

Board of Management Learning & Teaching Committee

Date of Meeting	Tuesday 28 April 2020
Paper No.	LTC3-H
Agenda Item	5.1
Subject of Paper	Academic Board
FOISA Status	Disclosable
Primary Contact	Paul Little, Principal
Date of production	April 2020
Action	For Noting

Recommendations

The Committee is asked to note the Academic Board minute of the meeting held on 25 February 2020.

Meeting of Academic Board

Minute of meeting held on 25 February 2020 at 1000 hrs

Present	
Paul Little (PL) (Convenor)	Elsie Jackson (EJ)
Claire Carney (CC)	Colin McCrum (CM)
Paul Clark (PC)	Ryan McKellar (RM)
Michael Cross (MC)	Diane Mclaughlin (DM)
Tom Duff (TD)	Jackie McCormick (JM)
John Gribben (JG)	Elodie Nowinski (EN)
Scott Harrison (SH)	Mark Stagg (MS)
Tracey Howe (TH)	Siobhan Wilson (SW)
In Attendance	
Sharon Ritchie (SR) (Minute Secretary)	
Apologies for absence	
Dylan Duff (DD)	Sheila Lodge (SL)
Roy Gardner (RG)	Gillian Plunkett (GP)
Gus Grubb (GG)	

Item 1	Apologies for Absence	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion	Apologies received from DD, RG, GG, SL and GP.	
Decision	The apologies were noted.	

Item 2	Minute of Meeting (24 September 2019)	
Paper No: AB2-A	Lead: P Little	Action requested: Approval
Discussion	<p>The minute of meeting 24 September 2019 was approved with minor amendments.</p> <p>TH provided further updates from meeting 24.09.2019:</p> <p>Item 3.4: TH highlighted that the definitions were not being utilised at Academic events. She advised that the concept of ROI was to develop models on the assessment of ROI for Academic events and staff development. She indicated that a pilot would be done, and that volunteers were required.</p> <p>Item 3.6: TH advised that the paper was approved in principle at the last meeting to give individuals a more formalised relationship with the College. She went on to say that the paper, in terms of the process was with HR. JG advised that there were no further updates.</p> <p>Item 3.7: TH indicated that the Teaching Fellowship Scheme now fell within CoPTE's remit.</p>	
Decision	Approved	

Item 3		Chairs Business	
Paper No: Verbal	Lead: P Little	Action requested: Note	
Discussion	<p>Following introductions, the Principal welcomed everyone to the Academic Board meeting.</p> <p>The Principal highlighted students should be encouraged to take advantage of free membership of Professional Bodies in various subject disciplines. He emphasized that professional education was as important as technological education / skills training, and that there the College was seeking to inspire lifetime learning to support their employment but also their personal growth as well.</p> <p>The Principal raised concerns around Coronavirus and the possibility of it becoming a pandemic. He pointed out that:</p> <ul style="list-style-type: none"> ✓ the need to stop all international visits to and from the College, ✓ the reinforcement to observe NHS/Government guidance, ✓ the safety of students and staff at the College was his top priority, ✓ more hand gel dispensers were being put around the College. <p>TH indicated that she was in the process of planning a hand hygiene awareness session.</p> <p>The Principal spoke briefly about the Cumberford-Little report, co-authored by Paul Little and Audrey Cumberford (Edinburgh College). SR to email the Cumberford-Little Report Link to all board members.</p>		
Decision	Noted		

Item 4.1		College Strategic Plan 2020-2030	
Paper No: Verbal	Lead: P Clark	Action requested: Discussion	
Discussion	<p>PC highlighted that the current strategic plan lifespan was from 2017 to 2025, and that on reflection that there were many people now in employment who had not participated in the development of the original strategic plan. He advised that the planning guidance was located on Connected and regularly circulated.</p> <p>PC indicated that 2020 was a landmark year in the calendar and that it was the right time to relook at the strategic plan. PC made reference to tDAP as a further example for refreshing the plan.</p> <p>PC stressed that any member of staff should be able to look at their own set of responsibilities and connect that to the strategic plan, giving a commonality of purpose together with a clear line of sight from plan to frontline delivery.</p>		
Decision	Noted		

Item 4.2		Student Academic Experience Strategy	
Paper No: Verbal	Lead: C Carney	Action requested: Discussion	
Discussion	CC advised that the SE strategy was published in 2017, and similarly now needed to be refreshed. She indicated that the document would need to be integrated, straightforward, memorable and innovative. She emphasised that this will be achieved by realignment and having structures in place.		
Decision	Noted		

Item 4.3		CoPTE: Consultation on future plans	
Paper No: AB2-B	Lead: T Duff	Action requested: Discussion	
Discussion	<p>TD introduced his paper and advised that the purpose of the paper was to consult and seek information on the positioning of CoPTE. He indicated that a website was in the process of being composed, which would emphasise what CoPTE could achieve. He highlighted that CoPTE was aligned with the College's strategic priorities.</p> <p>The Board expressed concerns around:</p> <ul style="list-style-type: none"> ✓ certain areas of the College did not understand the benefits of CoPTE, ✓ the name CoPTE was confusing, ✓ individuals needed to understand how CoPTE would help them develop as an individual, ✓ apparent lack of consultancy service. 		
Decision	Noted		

Item 4.4		tDAP: Update	
Paper No: Verbal	Lead: T Howe	Action requested: Discussion	
Discussion	<p>TH advised that an updated business plan was presented to the Learning and Teaching Committee of the Board, and that the paper was approved. The 10-year financial projects was also presented to the Board, and the outcome was positive. It was proposed that the project plan be shifted by a year. The original plan was to submit a tDAP application by summer 2021. That may now need to be projected to summer 2022.</p> <p>She explained that a tDAP Project Board had convened and that membership comprised of the College Principal (chair), ELT, other key individuals, and three Board members.</p> <p>TH indicated that the tDAP Implementation Board (IB) was paused in November 2019. This IB was chaired by Sheila Lodge, and membership comprised of the Deans and certain people responsible for progressing on activities.</p> <p>She pointed out that tDAP had its own Risk Register, and the top items on the register in terms of risk was communication and staff engagement.</p>		

	TH advised that she was seeking assistance and support for the Benefits Review.
	TH to compile a list of tDAP FAQs that will be discussed at the next Academic Board meeting.
Decision	Noted

Item 4.5	Implementation of the NWP	
Paper No: Verbal	Lead: J Gribben	Action requested: Discussion
Discussion	<p>JG highlighted that the National Working Practises Agreement was agreed by the National Joint negotiation committee in May 2019. In July/August 2019, the College issued new contracts, which reflected the NWP and areas of Good Practise.</p> <p>JG went on to say that there was no joint agreement on how particular aspects should be implemented. He indicated that he would further pursue this at SMT.</p> <p>Staff Development Reviews - Development conversations are taking place, and they are aligned to the GTCS process.</p> <p>GTCS registration - An integral part of the 2017 agreement, which is still to be rolled-out. A working group was convened to take forward. Voluntary registration was still available.</p>	
Decision	Noted	

Item 5	New Course Proposal – Introduction to Criminology and Psychology	
Paper No: AB2-C	Lead: D Mclaughlin	Action requested: Approval
Discussion	<p>DM introduced the paper and requested the Board to approve the proposal for a new course.</p> <p>It was noted that due process would need to be followed before seeking approval for new courses from Academic Board:</p> <ul style="list-style-type: none"> ✓ must be approved at the relevant Faculty Board, ✓ must be sent to the Vice Principal Student Experience for review, ✓ a full detailed business plan must to be supplied. 	
Decision	The paper was not approved.	

Item 6	Homologation of Depute Chairs Action	
Paper No: AB2-D	Lead: S Wilson	Action requested: Approval
Discussion	<p>SW indicated that the proposal was approved at Faculty Board. A separate offline meeting to be scheduled.</p> <p>Raised under item 5.</p>	
Decision	The paper was not approved.	

Item 7.1	Quality Cycle	
Paper No: AB2-E	Lead: S Lodge	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	
Item 7.2	QAEC Minutes 03.09.2019	
Paper No: AB2-F	Lead: S Lodge	Action requested: Note
Discussion	The approved minute of the QAEC meeting held on 3 September 2019 was noted.	
Decision	Noted.	
Item 7.3	SAEC Minutes 12.09.2019	
Paper No: AB2-G	Lead: C Carney	Action requested: Note
Discussion	The draft minute of the SAEC meeting held on 12 September 2019 was noted.	
Decision	Noted.	
Item 7.4	SSC Minutes 08.10.2019	
Paper No: AB2-H	Lead: S Thompson	Action requested: Note
Discussion	The draft minute of the SSC meeting held on 8 October 2019 was noted.	
Decision	Noted.	
Item 7.5	3 Phase HND Cadet Training Programmes	
Paper No: AB2-I	Lead: M Stagg	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	
Item 8	Any Other Business	
Paper No:	Lead: P Little	Action requested: Note
Discussion	There was no other business for noting.	
Decision	Noted.	
Item	Date of Next Meeting	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion	The next meeting date was noted as 12 May 2020.	
Decision	Noted.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

25 February 2020

Item	Description	Owner	Target Date
Item 3	SR to email the Cumberford-Little Report Link to all board members	SR	25.02.2020
Item 4.4	TH compile a list of tDAP FAQs to be discussed at the next Academic Board meeting.	TH	12.05.2020

ACTION POINTS ARISING FROM PREVIOUS MEETING

28 May 2019

Item	Description	Owner	Target Date
Item 11	RG to prepare an end of year report capturing the 'added value' to the College in relation DSW.	RG	TBC
Item 17	RG to write a report on the cost-v-benefits for College ERASMUS trips.	RG	TBC