GLASGOW KELVIN COLLEGE

ACADEMIC BOARD

MINUTES

Minute of the meeting held on Friday, 10 September 2021 at 1.30pm via Microsoft Teams

1. Sederunt:

Robin Ashton (Chair);
Peter Brown (Director of Planning and Performance and Curriculum);
Andy Allan (Director of Learning Innovation and Curriculum);
Tracy Leavy (Director of Community Engagement and Curriculum);
Arlene Sweeney (Learner Engagement Officer);
Gary Sharp (Team Leader - Advice Guidance & Learner Support);
George McGuire (SCM – HCLD);
Gerry Harkins (Lecturer, ECS);
Mhari Watt (Curriculum Manager – BCI);
Iain Cameron (Lecturer – ECS);
John Gallagher (Quality Enhancement and Development Manager);
Monica McKerlie (Head of Services to Support Learners);
James Davidson (Lecturer, BCI);
Glen Irving (Lecturer, HCLD);
James McGunnigle (President, Student Association);
Lauren McLaren (President, Student Association); and
Andy Laszlo (Director of Digital Services).

In attendance:

Heather McNeil (Member of the Board of Management); and
Debbie Friel (Committee Coordinator), purpose of the minute.

Apologies:

Derek Smeall (Principal);
Alastair McGhee (Director of Business Services); and
Mae Smillie (MIS Manager);

3. Terms of Reference

It was confirmed that the meeting was quorate with seventeen members in attendance.

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4. Declarations of Interest

No declarations of interest were received.

5. a. Minute of the Previous Meeting held on 30 April 2021

The minute of the meeting held on 30 April 2021 was accepted as an accurate record of the business conducted.

b. Minute of the Previous Meeting held on 25 May 2021

The minute of the meeting held on 25 May 2021 was accepted as an accurate record of the business conducted.

6. a. Matters Arising from the Minute of the Previous Meeting held on 30 April 2021

R Ashton noted that an online learning, working group meeting had been arranged for 17 September 2021, he confirmed that further information would be brought back to the meeting of the Academic Board on 17 November 2021.

ACTION: RA – On Line Learning WG information/minute to be brought back to the Academic Board at its meeting 17th November 2021.

b. Matters Arising from the Minute of the Previous Meeting held on 25 May 2021

ACTION: RA – Learning Teaching and Assessment Strategy. It was noted at the Learning and Teaching Committee that additional assessment content was required to be added to the Strategy. R Ashton noted that the revised Strategy would be circulated to the Academic Board for further comment.

7. 2020-21 Student Satisfaction Survey Results

The Vice Principal of Curriculum and Quality Enhancement informed members that student participation levels for the 2020-21 survey results had been slightly lower than in previous surveys.

R Ashton added that a total of 800 students had completed the survey and he took members through the key responses. He drew attention to the discussion points on page three of the report and invited comment.

Members discussed the following areas in detail:

- Encouraging the camera on function to support class integration.
- Improve consistency approach to student inductions.

- Looking for opportunity to share practice – quality enhancement activity.
- Timetable integration.
- Social Media advisor.

8. Indicative 2020-21 Student Performance Indicators

The Quality Enhancement and Development Manager informed members that the report sought to apprise members of the indicative Performance Indicators (PIs) for 2020-21.

J Gallagher provided members with a summary of the key PIs as indicated on page one of the report. He noted that members should be aware that the 2019-20 PIs showed an atypical improvement due to the unusual circumstances associated with the end of face to face teaching in March 2020.

Furthermore, he explained that 2020-21 students' overall results had been based on the holistic model introduced by SQA and that in order to make a more realistic comparison it was necessary to note PIs from 2018-19. He drew members attention to Appendix 1 of the report.

Members noted that FE statistics had shown a slight improvement, whereby the HE statistics had significantly improved.

Members discussed the statistics between FT and HE and it was suggested that the FE students preferred face to face learning rather than that of online learning.

Additionally, P Brown indicated that for some courses, especially those with high content practical work, the students felt that it wasn't the same course they had signed up for as it had lacked the practical elements.

T Leavy added that it was more difficult to motivate the FE students when approaching assessment season. Motivation was easier to encourage when face to face.

H McNeil followed on from T Leavy and noted the importance of creating the opportunities to ensure that on campus assessment can be taken forward whilst undertaking blending learning.

R Ashton spoke of achieving a more balanced approach, perhaps a more face to face focus for our FE learners.

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

9. Student Association Update on 2021-22 Priorities

L McLaren highlighted that the report sought to update members on the progress of the Student Association (SA) and on their key priorities for 2021-22.

She highlighted that following the nomination and election process, she was pleased to announce that she had been elected for the 2nd year running and J McGunnigle had been elected as a part time SA President.

J McGunnigle continued to highlight the Student Association priorities going forward for 2021-22. In addition, he drew members attention to the Partnership Agreement attached as appendix 1 of the report.

R Ashton thanked the SA Presidents for their detailed report and invited questions or comments.

T Leavy thanked the SA Presidents for their assistance in promoting "The Rocks" Basketball Academy via their social media channel.

H McNeil stated that the Student Association should look to advertise and promote their efforts to the learners, this would potentially increase SA statistic within the student satisfaction survey.

Members of the Academic Board agreed to:

i) note the contents of the report and appendix;
ii) endorse the Partnership Agreement for academic year 2021-22;
iii) note that part B of the Partnership Agreement is subject to change for each academic year, depending on the Student Association priorities.

10. a. Teaching Staff Quality Guide 2021-22

P Brown provided a summary of the Teaching Staff Quality Guide for 2021-22.

He informed members that the College had made substantial investments into our data systems, i.e. PowerBi, Timetabling, in order to achieve better business intelligence. He added that PowerBi was currently being used as the College main dashboard and information such as staff / room utilisation, recruitment, enrolment and retention, all accurate information was now available to be obtained.

Furthermore, he added that complementing the real-time monitoring of metrics were the quality events and meetings that take place throughout the academic year. P Brown took members through the Quality Arrangements for Block, 1, 2 and 3.

R Ashton noted that the College was currently in a transition period moving from a more traditional system to one that is more data driven.

A Allan noted that the new data systems presented good in-year fix opportunities and noted that when the system has been fully integrated it would report on live, real time information. This he said would assist with the PIs and issues moving forward.

G Harkins asked if the College intended on moving towards a more regional approach for recruitment. R Ashton advised that there had been some discussion regarding collaboration but it would be very challenging moving to a regional recruitment approach.

P Brown spoke of the recruitment pilot that the College had undertaken and provided a summary of the recruitment intelligence aspects taken forward.

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

b. Quality Enhancement Update

The Quality Enhancement Manager informed members that the report sought to apprise members on updates to quality assurance matters for session 2021-22. He took members through the reports key aspects and invited questions or comment.

He advised that the SQA had recently provided guidance to support the delivery, assessment and verification of vocational qualifications during session 2021-22. He added that a copy of the guidance can be found on the SQA website and also via the link provided on the paper. He noted that the guidance was very similar to that of last year's guidance and that it contained the same three options for assessments.

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

12. Digital Skills Update

The Director of Digital Skills provided a detailed presentation that sought to update members in relation to the College's progress with Digital Skills.

Members thanked A Laszlo for his comprehensive presentation.

13. SFC Credit Guidance for Colleges AY 2021-22

R Ashton informed members that the Credit Guidance had been presented for members information. He advised that the guidance was broadly a continuation from last year's guidance.

Members of the Academic Board agreed to note the contents of the SFC Credit Guidance.

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

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

15. 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.

16. 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.

17. Closure

The meeting closed at 3.20pm with the Chair thanking members for their contribution and attendance.

18. Date of Next Meeting
12 November 2021

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