Item 05
For Approval

GLASGOW KELVIN COLLEGE

BOARD OF MANAGEMENT

ACADEMIC BOARD

MINUTE

Minute of the meeting of the Academic Board held on Friday 05 September 2025 at 1.30pm via MS Teams

1. Sederunt

Robin Ashton (Chair);
Tracy Leavy (Director of Wellbeing, Development and Creative Services) (WDCS);
Peter Brown (Director of Apprenticeship, Skills and Curriculum) (SEA);
Jason Quinn (Director of Digital and Information Services);
Gerry Harkins (Lecturer);
George McGuire (Senior Curriculum Manager,);
John Gallagher (Quality Enhancement & Development Manager);
Alastair McGhee (Director of Student Experience and Enterprise)
Lesley Phee (Organisational Development Business Partner);
Iain Cameron (Lecturer);
Amrit Bedi (Equalities and Inclusion Lead);
Mae Smillie (Head of Student Information Services);
Jon Craig (President, Student Association); and
Katie McAnenay (Team Leader, Library Services);

In Attendance

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

2. Apologies

Chantell Mccallum (President, Student Association);
Arlene Sweeney (Learner, Engagement Officer);
Gary Sharp (Student Support Services Manager); and
James Davidson (Lecturer);

On behalf of the Committee, R. Ashton extended a warm welcome to Jon Craig, the newly appointed Student Association President.

3. Academic Board Terms of Reference

It was confirmed that the meeting was quorate with 15 members in attendance.

4. Declarations of Interest

No declarations of interest were received.

5. Minute of the Previous Meeting held on 02 May 2025

The minute of the meeting was accepted as an accurate record of the business conducted on 02 May 2025.

06. Matters arising from Minute of Previous Meetings held on 02 May 2024

Distribution of Actions:
D Friel confirmed that the agreed actions had been circulated to the relevant members.

Topic of AI:
R Ashton confirmed that this item had been added to today's agenda.

Student Feedback for College Managers:
J Gallagher confirmed that this action had been completed.

Student Survey Participation:
Members agreed that this matter would be progressed through the Quality Forum.

Class Representative Training:
J Craig confirmed that this action was being progressed by A Sweeney.

07. Commendations and Complaints Annual Report 2024-25

The Regulations and Compliance Manager provided an overview of the Annual Report on commendations and complaints. He highlighted a reduction in commendations compared with the previous year. Furthermore, he noted a decrease in complaints, with all cases handled within SPSO timescales. The main themes raised included student guidance and support, health and safety, and assessment and certification. Where appropriate, issues were upheld or partially upheld, with remedial actions implemented and communicated. He continued to say that the report evidences a robust complaints handling process aligned with SPSO guidance, and continued use of feedback to drive quality improvement and transparency.

R Ashton and I Cameron discussed the issues surrounding assessment complaints and whether more could be done to clarify assessment requirements for students. I Cameron noted that requirements are usually well communicated verbally. R Ashton suggested that it would be helpful for staff to be reminded to emphasise this information due to the recurring nature of such complaints.

R McKenzie left the meeting at this point

08. 2025-26 College Quality Cycle

The Quality Enhancement and Development Manager highlighted that a number of Academic Board-owned policy documents were due for review, including assessment procedures, appeals, recognition of prior learning, and internal verification. He highlighted that these had been reviewed by the Senior Curriculum Managers Quality group who had recommended changes to the Assessment Re-Assessment Procedure, requiring the use of Impero (or equivalent) software to ensure integrity in computer-based closed-book assessments. All other documents are proposed for renewal without change.

He highlighted that the Quality Cycle sets out the planned programme of surveys, evaluations, reviews, and monitoring activities across the academic year. He noted that the report confirms that the review process underpins quality assurance, ensures compliance, and supports the College in maintaining a high-quality learner experience.

R Ashton thanked J Gallagher for the detailed report. Members of the Academic Board agreed to approve the renewal of the policy documents as noted within the report.

09. Summary of Student Feedback 2024-25

The Quality Enhancement and Development Manager provided an overview of student feedback processes and survey results, highlighting consistently high satisfaction rates, the influence of

student feedback on college improvements, and campus-specific trends.

He explained that two internal surveys are conducted annually, followed by focus groups targeting programmes with lower satisfaction ratings. The national Student Satisfaction Engagement Survey is also used, and additional surveys were conducted to assess support areas, with results fed back to managers for self-evaluation. It was noted that the Survey results showed consistently high satisfaction rates, with the national survey placing the College three to four points above the national average.

J Gallagher detailed examples where student feedback led to tangible changes, such as improvements in social spaces and support services, and emphasised the importance of continuing to act on feedback to maintain high satisfaction levels.

10. Effect of Risk-Based Approach to Quality Enhancement

The Quality Enhancement and Development Manager discussed the College's risk-based approach to quality enhancement, including the RAG rating of programmes, the impact of improvement plans, and the reduction in high-risk programmes, with J Quinn and R Ashton considering how to better capture and share good practice.

J Gallagher explained the annual RAG (Red, Amber, Green) rating process for programmes, noting that high-risk (red) programmes are managed by faculty directors and medium-risk (amber) programmes by senior curriculum managers, with regular updates to the Quality Forum. He added that the number of red and amber programmes have decreased over the years, with those remaining showing significant improvements: red programmes improved by over 7% and amber by 16% on average, indicating the effectiveness of targeted interventions.

R Ashton and J Quinn discussed the need to better capture and disseminate examples of successful improvement strategies, suggesting mechanisms such as logs or CPD week sessions to recognise and share effective practices across teams.

ACTION: Sharing Good Practice from Improvement Plans: Develop a method to capture and share good practice from courses that have shown significant improvement following impact plans, potentially incorporating this into CPD week activities. (J Gallagher)

11. Review of Draft 2024-25 Student Outcomes

The Vice Principal of Curriculum and Quality presented the student outcomes report, highlighting positive trends in full-time FE and HE success rates, and explained recent changes to performance indicator calculations by the Funding Council, with the committee agreeing to continue using internal measures for most purposes. He noted that there has been three consecutive years of improvement in full-time FE outcomes (a 17% increase), with other modes also showing positive trends. The college aims to further reduce partial success rates, especially in full-time HE and part-time FE.

12. SFC Changes to Performance Indicators

The Quality Enhancement and Development Manager provided an overview on recent changes introduced by the Scottish Funding Council to the reporting of college performance indicators. The paper outlined the revised methodology, its impact on comparability with previous years, and the implications for how the College monitors and reports student outcomes.

J Gallagher explained that the Funding Council had removed early withdrawals from performance indicators, resulting in higher reported success rates. The early withdrawal date was also moved forward, affecting the comparability of data across years.

Following discussion, the Academic Committee members agreed to continue using internal measures that include all students for most purposes, switching to national measures only for external comparisons, to ensure no student group is overlooked in internal analyses.

13. Artificial Intelligence – Feedback from College Working Group

S Donnelly, Senior Curriculum Manager provided an overview of the work undertaken by the AI working group, he presented on new student and staff guidance on generative AI, a risk register, a decision tree for plagiarism cases, and plans to focus on constructive uses of AI and defining minimum AI skills for students.

He continued to outline on the new guidance documents for students and staff, clarifying that generative AI can be used to support learning but not for assessments unless explicitly permitted. The guidance incorporates SQA's position and provides examples, limitations, and risks. He noted that a risk register has been developed to identify high-risk assessment types for AI misuse, with suggested mitigation strategies such as requiring draughts, using plagiarism tools, and developing components in class. The guidance also includes advice on identifying AI misuse. In addition, a decision tree was created to help staff handle suspected AI plagiarism, guiding them through steps such as comparing work to supervised assessments, conducting verification checks, and documenting outcomes, with an emphasis on case-by-case judgement and students' right to appeal.

He continued to say that the working group planned to shift focus towards exploring positive uses of AI in learning and teaching, gathering evidence on minimum AI skills required for students, and identifying CPD needs for staff to ensure effective integration of AI into courses.

ACTION: **Publication of AI Guidance:** Members of the Academic Board agreed that the finalised guidance documents will be circulated to staff and students, with J Quinn coordinating publication on the student portal and intranet. Ongoing training and updates will be provided, and the group will maintain external engagement to stay aligned with sector developments.

14. Review of College Curriculum

The Vice Principal of Curriculum and Quality informed committee members of a forthcoming robust curriculum review and the development of a new strategy, emphasising the need for future-focused courses and outlining the timeline for updates and staff involvement. He announced that the College would conduct a more robust curriculum review this year, supported by a new strategy and clearer development plan, with staff invited to participate in strategy events and updates to be provided at the next committee meeting.

ACTION: Curriculum Review Update: R Ashton agreed to provide an update on the more robust curriculum review process at the next committee meeting, including progress on a new curriculum development plan.

15. Update on 2025/26 Student Recruitment and Credits

The Director of Digital and Information Services presented the latest recruitment figures, noting an increase in applications and enrolments, the impact of split classes on credit profiles, and the effects of external factors such as university entry requirements, with T Leavy and R Ashton discussing class targets, sector trends, and future planning.

J Quinn reported approximately 3,500 full-time enrolments as of 1 September, in line with the previous year, and explained that the College is on track to meet its credit targets, with a significant increase in split classes expected to boost credits in January. Adjustments for non-attendance, associate students, and early withdrawals are pending, with T Leavy noting that most classes have met or exceeded targets earlier than usual, allowing for more stable class lists and improved planning.

Members observed a four-year decline in HN enrolments, attributed to both internal curriculum adjustments and external factors such as universities lowering entry requirements, particularly affecting areas like childcare and sport. T Leavy highlighted increased competition from universities and industry-led training, especially in health and sport, prompting the need to remodel course offerings and prepare for potential further reductions in HN recruitment in future years.

R Ashton expressed his gratitude to J Quinn, the presenters, and all members for their time and

contributions. He also extended thanks to J Gallagher for his dedicated service to the College, noting that this meeting marked his final attendance at the Academic Board. On behalf of all members, R Ashton conveyed best wishes to J Gallagher for his future and retirement.

Risk, Equality and Data Protection - Discussion

16. Resource 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. 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.

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. Equality 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.

20. 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.

21. 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.

22. Closure

The meeting closed at 2.40pm

23. Date of Next Meeting

07 November 2025 - MS Teams