Board of Management
Learning & Teaching Committee

Date of Meeting	**Tuesday 8 September 2020**
Paper No.	**LTC1-H**
Agenda Item	**5.2**
Subject of Paper	**Academic Board Minute 13 05 20**
FOISA Status	**Disclosable**
Primary Contact	**Paul Little, Principal**
Date of production	**May 2020**
Action	**For Noting**

Recommendations

The Committee is asked to note the Academic Board minute of the meeting held on 13 May 2020.

Meeting of Academic Board

Minute of meeting held on 13 May 2020 at 1000 hrs

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

Item 1	Apologies for Absence	
Paper No: Verbal	Lead: S Lodge	Action requested: Note
Discussion	Apologies were received from PC and PL.	
Decision	The apologies were noted.	

Item 2	Minute of Meeting (25 February 2020)	
Paper No: AB3-A	Lead: S Lodge	Action requested: Approval
Discussion	The minute of the meeting held on 25 February 2020 was approved without amendment. It was noted that item 6 (paper AB2-D) was approved via email vote towards the end of week 25.02.2020. RG advised that the action items from meeting 28.05.2019 would be provided at the end of the academic year.	
Decision	Approved	

Item 3	Chairs Business	
Paper No: Verbal	Lead: S Lodge	Action requested: Note
Discussion	SL welcomed everyone to the Academic Board meeting and highlighted that even through unprecedented times, the College continued to operate remotely.	

	She went on to say that both ELT and SMT continued to discuss next steps and various scenarios for 'moving forward'. She indicated that planning was underway and would be widely communicated. She stressed that the primary concern when collating these plans would be the health and wellbeing of all staff and students.
Decision	Noted

Item 4.1	**Internal Assessment Guidance Covid-19 Academic Session 2019/20**	
Paper No: AB3-B	Lead: J McCormick	Action requested: Discussion
Discussion	JM indicated that the paper provided an overview of SQA and Colleges Scotland Exceptional Circumstance Assessment of Evidence Guidance (COVID-19 Emergency 2020). She went on to say that an internal assessment guidance was developed to support Course Teams to implement SQA's guidance, and was issued to all Deans and Associate Deans on 28 April 2020. ✓ The guidance outlined and defined the Internal Quality Assurance panels. ✓ Only difficult or borderline assessment decisions would be deferred to the IQA panels. ✓ The IQA panels would be set up within Faculty and would be led by Associate Deans. ✓ Participants within the group would comprise Curriculum Heads, where appropriate assessors and students (where learning support plans are in place). A member of support staff would be available to answer questions pertaining to adapted assessment arrangements. ✓ The guidance outlined that one of the key elements was for Learning and Teaching to continue until sufficient evidence for learners was gathered. ✓ It has been stipulated in the guidance that, where possible, the panels should be concluded by 12 June 2020. Part of the reason for the timeline was to ensure that a line is drawn in anticipation for the next academic year, to allow staff where possible to participate in CPD activity and to think about delivery from September 2020 onwards. ✓ The teams were engaging in a mapping exercise that would identify gaps and solutions to help close those gaps. This will allow for progression and resulting for as many students as possible. It was noted that this was not an easy exercise to complete, and was challenging for a large number of staff. Staff involved were thanked for their hard work and commitment.	
Decision	Noted	

Item 4.2	Draft tDAP FAQs	
Paper No: **AB3-C**	Lead: T Howe	Action requested: Discussion
Discussion	SL outlined that the College was still strategically aiming to apply for taught Degree Awarding Powers and that the preparations have moved online. This process would be finalised once the College felt confident enough to produce evidence to meet all the criteria. TH highlighted that the paper introduced the first draft of the frequently asked questions for the taught Degree Awarding Powers Project, which formed part of the communications plan. TH advised that the first step was to stop using the terminology tDAP and instead use Taught Degree Awarding Powers. She emphasised that the College had no intention to apply for Research Degree Awarding Powers, which was a requirement for institutions seeking a University title. She highlighted that the College could award degrees if it obtained tDAP, but that would not make CoGC a University. Concerns were raised around 'College education is significantly cheaper than University'. Cheapness was not always seen as an attribute. The consensus was that the language needed to be rephrased to 'more cost effective', as opposed to describing the education as being cheap. SL indicated that the Deans would need to bring forth proposals when they identified opportunities for degree development. She stressed that it would be the responsibility of the Deans, Associate Deans, Curriculum Heads and Lecturing staff to decide and identify good opportunities. The market for proposed courses would then be researched and the proposal would go through the new course approval process/system. SL indicated that she did not believe that teaching on a degree would require new contracts. It would be part of an agreement on an individual's workload for the academic session. She advised that the College already offered numerous degrees (validated by other Universities) and that staff teaching those degrees did not have different contracts from other people. The HR Director was in agreement that there would be no change to contracts. This needed to be clearly outlined in the FAQs. SL advised that dissemination would occur in a number of different ways, which included the new Intranet (under construction). The idea was to have a site for Taught Degree Awarding Powers, which would allow people to track information and progress. SL and TH both indicated that they have been planning communication strategies and discussing Taught Degree Awarding Powers with groups of people across the College. SL asked that members of Academic Board assist by being advocates for Taught Degree Awarding Powers.
Decision	Noted

Item 5.1	UKV&I Checking Process	
Paper No: AB3-D	Lead: E Doull	Action requested: Discussion
Discussion	ED advised that the purpose of the paper was to provide an overview for conducting random checks with respect to residency eligibility to study at the College.	

	✓ There were a number of groups excluded from residency checks including: senior phase pupils; DGP18, Prince's Trust; Tasters.	
	✓ There are a number of students checked by other methodologies not conducted by the College. These include students in receipt of a student loan (from SAAS), students in receipt of a College bursary, etc.	
	✓ An algorithm will be created by IT to ensure that samples are random.	
	✓ An email will be circulated to students requesting the upload of documents. The aim was to make it as easy as possible for students, hence majority of the data will be pre-populated.	
	✓ There will be a series of reminders for students who have not supplied the requisite information. In an attempt to keep costs to a minimum, it is anticipated that checks will most likely be conducted by the College Faculty administrative staff.	
	✓ If a student should prove unable to provide the requisite documentation, this will be flagged to the International Compliance Managers to follow up.	
	✓ 'Wireframes' have been created to reflect the unit-e screens which will be viewed by both students and those staff conducting the checks.	
	✓ IT Developers have commenced development work with a target completion date set at August 2020, and the deployment date for late October/early November 2020.	
	✓ User acceptance testing (UAT) will be required to be conducted before going live, however the approach will be influenced by lockdown conditions.	
	SL ended off by stating that she was hopeful that this process would fulfil the Colleges obligations. She thanked ED and the teams involved for their hard work.	
Decision	Noted	

Item 6.1	QAEC Minutes 04.02.2020	
Paper No: AB3-E	Lead: S Lodge	Action requested: Note
Discussion	The approved minute of the QAEC meeting held on 04 February 2020 was noted.	
Decision	Noted.	

Item 6.2	SAEC Minutes 24.02.2020	
Paper No: AB2-F	Lead: C Carney	Action requested: Note
Discussion	The draft minute of the SAEC meeting held on 24 February 2020 was noted.	
Decision	Noted.	

Item 6.3	SSC Minutes 18.02.2020	
Paper No: AB2-G	Lead: S Thompson	Action requested: Note
Discussion	The draft minute of the SSC meeting held on 18 February 2020: to be circulated once received.	
Decision	Noted.	

Item 6.4	College Ethics Sub-Committee	
Paper No: Verbal	Lead: T Howe	Action requested: Note
Discussion	TH advised that the proposal was to create a College Ethics Committee, which would oversee the development, implementation and review of institutional procedures and guidelines relating to ethical issues that arise from teaching, research, enterprise and consultancy and any other related College activities. She highlighted that this was a standard type of committee that occurred in other large institutions. TH outlined that the College did have ethical consideration of a number of points, but there was nowhere that brought them all together. The proposal was to create a College Ethics Committee that would consider all things of that nature. The committee would provide a series of resources that would be available to all staff and students. She indicated that the pressing issues were around funding applications for projects and the publications. She stressed that as the College moved towards Taught Degree Awarding Powers, due consideration would need to be given to the ethical consequences of student projects. TH advised that it was good practise to have such committees and the proposal was that this would be a sub-committee of the Quality Assurance Enhancement Committee, through which it would report to Academic Board. TH pointed out that the committee may produce a series of checklists and guidance for staff to peruse, to help ensure that all possibilities have been considered. The ethics proposals would be aimed at larger projects or projects involving vulnerable groups. This would be entirely dependent on the project. It will be done at class level as opposed to asking every student to apply. SL pointed out that she was certain that there were departments within the College looking at ethical issues. The idea was not for the committee to take over doing that, instead the committee would be at hand for any particular difficult issues one wanted to refer for an opinion.	

| | SL welcomed the idea of a Faculty Ethics Committee. She encouraged the Deans to explore the idea for their own individual areas. |
| **Decision** | Noted. |

Item 7	**Any Other Business**	
Paper No:	Lead: S Lodge	Action requested: Note
Discussion	SL advised that a 'special' meeting of the Academic Board would be scheduled, focusing on Digital Transformation within the College. The title CoPTE was changed to The Learning & Teaching Academy. GP advised that there was a call out from SAAS regarding clarification of additional funding for students who may need to repeat a year. She would provide feedback once received. SL highlighted that Academic Board was a very important forum for the College. Members of the Board were encouraged to relay meeting information to their colleagues. SL ended the meeting by indicating that ELT was very much aware that people were working under difficult circumstances. Colleagues were thanked for their hard work and ongoing professionalism. There was no other business for noting.	
Decision	Noted.	

Item 8	**Date of Next Meeting**	
Paper No: Verbal	Lead: S Lodge	Action requested: Note
Discussion	The next meeting date was noted as September 2020.	
Decision	Noted.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

13 May 2020

Item	**Description**	**Owner**	**Target Date**
Item 7	A 'special' meeting of the Academic Board to be scheduled focusing on Digital Transformation within the College.	SR	TBC