Item 10

Glasgow Kelvin College

Academic Board – 12 November 2021

Quality Enhancement Update

Report by Quality Enhancement and Development Manager

1. Purpose

This document is intended to apprise members of important updates to quality assurance matters for session 2021-22.

2. College Update

2.1 SCM Self-Evaluation Report

As part of the College's revised Quality Assurance arrangements, the Senior Curriculum Managers have completed an evaluation report which covers the learning programmes in each of their remits. These evaluation reports have taken the place of the former faculty reports that were previously completed by the Heads of Faculty. A review for each report will be held with the Vice Principal (Curriculum), the Faculty Director and the Quality Enhancement Manager in the near future.

2.2 Mid-Block Reviews

The Mid-Block Reviews (MBRs) are being completed by the Senior Curriculum Managers this session in liaison with Curriculum Managers. These are used to provide college managers with early assurance that programmes are performing as expected, and to identify action plans to address any issues which arise.

Course Team Meetings

The second round of Course Team Meetings is scheduled to take place during the down week which begins on Monday 22nd November. A template, with discussion topics and prompts has been issued to faculty managers for this purpose. A copy of that template can be found in Appendix 1 of this paper.

3. SQA Update

3.1 External Verification Selections

The College has responded to the annual request from the Scottish

Qualifications Authority to conduct external verification activity during the current session. Most of these events will take place during the third teaching block.

SQA Exams timetable
The SQA has published its examination timetable for 2022. The exam diet starts on Tuesday 26 April and finishes on Wednesday 1 June 2022. A copy of that timetable can be found here.

4. Audit

The College's internal auditors, Henderson & Logie, have published their internal audit plan for 2021-22. Quality Assurance will be audited in November. The actual dates of the audit have yet to be agreed with the auditors. A copy of the scope of the audit can be found in Appendix 2 of this document.

5. Resource Implications

There are no resource implications arising directly from this report

6. Equalities

There are no equality implications arising directly from this report.

7. Risk and Assurance

This report provides assurance that the College is adhering to current quality assurance guidance provided by awarding bodies.

8. Data Protection

There are no data protection implications arising directly from this report

9. Recommendations

Members are recommended to note the contents of the report.

10. Further Information

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

John Gallagher (QEDM)
25th August 2021

Appendix 1

Curriculum Team Meeting 2
(November)

Subject areas:

Curriculum Manager:

Date:

Attended by:

Agenda Items

1. **Retention to date**
   - *Discussion of withdrawal from programme*
     - *Comparison to target retention*
     - *Comparison with previous year(s)*
     - *Identification of courses at risk of not meeting target and actions toaddress any shortfall***.**
     - *Opportunities to merge cohorts and units*
   - *Actions to be recorded in Action Plan below*

2. **Review of PIs from Block 1**
   - *Discussion of pass rates for each unit.*
     - *Proportion of students passing each unit.*
     - *Which units are completed successfully?*
     - *Which units have low pass rates?*
     - *Reasons for those who have not yet passed?*
   - *Identification of areas of good practice and improvement.*
   - *Actions to be recorded in Action Plan below.*

3. **Student Feedback**
   - *Class representative feedback*
   - *Other sources of student feedback, e.g. focus group, direct feedback etc.*
   - *Discussion of where student suggestions could be implemented to improvecourse delivery or student satisfaction.*
   - *Actions to be recorded in action plan below.*

4. **Approaches in Learning, Teaching and Assessment**
   - *Discussion of arrangements to ensure:*
     - *Appropriate balance of face-to-face and remote learning*
     - *Digital infrastructure enables learning and teaching on and off campus.*

- *Arrangements are in place to deliver assessment on and off campus.*
- *Arrangements are in place to support learners and staff to adjust tochanges in curriculum.*

5. Additional items

- *Other relevant discussions at the discretion of the course team. Record anyactions below.*

6. Risks Identified

- *Discussion of identified risks.*
- *Record any actions below.*

Action Plan

	Details of Action	**Person(s) responsible**	**Target date**
1			
2			
3			
4			
5			

Completed forms to be returned to QSCM

Appendix 2

Audit Assignment:	Quality Assurance
Priority:	Medium
Fieldwork Timing	TBC
Audit and Risk Committee Meeting:	TBC
Days:	4

Scope

During 2017, new and significantly revised quality arrangements and an associated framework were introduced for colleges in Scotland. The framework, How Good Is Our College? (HGIOC?), builds onthe existing effective internal quality arrangements within colleges and aligns with Education Scotlandquality arrangements for other sectors. Through the use of HGIOC?, colleges and their stakeholdersidentify what is working well and what needs to improve. The framework is based on the four high level principles (which in turn are underpinned by challenge questions and quality indicators):

- Leadership and quality culture;
- Delivery of learning and services to support learning;
- Outcomes and impact; and
- Capacity for improvement.

In responding to these principles, each college produces an Evaluative Report and an associated Enhancement Plan. These describe the methodology and approaches taken to evaluation and the context in which the evaluation was carried out. Evidence gathered is used to evaluate the accuracy and appropriateness of the college-devised Evaluative Report, Enhancement Plans and associated proposed grading outcomes. Submitted reports are subject to independent scrutiny and endorsementprocedures. Individual college reports and associated endorsement statements are published on the Education Scotland website.

The scope of this audit will be to review compliance with the College's quality procedures by academic areas and to review the progress the College is making to implement the actions identified on its Enhancement Plan.

Objectives

The objective of our audit will be to obtain reasonable assurance that:

- the College's quality procedures are being adhered to in key areas; and
- progress is being made with implementation of the actions identified on the College's Enhancement Plan.

Our audit approach will be:

We will assess whether the above objectives have been met through discussion with the Vice Principal for Curriculum and Quality Enhancement, and other managers involved in Quality Enhancement, and through review of relevant documentation.