

## GLASGOW KELVIN COLLEGE

### BOARD OF MANAGEMENT

#### ACADEMIC BOARD

#### MINUTE

#### Minute of the meeting held on Friday, 18 February 2022 at 1.30pm via Microsoft Teams

**1. Sederunt**

Robin Ashton (Chair);  
Tracy Leavy (Director of Community Engagement and Curriculum);  
Arlene Sweeney (Learner Engagement Officer);  
Gary Sharp (Student Support Services Manager);  
Gerry Harkins (Lecturer, ECS);  
Jason Quinn (Director of Digital Services)  
Iain Cameron (Lecturer, ECS);  
John Gallagher (Quality Enhancement and Development Manager);  
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);

**In Attendance**

Sharon Wardrop (Senior Curriculum Manager, BCI);  
Debbie Friel (Committee Coordinator) (purpose of the minute)

**2. Apologies**

Derek Smeall (Principal);  
Andy Allan (Director of Learning Innovation and Curriculum);  
Peter Brown (Director of Planning and Performance and Curriculum);  
George McGuire (SCM – HCLD);  
Mhari Watt (Curriculum Manager – BCI); and  
Alastair McGhee (Director of Business 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 12 November 2021**

The minute of the meeting held on 12 November 2021 was accepted as an accurate record of the business conducted.

## 6. Matters arising from Minute of Previous Meetings held on 12 November 2021

### ***Classroom “Cameras in Use” Working Group***

R Ashton informed members that a meeting had been held and attended by R Ashton, I Cameron, C Breathnach and J Gallagher, where partial guidance had been developed and circulated to teaching staff prior to block two. R Ashton invited members to share their comments on this subject.

Members discussed the developments going forward and agreed that the message needs to be clear and concise in the College’s approach and expectations for cameras to be switched on during class time. Furthermore, it was agreed that some additional consideration should be given to individual students according to their circumstances.

M Smillie added that the message could additionally be incorporated into the faculty and central led keep warm activities.

### ***Learning Teaching and Assessment Strategy (LTAS)***

D Friel confirmed that the LTAS had been circulated to members.

## 7. Quality Enhancement Update

The Quality Enhancement and Development Manager reported that the paper sought to apprise members of important quality assurance updates for session 2021-22.

J Gallagher provided an overview and updated members on the following key aspects of the report:

- the College Destination Leavers Survey
- the Quality Week
- the Internal Quality Audit;
- the newly formed Senior Faculty Managers Forum;
- SQA and the Next Generation Qualifications;
- SQA Exams; and
- HNVQ Arrangements for Completing Programmes

He drew members attention to the links where further information could be obtained, directly from the SQA website.

Additionally, he reported that during the Quality Week, Monday 7<sup>th</sup> March, himself and R Ashton would meet with the faculties to facilitate a session around the return to campus.

J Gallagher informed members that the College had submitted evidence to the SCQF Partnership in December 2021 and that a meeting was scheduled to take place on Friday 25 February 2022. He added that the feedback received during

this meeting would be brought back to a future Academic Board Meeting to provide members with an update.

R Ashton thanked J Gallagher for his input and invited questions or comments from members.

S Wardrop highlighted that an open day had been scheduled for Monday, 7<sup>th</sup> March and queried if this would overlap with R Ashton's and J Gallagher's intention to hold a session with faculty staff. R Ashton noted that the session would not be given until 2pm, at which point the open day would be concluded.

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

## **8. Student Association (SA) Update**

The Student Association Presidents' highlighted that the report sought to update members on the progress of the Student Association (SA) activities for 2021-22.

J McGunnigle spoke to the content of his report and informed members that;

- The Student Association had launched their clubs and societies which had seen a positive interest from students.
- The Student Executive Committee had now been formed. In addition, he advised that the Equality and Diversity Officer had offered to support the running of clubs and societies.

L McLaren spoke to the content of her report and informed member that:

- A Class Representative meeting had taken place on 9th and 11th February, to which the College's Health and Safety Manager had attended to answer COVID and return to campus related questions. She advised that students had found this informative and very helpful.
- She added that the SA had recently applied for the small grant through the National Union of Students, "Think Positive" campaign. The grant would support the Student Executive Committee and Class Representatives to attend a course to increase knowledge on Mental Health.

R Ashton thanked the Student Presidents' for their detailed report and invited questions or comment.

J Quinn commented that he had been impressed by the work undertaken by the Student Association and that he looked forward to working with them in areas that required further developments.

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

## 9. Digital Skills Development Update

M Harding, Head of Digital and ICT Operations spoke to the contents of her paper and informed members that the training requirements had moved away from the basic use of digital tools to more advanced features. This, she said provided the College with confidence that staff are now comfortable using the tools and are also keen to learn more. Furthermore, she advised that the Digital Skills Developer had delivered 46 sessions since the start of term on a range of topics.

She continued to provide further detailed updates on the work being undertaken on the Survey/Polling Tools, Automated Workflows and on the upcoming developments of ICT.

The Director of Digital Services spoke of the projects being developed by ICT staff and on the progress to date. He reported that the new revised staff intranet should be finalised around May 2022. Additionally, they were looking to simplify access for students to the MyKelvin app. He referred to the opportunity and scope for the on-board materials to be further developed.

J Quinn added that further training would be put in place relating to SharePoint, OneDrive and Teams and that there would be further opportunity to collaborate with Microsoft on digital materials through MSLE, providing free access to training materials.

J McGunnigle referred to section 3.2 of the report and asked M Harding if she could elaborate on the use of Kahoot.

M Harding confirmed that the College was currently trialling Kahoot for a short period of time at the request of some Lecturing staff. She added that she would look for feedback once trialled in order to assess if the College would invest in this tool.

L McLaren stated that the Student Association would be interested to be part of this trial. M Harding agreed to forward a licence to the SA Presidents'.

R Ashton noted that from A Sweeney's report that some Focus Groups had identified that the students felt that it was challenging that teaching staff were using different approaches to course content. A Sweeney clarified that it was in reference to course work materials being placed on different platforms such as Moodle, Teams and emailed. This was causing some frustration and the students would like to see a more consistent approach.

R Ashton thanked J Quinn and M Harding for their detailed report.

## 10. Springburn Community Hub

The Director of Community Engagement and Curriculum provided members with an update on the Springburn Community Hub. She reported that the hub had been up and running since October 2021 and had high attendance on both the Tuesday and Thursday evenings. To date she advised that 88 youth access learners had enrolled, 26 adult learners and 20 under the age of 11. Additionally, they closed the ESOL provision as it had a total of 50 enrolments.

T Leavy drew members attention to the College flyer and summarised on the activities available. She informed members that there were a number of interested agencies, looking at how they could be involved with the community hub, this included Springburn Cricket Club, Pinkston Water Sports and Partick Football Club. She continued to report that Police Scotland were also actively involved and attended both the Tuesday and Thursday sessions and had agreed to provide a talk to the parents on how to keep their children safe whilst On-Line. T Leavy advised that moving forward they would be looking to secure funding from the Big Lottery.

R Ashton thanked T Leavy for her report and invited questions or comments.

M McKerlie, noted that it was intended to have Action for Children participate in the Community Hub and to provide a couple of sessions. **M McKerlie agreed to liaise with J Montgomery.**

R Ashton commented that the Springburn Community Hub had a choice of activities suitable for the whole family and that this was an excellent element to the programme.

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

## 11. Code of Learner Behaviour & Student Charter Review

The Vice Principal of Curriculum and Quality Enhancement reminded members that the last amendment made to the Code of Learner Behaviour was to add content in relation to compliance with COVID.

He informed members that there was no proposal intended to make further changes to the Code of Learner Behaviour. He drew members attention to the Student Charter Review and proposed that the Student Association, M McKerlie and G Sharp review along with the Student Executive to consider if the Charter required additional content in respect of the blended delivery approach.

**The Head of Student Services, M McKerlie, stated that she would be happy to take forward the Student Charter Review. She highlighted that EIS and Teaching staff would be included within the review group.**

Members agreed that they were content with the Code of Learner Behaviour and that no further amendments were required.

## **12. Summary of Block 1 Focus Groups**

The Learner Engagement Officer informed members that it was very difficult to conduct focus groups online and had managed to visit six classes on campus which proved to be more successful in engagement.

She advised that most students were happy with their experience to date. They had indicated that they liked the flexibility of online learning as this helped with aspects of childcare and also saved on travel costs.

A Sweeney advised that areas not working well, were ICT issues with Chromebooks and problems existing when trying to access word/excel, also work being deleted once saved.

M Harding noted that she was aware of the issues and had organised training on the chromebooks for class groups.

Members discussed at length the on/off camera requirements and A Sweeney advised on the feedback received from students, that they would have the camera off if they felt self-conscious about their appearance or their surroundings.

M Harding suggested that to alleviate the camera off issue, they could create a standard backdrop for the student use, i.e. Student Association logo etc.

**R Ashton suggested that M Harding attend some of the focus groups to review some of the issues at hand. M Harding and A Sweeney to liaise further.**

Members also commented that the Chromebook was not compatible to have a backdrop function, additionally no function to right click on the track pad.

**J Quinn and M Harding agreed to look into the reported issues.**

## **13. 2022-23 Admissions Update**

The Head of Student Information Services shared the PowerBi screen with members and provided a summary on the live data.

M Smillie informed members that the College, to date had received 6,000 applications, and that this figure was on par with those figures received in the last academic session.

She added that although the offers were down, this was largely due to faculties conducting interviews, where that was not a factor in the application process

last session. She added that this figure would rise once interviews had been conducted and offers come through.

M Smillie advised that the MIS team had reported that the new system was doing well and was up to date with most applications. She reminded members that teaching colleagues required to go onto PowerBi and look at their applications data, to identify any low percentages which may need further review.

A lengthy discussion took place in relation to target offers, applications and on the graded system. M Smillie reminded members to feedback on target changes to MIS staff. She added that the focus moving forward was now on the Keep Warm Faculty/Central events and she spoke of the importance on providing access to MyKelvin app quickly to those students with offers as this allows them to download their timetables.

R Ashton thanked the M Smillie for her report.

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

#### **14. SFC In-Year Redistribution 2021-22**

The Vice Principal of Curriculum and Quality Enhancement informed members that the SFC letter had been provided for noting. He informed members that it was likely the College would not reach its credit target this year and therefore required to hand back 2,100 credits which equated to a 460K loss.

Members of the Academic Board agreed to note the content of the SFC letter.

#### **15. Review of Higher Education and Essential Skills Strategies**

The Vice Principal of Curriculum and Quality Enhancement informed members that the report reviewed the need for separate College strategies for Higher Education and Essential Skills given the development of a new College Strategy for 2022-27 as the new College Strategy contained a more comprehensive College Learning, Teaching and Assessment Strategy for 2021-24.

He drew member attention to the new College Strategy which was appended as Appendix A to the report. He advised that the Board of Management had recently approved the Learning, Teaching and Assessment Strategy for 2021-24, attached as Appendix B and the Access and Inclusion Strategy for 2020-23, attached as Appendix C. Both of these supporting strategies build on previous strategic aims and take account of our current operating environment as we begin to live with Covid.

He added that two other learning and teaching related strategies had previously been in place; these being the Essential Skills strategy and the Higher Education strategy. Copies of these two documents had also been attached as Appendices.



He continued to say that now that the College has in place its new whole-college strategy and a supporting Learning, Teaching and Assessment Strategy, consideration required to be given on how these additional strategies could add to the strategic leadership of the College and whether there is still a need for separate strategies for these areas. He asked members to endorse the proposed changes and to have the two strategies dropped.

The Head of Student Services, M McKerlie agreed to the proposed changes, however asked that the College ensured that important elements from the Essential Skills Strategy were encompassed.

Members of the Academic Board agreed to endorse the changes proposed.

**16. 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.

**17. 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.

**18. 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.

**19. Closure**

**20. Date of Next Meeting**  
29 April 2022