CITY OF GLASGOW COLLEGE

Board of Management

Learning & Teaching Committee

Date of Meeting	**Tuesday 6 February 2018**
Paper No.	**LTC3-K**
Agenda Item	**15**
Subject of Paper	**Academic Board**
Status of Paper	**Disclosable**
Primary Contact	**Joanna McGillivray, Vice Principal Student Experience**
Date of Paper	**22 December 2017**
Action Required	**For Noting**

1.   **Recommendation**

The Learning and Teaching Committee is asked to note the minute from the first Academic Board for session 2017/18.

2.   **Purpose of Report**

The purpose of this report is to appraise Learning and Teaching Committee members of the activity of the Academic Board.

3.   **Context**

The minute of the Academic Board is outlined in Appendix 1.

4.   **Finance and Resource Implications**

There are no finance or resource implications associated with this paper.

5.   **Risks to the College**

There are no risks associated with this paper.

CITY OF GLASGOW COLLEGE

ACADEMIC BOARD MEETING 01/2017-18
MINUTE OF MEETING ON TUESDAY 5 DECEMBER 2017

Present	Apologies
Joanna McGillivray (JM) - Chair	Lesley Burke
Graeme Brewster (GB)	Sandra Cook
Megan Cartwright (MC)	Sandra Gunn
Douglas Dickson (DD)	Dhruva Kumar
Dylan Duff (DDf)	Elspeth McCallum
Jennifer Gordon (JG)	Douglas Morrison
Holly Hamilton (HH)	
Jack McAllister (JMcA)	
Douglas McQuilken (DMcQ)	
Liz Mullen (LM)	
Carol Murray)CM)	
Gillian Plunkett (GP)	
Derek Timpany (DT)	**In attendance:**
Kevin Ward (KW)	Jane Auld (Minutes) (JA)
Connor Wright (CW)	Joe Wilson (JW)

Actions

Agenda item	Action required	Lead/Status
City Learning 4.0 Update	Invite Kemp Anderson to the next meeting to discuss IT developments and collaborative tools.	JM/JA
Innovation Catalyst Fund	Invite some of the project leads for successful bids to the next meeting to give presentations on their projects.	JM/JA
My Student Experience Questionnaire	Discussion on the results and recommendations from the questionnaire to take place within faculties, and further information brought back to the Academic Board.	JM/FDs
Student Experience Strategy	An update on the Student Experience Strategy to be provided to the next meeting.	JM
AOCB: items for discussion	Discussion to take place at the next meeting on a student rewards scheme, including digital badges.	JM/JA DD/DT

Action Points

Ref	Agenda Item	Description	Owner	Target Date
A1.2	Minute from previous meeting on 15 June 2017	The minute of the meeting on 15 June 2017 was approved as a correct record.		
A1.3	Maters Arising	There were no matters arising from the minute.		
A1.4	Student Partnership Agreement	KW reported that the Student Partnership Agreement had been signed by MC and the Principal last month. The Agreement will be the process through which student engagement works within the College, and will be further developed to improve the student experience. The first topic considered under the Agreement was the student environment, the results of which were considered at the Student Partnership Forum. Also discussed at the Forum was a fairer absence system, longer opening hours for the library and open classrooms. It was noted that students were keen to celebrate excellent teaching and to find a system though which they could nominate lecturers. This idea is still in its infancy and will require further discussion. It was noted that models for such systems currently exist at Strathclyde and Glasgow Caledonian universities. DMcQ noted the importance of distinguishing between lecturers whom students liked, and those whose teaching deserved to be celebrated. Lecturers often have to drive students to perform to the best of their ability, and this does not always make them popular. The College has suggested holding a Respect campaign to develop a student code of conduct, and a working group on this issue met for the first time today. This would not be part of the student disciplinary code, but would complement it. Awareness raising campaigns around specific groups have been held and will continue to be held in an effort to challenge unhelpful attitudes to difference. In relation to a fairer absence system, there is currently NUS research being undertaken into this, and this subject will be revisited at a later date. It was reported that students find open classrooms quite uncomfortable and distracting. To alleviate this, a priority timetabling system has been developed to ensure appropriate classes are taught in these spaces. Students have been advised of this. Commenting on the attendance policy, GB noted that disabled students are more likely to be absent. There is also a gender issue. It was noted that disability-affected absence does not		

		affect a student's attendance record.		
A1.5	City Learning 4.0 Update	JM reported that this initiative (one of three from the student experience strategy) was launched last Wednesday. All the presentations from the launch are available on MyCity. JW noted that he is working closely with the IT team to develop collaborative tools. It was agreed to invite Kemp Anderson to the next meeting of the Academic Board to discuss this in more detail. JM suggested having a focus group with students.	JM/JA	27.02.18
A1.6	Enhancement Report/Enhancement Plan	DD explained the system where Education Scotland inspects this and other colleges, using a quality framework called HGIOC (How Good Is Our College). On this most recent occasion the College was asked to evaluate academic year 2016/17. Following a series of meetings, an evaluative plan was produced, identifying what works well and what might need to be improved. An action (enhancement) plan including initiatives such as City Learning 4.0 and the Student Partnership Agreement, was then prepared for 2017/18. In future academic years the College will be required to grade itself. One of the ways this will be taken forward is through an associate assessor framework. At the moment the College only has four associate assessors and one student team member. JM has requested that further staff and students are trained to become assessors and assess the quality of student learning, either in this College or at other colleges.		
A1.7	Innovation Catalyst Fund	The Innovation Catalyst Fund is a resource that will be made available to teaching staff and support staff to bid into for projects within the student experience strategy. Forty applications have been received from across the faculties, ranging from VR, cryptocurrency, early years and childcare. There will be a formal announcement about the successful projects shortly, and JW will be managing the implementation of these. It was agreed to invite one or two of the faculty leads for the successful bids to attend the next meeting to present on their projects.	JW/JA	27.02.18
A1.8	SQA Systems Visit Feedback	DD provided feedback from the recent SQA Systems visit. The purpose of the visit was to ensure that the College is providing appropriate resources, additional guidance, and an active Student Association. They also check that good, trained staff are employed by the College. The		

		SQA representatives met with DD and also with curriculum heads, senior lecturers and lecturers. They then held focus groups with students to learn about their experiences. The College received a particularly good report. The report noted that staff were fully engaged in providing what students need, and students were clear that what happened in classes was what they needed. In response to a question from MC, DD noted that the students who had taken part in the focus groups were randomly selected.		
A1.9	Corporate Care Action Plan	JM advised of the creation of a Corporate Care Action Plan. The plan brings together issues around safeguarding, protecting the welfare of students and Prevent (the government's anti-terrorism strategy). Now that the plan has been completed and agreed, there will be training for staff, and a working group will meet twice a year to check on progress.		
A1.10	My Student Experience Questionnaire	KW provided feedback from the questionnaire. The Student Association had worked alongside DD and his team to include more questions in student experience questionnaire. The overall picture for the College was broadly positive. However, areas of lower satisfaction included: • listening and responding to student suggestions; • changes in courses being communicated effectively; • courses being well organised and running smoothly. In particular, how courses ran at the start of terms, notifications about cancellation of classes, and how gateway spaces are staffed raised concerns amongst students. The Student Association recommended that more action should be taken to: • finalise timetables, including room allocations before teaching commences; • implement/improve the system through which students are notified of changes to their classes such as cancellations and room changes; • commit to a target of 95% of all Class Representatives elected into their post by the end of the third week of teaching. FDs will discuss the results and the recommendations from the Student Association more fully within faculties, and further information brought back to the Academic Board.	JM/FDs	

A1.11	Student Experience Strategy	The Student Experience Strategy had been circulated for information. The three themes in the Strategy are: • Student partnership agreement • City learning • Widening access An update on the Strategy will be provided at the next meeting.	JM	27.02.18
A1.12	AOCB	JM sought suggestions for topics to be discussed at the next meeting. DD suggested discussion on a student rewards system (something done within the College and not part of the SQA network). It was agreed to discuss this further at the next meeting, including the possibility of putting the suggestion on MyVoice for students to explore. DD and DT also agreed to meet outwith the meeting to discuss digital badges, and report back.	JM/JA DD/DT	27.02.18 27.02.18
A1.13	Date of next meeting	The next meeting will be held on Tuesday 27 February 2018 from 1200-1400.		