

GLASGOW KELVIN COLLEGE**BOARD OF MANAGEMENT****ACADEMIC BOARD****MINUTE****Minute of the meeting of the Academic Board held on 06 May 2022 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);
Iain Cameron (Lecturer, ECS);
John Gallagher (Head of Quality)
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 (Head of Student Information Services);
George McGuire (SCM – HCLD); and
Mhari Watt (Curriculum Manager – BCI);

In Attendance

Debbie Friel (Committee Coordinator) (purpose of the minute)

2. Apologies

Derek Smeall (Principal);
Alastair McGhee (Director of Business Services)
Peter Brown (Director of Planning and Performance and Curriculum);
Gerry Harkins (Lecturer, ECS);
Jason Quinn (Director of Digital Services);

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 18 February 2022

The minute of the meeting held on 18 February 2022 was accepted as an accurate record of the business conducted.

6. Matters arising from Minute of Previous Meetings held on 18 February 2022

Item 10 – Springburn Community Hub

M McKerlie confirmed that Action for Children had attended the community hub.

Item 12 – Summary of Block 1 Focus Groups - Chromebooks

A Sweeney confirmed that ICT were currently looking into the standard backdrop to be used to alleviate the “cameras off” situation when students are attending online learning.

New Laptops

R Ashton confirmed that the College had ordered 300 laptops for new cohort of students.

T Leavy queried if the laptops would be available in June 2022 and could be distributed to the ‘care experienced’ cohort of students prior to starting their course in August 2022. M McKerlie explained that the students would require to have been enrolled and have a student card prior to the issuing of laptops.

M McKerlie agreed to liaise with T Leavy.

7. Extension of Quality Policies

- a. Assessments Alternative Arrangements Process
- b. Assessment/Re-Assessment Procedure
- c. Assessment Sites not Owned or Managed by GKC Policy
- d. Conflict of Interest in Assessment Procedure
- e. Internal Verification Policy and Procedure
- f. Learner Academic Appeals Policy
- g. Malpractice in Internally Assessed Qualifications: Policy and Procedures
- h. Quality Enhancement Handbook
- i. External Examination Contingency Plan

The Head of Quality drew members attention to the link directing members to the Quality Policies for renewal. He sought members approval to extend the renewal of the policies for a 2-year period, until June 2024.

R Ashton requested that J Gallagher highlight all specific changes or additions to the policies for ease of review for members. He requested that members feedback their comments directly to J Gallagher.

Members of the Academic Board agreed to review and feedback comment to J Gallagher on the policies.

8. Block 2 Focus Groups Feedback

The Learner Engagement Officer spoke to the content of the report. She highlighted that the focus groups intended to help gather more information on blended learning and other aspects of the learning experience. She noted that a total of nine focus groups took place online during Block 2.

A Sweeney continued to summarise on the prompts and the feedback received from the nine focus groups that had engaged. She outlined that the overall feedback received indicated that most learners were satisfied with their college experience to date.

M McKerlie commented that the report contained lots of positivity and was a good report.

She suggested that the report in future comprise additional information as to the surveyed groups, courses and group levels. A Sweeney agreed to add this information into the report going forward.

R Ashton thanked A Sweeney for her report and highlighted that it was overall a very positive one. He queried if she had received any comments regarding the food/canteen, as this had previously been raised. A Sweeney confirmed that a separate survey had been done by the Student Association Presidents and a report on this would follow shortly for SMT.

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

9. Student Satisfaction Survey Results

The Learner Engagement Officer informed members that 711 learners completed the survey, compared to 811 in the previous academic year which was a decrease in participation of 12%.

R Ashton highlighted that there was poor participation for the whole sector on this survey this year. He assumed that this was partly because of COVID, also the recent EIS Industrial Action were all contributing factors. He highlighted that the circular from the SFC stated that they would be looking for at least a 50% increase in participation and that further consideration was needed on how this can be taken forward in a more constructive way.

J Davidson asked if it was possible to identify who in each class group completed the survey. A Sweeney advised that SFC recommend that the survey was kept anonymous, but she could provide him with a percentage of completion for his class group.

A Sweeney informed members that the survey had comprised of 13 questions from SFC and 10 from the College and the overall satisfaction had risen to 92%, compared to the 2021 figure of 83%.

M McKerlie commented that it was a good positive picture.

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

10. Student Association Update

The Student Association Presidents spoke to the content of the report which provided members with an update in relation to various areas of activity that had taken place during 2021-22.

Areas highlighted included:

- Student Association clubs and societies;
- Student Executive Committee update;
- Meet the Manager Event; postponed and would be rescheduled;
- Class Representative Meetings scheduled; and
- National Union of Students Small grant scheme - Think Positive Campaign.

L McLaren summarised on the forthcoming Student Association elections for academic year 2022-23 and that this would be promoted via M/S Teams, social media and email.

A Sweeney advised members that the nominations included 2 applications for the F/T post and 9 for the P/T post. She advised that the candidates briefing session had been arranged for Monday, 9th May.

M McKerlie commented that the election and student nominations were very well publicised this year, good engagement with the students and a well put together video.

R Ashton, on behalf of the Committee and the College, wished J McGunnigle luck in this forthcoming elections and thanked L McLaren for her commitment and contributions over the past year.

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

11. Student Charter Review

The Student Support Services Manager informed members that at the last meeting of the Academic Board, it had been agreed that the Student Charter would be reviewed to reflect any changes in relation to remote learning.

He added that the Charter statements were reviewed to consider if it was still valid for blended learning. He advised that the recommended updates for the charter were shared with the Student Association the EIS representatives, both were happy to endorse the following statements to be added:

- keep cameras on, when possible, during online lessons; and
- remember that online lessons are private spaces so respect the privacy of others by not sharing content.

Members approved the Student Charter with the recommended additions. Following approval members had a lengthy discussion on 'online etiquette' and on various ways this could be highlighted to our students.

Some suggestions were noted below:

- teachers meeting students prior to their course could highlighted expectations to the students;
- that E Corrigan could share poster content that had been created by the Student Association Presidents and herself. This could be distributed at some of the welcome events or during induction;
- information to be pushed out onto the desktop, perhaps August time;
- G Sharp confirmed that he would ensure that this information be incorporated into the new digital skills course; and
- discussions were taking place with J Quinn in relation to additional support given to students on teams and on various technology.

R Ashton informed members that the Code of Learner Behaviour was approved by the Academic Board at its meeting in February 2022. He advised that the paper had since been taken for final approval to the Learning and Teaching Committee, at its meeting in March 2022. He advised that at this meeting members requested that there be a separate Student Disciplinary Policy and that this was separate to the Code of Learner Behaviour. *He informed members that a draft would be brought back to the first meeting of the Academic Board in the new session, and thereafter to the Learning and Teaching Committee for approval.*

12. Education Scotland Progress Visit

The Head of Quality informed members that Education Scotland (ES) would carry out a Progress Visit (PV) at the College on 9th and 10th May 2022. Thereafter the Senior Management Team would receive feedback on Wednesday, 11th May 2022.

J Gallagher explained that the PVs provided external evaluation of progress against actions for improvement within the Enhancement Plan. He added that the PVs were held annually and planned collaboratively between the College, ES and the Scottish Funding Council.

He summarised on the five main themes that the PV would focus on and noted that a series of meetings had been arranged to facilitate discussions between the inspectorate and selected members of staff/learners. He drew members attention to the schedule, attached as Appendix 1.

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

13. SCQF Partnership – College Credit Rating Review

The Head of Quality informed members that in February 2022, the SCQFP reviewed the College's processes and arrangements related to its SCQF programmes. He highlighted that following the review process, the SCQFP had provided the College with the attached feedback report (Appendix A). Overall, the SCQFP recognised that much work had been undertaken by the College in terms of the development of new credit rating guidelines and a stronger process to support programmes at the end of their credit rating lifecycle in 2021. However, the report included some minor action points which will further fine tune the processes.

Those minor action points, he added were currently being addressed and a return would be made to the SCQFP by the 18th May 2022.

T Leavy informed J Gallagher that conversations had commenced this week with her three partner groups. Additionally, she was liaising with M Smillie on the set up. She agreed to keep J Gallagher updated.

R Ashton thanked J Gallagher for the report.

14. Internal Audit of Student Support Services

The Head of Student Services drew members attention to the Henderson Loggie Internal Audit Report which was issued in February 2022.

M McKerlie explained that the audit had identified a risk that was noted from the Risk Register as; *"Learners are not appropriately supported during their enrolment of their course of study"*

She added that the auditors had assessed whether the objectives on page 2 of the report had been met through discussion with the management and staff in the Advice and Guidance and Learning Support teams. She highlighted that the overall discussions had been positive with many strengths identified and no weaknesses noted. It was noted that the risk had now been removed from the Risk Register.

R Ashton thanked M McKerlie for her overview and welcomed comments.

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

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

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
TBC