City of Glasgow College

Board of Management
Learning & Teaching Committee

Date of Meeting	**Tuesday 8 November 2016**
Paper No.	**LTC2-G**
Agenda Item	**10**
Subject of Paper	**Academic Board**
FOISA Status	**Disclosable**
Primary Contact	**Joanna McGillivray, Vice Principal**
Date of production	**October 2016**
Action	**For Noting**

1. Recommendations

The Committee is asked to note changes to the Academic Board remit.

2.   Purpose of report
The purpose of this report is to seek approval from SMT for a proposed change to the remit and membership of the Academic Board**.**

3.   Context
In 2015 a change to the elections for the Academic Board was approved by ELT to allow a move from annual to bi-annual elections in order to provide continuity for projects initiated in the previous academic year and support preparation for the Education Scotland review in January 2016. This change has been welcome and beneficial however there now presents an opportunity to look at widening the membership of the Academic Board and to refresh its remit.   This was approved by SMT at its meeting on 2st September 2016.

The suggested membership of the board has been broadened (Appendix 1) to allow for a wider focus on those staff involved in activities allied to the Student Experience. This will allow support collegial working and incorporate cross cutting developments to the benefit of our students. The revised membership will also be pivotal in supporting the new Education Scotland quality arrangements as they are introduced in the current academic session.

It is also recommended that the EIS Learning Representative is also a member of the Academic Board to ensure there is an opportunity to participate and support the work of the Academic Board.

The remit of the board (Appendix 2) has been enhanced to reflect the development of the Student Experience Strategy and activities that will support this going forward. Furthermore, the remit places a further emphasis on innovation, research, support for new sector wide external and interdisciplinary working.

Elections will open on 10th October for faculty staff members, nominations will also be sought from Faculty Director's for Curriculum Heads and Student Representatives. The first meeting of the board is on Wednesday 16th November, 2016. (Appendix 3)

4.   Impact and implications
There are no financial implications as a result of the proposed changes.

Appendix 1

The membership of the Academic Board will be as follows:

Permanent Members		
Joanna McGillivray Or Other Members of ELT	Vice Principal Student Experience (Rotating Chair)	
Gillian Plunkett	Director of Student Experience	
Ian Gilmour	Student President	
Jamie-Lee Gooding	Student Vice President for Learning & Teaching	
Graeme Brewster	Diversity & Equalities Manager	
Douglas Dickson	Head of Service – Quality Assurance	
Sandra Cook	Student Engagement Manager	
Derek Timpany	EIS Learning Rep	
Head of Libraries & Learning Technologies	Lee Ballantyne	
Rotating Members	**Term of Membership**	**Commenced**
2 Faculty Directors (rotating)	2 years	November 2014
2 Curriculum Heads (nominated by FD)	2 years	November 2014
2 staff members **elected** from each Faculty	2 years	November 2014
1 student member (nominated from each Faculty)	1 year	November 2015

*shaded rows denote new permanent members.

Appendix 2

The remit of the Academic Board will be as follows:

1. Develop, review and evaluate the College Student Experience Strategy

2. Support the development of a culture and framework that encourages, supports and shares innovation, flexibility, accessibility and interdisciplinary initiatives

3. Encourage and support student ownership and engagement in their own learning and teaching

4. Establishment of working groups and assignment and delegation of specific tasks or pieces of work, and the receipt of progress reports and final reports

5. Promote and disseminate innovations in learning, teaching and assessment, embracing new pedagogies and technologies in support of the enhancement of the student experience

6. Provide a Forum to encourage research and CPD activity to advance new innovative ideas and concepts that can then be considered by SMT

7. Approve and support specific intra-college or inter-college collaborative initiatives

8. Consider and respond to issues or themes arising from self-evaluation, external reviews and student evaluations of their learning and teaching experiences

9. Consider and respond to national developments in learning, teaching and assessment

10. Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in learning, teaching and assessment

Undertake regular self-evaluation of the work and impact of the Committee and its related activities

Appendix 3

The Academic Board is due to reconvene for session 2016/17. This is a brief reminder of the process for nominations and election to the Academic Board. Faculty elections for staff membership of the Academic Board are to be held in October, and a reminder of the process of nominations and election are also outlined below.

In order to widen the opportunity for staff involvement in the Academic Board, elections are held bi-annually, although existing members would be able to put themselves forward for re-election as term of office is for two years.

The Academic Board will meet 3 times per year. In the past each meeting has had a single theme to discuss an area for development identified by Executive Leadership Team (ELT) and Senior Management Team (SMT) and external reviews.   The Academic Board will discuss the format of meetings at its first meeting on **16th November**.   Members will be asked to gather input and suggestions from their colleagues prior to the meeting to feed into a discussion around good practice and quality improvements.

Please note that the election timescale is tight, in order to meet the schedule of meetings.   **Nominees should therefore be prepared to attend the first meeting at 2 pm on Wednesday 16th November.**

Outline of Process for appointing elected Faculty members to the Academic Board

You are only permitted to nominate a maximum of two colleagues. Whether you nominate one or two colleagues, they must be from your own Faculty. For a nomination to be considered valid it must also be seconded by one other person who is also a colleague in the same Faculty. Staff members may also second one or two colleagues.   Please note that if a nomination is not valid, e.g. because it has not been properly seconded, then the nomination will not be taken into account in the process.

Nominations should be registered via the Election facility on Connected+ starting at **1200** noon on **Monday 10th October**, with nominations closing at **1200** noon on **28th October.**   If there are more than two nominations in any Faculty then an election will take place within that Faculty.   Voting will be conducted via the Election facility on Connected+, which will be available for voting on **Connected** from **1200 noon on Monday 31st October until 1200 noon** on **Friday 4th November**.

Voters will be invited to select the nominees in order of preference. The College Secretary will oversee the process and a result is expected by the end of the day on Friday 4th November at the latest.

I would remind nominees that they should be prepared to attend the first meeting at **2 pm on Wednesday 16th November**.

Should you have any further questions regarding any of the above please do not hesitate to contact me, one of the Faculty Directors or Paul Clark, College Secretary/Planning

On Friday 7th October, a link to the election page will be provided prior to nominations opening.