinska, Chair of the Department of Media and Communications Learning and Teaching Committee, would be taking over the rest of Dr Gareth Stanton's term (ie until the end of 2009-10)

**56.2 National Student Survey**

Noted:

that the National Student Survey closed on 30 April 2009. The College's final response rate was 64%, above the national average of 62%. All of the College's subject areas achieved publication except, Economics, where even with a final response rate of 81%, the best in the College, with only 21 students this was not enough for publication. The data will be released confidentially to the College in August, and published in September.

**56.3 Response to the Periodic Review of the External Programme in English**  
*(minute 36, 11 February 2009, refers)*

Noted:

that at its February 2009 meeting the Committee remitted discussion of the Department of English and Comparative Literature's response to the periodic review

of the External Programme in English. Recommendations in the review were dependent on a bid for additional funding from the University of London that would be agreed or otherwise by the time of the Committee's first meeting in 2009-10. The item would be held over for the agenda of the October or November 2009 meeting.

#### **56.4 Terms of Reference**

Noted:

proposed and potential changes to the terms of reference of the Committee and its sub-committees

*Secretary's note: before forwarding the final version of the proposed changes to Academic Board the Head of Secretariat amended them to include Programme Scrutiny Sub-Committee in the approval process for Professional Doctorates*

#### **56.5 Degree awarding powers**

Noted:

that following the conclusion of the assessors visit in December 2008, their draft report had been received, with the College asked to respond with any factual corrections. The College's response would be sent to the QAA the following day

### **57 MINUTES**

Received:

the minutes of the meeting held on 11 March 2009 and on 11 February 2009

Resolved:

to approve the minutes of the meeting held on 11 March 2009

### **58 MATTERS ARISING**

Noted:

there were no matters arising

### **59 JOINT DEGREES WORKING PARTY**

Received:

a report from the Chair on the considerations of the Joint Degrees Working Party (09-194)

Noted:

- (i) that the Chair thanked the other members of the Task Group [Head of Politics; Welfare and Education Officer (Students' Union); and the Assistant Registrar (Programmes)] which was formed after comments made by students in the National

Student Survey indicated dissatisfaction of joint degree students, particularly with the organisation of their programmes

- (ii) that initially the Task Group had reviewed the recommendations of the 2004/05 working group (convened in 2004 and reporting to Academic Board at its meeting on 30 November 2005), and found that most issues had been addressed by this group, however its recommendations had been implemented unevenly
- (iii) that the Task Group disagreed with the working group's recommendation, that joint students should only have one personal tutor. While the intention of this recommendation was good, the unintended effect had been to increase the attachment of students to one department, at the expense of the other
- (iv) that the Committee accepted the recommendation from the Task Group that joint degree students should have a personal tutor in each department, but recognised that departments need to have effective means of inter-departmental communication to support this
- (v) that the committee welcomed the recommendation that where there were no reasons otherwise, funding should be equally shared by departments
- (vi) that the Committee also welcomed the recommendation that the VLE should have an area for joint students, but noted that the ideal was to treat students as full members of each department and to distinguish them from other students as little as was practically necessary.
- (vii) that the Task Group's proposals should be built into the programme approval process

Resolved:

to add a section on joint degrees to the Programme Approval Handbook.

### **Recommended**

**the approval of the recommendations of the Joint Degree Task Group.**

## **60 REVIEW OF THE LEARNING, TEACHING AND ASSESSMENT STRATEGY ACTION PLAN**

Received:

from the Head of CELT a review of the Learning, Teaching and Assessment strategy action plan (09-232)

Noted:

- (i) that all academic departments had developed an action plan to support their Learning, Teaching and Assessment strategy (LTA), with the exception of one which for exceptional reasons was in the process of completing its plan. Academic department plans were developed with reference to the College's LTA and reflected its priorities

- (ii) that as the College's LTA covered the period 2006-07 to 2010-11 the Committee needed to initiate the review process
- (iii) that the College action plan under review had over one hundred action points, and while they were all important, this made it hard to pick out those relating to transformational change
- (iv) that fewer action points with measurable targets would allow the GLEU to concentrate on working with departments to fulfill key strategic priorities
- (v) that the Committee needed a way of receiving feedback on the implementation of the LTA from departments
- (vi) that the Committee could establish an LTA Task Group that would look at the detail of the College and academic department action plans and report to the Committee with recommendations
- (vii) that the Task Group would need to consult with academic departments about their differing priorities and needs and would need a member of the IT Services team in order to ensure that technology was used to support the LTA in the most effective way
- (viii) that academic departments should postpone modifying their action plans until the Committee had clarified the key strategic objectives

Resolved:

to set up a Task Group to monitor the implementation of the LTA and to develop a new action plan with a clearer set of priorities allowing for more focussed implementation of the strategy

## **61 REPORT ON QUALITY ASSURANCE DATA AND REVIEW OF QUALITY ASSURANCE PROCESSES**

Received:

a report from the Quality Administrator on generic themes arising from Annual Programme Reports and student feedback data, and on the development of the Quality Framework in 2009-10 (09-195)

Noted:

- (i) that the report reviewed all submitted annual programme reviews covering the 2007-08 session, and student feedback data from 2008-09
- (ii) that there was evidence in student feedback of greater satisfaction with the library, of dissatisfaction with the standard of teaching rooms, and of a lack of student engagement with the College's 3D graduate scheme
- (iii) that the 3D graduate scheme was being revised to promote student engagement by allowing students to gain some recognition for the work they undertook.

- (iv) that last year Annual Programme Review reports had been submitted covering 70% of programmes, improving this year to 81%
- (v) that the Annual Programme Review report was an opportunity for departments to critically engage with their programmes and demonstrate the standards they were setting, and that their students were achieving.
- (vi) that it was important that reports meaningfully evaluated the programmes under consideration, and while most APR reports were thoughtful and evaluative, a few could provide more detail in order to aid reflection
- (vii) that while the reports were often thoughtful about assessment issues, for some reason departments were not relating them to their Learning, Teaching and Assessment strategies or action plans
- (viii) that in future the Head of GLEU would play a key role in disseminating good practice identified by the reports

Resolved:

- (i) to circulate the report to Department Learning and Teaching Committees for consideration and response
- (ii) to request that departments provide the remaining Annual Programme Review reports
- (iii) to refer for consideration to the Head of GLEU, when appointed, a mechanism for disseminating good practice identified by the reports, and for following up with departments other substantive issues identified.

## **62 PROGRAMME MONITORING**

Received:

a report from the Students' Union evaluating the first year of the new system of Programme Monitoring at Goldsmiths (09-197)

Noted:

- (i) that the report evaluated the first year of the new system of programme monitoring, after the successful pilot scheme the previous year
- (ii) that the College wide implementation had not gone as well as was hoped, or as well as the pilot had given reason to believe that it could
- (iii) that the Chair had had assurances from the Students' Union, and some issues had already been addressed, for example underestimating the number of applications had led to problems with the recruitment process
- (iv) that the scheme would run again in the next session, but would be evaluated during the session, allowing for changes to be made if it was not providing the College with robust student feedback

## **63 REVISED IT STRATEGY**

Received:

the revised IT Strategy, approved by Council on 26 March 2009 (09-30R2)

Noted:

- (i) that the new strategy both reflected the way in which objectives had changed as implementation had developed, and responded to changes in the market and user needs
- (ii) that the strategy had two broad aims: firstly in maintaining and developing the College's existing IT services, networks, and management practices and secondly in making IT resources more "user-centric" so that the activities of students and staff could be performed more effectively and efficiently. This would include keeping IT resources aligned to academic and support needs, and providing value for money, both in terms of financial and human resource investments
- (iii) that the Head of IT Services was developing an implementation plan for the strategy, including benchmarks
- (iv) that there was a universal opinion that the original IT strategy had been very successful, and the Committee looked forward to realising the benefits of the new strategy's user-centric IT support

## **64 EXAMINATIONS AND ASSESSMENTS REPORT**

Received:

the annual examinations and assessments report from the Examinations Officer and the Acting Academic Registrar (09-167R)

Noted:

- (i) that the report was in two parts comprising (1) Examinations Report 2008 from the Examinations Officer and (2) Digest of External Examiners Reports from the Acting Academic Registrar. The appendices to the Examinations Officer's report had not been included with the report but had been made available to the Committee at: K:\quality\_affairs\LTQC 20 May 2009
- (ii) that the report had been considered by Standards Scrutiny Sub-Committee at its meeting on 28 April 2009
- (iii) that the Sub-Committee had noted good practice in the Psychology Department of requiring students to successfully complete an on-line 'Plagiarism Tutorial' before registering for their examinations and had resolved that a list of good practice should be extracted from departmental examination reports for circulation to all departments
- (iv) that among the issues raised by External Examiners were double marking and anonymous marking. The Exams Working Group had been considering both issues and would shortly meet to agree its recommendations, which would be considered by the Committee at its next meeting

- (v) that the External Examiner reports received for the Postgraduate Diploma in Art Psychotherapy held in Bern, Switzerland were positive, commenting favourably on its comparability with other art therapy programmes. The report on the first two years of the BEng/MEng run jointly with Queen Mary, was also positive with some constructive suggestions, all of which have been responded to in a positive manner
- (vi) that the Committee noted with concern the large number of amendments to course unit marks, after they had been notified to students
- (vii) that receiving the report earlier in the session might be useful in future, as it would allow any substantive issues to be addressed before the start of the current examinations cycle

Resolved:

- (i) to endorse the conclusions and recommendations of the report
- (ii) to send the report to Departmental Learning and Teaching Committees for consideration

## **65 MA DANCE MOVEMENT THERAPY** *(minute 53, 11 March 2009, refers)*

Received:

the report of the Association for Dance Movement Therapy UK, regarding the re-accreditation of MA Dance Movement Therapy (09-196)

Noted:

- (i) that the MA in Dance Movement Therapy, part of PACE's unit of Psychotherapeutic Studies, was a two year full time programme that enabled successful graduates to practice as a professionally qualified Dance Movement Therapist through registration with the professional qualifying body in Britain, the Association of Dance Movement Therapy UK (ADMT)
- (ii) that the programme had been due for re-accreditation and review in 2008
- (iii) that, since the programme's content had not changed since the last accreditation, the ADMT reviewed the content and visited to inspect the resources available to the programme only
- (iv) that the outcome of the visit had been positive, with the programme re-accredited for five years from September 2008

## **66 STANDARD OF TEACHING ROOMS**

Received:

a report from the Quality Administrator on a proposed baseline specification of the fixtures and fittings of a standard teaching room (09-233)

Noted:

- (i) that College teaching rooms were perhaps the cause of the most complaints seen in programme monitoring data, something that had been consistent over at least the past 5 years, and also contributed to the College's below the benchmark score of 3.8 for Learning Resources in the National Student Survey 2008
- (ii) that the Registrar and Secretary had suggested that Learning and Teaching Quality Committee might wish to consider the basic standard that every College teaching room should reach, and following this at a meeting of Chairs of Learning and Teaching Committees and Head of Departments participants listed requirements for an adequate teaching room which included such things as rooms to be cleaned, adequately lit and heated, and identified phasing out the use of 'hostess' chairs as the top priority
- (iii) that a baseline provision for teaching rooms, if combined with better use of rooms through centralised timetabling which was due to start next year, could potentially provide a better experience for staff and students

Resolved:

to endorse the recommendation that a working group be established to discuss a baseline standard for teaching rooms, to report to the Committee's next meeting and in advance of the meeting to forward their conclusions to the Registrar and Secretary.

## **67 UNIVERSITY OF LONDON QUALITY OVERVIEW REPORT**

Received:

a report from the University of London's Quality Practitioners Forum on quality procedures across the University, particularly focussing on External Examiner reports (09-203)

Noted:

- (i) that the draft 2006-7 University Quality Overview Report in respect of foundation, first, taught postgraduate degrees and diplomas was considered by the Quality Practitioners Forum on 3 November 2008. The final Report, amended in accordance with discussion at that meeting was received by the Collegiate Council at its meeting on 12 December 2008.
- (ii) that the Collegiate Council agreed that the Report should be forwarded to Colleges, the School of Advanced Study and the External System and that they should be invited to consider the issues identified in the Report and to report back to the Quality Practitioners Forum.
- (iii) that the Committee reflected, in particular, upon College policy and practice in the following areas:
  - (a) Report paragraph 29: 'There are widespread issues about the methods and timeliness of marker feedback to students'.

- (b) Report paragraph 29: How to reconcile 'sharing the import of external examiner reports with students with the confidential and technical nature of some aspects of the reports. Institutions clearly feel themselves caught between the encouragement of QAA and HEFCE to transparency and the confidential nature of their relationship with external examiners'.
- (c) Report paragraph 34: 'An issue that arose in a number of reports was the handling of extenuating or mitigating circumstances. There was concern that Colleges should have established and consistent practices, with favour for examination sub-boards to deal with such matters in order to present an agreed position to externals and not engage them in protracted discussion of individual circumstances'.

Resolved:

that the Head of Quality and Standards would respond to the report noting: that the College had devoted considerable time to assessment issues including feedback; that the College had a process for sharing external examiner reports with students; and that the College does not engage external examiners with mitigating circumstances for which it had clear systems in place.

## **68 EXTERNAL SYSTEMS SUB-COMMITTEE: 30 APRIL 2009**

### **68.1 Annual Programme Reports**

Received:

the Department of Computing's response to the Annual Programme Report for Computing external programmes for 2007-08 (09-198)

Noted:

that the Annual Programme Report for the BA/Diploma in English would be considered by the Department of English and Comparative Literature's Undergraduate Teaching and Learning Committee on 13 May 2009 with any substantive issues reported to the autumn 2009 meeting of the External System Sub-Committee.

Resolved:

To approve, on the recommendation of External System Sub-Committee, the Department of Computing's response to the Annual Programme Report for Computing external programmes for 2007-08

### **68.2 Automatic exemptions for the BSc in Computing and Information Systems (CIS) and the BSc in Creative Computing (CC)**

Resolved:

to approve, on the recommendation of External System Sub-Committee and of Programme Scrutiny Sub-Committee. a proposal from the Course Director to extend the range of automatic exemptions for Computing programmes (09-156)

### **68.3 Singapore Institute of Management (SIM) bridging mathematics examination for the BSc/Diploma in CIS and the BSc/Diploma in CC**

Resolved:

to approve, on the recommendation of External System Sub-Committee and of Programme Scrutiny Sub-Committee, a proposal from the Course Director to amend the automatic exemption given by the Singapore Institute of Management's bridging mathematics examination for the course unit Mathematics for Business on the Diploma in Creative Computing/Computing and Information Systems (09-152)

### **68.4 Assessment of the BSc Creative Computing Project**

Resolved:

to approve, on the recommendation of External System Sub-Committee and of Programme Scrutiny Sub-Committee, a proposal from the Course Director to amend the assessment of the BSc Creative Computing Project (09-151)

### **68.5 Changes to the programme regulations for the BSc in Creative Computing**

Resolved:

to approve, on the recommendation of External System Sub-Committee and of Programme Scrutiny Sub-Committee, changes to the programme regulations for the BSc in Creative Computing (09-155)

### **68.6 Proposed regulatory changes to the external BA in English**

Received:

a proposal to amend the regulations for the BA in English for external Students (09-153)

Resolved:

to approve, on the recommendation of External System Sub-Committee and of Programme Scrutiny Sub-Committee, the following:

- (a) that the requirement to exhaust the permitted number of attempts in order to be considered for a degree be removed where a student has passed at least ten out of twelve units and otherwise meets the criteria for an award
- (b) that further clarification as to what constitutes a valid attempt be provided, including that a student scoring a mark in an examination between 1-9% shall not be deemed to have made a valid attempt

## **69 PROGRAMME SCRUTINY SUB-COMMITTEE: 6 MAY 2009**

### **69.1 Minutes of the meeting**

Noted:

the minutes of the Programme Scrutiny Sub-Committee meeting of 6 May 2009 (09-236)

### **69.2 MA Art and Politics**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee and subject to the amendments asked for by the Sub-Committee, a proposal from the Department of Politics for an MA in Art and Politics (09-170)

### **69.3 MA World Cities and Public Life**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee and subject to the amendments asked for by the Sub-Committee, a proposal from the Department of Sociology for an MA in World Cities and Urban Life (09-171)

### **69.4 MA Management of Learning and Teaching in Higher Education**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee and subject to the amendments asked for by the Sub-Committee, a proposal from the Goldsmiths Learning Enhancement Unit for an MA in the Management of Learning and Teaching in Higher Education (09-172)

### **69.5 BSc/BMus in Music Computing**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee and subject to the amendments asked for by the Sub-Committee, a proposal from the Departments of Computing and Music for a new BSc/BMus in Music Computing (09-173)

### **69.6 Amendments to Masters Programmes in the Department of Drama**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee, proposals from the Department of Drama to amend Masters programmes to fit the College's postgraduate framework (09-175)

## **69.7 Writing the Mediterranean**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of English and Comparative Literature for a new M level course to be delivered as an Erasmus intensive programme at the University of Malta (09-177)

## **69.8 Creative Apprentices**

Resolved:

to approve, on the recommendation of Programme Scrutiny Sub-Committee, a proposal from the Department of Professional and Community Education for a new first year option course unit on the BA Social and Cultural Studies, which would also be taken by students on the South East Learning Network's Creative Apprenticeships Scheme1 (09-178)

## **70 STANDARDS SCRUTINY SUB-COMMITTEE: 14 MAY 2009: LATE AND NON-SUBMISSION OF COURSEWORK AND ABSENCE FROM EXAMINATIONS**

Noted:

that paper 09-25/1, concerning late and non-submission of coursework and absence from examinations had been withdrawn

## **71 FRAMEWORK FOR COLLABORATIVE PROVISION** *(minute 51.1, 11 March 2009, refers)*

Received:

revised proposals from the Head of Quality and Standards for a framework for collaborative provision at Goldsmiths (09-124R)

Noted:

that since the Committee had considered the proposed framework for collaborative provision at its meeting on 11 March 2009 the framework had undergone minor revision following reconsideration of the committees responsible for institutional approval by Senior Management, feedback from Academic Development Committee and from other stakeholders, suggestions from the QAA institutional audit panel and feedback from an external consultant

**Recommended:**

**the approval of the revised framework for collaborative provision at Goldsmiths (09-124R)**

## **72 BSC PSYCHOLOGY**

Noted:

that resources for BSc Psychology were recently successfully reviewed by the British Psychological Society (09-199)

## **73 PERIODIC REVIEW**

### **73.1 Schedule for reviews 2009-11**

Noted:

a schedule from the Head of Quality and Standards of forthcoming periodic programme/departmental reviews (09-200)

### **73.2 MA Education: Culture, Language and Identity**

Received:

correspondence between the Chair and the Head of Educational Studies (09-201)

Noted:

- (i) that at its November 2008 meeting the Committee had considered the Periodic Review report of MA Education: Culture, Language and Identity and noted that the Department of Educational Studies had rejected two of the report's recommendations, 5(i) and (ii):
  - that the department review the role of the report and dissertation in the overall programme, and in particular consider (i) reducing the length of the dissertation; and (ii) the relation of the report and dissertation in the context of assuring that students on different pathways (a) achieve the same learning outcomes at the same level and (b) are equally supported in achieving these learning outcomes.
- (ii) that the Committee had noted that the length of the programme's dissertation was longer than that recommended by the College framework and resolved to ask the Department to consider again the benefits of having students choosing between a long dissertation and a shorter report and whether these benefits could be achieved with a programme structure that conformed to the College framework
- (iii) that the Head of Department had written to the Chair on 30 April 2009 saying that the Department had now decided abandon the report in order to come into line with the College's masters framework, and to adjust the length of the dissertation to between 15 to 18 thousand words

## **74 EXTERNAL SYSTEM SUB-COMMITTEE: PROGRAMME SPECIFICATIONS FOR BSC CREATIVE COMPUTING AND BSC COMPUTING AND INFORMATION SYSTEMS**

Noted:

that on the recommendation of the Chairs of External System Sub-Committee and Programmes Scrutiny Sub-Committee the Chair had approved some minor revisions

to the programme specifications for BSc Creative Computing and BSc Computing and Information Systems in order that revised programme specifications could be posted on the University of London's web pages for external students in a timely manner

*Please note that the revised programme specifications were not included with the agenda but could have been found at: K:\quality\_affairs\LTQC 20 May 2009*

## **75 PROGRAMME SCRUTINY SUB-COMMITTEE**

### **75.1 MA Brand Development**

Noted:

- (i) that the Programme Scrutiny Sub-Committee considered a proposal from the Department of Media and Communications for a new MA in Brand Development at its meeting on 22 January 2009 and recommended approval subject to some minor amendments
- (ii) that the Committee considered the proposal at its meeting on 11 February 2009 and gave approval subject to the amendments asked for by the Sub-Committee
- (iii) that the amendments have been carried out and the programme subsequently approved by the Chair and this was reported to the Sub-Committee at its meeting on 29 April 2009

### **75.2 Postgraduate provision in the Department of Music**

Noted:

- (i) that at its meeting on 22 January 2009 the Programme Scrutiny Sub-Committee considered a proposal from the Department of Music for new MA and MMus pathways incorporating a restructuring of taught postgraduate provision to meet the College's postgraduate framework.
- (ii) that the Sub-Committee recommended approval subject to some minor amendments, with the Committee subsequently considering the proposal at its meeting on 11 February 2009 and approving it subject to the amendments asked for by the Sub-Committee
- (iii) that the amendments have been carried out and the programme subsequently approved by the Chair and this was reported to the Sub-Committee at its meeting on 29 April 2009

## **76 DOCTORATE IN PROFESSIONAL STUDIES IN THE PUBLIC SERVICE PROFESSIONS (DRPS)**

*(minute 35, 11 February 2009, refers)*

Noted:

- (i) that at the Committee's meeting on 11 February 2009 the DrPS was approved in principle, subject to some amendments and additions

- (ii) that subsequently the Chair had approved the DrPS, after confirming that the Committee's conditions had been met.
- (iii) that the documents reviewed by the Chair had not been included with the agenda but could have been found at: K:\quality\_affairs\LTQC 20 May 2009

**77 ANNUAL REPORT TO ACADEMIC BOARD ON PROGRAMMES APPROVED, TERMINATED AND AMENDED IN 2008-09**

Noted:

the Committee's annual report to Academic Board regarding new programmes approved, and existing programmes significantly amended or terminated in 2008-09 (09-202)

**78 STANDARDS SCRUTINY SUB-COMMITTEE**

Noted:

the minutes of the Sub-Committee's 28 April 2009 meeting (09-235)

**79 INCLUSIVE LEARNING AND TEACHING STRATEGIES: GOOD PRACTICE GUIDE FOR STAFF**

Noted:

that paper 09-204, revised guidelines for staff from the Goldsmiths Learning Enhancement Unit on the application of the Disability Discrimination Act to Learning, Teaching and Assessment strategies, had been withdrawn

**80 RESERVED BUSINESS: SUSPENSION OF REGULATIONS**

Received:

a list of suspensions of regulations approved by the Chair (09-205)

**81 ANY OTHER BUSINESS**

Noted:

that the Chair thanked those members retiring that year for their service to the Committee (James Martin, Ida Pu and Vee Harris) and congratulated Mrs Harris on her forthcoming retirement

## **82 FUTURE MEETINGS OF THE COMMITTEE**

Noted:

that meetings of the Committee in 2009-10 had been scheduled for Wednesdays at 2.30pm, venue to be advised, on the following dates:

7 October 2009 (if required)  
18 November 2009  
17 February 2010  
3 March 2010 (if required)  
26 May 2010

*Denise Miller*  
*June 2009*