

JOHN WHEATLEY COLLEGE

Board of Management

Academic Board

Minutes

Minutes of the Academic Board meeting held on 16 March 2007 at 1.30pm in Room S/09, Easterhouse Campus.

1. Sederunt

Alan Inglis, Assistant Principal (Chair);
Stephen Smith, Associate Principal – Vocational School;
John Knowles, Senior Lecturer – I.T.;
Irene Quinn, Assistant Associate Principal;
Maryln Barr, Curriculum Leader;
Craig Green, Information and Learning Services Manager;
Dave Stewart, Curriculum Leader;
Andrew Macdougall, Guidance Manager;
Patricia Grant, Glasgow City Council Library Representative;
Jean Wilson, Associate Principal - Quality; and
Annette McKenna (Minute Taker)

2. Apologies

Ian Graham, Principal;
Anne Lockyer, Assistant Principal – Core School;
Jacqueline Henry, Lecturer - Hospitality;
Mae Smillie, Student Records Manager;

3. Terms of Reference

The meeting was agreed to be quorate with 7 from the voting membership present at commencement.

4. Minutes of Previous Meeting held on 8 December, 2006

The minutes were accepted as read and an accurate account of business held on that date.

5. Matters Arising from Minutes of Previous Meeting held on 8 December, 2006

7. Course Skills Screening and Additional Support

Ms Quinn informed members that the pilot for the new ILP is currently underway with hairdressing students. Training for all staff in the use of the new ILP system will be provided after the summer break.

6. Minutes of Standing Committees:

a) ICT Advisory Committee – 27 October 2006

Members noted the content of the business conducted at the meeting held on 27 October 2006. Mr Knowles added that the terms of reference for the ICT Advisory Committee will be reviewed to include Curriculum Leaders.

b) Curriculum Support Services Forum

i) 21 December 2006

Members noted the content of the business conducted at the meeting held on 21 December 2006.

ii) 25 January 2007

Members noted the content of the business conducted at the meeting held on 25 January 2007.

**7. Developing Employability Skills
Presentation by Stephen Smith (Associate Principal – Vocational)**

Mr Smith delivered a presentation on Developing Employability Skills (a copy of the presentation is attached for reference). He informed members that there is increased attention being given to the enhancement of employability and enterprise skills within Further Education. In particular the recent Scottish Funding Council circular 'Employability: Implementation Plan for Learning to Work.

Mr Smith apprised members that employability skills are about developing learners' softer skills and increasing motivation and confidence. This can be achieved through a three-way partnership involving the learner, the educator and the employer. He further apprised members that current data shows that employers require employees to have good time management, communication skills, and a positive attitude. He highlighted that the College has been delivering these skills to its learners' for a long time.

Mr Inglis requested that a reminder be issued to all academic staff to ensure they use the new ILP system to log all achievements made by students, not just academic achievements, as this is a good way of providing evidence of employability skills. He added that the College's training restaurants are an excellent example of developing employability skills as a service is provided by the student to the public, to a high standard and to strict deadlines.

Mr Knowles reported to members that results of a recent SQA survey showed that employers placed importance on problem solving skills before core skills.

**8. Developing Citizenship Skills
Presentation by Marlyn Barr (Curriculum Leader – Communication and Languages)**

Ms Barr delivered this presentation as Anne Lockyer, Associate Principal (Core) is currently on leave (a copy of the presentation is attached for reference).

Ms Barr informed members that John Wheatley College has a long standing commitment to all learners to develop skills for citizenship at the heart of its practice as an inclusive College. She provided members with examples of programmes the College provides that develop citizenship skills.

Mr Green added that there are 500 local young people involved in Youth Access. This results in the young people seeing the College as a fun link to education but at the same time helps their communication, team building and citizenship skills. He requested that the Youth Access be used as an example of developing citizenship skills.

Ms Barr informed members that from April 2007, people who wish to live in the UK have to sit and pass a 'Life in the UK' test or prove they have British citizenship skills by sitting an exam through SQA. Mr Barr provided members of example questions from the 'Life in the UK' test. All were agreed that these questions have no relevance on day to day life in the UK.

Mr Knowles informed members that the British Computer Society have a test for citizenship called 'e-citizenship'.

Ms Barr indicated that the key development for measuring citizenship within the College is the new ILP system which includes specific targets in citizenship as well as the broader targets of personal development and learning achievements.

A considerable discussion by members followed on the future developments required by the College in their citizenship agenda.

**9. Target Skills Initiative – Initial Review of Progress
Presentation by Irene Quinn (Assistant Associate Principal)**

Ms Quinn delivered a presentation on the initial review of progress on the target skills initiative (a copy of the presentation is attached for reference).

Ms Quinn reminded members that the core skills assessment tool had been being used for over a year now. She informed members that a decision on whether this initiative was cost effective, helped retain students and helped students achieve is now required to establish if the assessment tool should be used next year. She invited members for their comments and to agree that the target skills initiative been used in the next academic year.

Mr Macdougall expressed from his Team's point of view, it is beneficial to continue with core skills screening. He stated that it is reassuring when interviewing and selecting students to check core skills profiles to help guide

staff and ensure that the student is enrolled on the appropriate programme and level for their capabilities.

Mr Knowles was also in agreement that core skills screening should continue as it helps both the staff and the student to know what level the student should start their studies at, thus not wasting time at the start of the course.

Ms Barr informed members that the core skills screening was mainly carried out throughout the summer break, by one member of staff. In her view staffing should be looked at further.

A discussion followed by members.

It was agreed by all members that the core skills screening should continue for another academic session and be reviewed again in September in conjunction with JWC PI data.

Maryln Barr left the meeting at 3.00pm.

10. The following items are for information only

a) Scottish Executive

i) Better Community Engagement – A Framework for Learning

Members noted the contents of this document. Mr Inglis expressed a particular interest in this document. He informed members that this had been discussed at SMT earlier that day. This document provides ideas on what the College could provide at community venues. A copy of this document will be sent to Marie Woods and Gary Harkins.

ii) Microsoft Government Leaders Forum – 30 January, 2007

Members noted the contents of this document.

iii) Learning for the Future: Scotland's First Action Plan for the UN Decade of Education for Sustainable Development*

Members noted the contents of this document.

iv) Statistics Publication Notice – Education Series

Members noted the contents of this document.

b) Quality Improvement Agency - Sustainable Development

Members noted the contents of this document.

c) Learning and Skills Development Agency – Sustaining CoVE Development

Members noted the contents of this document.

d) WESTForum – Literature Review: Older Adults’ Engagement with Further and Higher Education

Members noted the contents of this document.

e) Scottish Qualifications Authority - Consultation on a revised ‘Vision and Strategy for E-Assessment’ Document

Members noted the contents of this document.

f) Qualifications and Curriculum Authority – Vocational Qualifications – Changing with the Times?

Members noted the contents of this document.

g) CIPD – Graduates in the Workplace – Does a Degree Add Value?

Members noted the contents of this document.

h) Reason Foundation – No Choices Left Behind

Members noted the contents of this document.

i) John Forster Associates – Sustainable Literacy

Members noted the contents of this document.

11. Closure

All business on the agenda having been discharged, the meeting closed at 3.30pm. Mr Inglis (Chair) thanked members for attending.

12. Date of Next Meeting

Mr Inglis recommended that a further meeting of the Academic Board be held in June, date to be confirmed. He proposed that a presentation be delivered on library services at the next meeting.

AI/AMcK
John Wheatley College
May 2007