Item 10a
For Noting

GLASGOW KELVIN COLLEGE

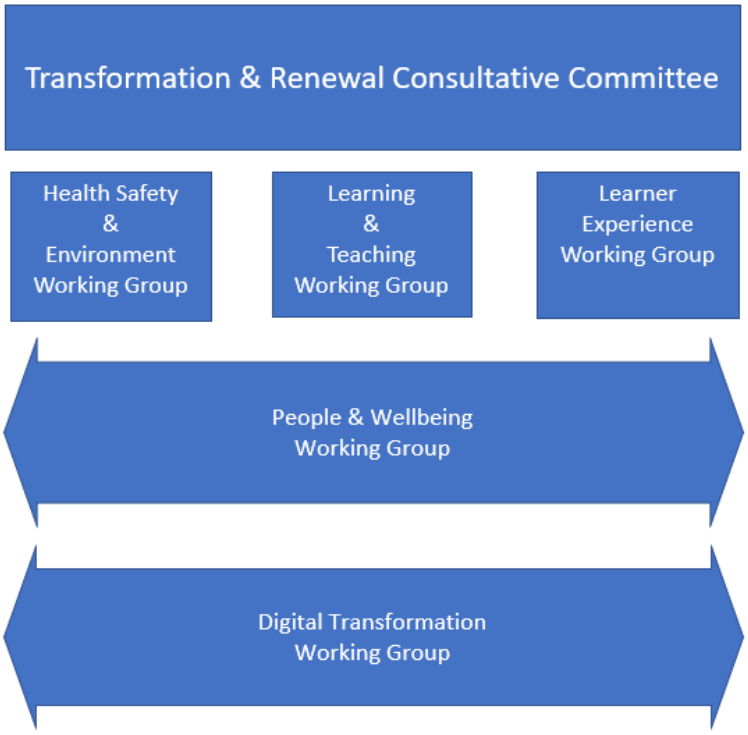
BOARD OF MANAGEMENT MEETING OF 31 AUGUST 2020

COLLEGE OPERATIONAL TRANSFORMATION & RENEWAL 2020/21 – UPDATE

REPORT BY VICE PRINCIPAL CURRICULUM AND QUALITY ENHANCEMENT

1. Update on Main Areas of Progress

Since the previous meeting of the Board in June, a more formal structure has been implemented to support implementation of the Transformation and Renewal Plan. This includes an oversight committee and 5 working groups as outlined in the structure below:



All groups within the above structure include student and staff representatives.

In terms of implementation progress the following section provides a summary of key activities.

<u>Health, Safety & Environment Activity</u>

- All College buildings have been set up in line with most recent health and safety guidance, including maximum room capacities and one-way systems, with appropriate signage in place. Staff working practices and accommodation has been organised to ensure appropriate social distancing. In classrooms, usable desks are being marked in line with 2m social distancing.

- An enhanced daily cleaning regime commenced with additional cleaners providing capacity for regular cleaning throughout the day of surfaces. touch points and toilets. Hand sanitising stations are in place throughout the College and anti-viral wipes are provided in all areas.
- Shortly after the start of the pandemic, in consultation with staff and student representatives, a college-wide risk assessment was developed, with more specific assessments for campuses and departments. With the return of teaching staff after the summer break, risk assessments for teaching areas are now almost complete. In line with this range of risk assessments, PPE has been ordered where considered an appropriate risk mitigation action. Protective screens have been installed for customer facing staff (e.g. reception areas).
- In addition, a detailed procedure had been developed for dealing with a confirmed case of Coronavirus within the College or indeed anyone who is displaying symptoms of the virus. This integrates with the national Test and Protect arrangements and has been shared with the Scottish Government.
- Since no food will be prepared on site, two retail shops have been opened (Springburn and East End) where pre-purchased/wrapped food will be sold. New vending machines have been installed throughout all campus buildings and food, snacks and hot/cold drinks can be purchased from these machines.
- All College buildings have been re-opened with safety checks, cleaning and upkeep actions complete and all campuses and grounds are now in their normal state of operation. The refurbishment of teaching spaces in Springburn Campus has been completed, with all general purpose teaching rooms now re-painted, re-carpeted, and with new desks and chairs installed. Old furniture has been dispersed to staff/students with the remainder being disposed. The capital works programme (which had halted due to the closure of the buildings) has been complete and included external building cleans in both Springburn and East End Campuses as well as window cleaning.

<u>Learning, Teaching and Assessment</u>

- The 2020-21 Credit target remains the same as in previous years. However, the planned curriculum has been revised to respond to the pandemic. Significant changes include the provision of pre-apprenticeship courses across all trades to provide study opportunities in place of full-apprenticeships, and the development of a short, roll on, roll off upskilling course for local residents who have recently been made unemployed and who are looking to get in edge in their job hunting.
- In terms of learning, teaching and assessment, the aim of the College is for staff to be able to transfer their established teaching techniques in a partially online, blended learning approach. The main thrust of this will be the use of Microsoft Teams, which will enable direct interaction within a digital classroom. Where appropriate staff will use graphic tablets to replicate in-class whiteboard use.
- The delayed start to the academic year is providing additional time for staff to engage in skills development activity, supported by a new digital skills development website and a cross-college project team providing regular drop-in and tutor led sessions.
- Following last year's exceptional guidance on use of course level assessments, SQA have reverted to their standard unitised assessment model, but are encouraging increased use of integrated assessment and providing leeway in easing conditions of assessment so that closed book assessments can be delivered online as open book.

Learner Experience

- Admissions activity is progressing to plan, with online application processes now in place for all student cohorts. Admission demand is relatively consistent with previous years, although around 1/3 of full-time applicants still have not yet completed full enrolment.
- Course induction will take place over w/b 24/08 and w/b 31/08 with teaching starting on w/b 07/09. An induction schedule is in place and will be initiated in the first instance online, with follow on face to face meetings with students where required to meet student needs.
- A new student-focussed college application, MyKelvin, is being launched during induction to provide greater support and access to college services for students.
- Identifying funds for student devices has been a significant challenge for the College. Some funds were able to be released from student support funds and their has been a recent announcement from the SFC on additional funds for student devices targeted at deprived learners (with £574k allocated to Glasgow). However, at the time of writing there has been no communication made by GCRB on how this will be distributed within the region, although the College has set out to GCRB how the Glasgow Kelvin proposes the funds should be utilised, highlighting that 42% of the region's SIMD10 learners study at our College.
- Notwithstanding the limited funds provided to date for student digital devices, the College has purchased around 1,200 devices for learners and these will be distributed by College library services prior to course start.

Digital Transformation

- The College has purchased laptops and docking stations for all College staff to support agile working. For staff who rely on significant whiteboard use in their teaching (e.g. maths and ESOL), graphic tablets have been provided to enable staff to use pens for instruction.
- A key driver for delaying the start to term was to provide staff additional time for staff to develop their digital skills and over summer, a 'Digital Classroom' site was developed providing a wide range of skills development materials for staff in relation to Microsoft Teams, Moodle and Clickview.
- In addition to this online support, a new cross-college digital skills development support team has been created, drawing together staff from different departments and providing staff on-demand access for teaching staff to 1:1 and group support.
- A survey was conducted of over 1,000 applicants to College regarding their access to digital equipment and feelings towards studying partially online. This provided evidence that around 85% of those surveyed had access to digital devices and were positive towards their tuition being provided using a blended learning approach.

People and Wellbeing

- A range of communications have been developed to communicate new working arrangements for staff and students to minimise risks from Coronavirus. This includes a video for students (available here) and differentiated guidance for all staff and for College managers.
- Several staff briefing sessions have been held to inform staff of processes, procedures and assistance available and also to allow opportunities for staff to feedback and raise any issues.

- Injunction with Health and Safety and Services to Support Learners a range of student communications have been made available on several platforms.
- All staff have been provided with working from home guidance and a self-assessment tool to identify any individual risks and mitigation actions which can be taken.
- An anonymous staff survey on their perceptions regarding coronavirus risks will shortly be distributed to all staff to inform future College actions. A Wellbeing Action Plan is being developed to ensure that support and assistance is promoted and provided to staff and students throughout the session.
- A consultation framework is in place to ensure Trade Union representatives, staff, managers and students are consulted on areas such as health and safety, changes to working/learning practices, policies and processes in addition to providing an opportunity to shape communications and method of delivery.

2. Resource Implications

There are no resource implications arising directly from this report.

3. Equalities Implications

There are no equalities implications arising directly from this report.

4. Risk and Assurance

COVID-19 related disruption has increased risks to the effective delivery of high-quality learning and teaching. The actions set out in the Transformation and Renewal plan and highlighted in this report seek to reduce these risks.

5. Data Protection

There are no data protection implications arising directly from this report.

6. Recommendations

Members are recommended to:

i) note the contents of this report.

7. Further Information

Members can obtain additional information on the contents of this report from Robin Ashton, Vice Principal Curriculum and Quality Enhancement (rashton@glasgowkelvin.ac.uk).

Glasgow Kelvin College
RA
23/08/2020