GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT

ACADEMIC BOARD

MINUTE

Agenda of the meeting of the Academic Board scheduled to be held on 12 November 2021 at 1.30pm via MS Teams

1. Sederunt

Robin Ashton (Chair);
Andy Allan (Director of Learning Innovation and Curriculum);
Tracy Leavy (Director of Community Engagement and Curriculum);
Arlene Sweeney (Learner Engagement Officer);
Gary Sharp (Student Support Services Manager);
George McGuire (SCM – HCLD);
Gerry Harkins (Lecturer, ECS);
Iain Cameron (Lecturer – ECS);
John Gallagher (Quality Enhancement and Development Manager);
Monica McKerlie (Head of Student Support Services);
James Davidson (Lecturer, BCI);
Glen Irving (Lecturer, HCLD);
James McGunnigle (President, Student Association);
Lauren McLaren (President, Student Association);
Mae Smillie (MIS Manager);
Roddy McKenzie (Senior Administration Officer) and
Debbie Friel (Committee Coordinator) (purpose of the minute)

2. Apologies

Derek Smeall (Principal);
Alastair McGhee (Director of Business Services); and
Mhari Watt (Curriculum Manager – BCI) and
Peter Brown (Director of Planning and Performance and Curriculum);

3. Terms of Reference

https://intranet.glasgowkelvin.ac.uk/Academic Board TOR

4. Declarations of Interest

No declarations of interest were received.

5. Minute of the Previous Meeting held on 10 September 2021

The minute of the meeting held on 10 September 2021 was accepted as an accurate record of the business conducted.

6. Matters arising from Minute of Previous Meetings held on 10 September 2021

Classroom "Cameras in Use" Working Group

A working group was established to consider how to encourage students to switch their cameras on during classes, it was agreed that guidance for Teaching staff would be beneficial. It was noted that G Sharp was also working on guidance for the students and reported that it had been suggested to promote this to students in the down week.

G Sharp agreed to liaise further with L McLaren, J McGunnigle and E Corrigan for added support in promoting to students

R Ashton highlighted that a further meeting of the working group would take place at the end of November 2021 and that a further update would be brought back to the next meeting of the Academic Board.

Learning Teaching and Assessment Strategy

D Friel to circulate the updated Learning and Teaching Strategy to members of the Academic Board.

7. Student Association (SA) Update

The Student Association President highlighted that the report sought to update members on the progress of the Student Association (SA) activities for 2021-22.

L McLaren provided an overview on the following areas:

- Student Association Presidents were currently liaising with E Corrigan who was providing support in order to raise the profile of the SA through the use of social media channels.
- A working group has been established to promote fitness activities within the College and to support a positive impact on learners mental health and physical wellbeing.
- 187 class representatives had volunteered in total to date, meetings are being taken forward to included key speakers.
- Currently establishing a Student Association Executive Committee to include the involvement of students.

James McGunnigle continued and provided an overview of the following activities:

- COP26, both Presidents attended the "Achieving Climate Justice' and the Green Zone event.
- SA would look to promote Black History Month, Stress Awareness Day, Anti Bullying Week

- Currently focussing on the four key priority areas within the Partnership Agreement.

R Ashton thanked the SA Presidents for their detailed report.

Members of the Academic Board agreed to note the contents of the report.

8. Summary of Block 1 Stop and Check

The Learner Engagement Officer informed members that the Annual Stop and Check Survey had been circulated online and had been promoted via social media and MyKelvin.

A Sweeney reported that 926 responses had been received which resulted in an 11% decrease on the previous year. She continued to provide a detailed overview of the questions and the responses received.

R Ashton thanked A Sweeney for the positive report and invited comment or questions.

Members held a lengthy discussion around learners' motivation and their frustrations with not being back on campus more frequently. R Ashton informed members that discussions had recently taken place with faculties in relation to increasing the number of students on campus starting with block 2. He advised that a meeting had recently taken place with the sectors Principals' and the Cabinet Secretary; Shirley Anne Somerville, he noted that the government was concerned with the fluctuating COVID figures and had therefore instructed all Colleges and Universities not to make any major changes in attendance levels for the time being.

R Ashton agreed to send an email to inform staff of this decision.

T Leavy raised a concern with the impact this would have within her faculty and hairdressing groups. She identified a risk that if the general public would not be allowed to make hairdressing appointments, then this would impact on the learners' prospects of employability.

Members of the Academic Board agreed to note the contents of the report.

9. Recruitment & Credit Activity Update

The Vice Principal of Curriculum and Quality Enhancement highlighted that the College was looking to reach their target of 80,000 credits. He explained that the figure at present was just below the 70,000. He requested that faculties look to bridge the gap and consider new provision or existing student additional learning units, i.e. employability skills etc.

T Leavy informed members that her faculty, HCCLD were working to add three additional units for the January starts. Additionally, they plan to add in the

health and wellbeing unit to around 10 classes which would see an increase in their credits.

A Allan stated that his faculty, BCI, were also working on their January starts and Cisco courses which would be held predominately online. Also considering effective infill on some courses and the COVID Units for additional credits.

T Leavy informed members that community provision was in high demand. The hub was in its first four-week pilot and had seen 15 enrolments which was popular with youth access, 11 – 17 year olds.

R Ashton requested that T Leavy provide a further update on the hub community work at the next scheduled meeting of the Academic Board.

10. Quality Enhancement Update

The Quality Enhancement and Development Manager informed members that the paper sought to apprise members of important quality assurance updates for session 2021-22.

J Gallagher provided an overview on the following updates:

- Senior Curriculum Managers (SCMs) have now completed their evaluation reports.
- Mid-Block Reviews have all now been completed by SCMs and Curriculum Managers (CMs).
- Course Team Meetings (now called: Curriculum Team Meetings) taking place w/c Monday, 22nd November. He drew members attention to the template as attached as Appendix 1 to the report.
- SQA External Verifications, the College had received confirmation that these are scheduled to take place during block 3.
- SQA published examination timetable for NQ for 2022, he drew members attention to the link on the report.
- College Internal Audit Plan, series of audits to take place for 2021-22. The first Audit to take place is for Quality Assurance taking place in November. He drew members attention to Appendix 2 of the report.
- He highlighted that there was an additional SCQF Audit coming up in December 2021.

M McKerlie raised a question in relation to the Course Team Meetings, now referred to as Curriculum Team Meetings, and queried what impact this would have on the Class Representatives (CRs) feeding into those discussions.

J Gallagher noted the importance of having this feedback from the Class Representatives and would expect this to continue to take place. R Ashton commented that it was important to monitor the feedback coming through from the CRs and to build on consistency.

T Leavy queried what was required in order to prepare for the audits coming up.

J Gallagher stated that he was waiting for further information and would advise accordingly.

R Ashton advised members that the audit would look to monitor our systems and look for the evidence pertaining to those systems.

R Ashton thanked J Gallagher for the report and invited comment or questions.

Members of the Academic Board agreed to note the contents of the report.

11. Student Support Services Update

The Head of Student Support Services highlighted that in line with the College's Transformation and Renewal Plan a restructure of the Advice, Guidance and Learner Support Services had taken place in September 2021. She noted that the Library Service, Learner Engagement and Student Association remit now fell under the Student Support Services umbrella.

R Ashton highlighted that some members would not be aware of the changes that the College sought to make to the Advice, Guidance and Learner Support areas, however he indicated that the College had planned to update staff on those changes once all areas had been finalised.

M McKerlie highlighted that the Student Support Service had provided both on campus and online support. She highlighted that the number of learners accessing support services had continued to increase from session 2019/20. In addition, the number of learners engaging online had indicated that for most, this proved to be a positive experience.

She continued to take members through her report and provided an in-depth overview of all support services available to GKC learners for 2021-22.

R Ashton thanked M McKerlie for her detailed report.

A Allan reported that he and G Sharp had been working on the updated version of the ILP. G Harkins queried if the updated version of the ILP was now up and running. A Allan confirmed that this was now accessible and staff could log into the system.

G Harkins further queried if Glasgow Kelvin College staff made the referrals to Action for Children. M McKerlie explained that learners would be identified as care experienced via the application and or from enrolment stage, thereafter Action for Children would reach out to provide support. G Sharp explained that lecturers looking to identify a need of support in this area can contact: careexperience@glasgowkelvin.ac.uk

R Ashton queried if all lecturing staff/class tutors were aware of the range of service provided by the College. A Allan suggested that not all staff would be knowledgeable and perhaps the College could do better. He added that pulling

the information together in order to advertise the services and displaying information in areas, such as the Library, would be helpful.

M McKerlie reported that she was currently looking into pop up banners for this purpose. I Cameron agreed that the display within the Library area would be beneficial for learners and staff.

G Irving noted that he would be happy to create a generic timeline that could be set up via Instagram. M McKerlie agreed that they would welcome support in this form of advertising. Additionally, with the new appointment of the Digital and Social Media Assistant they would plan to utilise this service for raising awareness.

Members of the Academic Board agreed to note the contents of the report.

12. Commendations and Complaints Annual Report 2020/21

The Senior Administration Officer provided a summary of the Commendations and Complaints Annual Report for 2020/21.

R MacKenzie drew members attention to the report which was attached as Appendix 1 and highlighted that the paper would be submitted for approval at the next meeting of the Learning and Teaching Committee on 24th November 2021. Thereafter the report would be uploaded to the College website.

He highlighted that the College had received a total of 34 commendations during 2021 compared to the previous year of only 8, this had shown a healthy increase. He added that the 39 complaints had been received in 2021/22 the previous years a total of 35.

R McKenzie drew members attention to page two of the report which provided members with a breakdown of the complaints in various categories.

R Ashton thanked R McKenzie for his overview and invited comments or questions.

13. College Quality Arrangements AY 2021/22

The Vice Principal of Curriculum and Quality Enhancement informed members that Education Scotland were currently undertaking progress visits and that Glasgow Kelvin College's planned review was for late Springtime.

14. GTC Scotland Registration Rules Consultation

The Vice Principal of Curriculum and Quality Enhancement stated that the paper was for their information and for noting.

He highlighted that it was agreed through National Bargaining that lecturing staff required to have their TQFE qualification in order to become General Teaching

Council (GTC) registered. He added that there were approximately 2000 lecturers within Scotland who do not currently have their TQFE. It was highlighted that GTC have agreed that lecturing staff who have been employed prior to 1st April 2019 will automatically be added to the register, regardless if they hold the TQFE qualification. R Ashton noted that the College would continue with their ambition for all lecturers to gain the qualification.

15. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda items

T Leavy raised a concern with regard to the numbers of students allowed on campus in block 2 and the impact this would have within her faculty and hairdressing groups. She identified a risk that if the general public would not be allowed to make hairdressing appointments, then this would impact on the learners prospects of employability.

16. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no new equality management issues had arisen as a consequence of the business conducted at the meeting.

17. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no new data protection issues had arisen as a consequence of the business conducted at the meeting.

18. Closure

19. Date of Next Meeting
18 February 2021