



GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT

ACADEMIC BOARD

MINUTE

**Minute of the meeting of the Academic Board held on 28 April 2022 at 1.30pm
via MS Teams**

1. Sederunt

Robin Ashton (Chair);
Andy Allan (Director of Learning Innovation and Curriculum);
Tracy Leavy (Director of Community Engagement and Curriculum);
Peter Brown (Director of Planning and Performance and Curriculum);
George McGuire – SCM, HCCLD
James Davidson (Lecturer, BCI);
Iain Cameron – (Lecturer, ECS)
Glen Irving (Lecturer, HCCLD);
John Gallagher (Head of Quality)
Monica McKerlie (Head of Student Support Services);
Gary Sharp (Student Support Services Manager);
Emma Leslie (President, Student Association);
Noma Dube (President, Student Association);
Fiona Templeton – (Community Learning and Development Manager);
Alastair McGhee (Director of Business Development);
Katie McAnenay – (Team Leader, Library Services)
Georgios Pappas – (Equality & Inclusion Lead);
Daniel Mitchell – (Organisational Development Lead); and

In Attendance

Debbie Friel (Senior Committee Coordinator) (purpose of the minute)

2. Apologies

Derek Smeall (Principal);
Gerry Harkins (Lecturer, ECS);
Mae Smillie (Head of Student Information Services); and
Arlene Sweeney (Learner Engagement Officer);

3. Review of the Academic Board Terms of Reference

It was confirmed that the meeting was quorate with eighteen members in attendance.

4. Declarations of Interest

No declarations of interest were received.

5. Minute of the Previous Meeting held on 24 February 2023

The minute of the meeting held on 24 February 2023 was accepted as an accurate record of the business conducted.

6. Matters arising from Minute of Previous Meetings held on 24 February 2023

Matters arising

Members noted that there were no matters arising from the previous minute of 23 November 2023.

Item 08 - Travel Expenses

R Ashton reported that efforts were underway to eliminate the backlog of bursary payments. He advised that discussions had taken place to open up the process earlier for greater efficiency. Furthermore, he noted that the ICT department were working to enhance the process.

Item 06a – Quality Handbook

R Ashton recommended that the Quality Handbook be reviewed at the first Academic Board meeting of the upcoming academic year.

Item 07 – Student Text Messaging

R Ashton stated that the text messaging function was progressing well with new applicants. T Leavy noted that there had been a few glitches with the new system, specifically, there was no notification for undelivered text messages to students.

R Ashton informed members that this function would be available to class tutors and managers from August 2023.

7. Student Association Priorities Update

The Student Association Presidents spoke to the report and summarised on the various activities which had taken place throughout the session. N Dube highlighted those events as, Meet the Manager event, Comic Relief's 'Red Nose Day,' the Planet Earth Games, East End Flat Pack Meal. Furthermore she announced the upcoming Student Association elections for the academic year 2023-24, which would be promoted through M/S Teams, social media, and email.

E Leslie commented that the Meet the Manager event was a success and would welcome a further session to be organised during this term.

R Ashton highlighted that the College had received recognition for its involvement in the Planet Earth Games and had been accredited as one of the top five UK colleges. This achievement was being promoted in The Times and Glasgow Live news outlets. He emphasised that this was a great achievement for the College and thanked all staff who were involved in the project.

G Sharp praised the Student Presidents for their efforts in organising flat pack meals. He highlighted that this initiative had enabled the distribution of 200 meals during the Easter holiday period, to those families in need.

Members of the Academic Board agreed to note the contents of the report.

8. Quality Update

The Head of Quality spoke to the contents of his report and provided an overview on several key aspects of the report, including external verifications and examinations, which were referenced in Appendices 1 and 2 attached to the report. He further discussed the impact of Artificial Intelligence (AI) and the issues surrounding plagiarism.

J Gallagher continued to report that there were 45 verification events in total with the majority of dates agreed on. He expressed concern about the potential for disruption caused by the EIS strike action and urged members to inform him directly if they foresaw any issues pertaining to the agreed dates.

Members had a lengthy discussion as to the AI software. J Gallagher agreed to send out to all students an outline on the College's position with regard to misuse of the AI software to generate assessment submissions. I Cameron informed members that detecting plagiarism was a challenging task. He suggested that receiving additional guidance from the SQA would be helpful in addressing this issue.

Members of the Academic Board agreed to note the contents of the report and its appendices.

9. Update on 2023-24 Admissions and Pre-Course Engagement Activity

The Director of Planning, Performance and Curriculum presented a detailed analysis of the data from the report. He noted that although the College had received fewer applications, 25% down from previous years, there had not been a proportional decrease in the number of offers made.

Consequently, he stated that the contributing factors for the decrease in applications were due to a reduced curriculum moving into next academic session. He continued to explain that the number of offers had increased steadily over the past two year period, with a 27% increase compared to April 2022. Therefore, he highlighted that the College had the potential to meet its recruitment target.

During the overview, P Brown went on to speak of the importance of maintaining improved retention and said that to enable better retention, the College had taken various measures to keep new students engaged and informed until their course commenced in August 2023. Furthermore, he noted that as part of this initiative, a new Pre-Course Activity Group, comprising representatives from different departments, has been formed to coordinate these actions and assess their impact on student retention.

T Leavy advised members that MIS had contacted faculties to ask about withdrawal of offers from students who had not accepted within a two-week timeframe. T Leavy explained that after a discussion with her SCMs, her faculty had decided not to initiate any withdrawal actions before the completion of the keep-warm activities.

Members of the Academic Board agreed to:

- i note the most recent admissions data; and
- ii consider and endorse the 'keep warm' engagement activity intended to support improved retention.

10. Foundation Apprenticeship Report

The Director of Business Development spoke to the content of his report and updated members on the latest data information as outlined within SDS and SFC's report, including FA current enrolment figures and subject areas. He further updated on the Glasgow Kelvin College's gender splits pertaining to frameworks offered by the College which showed a clear gender imbalance at national level. He continued to update and highlighted that the College worked in partnership with a total of 20 employer.

R Ashton thanked A McGhee for the detailed report and emphasised that the gender splits revealed within the report required some action from the College. He further commented that the move to the one-year model would help towards attainment levels.

Members of the Academic Board agreed to note the contents of the report and its appendix.

11. Independent Review of Qualifications and Assessment in Scotland: Interim Report

The Vice Principal of Curriculum informed members that in 2022, the Cabinet Secretary for Education commissioned a Review of Qualifications and Assessment in response to pandemic-related issues in Scottish Education. He highlighted that the Independent Review Group recently published an Interim Report focusing on learners aged 15-18 in all educational settings. The review primarily concerned school and college qualifications in the Senior Phase, with the extent of impact on College delivery yet to be determined.

R Ashton continued to provide a detailed overview of the key elements pertaining to the new qualification and assessment model. He concluded to say that the feedback would be sought on these interim proposals, with a particular focus on their practical application.

A Allan pointed out that the proposed model bore similarities to the apprenticeship model. While he expressed support for the new model, he also acknowledged that it could pose challenges for delivery staff.

Members of the Academic Board agreed to:

- i. note the attached interim report; and
- ii. consider the direction of travel outlined in the report and discuss the potential impact on wider college education.

12. Education Scotland Progress Visit Preparation

The Vice Principal of Curriculum informed members that Education Scotland had scheduled to conduct a Progress Visit at the College on 17th – 19th May 2023, led by Barbara Nelson and Sarah Halliwell. He advised that the visit would focus on reviewing progress on areas for improvement identified during last year's visit, and as outlined on the attached appendix.

Members held a considerable discussion as to the actions and the progress achieved.

R Ashton informed members that the College would receive feedback on the final day, with a draft written report several weeks later.

Members of the Academic Board agreed to note the contents of the report and its appendix.

13. SFC Indicative College Credit Allocations for AY 2023-24

The Vice Principal of Curriculum informed members that on the 13 April, 2023, the Scottish Funding Council published indicative college funding allocations for AY 2023-24, and drew members attention to the attached Appendix to the report.

He further explained that the paper outlined the proposed approach and expected activity levels for credit delivery. He highlighted a significant reduction in Credit targets with most College Regions reducing by 10%. Coupled with the maintenance of current funding levels, this in effect meant that there was an increase in the Credit price within the context of an overall flat cash budget settlement. R Ashton acknowledged that this was unfavourable news for the College. However, he highlighted that the College had anticipated and prepared for this situation.

Member of the Academic Board agreed to:

- i. note the SFC announcement; and
- ii. discuss the implications for the College curriculum.

14. SFC College Statistics 2021-22

The Vice Principal of Curriculum drew attention to the attached report by the Scottish Funding Council, which offered an overview of college sector statistics for the 2021-22 academic year. He explained that the report included historical trend data, as well as long-term trends in student activity data. He highlighted that the College would take these trends into consideration when planning its curriculum in the future.

Members of the Academic Board agreed to note the contents of the report and its appendix.

Risk, Equality and Data Protection - Discussion

15. Impact on Students – Issues to be considered as a consequence of the consideration of the above agenda items.

Members agreed that no issues had arisen as a consequence of the business conducted at the meeting.

Resources Implications – Issues to be considered as a consequence of the consideration of the above agenda items.

Members agreed that no issues had arisen as a consequence of the business conducted at the meeting.

16. Equalities Implications – Issues to be considered as a consequence of the consideration of the above agenda items.

Members agreed that no issues had arisen as a consequence of the business conducted at the meeting.

17. Environmental and Sustainability – Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no issues had arisen as a consequence of the business conducted at the meeting.

18. Risk Management – Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no issues had arisen as a consequence of the business conducted at the meeting.

19. Data Protection – Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no issues had arisen as a consequence of the business conducted at the meeting.

20. Closure

**21. Date of Next Meeting
TBC**