

Glasgow Kelvin College**Board of Management****Academic Board****Minutes of the Academic Board meeting held on Thursday 23rd April 2020 at 10:30am on Microsoft Teams.****1. Sederunt**

The meeting was attended by:

R Ashton	Vice Principal – Curriculum & Quality Enhancement (Chair)
S Smith	Acting Director of Curriculum & Quality Enhancement
A Allan	Head of Faculty, Business & Creative Industries
P Brown	Head of Faculty, Engineering, Construction & Science
C Green	Head of Faculty, Community & Flexible Learning
T Leavy	Acting Head of Faculty, Health Studies, Care & Learner Development
P Currie	Equality, Diversity and Inclusion Manager
J Gallagher	Quality Enhancement Manager
V Robertson	Senior Curriculum Manager, Health Studies, Care & Learner Development
M Watt	Curriculum Manager, Business & Creative Industries
M Woods	Curriculum Manager, Community & Flexible Learning
A Laszlo	Director of Digital Services
M McKerlie	Head of Services to Support Learners
M Smillie	MIS Manager
M Cairns	Head of Library Services
A Sweeney	Learner Engagement Officer
Karen Konkon	President, Student Association

Also in attendance

J Lavery (for recording purposes)

2. Apologies

D Smeall	Principal
A McGhee	Director of Business Development
L Grant	Lecturer, Engineering, Construction & Science
M McCahill	Funding Assistant, Advice & Guidance
Sarah Loughran	Vice President, Student Association

3. Terms of Reference

It was confirmed the meeting was quorate.

R Ashton proposed that the Director of Business Development and the Learner Engagement Officer were endorsed as full members of the Academic Board. No further amendments were suggested at this time. The Board agreed the proposed changes.

4. Completion and Certification for 2019-20 Programmes**a) SQA Exceptional Circumstances Guidance for Colleges****b) Interim Quality Assurance Processes**

c) Decision Tree Proforma

R Ashton spoke to the contents of the documents, and contextualised the Decision Tree Proforma in terms of SQA guidance and the college interim process.

J Gallagher spoke to the Interim Quality Assurance Processes. A discussion followed on the effect of the guidance on learners and the Academic Appeals Process. R Ashton asked the Board to endorse the college procedure on the basis that it is informed by the SQA guidance.

Concerns were raised on the composition of the panel, as there is no mention of Academic staff. J Gallagher clarified that the staff mentioned in the document would convene a panel of mostly Academic staff. P Currie requested that this is made clearer in the document itself.

M McKerlie advised that alternative assessment arrangements would need to be considered or acknowledged. It was agreed that this will be incorporated.

M Cairns raised concerns over learners without access to laptops. R Ashton stated that the college will be sensitive to those who are unable to engage due to lack of resources, and where possible will seek to allow later engagement. Discussion followed on learner resources.

It was agreed by the Board that the general approach was an acceptable way forward.

d) Qualifications Requiring Further Guidance

J Gallagher advised that there was a further list of Qualifications Requiring Further Guidance which supersedes this list. Many of the qualifications listed have now been removed.

Concerns were raised over the existing guidance on certain course areas, and the learners' abilities to continue completing the additional guidance. R Ashton stated that where the guidance appears to be unreasonable or unachievable, the college would need to feedback to SQA. The spirit of the overall guidance is to certificate learners where possible. J Gallagher will clarify with SQA where the guidance is unclear.

Discussion followed on the challenges to certification, and where items have been advised to postpone.

R Ashton requested that all identify the sticking points so that they can be put before at SQA representative who will attend Monday's Teaching Management.

e) Quality Arrangements for the SCQF

M Woods spoke to the contents of the document and outlined the current arrangements. The Board made no further comments.

5. Admissions Report

M McKerlie spoke to the contents of the document. Offers are up by 8% on last year, and thus far the current situation does not appear to have impacted on Admissions activity. The number of applicants accepting offers is also up by 25% this year.

M McKerlie requested communication and feedback on the disambiguated report that has been issued to the Heads of Faculty. It was agreed that S McGuire should attend a Teaching Management meeting to discuss the finer points within course areas. M McKerlie stated that

most offers issued are currently conditional, and once certification has been completed, offers should be converted to unconditional to secure places.

R Ashton commended the Admissions team for their great work under the current circumstances.

6. Internal Audit of Recruitment and Retention

R Ashton spoke to the contents of the report from Henderson Loggie, which is overall positive. Proposed actions were discussed.

R Ashton discussed how best to improve and utilise recruitment forecasting in light of the recommendations, as this is a largely subjective area. It was agreed that the best way forward was to improve the planning tool to best forecast course areas.

P Currie raised concerns that the report states that Admissions staff are to follow up, as faculty support areas should do so. R Ashton advised that there may be a superseding version of this document. This will be checked and recirculated.

7. Education Scotland Progress Visit Report

R Ashton spoke to the contents of the report, and thanked all for their hard work and contributions to this positive outcome. S Smith echoed these sentiments.

The areas requiring further progress and actions were discussed. The recommended improvements to digital transformation were discussed, especially relating to how the College can deploy the technology being utilised in the current circumstances to improve practice in the College.

Discussion followed on the College influence, or lack thereof, on the intake of Senior Phase school learners.

T Leavy raised concerns over the comments on the Communications subject area, as the staff from that area were not really involved in the visits. R Ashton stated that for this to appear in the report, concerns would have been raised in one or more of the meetings with the inspectors.

K Konkon discussed the work being done with the Student Association and the improvements made. Concerns from learners studying at Easterhouse and West Campuses feel that there is not enough SA presence. A Laszlo and M Cairns discussed a section on the MyDay app for Student Association communication to help with engagement.

The Board was very positive about the report and felt it reflected the many strengths of the College, and were grateful for the efforts to staff in achieving this outcome.

8. Contribution of the Community Achievement Awards to the College Social Footprint

J Horne spoke to the contents of the document, and requested that all read this report thoroughly as it includes examples of profound learning for disadvantaged learners. The numbers in the report do not include engagement from this Academic Year. J Horne advised that the awards are still being delivered as part of the COVID-19 response.

M Woods added that Community Achievement Awards are a qualification that anyone can do, and outlined the course contents. Any course delivered could be enhanced by the addition of this item to the curriculum.

M Cairns requested to make the report available to staff, as it is very inspirational. R Ashton stated that all documents discussed today are in the public domain.

C Green requested that this paper is put before the Learning and Teaching Committee. R Ashton will put this paper to the Chair.

9. Scottish Funding Council

a) Correspondence to the College Sector on COVID-19 Impacts

R Ashton spoke to the contents of the document. Discussion followed on the notion that the year could be closed off earlier than normal. The consensus was that this was largely impractical.

b) 2020-21 College Funding Announcement

R Ashton spoke to the contents of the document which would have been approved prior to lockdown, and was issued afterwards. The decisions made in the paper appear to operate on the assumption that the Colleges will operate as normal in August.

Concerns were raised on the lack of funds allocated to digital development, given the emphasis on this area as a priority. R Ashton advised that there has been some talk about reprioritisation across the sector, but there has not been any indication that this document will be reconsidered thus far.

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

Members agreed there were no new risk management issues as a consequence of this meeting.

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

Members agreed there were no new equality issues as a consequence of this meeting.

12. Closure

Proceedings concluded at 12.15

13. Date of Next Meeting

To be concluded.

Freedom of Information

The College subscribes to full openness and transparency in all of its operations and decision-making processes. As a result, all documents (unless indicated) will be available for public scrutiny in compliance with the Freedom of Information (Scotland) Act 2002.