

Board of Management

Learning, Teaching & Student Experience Committee

Date of Meeting	Tuesday 17 September 2024
Paper No.	LTSEC1-J
Agenda Item	5.1
Subject of Paper	Academic Board Minute – 20 May 2024
FOISA Status	Disclosable
Primary Contact	Paul Little, Principal
Date of production	May 2024
Action	For Noting

Recommendations

The Committee is asked to note the Academic Board minute of the meeting held on 20 May 2024.

Meeting of Academic Board

Minute of meeting held on 20 May 2024 at 1100 hrs via MS Teams

Present	
P Little (Convenor)	Gus Grubb (GG)
Sheila Lodge (SL)	Karen Hislop (KH)
Alison Bell (AB)	Chris Keenan (CK)
Claire Carney (CC)	Stephen McLoughlin (SM)
Chris Colvin (CCo)	Derek Robertson (DR)
Andrew Dickson (AD)	Leo Subido (LS)
Deborah Fagan (DF)	Josh Taylor (JT)
Sharon Fagan (SF)	Vanessa Telfer (VT)
Jon Gray (JG)	Siobhan Wilson (SW)
Melissa Grbin (MG)	
In Attendance	
Jennifer Stevenson JS (Minute Secretary)	
Apologies for absence	
James Davies (JD)	John Gribben (JFG)
Roy Gardner (RG)	Elaine McKenzie (EM)

Item 1	Apologies for Absence	
Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion	Apologies were received from: JD, RG, JFG, EM.	
Decision	The apologies were noted.	

Item 2	Chair's Business	
Paper No: Verbal	Lead:	Action requested: Approval
Discussion	<p>The Chair welcomed everyone to the meeting. Reflecting on the unsettled political environment with a recent change in First Minister and speculation on government changes in England, Ministers' focus would not be on tertiary education. The College has an important role supporting the renewed economic growth in Scotland working across 200 industry sectors. A letter had been recently received from Graham Dey MSP regarding the proposed dissolution of the Glasgow Regional Board and the College would be contributing to this consultation.</p> <p>Industrial action continued to impact students, as some courses would not be able to be completed. The Chair paid tribute to staff who were showing great resilience in how they responded to the continued strikes to assist students.</p> <p>The Queen's Anniversary Award, the highest recognition in further and higher education recently awarded to City, cannot be underestimated as to its value and significance in confirming the College as a UK centre of</p>	

excellence. The next submission would be made next year in time for the next Awards in 2026. New students coming into the College will be aware of the standing City has. The agenda of achieving ongoing success which others validate and affirm is not a trivial one.

SM brought to the Board's attention news that he had been made aware from a student that two universities in Glasgow were now accepting second year students certainly without an HNC and possibly without an HND. This news would have a major effect on students' key performance indicators and success rates of students completing if they thought they didn't need to finish college as they already had acceptance to university.

JG was aware of this and whilst the universities were trying to be helpful in recognising the anxiety caused to students by the Resulting boycott, their action had unintended consequences for student progression in colleges. SM responded that it was imperative to iron out the detail as he was concerned that students may try to return later to complete courses but may not be able to do so if the courses had been upgraded to next generation.

ACTION: JG to keep the Chair posted with updates. SM also to update information via email to PL and CC.

There were no other items for discussion.

Decision	Noted
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Item 3.1	Minute of Meeting 16 February 2024	
Paper No: AB03-A	Lead: P Little	Action Approval
Discussion	The minute of the meeting held on 16 February 2024 was agreed post meeting as a correct record and approved with one adjustment at 4.4 at the request of JT.	
Decision	Approved	

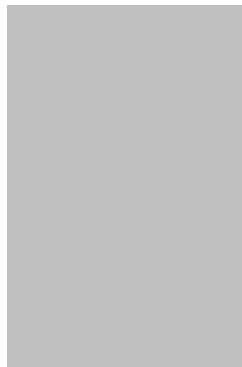
Item 3.2	Homologation of Chair's Actions: 3.2.1 SVQ & Apprenticeships Student Records Procedure	
Paper No: AB03-B	Lead: P Little	Action requested: Approval
Discussion	The Chair outlined the reason why homologation was utilised: some issues needed to be actioned within a particular timeframe rather than waiting until the next meeting. Approval was now sought for the decisions the Chair had already taken on behalf of the Board.	
	CCo commented that it was a comprehensive procedure but queried whether foundation apprenticeships could be added before approval. CK said there were several other apprenticeships that would be added in due	

	course and when the final version was completed, would be ground-breaking. The Chair added that it was a much-needed procedure.
Decision	Approved

Item 3.2.2	Homologation of Chair's Actions: New Course Proposal – Police Studies	
Paper No: AB03-C	Lead: P Little	Action requested: Approval
Discussion	<p>This new course had been devised in response to demand and demonstrated our ability to keep abreast of emerging trends in the workplace. The Chair thanked GG and VT for their valued contributions.</p> <p>The course was approved.</p>	
Decision	Approved	

Item 3.2.3	Homologation of Chair's Actions: Operational Planning Procedure	
Paper No: AB03-D	Lead: P Little	Action requested: Approval
Discussion	<p>The Chair outlined the need for a structured planning procedure. New courses require resources, including staff, and support from other areas such as timetabling, and a clear plan was helpful in creating budgets and ensuring there were no surprises where dependencies arose. Clear planning was a great asset to an organisation and the Chair commented on the Procedure Diagram at 4.19 being very helpful in showing the Operational Planning Procedure cycle.</p> <p>DF asked whether the workshops would include owners or only SMT. SL said that SMT oversee the plans and disseminate the outcomes down to staff but would consider if there was scope to include other members of staff. The Chair would like to include rather than exclude but was aware that if everyone attended workshops, committees, and boards there would be less time to complete any work.</p> <p>.</p>	
Decision	Approved	

Item 3.3	Data Protection Policy	
Paper No: AB03-E	Lead: S Lodge	Action requested: Approval
Discussion	<p>There were no major changes to the policy, but terminology had been updated to reflect recent restructuring. The DPO had also made the document more user-friendly. The Chair reminded the Board that every individual had an obligation to be careful regarding data to avoid unnecessary breaches.</p> <p>DF said her old title was used in 6.12, she also asked if it could be made clearer who is responsible for completing and putting in place the data</p>	



processing and sharing agreements with third parties as currently it was unclear whether it was procurement or departmental. SL said this point had been discussed several times with the DPO and it had been agreed the department should take responsibility. SL also advised that the DPO would be rolling out health checks with each department to create a central log for data sharing within the College.

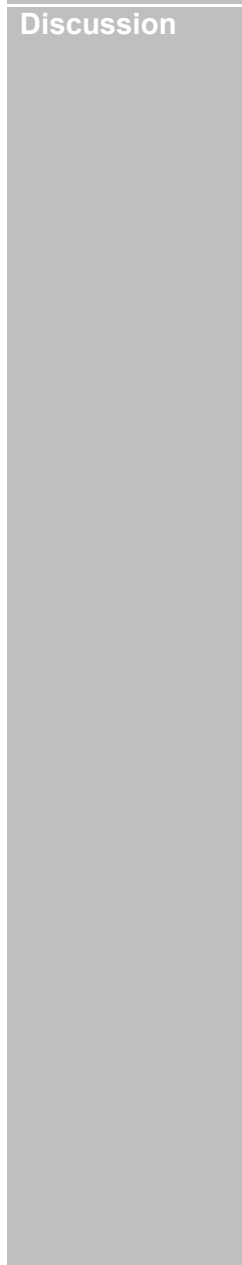
The Chair said the DPO had given a presentation at the last All Managers' Meeting and thanked her for the work she does.

Decision

Approved

Item 4.1 Education Scotland Annual Engagement 2024

Paper No: AB03-F	Lead: J Gray	Action requested: Discussion
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Discussion

JG's paper outlined feedback received at the end of the recent Annual Engagement visit, which had been very positive. Satisfactory progress had been made, but challenges remain regarding part time students' results and HE outcomes where work was needed.

This was the last visit from Education Scotland as the new Tertiary Quality Enhancement Framework (TQEF) would come into effect for 2024/25. In future visits would be less frequent but would involve a much deeper investigation into learning and teaching and engagement. Information regarding the new framework would shortly be uploaded to the College website.

The Chair had had an early brief meeting with the Education Scotland team as he wanted to ensure a thorough inspection was carried out notwithstanding the variety of challenges being experienced by all colleges currently. The Students' Association had had a large input through their efforts to improve student retention and engagement. He wished to pay tribute to the faculties and supporting areas for explaining to the visitors all the work being carried out to ensure best practice, improve learning and teaching, and to keep track of key performance indicators.

The positive outcome had been a Team City effort. The new framework was converging to be more in line with how universities review their performance indicators with evidence provided for funding bodies and regulators. This was an important process to ensure quality was maintained.

SW commented that the visit from the inspectors had felt very different from previous years: they were less probing, and it felt more like a tick box exercise. LS felt the feedback was different and the questions asked were more about keeping up the good work that had been achieved. Student Representatives had been helpful.

Decision

Noted

Item 4.2		Guidance Enhancement Theme 2024	
Paper No: Verbal	Lead: J Gray	Action requested: Discussion	
Discussion	<p>The theme of 'Guidance' had been agreed at QAEC with the aim of ensuring better use of guidance time, and a 36-week syllabus with learner ownership had been created. Guidance hours, whilst a cost to the College, were to be used effectively and not for catching up on marking. CC said that City Attributes were part of Guidance which wove through the College experience to support positive outcomes.</p> <p>AB would be presenting a paper on City Attributes to the Board next week and at the All-Managers' Meeting in due course for a full College roll out next academic year. It was important that students would be recognised for these attributes, and these could be developed further during their time at College.</p>		
Decision	Noted		

Item 4.3		Resulting and Student Progress	
Paper No: Verbal	Lead: J Gray	Action requested: Discussion	
Discussion	<p>JG reminded everyone that the figures below are easily accessed on Power Bi:</p> <p>Creative Industries - 80% Education & Humanities - 68% Hospitality & Leisure - 90% Nautical & STEM - 86%</p> <p>FTHE - 59% pass rate with 24% of records missing. FTFE - 56% pass rate with 20% records missing.</p> <p>A visit had been made to Dundee & Angus College to look at resulting and best practice. Twenty courses with a total of 400 students had been identified to test out the new Curriculum Assessment Boards (CABs), created with the aim of providing clear outcomes for all students at the end of their academic year.</p> <p>The Chair said it was a difficult and challenging period, but industrial action was impacting students, not only by courses not being able to be completed but with knock-on effects on their future. Students rely on the College to help them even decades later.</p> <p>EIS-FELA had been informed that a letter would be sent to staff notifying them that pay would be deducted where staff refused to enter student results. The Chair said such action was regrettable but necessary.</p>		
Decision	Noted		

Item 4.4	Validation/Course Approvals	
Paper No: AB03-G	Lead: J Gray	Action requested: Discussion
Discussion	<p>JG noted that greater consistency was needed in how new programmes are validated or approved and outlined the new developments towards this.</p> <p>The Chair commended JG and AC on their work. CC offered assistance to reword documents for blended learning on My Connect and suggested that DR should be involved.</p>	
Decision	Noted.	

Item 5.1	Faculty Board Minutes: 5.1.1 Creative Industries	
Paper No: AB03-H	Lead:	Action requested: Note
Discussion	The Chair commented that action points needed clarity on actions being carried out. The paper was noted.	
Decision	Noted.	

Item 5.1.2	Education & Humanities	
Paper No: AB03-I	Lead: V Telfer	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.1.3	Hospitality & Leisure	
Paper No: AB03-J	Lead: S Wilson	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.1.4	Nautical & STEM	
Paper No: AB03-K	Lead: C Keenan	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.2	Approved Quality Assurance & Enhancement Committee Minute: 1 February 2024	
Paper No: AB03-L	Lead: S Lodge	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.3	Approved Quality Assurance & Enhancement Committee Minute: (Review of College Annual Quality Report 2023) 9 February 2024	
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Paper No: AB03-M	Lead: S Lodge	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.4	Approved Student Academic Experience Minute: 8 February 2024	
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Paper No: AB03-N	Lead: C Carney	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.5	Approved Support Services Committee Minute: 6 February 2024	
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Paper No: AB03-O	Lead: J Gribben	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.6	Approved Portfolio Review Outcomes	
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Paper No: AB03-P	Lead: J Gray	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 6.	Any Other Business	
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Paper No: Verbal	Lead:	Action requested: Note
Discussion	<p>DR mentioned that this was the last meeting for the Students' Association President Leo Subido (LS) and VP Josh Taylor (JT). The Chair thanked them both for the contributions they had made and the commitment, passion, and leadership they had both shown during their term of office. He wished them both every success in the future and hoped that the learning experience would be beneficial to them in the future.</p> <p>The Chair thanked all members for their valued contributions.</p> <p>No other business was raised.</p>	
Decision	Noted.	

Item 7	Date of Next Meeting	
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Paper No: Verbal	Lead: P Little	Action requested: Note
Discussion	The date of the next meeting date is to be confirmed.	
Decision	Noted.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING 20 May 2024

Item	Description	Owner	Target Date
2.	<u>Chair's Business</u> JG to keep the Chair posted with updates regarding universities in Glasgow offering students second year places without completing their College course. SM also to update information via email to PL and CC.	JG	Ongoing
3.3	<u>Data Protection Policy</u> DF said her old title was used in 6.12 and asked for it to be amended. DF asked if it could be made clearer who is responsible for completing and putting in place the data processing and sharing agreements with third parties.	SL/DPO	June 2024 Completed