

**JOHN WHEATLEY COLLEGE**  
**BOARD OF MANAGEMENT**  
**CAPITAL AND ICT COMMITTEE**

**Minutes of the meeting of the Capital and ICT Committee held on Wednesday 1 March, 2006 at 5 pm, in the Alex Viola Suite (Room S/09), Easterhouse Campus.**

**1. Sederunt**

Professor Arthur Allison (Chair);  
Andy Woolley;  
Peter Craig (from 5.02pm onwards);  
Ian Graham (Principal);  
Martin Axford (co-opted member);  
Andrew Macdougall (Support Staff Representative);  
Russell Boyd (Associate Principal - ICT); and  
Robert McCaig (Student Representative).

**Also in attendance**

Alex Kirk (Depute Principal);  
Alan Inglis (Assistant Principal);  
Alan Sherry (Assistant Principal); and  
Sylvia Vaughan (Committee Co-ordinator).

**2. Apologies**

Steve Gallagher

**3. Declarations of Interest**

There were no declarations of interest.

**4. Terms of Reference**

Members noted the terms of reference for the Capital and ICT Committee. It was confirmed that the meeting was quorate with 5 members in attendance.

**5. Minutes of the previous meeting held on 5 December 2005**

The minutes were accepted as an accurate record of the meeting held on 5 December 2005.

**6. Matters arising from the Minutes of the Previous Meeting**

**Item 8 – Wireless Network – Proposal for Feasibility Study**

The Principal reported that the joint bid with Glasgow Metropolitan College to the Scottish Funding Council (SFC) to fund a feasibility study into a citywide wireless network had been unsuccessful. He further reported that the Council had informed the College that it would need to provide data before the

proposal could be considered for funding and that such information could not be reasonably provided until the research proposed in the joint bid for resources had been conducted. The proposal was, in these circumstances, considered to be pointless. In light of this request, all of the participants in the bid had collectively decided not to progress further with this initiative.

**Peter Craig joined the meeting at 5.02pm.**

**7. Minutes of the Project Management meeting held on 19 December 2005**

Members considered the contents of the minutes of the Project Management Group meeting, which the Principal reminded them were presented for information.

The Depute Principal reported that the steelwork was currently being installed on the site of the new Campus. The Principal reported that the new build project was now slightly ahead of schedule and that the Robertson Trust had provided the College with the funding (£100k) which it had agreed to earlier than anticipated.

Members noted the contents of the minutes.

**8. Minutes of the Sustainable Development Committee on 7 December 2005**

Members considered the minutes of the Sustainable Development Committee, which were provided for the information of members. The Principal reminded members that the minutes now formed a standing item on the agenda of the Capital and ICT Committee.

He further reported that the Chartered Institute of Public Finance and Accountancy (CIPFA) had agreed that a representative would join the Sustainable Accounting and Reporting Group (the SFC funding project led by the College). The Principal informed members that the Group was considering the purchase of ecological footprinting software, in order to inform the financial reporting process in future years.

**9. Use of Inclusiveness Funding 2005-06**

The Depute Principal spoke to the contents of the report, reminding members that the College is required to provide the Scottish Funding Council (SFC) with a detailed report on the use of Inclusiveness Funding. He reported that the College had received Inclusiveness funding for academic/financial year 2005/06, all of which would be utilised for the new build project, as outlined in appendix 1 of the report.

The Principal reported that the SFC had subsequently responded to the letter in appendix 1 of the report, indicating that it was satisfied with the approach adopted by the College.

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

## 10. ICT Services Team Annual Report

The Associate Principal (ICT Manager) spoke to the contents of the report which informed members of the work undertaken by the ICT Services Team in session 2004/05. He reminded members that the self-evaluation of the service was based on the Bootstrap process developed for the sector in 2002. He further informed members that the self-evaluation grading system was based on the SFC/HMIE Quality framework and therefore was similar to that used by other Project Teams.

R Boyd reminded members that a permanent team of ICT staff was now in place and that all of the vacant posts had been filled by staff who had previously been employed by the College on a fixed term basis. He asked members to note that the implementation of an online Helpdesk and the use of the Course Genie learning design tool had both been identified as areas of good practice.

He proceeded to highlight the report, which detailed that both the Systems Administration and User Support elements of the service offered by the ICT team had been awarded 'Very Good' grades in 2006, compared to 'Good' grades in 2005. R Boyd stated that there were now 9 permanent staff in the ICT team and that the web developer post would be filled soon. Members noted the College staffing structure on page 4 of the report and the fact that Craig Green was the College's Information and Learning Services Manager.

In response to questions, R Boyd confirmed that the feedback which had been received from staff with regards to the operation of the ICT Helpdesk service had been positive. He reminded members that the software package which was utilised for the Helpdesk had been obtained at no charge to the College. He further informed members that the Helpdesk was continually monitored by the Senior Technician, in order to seek to identify trends or areas where preventative action could be taken to avoid faults. The Principal reported that he had recently received a number of commendations from staff for the members of the ICT team who operated the Helpdesk. In response to further questions, R Boyd reported that staff accessed the Helpdesk via the College website.

The Associate Principal informed members that action points had been incorporated into the report, in response to a previous suggestion from the Chair. He further reported that the ICT team was aware of the need to carefully monitor the need for capital expenditure, as there was a requirement to target resources at the new build project. However, it was anticipated that in the near future some limited capital resources would be required to upgrade or replace servers which would no longer be fit for purpose. The Principal informed members that the Haghill Campus would have a state of the art ICT infrastructure and that on completion of the project it was anticipated that significant resources would be made available to refresh the ICT infrastructure at the Easterhouse campus which, he reminded members, was still in advance of that required for the programmes which the College offered.

Members subsequently noted the contents of the Associate Principal's report.

## **11. JISC Design for Learning Bid**

The Associate Principal (ICT Manager) informed members that the Joint Information Systems Committee (JISC) was seeking proposals from institutions for 'Design for Learning' projects, in order to improve the education community's understanding of the principles that inform the design of effective learning activities involving the use of technology. He reported that the College intended to submit a bid for funding totalling £60,000 to support the introduction of the Course Genie learning design tool across five vocational curricular areas. He informed members that the Course Genie tool was easy to use and that if funding was secured for the project, then core skills staff would be instructed by ILT Champions in how to use the software, in order to devise a range of learning materials within vocational areas seeking to contextualise 'chunks' of core skills activities in subjects such as communication. He also reported that if the bid was successful, then an external consultant would be employed by the College in order to monitor how successfully the Course Genie tool had been implemented.

The Assistant Principal (A Sherry) opined that the most important part of the project would be how the Course Genie software was deployed in the learning environment. He reminded members that the report which was recently written by the external consultant Denis McCartney, as part of the Evaluation of the Learner Experience Pilot project, had recommended the increased use of ICT within the learning environment. He commented that this project was one way that the College could address the comments that had been made in the report.

The Principal informed members that a demonstration of the Course Genie tool had been delivered at the most recent meeting of the Academic Board, which had been highly informative.

In response to questions, R Boyd informed members that the College had five ILT champions.

Members subsequently noted the contents of the Associate Principal's report.

## **12. Gates Foundation Application**

The Principal spoke to the contents of the report which sought to apprise members of the application which the College had submitted to the Bill and Melinda Gates Foundation (this potential funding stream had been located by Ms Helen Dunlop). He reminded members that the College routinely seeks to identify alternative sources of funding which will enhance the resources available to learners and reported that H Dunlop (Assistant Associate Principal – Quality) had identified the Gates Foundation as a potential source of funding. He further reported that Bill Gates, the founder of Microsoft, operated a number of charitable foundations which disbursed funds to support a range of activities, including the promotion of learning facilities to disadvantaged communities. The Principal informed members that a strand of this work is to support the development of innovative approaches to the provision of library services to such communities and it was within this element that the College had made an application for support.

He proceeded to discuss the contents of the College's application, which was for \$1million (£573,843 at February 2006 exchange rates) which would

enable the College to improve still further the ICT services that it planned to offer to its learners by a number of means, including the purchase of laptop computers and other mobile communication devices, such as Personal Digital Assistants (PDAs). He reported that the College's application had been supported by a reference from Roger McClure (Chief Executive, SFC). The Chair congratulated all of the staff that had been involved in preparing the application at such short notice.

Members subsequently agreed to:

- i) note the contents of this report and its appendices;
- ii) endorse the College application to the Bill and Melinda Gates Foundation; and
- iii) request the Principal to bring forward an update report on the outcome of the application at an appropriate future meeting.

### **13. Maintenance Programme**

The Depute Principal spoke to the College's maintenance programme, informing members that the programme referred to the Easterhouse Campus. He reported that the programme was updated monthly by John McKay (Facilities Team Leader), who continually monitored the work of the College's contractors. The Depute Principal reported that the lift shaft required to be repaired and that following a report by an independent structural engineer, the College was currently perusing this issue with Miller Construction, the original contractors for this campus. He informed members that the lift was not considered to be dangerous and that it would continue to operate at a somewhat reduced capacity. The Principal reported that the problem had arisen as a result of a design fault and that, as a consequence, Miller would be obliged to make good the problem (at no cost to the College).

In response to questions, the Principal explained that the maintenance programme informed the allocation of funding to the College's Estates department (this took account of the costs of routine maintenance and by using historical precedent, estimated the possible costs of the unexpected. However, this could never be an exact science). However, he stated that although routine maintenance could be budgeted for, it was not always possible accurately to estimate the unexpected costs of some incidents (such as the possible failure of a boiler).

The Depute Principal reported that during the recent Scottish Quality Management Systems Audit ( which focused on Health and Safety) the external auditor had indicated that the College's maintenance system was appropriate.

In response to questions, the Depute Principal explained that the term "work completed - issue" in the programme referred to incidences where the College were not satisfied that work had been completed to a suitable standard.

Members subsequently noted the contents of the maintenance programme.

**14. Review of the Use of ICT in the Learning Environment**

The Associate Principal (ICT Manager) informed members that the report was primarily written by the College's Information and Learning Services Manager and was intended to inform members of the steps which had been, and would be, taken to produce the report which had been requested on the Use of ICT in the Learning Environment.

Following discussions, it was agreed that this report would be considered at the next meeting of the Capital and ICT Committee, prior to its consideration by the Board of Management. After further discussions, it was agreed that a presentation on the MANDATE project, together with a demonstration of the Course Genie software package, would be delivered at the next meeting and that A Sherry would invite representatives from the ILT Champions group to attend.

The Associate Principal (ICT Manager) reported that the first student focus group meeting had been held, that R McCaig had attended the meeting and that it had been very useful. The Principal consequently requested that R McCaig inform members of the Capital and ICT Committee of the outcome of the discussions of the focus group at the next meeting. Members endorsed these proposals.

**15. Closure**

The meeting closed at 5.45 pm, with the Chair thanking all members for their attendance.

**16. Date of next meeting**

The next meeting is scheduled for Monday 8 May 2006 at 5 pm in Room S/09, Easterhouse Campus.