

## Board of Management Learning & Teaching Committee

<b>Date of Meeting</b>	<b>Wednesday 24 November 2021</b>
<b>Paper No.</b>	<b>LTC2-G</b>
<b>Agenda Item</b>	<b>5.2</b>
<b>Subject of Paper</b>	<b>Draft Academic Board Minutes</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Little, Principal</b>
<b>Date of production</b>	<b>November 2021</b>
<b>Action</b>	<b>For Noting</b>

### 1. Recommendations

The Committee is asked to note the Academic Board minute of the meeting held on 20 October 2021.

## Meeting of Academic Board

Minute of meeting held on 20 October 2021 at 1400 hrs via Zoom

Present	
Sheila Lodge (SL) (Vice-Convenor)	Megan McClellan (MM)
Claire Carney (CC)	Elodie Nowinski (EN)
Roy Gardner (RG)	Bernadette Savage (BS)
Jon Gray (JG)	Mark Stagg (MS)
Gus Grubb (GG)	Siobhan Wilson (SW)
Elsie Jackson (EJ)	
In Attendance	
John Gribben (JGr)	Sharon Ritchie (SR) (Minute Secretary)
Eleanor Doull (ED)	
Apologies for absence	
Paul Little (PL)	Stuart Thompson (ST)
Gillian Plunkett (GP)	Joe Wilson (JW)
Morgan O'Neill (MON)	

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

Item 2	Chairs Business	
Paper No: Verbal	Lead: S Lodge	Action requested: Approval
Discussion	<p>The Chair welcomed everyone to the meeting and reminded the Board that nominations for those who wished to stand for election to the Committees would close on 20 October 2021.</p> <p>The Chair apologised that the elections had been delayed due to issues with the technology that was to be used.</p> <p>New members were introduced and welcomed.</p> <p>There were no other items for discussion.</p>	
Decision	Noted	

Item 3.1	Terms of Reference 2021-22	
Paper No: AB01-A	Lead: S Lodge	Action requested: Approval
Discussion	The Terms of Reference were approved subject to a minor diagram amendment to reflect the Ethics Committee as a sub-committee of the Quality Assurance & Enhancement Committee.	
Decision	Approved	

<b>Item 3.2</b>	<b>Membership 2020-21 &amp; 2021-22</b>	
Paper No: AB01-B	Lead: S Lodge	Action requested: Approval
Discussion	The Membership for 2021-22 was approved.	
Decision	Approved	
<b>Item 3.3</b>	<b>Minute of Meeting (11 June 2021)</b>	
Paper No: AB01-C	Lead: S Lodge	Action requested: Approval
Discussion	<p>The minute of the meeting held on 11 June 2021 was agreed as a correct record and approved without amendment.</p> <p>Previous actions were discussed and noted. There were no further matters arising from the minutes not covered in the agenda.</p>	
Decision	Approved	
<b>Item 3.4</b>	<b>Academic Board: Programme of Work 2021-22</b>	
Paper No: AB01-D	Lead: S Lodge	Action requested: Approval
Discussion	<p>The Chair advised that the Board the Programme of Work for 2021-22 was an early draft which acted as a spine for each year, and the programme would be refined and developed as the Academic year went on. This was a first attempt to lay out the Board's regular activity and bring into line all of the annual business it should be contracting.</p> <p>The Chair noted that it was very important for members to read the papers in advance, to help ensure time was available for meaningful discussion of agenda items.</p> <p>The Chair welcomed the Board's comments and suggestions for items to be incorporated in the programme of work. These included:</p> <ul style="list-style-type: none"> <li>✓ GTCS Registration for Lecturers and the Learner Experience Platform;</li> <li>✓ The SFC Student Satisfaction Survey (each October);</li> <li>✓ HN Next Generation developments;</li> <li>✓ The outcomes of validation events for new course proposal should be brought to Academic Board once they have been accepted by the relevant Faculty Board.</li> </ul>	
Decision	Noted	
<b>Item 3.5</b>	<b>Gaelic Language Plan</b>	
Paper No: AB01-E	Lead: S Lodge	Action requested: Approval
Discussion	The Chair introduced the paper and asked the Board to approve the College's first Gaelic Language Plan.	

	<p>The Chair explained that under the terms of the Gaelic Language Act (2005), all 'public bodies' in Scotland are required to produce a Gaelic Language Plan. The College previously met that duty in the past through the Glasgow College Regional Board's provision, however having our own Gaelic Language Plan would seem to be overdue.</p> <p>A short-life working group (SLWG) had been convened by the Depute Principal and it was noted that the Gaelic Language Plan had been approved by both ELT and SMT.</p>
<b>Decision</b>	Approved

<b>Item 4.1</b>	<b>Financial Plan 2021-22</b>	
<b>Paper No:</b> AB01-F	Lead: S Lodge/S Thompson	Action requested: Discussion & Note
<b>Discussion</b>	The paper was noted.	
<b>Decision</b>	Noted.	

<b>Item 4.2</b>	<b>Full Time Enrolments 2021-22</b>	
<b>Paper No:</b> AB01-G	Lead: S Lodge/S Thompson	Action requested: Discussion & Note
<b>Discussion</b>	The Chair agreed to liaise with the Vice Principal Corporate Services on the accuracy of the Mechanical Engineering enrolment figures (which showed 276 attending vs 275 enrolments).	
<b>Decision</b>	Noted	

<b>Item 4.3</b>	<b>Hybrid Working</b>	
<b>Paper No:</b> Verbal	Lead: J Gribben	Action requested: Discussion & Note
<b>Discussion</b>	<p>JGr pointed out that the guide to hybrid working was available and fully operational. Hybrid working has proved more effective in some areas than others, since it cannot be applied to every Directorate or Faculty. The next stage will be to evaluate hybrid working during the one-year trial period, with a view to undertaking a more detailed survey and analysis of the effectiveness of hybrid working.</p> <p>There have been failures, where in some areas it was clear that individuals were not working whilst offsite. That has been evidenced and documented. In contrast, there have also been notable successes.</p> <p>It was noted that there have been some issues with technology which have impacted on the success of hybrid working for some colleagues.</p> <p>JGr highlighted that he wanted the evaluation to commence as soon as possible, with the presentation of short interim report to ELT by end of December 2021.</p>	
<b>Decision</b>	Noted	

<b>Item 4.4</b>	<b>Blended Learning: Lessons Learned &amp; Future Directions</b>	
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<b>Paper No: AB01-H</b>	Lead: G Grubb	Action requested: Discussion & Note
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<b>Discussion</b>	<p>GG introduced the paper and provided an update on the lessons learned from the Faculty of Education and Humanities over the last 18 months. He went on to say that the paper was an attempt to draw together key learning points and provide recommendations and guidance for all Faculties to consider.</p> <p>GG asked the Board to note that the paper:</p> <ul style="list-style-type: none"><li>✓ provided an overview of experiences and offered a non-exhaustive list of considerations for the College and the Faculty to discuss when deciding on next steps;</li><li>✓ was not designed to be prescriptive and was deliberately aimed to be broad enough for all Faculties to consider within their own context;</li><li>✓ brought together consideration and review of results and comments produced from the Student Satisfaction and Engagement Survey 2020-2021, the JISC student survey and the College withdrawal survey;</li><li>✓ benefitted from consultation that took place across all 5 curricular areas of the Faculty, the LTA, Faculty learning technologists, Faculty students, library services, student support team, AD forum, CH forum and other Faculties;</li><li>✓ was a platform to build from in advancing the blended offer across the Faculty and the College. Blended learning would be further supported by the significant investment in the new VLE (Canvas), enhancing and taking forward the College's transformative approach to the learning and teaching environment;</li><li>✓ noted factors as College or Faculty considerations; and</li><li>✓ had been presented to the Learning &amp; Teaching Committee and the Student Academic Experience Committee. The paper was well received, discussed and supported at both committees.</li></ul> <p>GG indicated that he was keen to share the outcomes of the work that had been done and that the paper would need to be continuously reflected on and improved.</p>
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<b>Decision</b>	Noted
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<b>Item 4.5</b>	<b>Blended Learning Fund Outcomes</b>	
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<b>Paper No: AB01-I</b>	Lead: C Carney	Action requested: Discussion & Note
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<b>Discussion</b>	<p>The Vice Principal Student Experience spoke to the paper on behalf of JW. She said that the Blended Learning Fund has had a significant impact on learning and teaching development and staff skill sets across the organisation.</p> <p>The fund supported academic teams to explore innovative ideas by giving them the time and the skills to create new forms of learning and assessment content.</p>
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	<p>The BLF was supported by £400,000 and delivered in two phases:</p> <ul style="list-style-type: none"> <li>✓ Phase one ended in April 2021 (£324,475.42)</li> <li>✓ Phase Two ended in August 2021 (£75,524.58).</li> </ul> <p>Discussions are ongoing with the Vice Principal Corporate Services to roll out a second tranche of the Blended Learning Fund.</p>
<b>Decision</b>	Noted.

<b>Item 4.6</b>	<b>Operational Planning 2021-22</b>
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<b>Paper No: AB01-J</b>	Lead: J Gray	Action requested: Discussion & Note
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<b>Discussion</b>	<p>JG asked the Board to note the update on progress with Operational Planning, with strategies to establish a new planning cycle for Academic year 2022-23. The plans for the current year were completed in a new format, and reviewed in order to turn a process into reality. Key elements of the plan were shared.</p> <p>Discussions have begun on sharing plans and what will be expected to be delivered during the course of the year. More consideration will be given to the challenges of delivery, and the planning cycle will be embedded within the structures of the College.</p> <p>JG ended by stating that the paper included a context statement that puts each plan in context in terms of speaking about what was done in previous years. The Board was asked to reflect on the timeline, and the attempt to structure the exercise with more purpose.</p> <p>The Chair thanked JG for his paper and noted that it was an important step forward for the College's operational planning.</p>
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<b>Decision</b>	Noted
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<b>Item 5.1</b>	<b>Complaints Report 2020-21</b>
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<b>Paper No: AB01-K</b>	Lead: J Gray	Action requested: Note
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<b>Discussion</b>	<p>JG highlighted that the report summarised the College's Annual Complaint Report, which was published on the College website.</p> <p>The key headline this year was that there had been positive progress with fewer complaints received, quicker turnaround and fewer complaints upheld.</p> <p>The Board was asked to note the two themes that remained constant:</p> <ol style="list-style-type: none"> <li>1) the inconsistency of the managing progression internally from HE to FE: uncertainty creates complaints;</li> <li>2) lack of communication between academic staff and students. These complaints involved a lack of feedback or advice regarding coursework and assessments.</li> </ol>
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	The Chair thanked JG for the update. She noted that all complaints are investigated, with actions taken if they are justified.
<b>Decision</b>	Noted

<b>Item 5.2</b>	<b>Process &amp; Procedure Review</b>
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<b>Paper No:</b> AB01-L	Lead: E Doull	Action requested: Note
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<b>Discussion</b>	<p>ED introduced the paper and advised that there are currently thirteen live projects; three have been completed, with two of those moving to the process owners for implementation. Three projects are yet to fully commence; two further proposals had recently been approved for progression by the PPR Project Board.</p> <p>ED went on to say that how projects are 'categorised' for reporting purposes will be considered, with clearer differentiation between the 'under review' stage and the 'implementation' stage.</p> <p>Overall, PPR has been affected by Covid reporting, resulting in a delay in some communication activities. These would now be addressed.</p> <p>It was noted that the application process, and in particular the entire enrolment process for 'non-standard' students / customers, would be reviewed end-to-end by a group led by the VP Corporate Services. The format, approach and membership was being considered by the VP Corporate Services and the PPR Project Manager. Students, customers and staff will benefit from this.</p>
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<b>Decision</b>	Noted
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<b>Item 5.3</b>	<b>Data Protection Update</b>
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<b>Paper No:</b> AB01-M	Lead: M O'Neill/S Lodge	Action requested: Note
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<b>Discussion</b>	This paper was deferred to the next meeting.
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<b>Decision</b>	Noted.
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<b>Item 5.4</b>	<b>SAEC Draft Minute 30 September 2021</b>
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<b>Paper No:</b> AB01-N	Lead: C Carney	Action requested: Note
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<b>Discussion</b>	This paper was deferred to the next meeting.
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<b>Decision</b>	Noted.
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<b>Item 5.4</b>	<b>SSC Draft Minute: 05 October 2021</b>
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<b>Paper No:</b> AB01-O	Lead: S Thompson	Action requested: Note
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<b>Discussion</b>	This paper was deferred to the next meeting.
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<b>Decision</b>	Noted.
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<b>Item 6</b>	<b>Any Other Business</b>	
Paper No: Verbal	Lead: S Lodge	Action requested: Note
Discussion	The Chair thanked members for their valued contributions.  No other business was raised.	
Decision	Noted.	

<b>Item 7</b>	<b>Date of Next Meeting</b>	
Paper No: Verbal	Lead: S Lodge	Action requested: Note
Discussion	The next meeting date was noted as 1 February 2021.	
Decision	Noted.	

## **ANNEX TO THE MINUTE**

### **ACTION POINTS ARISING FROM THE MEETING**

**20 October 2021**

<b>Item</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date</b>
<b>4.2</b>	The Chair to liaise with the VP Corporate Services on the accuracy of the Mechanical Engineering enrolment figure	SL/ST	TBC