

Learning, Teaching & Student Experience Committee

Date of Meeting	16 September 2025
Paper No.	LTSEC1-G
Agenda Item	5.1
Subject of Paper	Academic Board Minute – 13 May 2025
FOISA Status	Non Disclosable
Primary Contact	Paul Little, Principal
Date of production	May 2025
Action	For Noting

Recommendations

The Committee is asked to note the Academic Board minute of the meeting held on 13 May 2025.

Meeting of Academic Board

Minute of meeting held on 13 May 2025 at 10.00 – 11.30 C.06.106

Present	
Roy Gardner (RG) (Chair)	Chris Keenan (CK)
Alison Bell (AB)	Ciara McCarthy (CM)
Chris Colvin (CCo)	John Murphy (JM)
Andrew Dickson (AD)	Valaria Ramos (VR)
Jon Gray (JG)	Derek Robertson (DR)
Melissa Grbin (MGr)	Ross Semple (RS)
Gus Grubb (GG)	Vanessa Telfer (VT)
Katie Jordan (KJ)	Siobhan Wilson (SW)
Cameron Johnson (CJ)	
In Attendance	
Jennifer Stevenson(JS) (Minute)	Nicola Wood (NW) SLI
Ali Greer (AG) standing in for Karen Hislop	Tain Stevenson (TS) SLI
Julie Olekah(JO) standing in for Maddy Green	
Apologies for absence	
Paul Little (PL)	Carla Gethin (CG)
Sharon Fagan (SF)	Maddy Green (MG)

Item 1	Apologies for Absence	
Paper No: Verbal	Lead: R Gardner	Action requested: Note
Discussion	Apologies were received from PL, SF, CG, MG EM.	
Decision	The apologies were noted.	

Item 2	Chair's Business	
Paper No: Verbal	Lead: R Gardner	Action requested: Approval
Discussion	<p>The Principal had been called to attend a meeting with Colleges Scotland on the future of tertiary education, therefore unable to Chair this meeting. He wanted RG to express his gratitude for the efforts of all the membership and looked forward to the update.</p> <p>He had wanted RG to also remind everyone of the three areas of strategic direction whilst all committees were undergoing review. Clearly the college has been through a difficult period and it is clear that there are many challenges that lay ahead for the sector, City will capitalise on a period of Renewal. This is largely due to the achievements, new appointments and a period of consistency without any disruption for staff & students. Going forward the College would be positioning itself as a polytechnic institution, given the nature of HE activity and work with industry. However, this would not result in any discussion over a change its name, it will be more of a</p>	

working title that international and industrial partnerships understand. Finally, Glasgow City Region (8 local authorities across the west) have signed a strategic agreement with the UK Government to procure direct funding for a range of projects. This partnership agreement and subsequent funding would prioritise skills across the region, leading to further partnership working opportunities for City and additional funding.

The principal would like to Chair All of the Academic Board meetings, however at times his diary makes this difficult. However, he would like to hear from lecturers about the challenges that currently exist, for example student poverty and challenges related to getting our student community through their studies. He hears from the Deans all the time but wanted to extend the invitation to lecturers to keep him informed and updated. He also wanted to highlight the OneCity event which takes place on 24 June and asked All staff to engage and get involved where possible. The last event was held in 2019. It takes a great deal of time, effort and investment to hold a staff day like One City and he hoped that all would find it enjoyable and beneficial.

Deans, Associate Deans and frontline staff should pay particular attention to the numbers and updates circulated frequently by Brian Deeley to make sure interviews were being held and offers made so no stone was left unturned. It is very likely that Universities would reduce their entry requirements during clearing, therefore City must do the work early enough to avoid it impacting on numbers. The Principal wanted to highlight this point and could not emphasize enough, the importance of everyone's participation and co-operation.

Decision

Noted

Item 3.1		Membership 2024-25	
Paper No: AB03-A	Lead: R Gardner	Action Approval	
Discussion	Ryan McKellar had stepped down owing to work commitments and this was the last meeting for Student Association President Ciara McCarthy and Student Vice President Valaria Ramos. Both were thanked for their contribution and participation. Other members whose membership was now completed were Lisa McGovern (CI), Chris Colvin (E&H), Sharon Fagan (H & L), Katie Jordon (N&S) and Melisa Grbn (elected staff member). These members were also thanked for their contribution and participation. Going forward new members would need to be elected from the faculties. VP Siobhan Wilson was welcomed, also new Interim Dean Vanessa Telfer and Ali Greer representing H & L at the request of SW.		
Decision	Noted		

Item 3.2		Minute of Meeting 5 March 2025	
Paper No: AB03-B	Lead: R Gardner	Action requested: Approval	
Discussion	There were a few amendments to make on page one with attendees, but the Minute were approved.		
Decision	Approved		

Item 4.1		Resulting and Student Progress	
Paper No: Verbal	Lead: S Wilson	Action requested: Approval	
Discussion	The following results for each Faculty showed improvement:		
		Resulted Feb 2025	Resulted May 2025
	Creative Industries	73%	99%
	Education & Humanities	73%	96%
	Hospitality & Leisure	90%	98.2%
	Nautical & STEM	83%	96.4%
	<p>However, the results translate to 75% Pass, and 20% Fail, with the remaining un-resulted. This was not good enough and all Faculties were requested to check if all the students with Fail results are still in college and not withdrawn. These students should be invited back in June for a catch up and resit to convert Fail results into better outcomes for learners wherever possible.</p> <p>Support was requested for those who had tried this approach last year but met resistance from Unions as the hours utilised were not within the teaching calendar and push back from some members of the team had been experienced. AB communicated through ADs, CHs and looked at time that was currently underutilised and repurposed for June. Going forward the idea was to consolidate in June any students with a Fail result and translate that into a Pass. Other members agreed that this was how they managed time to support a positive outcome for students which should be the aim of all in the college.</p> <p>CM asked how the students who had a Fail would be notified and was advised that the students should already be aware of the situation and be in constant contact with their course supervisor. VR was advised where possible students were assisted to catch up on missed units and work but in some circumstances, it was not always possible to catch up the volume of practical or coursework if too much was outstanding.</p> <p>AG requested assistance from learning support when she was on her own during the summer helping students to catch up. DR asked her to liaise with Sandra within the Learning Support team with dates and times and this would be provided.</p>		
Decision	Approved.		
Item 4.2		Institutional Led Quality Review	
Paper No: AB03-C	Lead: J Gray	Action requested: Discussion	
Discussion	<p>JG wanted to raise awareness of the new process for internal quality reviews, asking staff to reflect on the paper and come back with any comments. The Quality Assurance Agency now oversee quality for both colleges and universities. They will review the College in AY2027/28 and in the meantime have an expectation that the College systematically reviews itself. This paper concerns the most effective means to achieve this and seeks input to make the proposals workable. ILQRs would be introduced for two curricular areas per year, the output of which would be a Curriculum area SEAP, identifying areas for improvement and actions to be taken. The</p>		

ILQR requires the establishment of an internal panel which would consist of the Dean, VP for Student Experience, and representation from Student Association. Central to the discussions would be a student led review considering the nature and impact of student engagement.

The guidance attached to the paper describes the whole process, and it would be helpful if feedback was given before it is run to enable improvements. This process goes beyond a consideration of just KPIs to review challenges and establish a deeper reflection on learning and teaching and the student experience.

JG responded to a question whether the college looks at Scottish Government policy when compiling courses, that it underpinned everything the college did, aligning with demand for skills in industry.

SW commented that whilst the new process might seem onerous it was what we already are doing regularly, there is no further work to do, rather than looking at individual faculties the overall whole was being looked at. It was a far healthier process. Completing everything now in advance made sure that the College was ready for the inspection in 2027/28.

AB asked how ADs, CHs and staff would be informed, how would this new process be communicated for everyone to carry out the preparation needed. JG said the first phase was establishing permission within SEG, agreeing target AD areas and then meeting with the ADs, CHs to make everyone aware of the guidance document which set out everything needed for the process to work. ILQR areas had to be selected, and we need to determine how best to do this, for example, it might be that the best and the worst were paired together in the first instance or SAAS recommendations might be prioritised first.

CM raised the issue of timing and ensuring that Class Reps are available to support the student voice review of the Curriculum Areas and in order to do that the student review may need to be undertaken before the end of each Academic Year. This also reinforces the point of selecting curriculum areas as early as possible. DR said there would be dedicated employed staff to fill in where there were no Class Reps and assist with the ILQR process to prevent any issues.

Decision

Noted.

Item 4.3		College Leaver Destination Report 2022-23	
Paper No: AB03-D	Lead: J Gray	Action requested: Discussion	
Discussion	This was a positive report, all colleges are required by Scottish Funding Council to survey their students for evidence of the destination outcomes of learners as a measure of success. Of those confirming a destination, 97% were in a positive destination and the college had the highest rating in the sector for the second year running. The report shows the proportion of students moving into courses related to their area of study, which tells us something about the efficiency of progression and indicates that courses are relevant to the job market.		

	This paper had already been to QAEC and the Chair reiterated his comment that more staff participation in making the calls to former students was needed to support Performance. The matter would be taken to SMT. Feedback from staff was that it was very rewarding. The college needed to reach more former students, and more staff support would be required. The paper was insightful, demonstrating that City was sector leading.
Decision	Noted.

Item 4.4		SRP Summary 2025-26
Paper No: AB03-E	Lead: M Green	Action requested: Discussion
Discussion	<p>JO standing in for MG gave brief overview of the Student Recruitment Plan (SRP). This was a first draft and there would be another two drafts, one at the end of May and another at the end of June before the final paper was compiled. Version 1 would be available in August once all the targets were fixed. MG had met with almost all ADs and this was the most accurate position the college had been in and was very confident in the accuracy of the data supplied.</p> <p>Indicative funding announcement is that our credit target remains the same at 157,800 for 25/26. 167,000 credits are planned which equates to 106% of the credit allocation, last year at this stage we were anticipating 105% so we are looking to end the year at 100%. This year we would anticipate end of year credits to be 101/102%. There is still some flexibility and there is a slight shift where credits are being delivered.</p> <p>Projected fees are £20.6M, current 2024/25 version of the SRP is projected at £19M so a slight increase of £1.6M. 50% of fee income comes from Nautical & STEM as commercial fees are more flexible to percentage increase than the rest of the college where fees are fixed.</p> <p>JG asked when forecasting do we set fee income targets in the same way we set credit targets, and where are we aiming for in terms of fee income. AD responded that £26.6M was used for the budget and SRP used this to predict the fees. This year its £19M and when we did the same exercise last year it was £21M.</p> <p>JG commented that the college sits around £20M, and asked how we can ever transcend that figure, making it realistic and achievable. If we just measure figures, we will not achieve higher than where we currently sit. The Chair commented that in 2013/14 the college credits were 160,000 and this year its 157,800. In a decade the college has grown but we are underachieving compared to where we were a decade ago. The college has been underfunded during this decade and so we have been disadvantaged as costs have grown significantly.</p> <p>The forecast for lecturer hours was £361k, a saving on the current session of £388k. 2024-25 version 1 had increased by £30k so it was important to ensure accuracy when considering lecturer hours and any curriculum changes. So for this year it would be £391k. Most lecturer hours were within Nautical & STEM where for safety reasons classes had to be smaller, delivery was limited for a number of areas such as workshops and</p>	

	<p>simulators. Faculty engagement had improved this year resulting in more accurate data as more course periods are planned. Some data has now been automated as part of the fee project.</p> <p>The Chair comments that SMT would be updated on the significant amount of work spent on the SRP. SW asked if lecturers understood what credits and funding meant and if anyone would be interested in a workshop to explain it and increase knowledge on this area. MG and JO would happily run workshops if there was in interest. The Chair commented that it was a complex area, but targets were essential for the college.</p>
Decision	ACTION: MG/JO to run informal session for lecturers, ADs and CHs to explain credits and funding.

Item 5.1	Nautical & STEM Quality & MCA Compliance	
Paper No: AB03-F	Lead: J Gray	Action requested: Discussion
Discussion	Nautical & STEM had undertaken an internal audit ahead of the external audit by the Maritime and Coastguard Agency (MCA) which is undertaken every 5 years to ensure safety as well as quality assurance. The Faculty should be applauded for their work in preparation for the audit, which was set out in the paper.	
Decision	Noted	

Item 5.2	Articulation Agreements 2024-25	
Paper No: AB03-G	Lead: J Gray	Action requested: Note
Discussion	All articulation agreements between the college and universities are coalesced in one place. This helps the College understand the different types of agreements it has; one of which is the provision of Associated Student places, where students are funded by a university but complete the first two years of their degree at the College. A reconciliation is now being carried out on credits and articulated places. We continue to need to raise awareness and support more students into articulated places.	
Decision	ACTION To continue to enhance the existing systems to ensure all articulation activity is captured.	

Item 5.3	Course Assessment Board (CAB) Pilot	
Paper No: AB03-H	Lead: J Gray	Action requested: Note
Discussion	The paper was noted	
Decision	Noted.	

Item 5.4	Internal Verification Report	
Paper No: AB03-I	Lead: J Gray	Action requested: Note
Discussion	It was proposed that in future this should be a standing item for discussion. This is because it is important that the College ensures it completes all pre-verification checks of course assessment decisions, maintaining the integrity	

	of assessment and ensuring full compliance with awarding body standards. Deans are asked to support CHs to ensure accurate recording of pre-verification, recognising that the College now expects the percentage of verified activity recorded centrally to increase. The VP for Student Experience to reinforce regular checks throughout the academic year, supported by reporting from the Performance team.
Decision	Noted.

Item 5.5	Approved Quality Assurance & Enhancement Committee Minute: 10 February 2025	
Paper No: AB03-J	Lead: R Gardner	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.6	Approved Quality Assurance & Enhancement Committee Minute: 27 February 2025 (Review of College Annual Quality Report 2023)	
Paper No: AB03-K	Lead: R Gardner	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.7	Approved Student Academic Experience Minute: 25 February 2025	
Paper No: AB03-L	Lead: S Wilson	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 5.8	Approved Support Services Committee Minute: 6 February 2025	
Paper No: AB03-M	Lead: J Gribben	Action requested: Note
Discussion	The paper was noted.	
Decision	Noted.	

Item 6.	Any Other Business	
Paper No: Verbal	Lead: R Gardner	Action requested: Note
Discussion	MGr requested a copy of the Committee and Board Agendas be made available collegewide before the meeting so other staff members could ask questions and raise any points with the members of the relevant committee. KJ asked how much value this would be as titles on the agenda do not necessarily indicate what the paper is about and there would probably need to be a short few sentences summary alongside the titles by way of	

	<p>explanations. As some papers were marked <i>non disclosable</i> the Chair said he would liaise with the Principal on this point.</p> <p>The Chair asked all members to disseminate the information from this meeting to staff to get the message out. KJ said she wrote a summary of points highlighted at meetings and this was emails to her CHs. Particularly where procedures were approved it was important for all staff to be made aware. The Chair referred back to the Terms of Reference and said that this was a two-way process of communication where feedback and ideas for improvement were welcomed and invited.</p>
Decision	<p>ACTION: RG to liaise with Principal on whether Agenda with title summary could be published ahead of meeting dates.</p>

Item 7	Date of Next Meeting	
Paper No: Verbal	Lead: R Gardner	Action requested: Note
Discussion	The next meeting would be in the new AY and would be advised in due course.	
Decision	Noted.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING
13 May 2025

Item	Description	Owner	Target Date
4.4	MG/JO to run informal session for lecturers, ADs and CHs to explain credits and funding	MG	Next meeting
5.2	To continue to enhance the existing systems to ensure all articulation activity is captured	Performance	Next meeting
6.	RG to liaise with Principal on whether Agenda with title summary could be published ahead of meeting dates.	RG	Next meeting