

# **JOHN WHEATLEY COLLEGE**

## **Board of Management**

### **Academic Board**

#### **Minutes**

**Minutes of the Academic Board meeting held on 21 June 2007 at 1.30pm in Room S/09, Easterhouse Campus.**

#### **1. Sederunt**

Alan Inglis, Assistant Principal (Chair);  
Stephen Smith, Associate Principal – Vocational School;  
Anne Lockyer, Assistant Principal – Core School;  
John Knowles, Senior Lecturer – I.T.;  
Irene Quinn, Assistant Associate Principal;  
Dave Stewart, Curriculum Leader;  
Patricia Grant, Culture and Sport Library Representative;  
Mae Smillie, Student Records Manager;  
Russell Boyd, Associate Principal – ICT Manager; and  
Annette McKenna (Minute Taker)

#### **2. Apologies**

Ian Graham, Principal;  
Craig Green, Information and Learning Services Manager;  
Andrew Macdougall, Guidance Manager;  
Jean Wilson, Associate Principal - Quality;  
Jacqueline Henry, Lecturer - Hospitality;

#### **3. Terms of Reference**

The meeting was agreed to be quorate with 8 from the voting membership present at commencement.

Mr Inglis informed members that due to the fairly short notice of this meeting there will be no minutes of the last meeting provided to discuss today. The minutes from the previous meeting held on 16 March 2007 and the minute from 21 June 2007 meeting will be brought to the first Academic Board meeting of the new session.

#### **4. Library Presentation by Patricia Grant**

Ms Grant delivered her presentation on the shared-service between John Wheatley College and Culture and Sport Glasgow Library at the Bridge in Easterhouse (copy of the presentation is attached for reference).

Ms Grant reported that it took many years of planning to provide a cultural and learning environment at the Bridge. She further reported that the Library will continue to provide a librarian service to the College and that a Service Level Agreement between the Library and the College's Easterhouse Campus is now in place. The Service Level Agreement for the East End Campus has still to be finalised.

Ms Grant emphasised the improved services that this agreement provides for the local community. She reported that increased visitors are up by 242%; increased PC bookings are up by 166% and that increased PC taster sessions are up by 21%.

Ms Grant provided members with a viewing of a DVD entitled '*Public Library Building Awards 2007 – Library at the Bridge Easterhouse*'. This provided members with an insight on how the Library was perceived by members of the public and by staff.

Mr Inglis thanked Ms Grant for her comprehensive presentation.

Ms Lockyer reported that the Library has been seen both personally and professionally by all college staff as a positive and accessible service.

Mr Smith stated that it was a testament to Ms Grant and her staff that the transition had gone so well.

Ms Grant thanked members for their positive comments.

Mr Inglis expressed the College's thanks for the smooth transition and hard work of Library staff. He informed that the Principal and members of the College management team had met with library staff for a 'thank you lunch' at the East End Campus' Rowan Restaurant on 18 May, 2007.

#### **10. ICT Advisory Committee Terms of Reference by John Knowles (Chair)**

Mr Inglis stated that due to time constraints on Mr Knowles, agenda item 10, would be brought forward in the agenda to allow Mr Knowles to leave the meeting before its closure.

Mr Knowles informed members that it is the remit of the Academic Board to decide on the membership of the ICT Advisory Committee. He invited members for their comments on the present membership listed in the terms of reference.

A discussion followed by members.

It was agreed by all that Irene Quinn should be added to the membership of the ICT Advisory Committee, as the assistive technologies person. Ms Quinn will become a core member of the membership so will therefore be given voting rights.

**5. Developing Citizenship Skills: Session 2006/2007  
Report by Associate Principal (Core Skills)**

Mr Inglis reminded members that they had received a presentation on Developing Citizenship Skills at the last meeting of the Academic Board held on 16 March 2007 and that this report is a follow up to that presentation. He informed members that this report was on the agenda of the Academic and General Purposes Committee held on 24 May 2007. This report will now be updated on a yearly basis.

Members noted the contents of the report.

**6. Employability Skills Activity 2006/07  
Report by Associate Principal (Vocational Skills)**

Mr Inglis reminded members that they had received a presentation on Developing Employability Skills at the last meeting of the Academic Board held on 16 March 2007 and that this report is a follow up to that presentation. He informed members that this report was on the agenda of the Academic and General Purposes Committee held on 24 May 2007. This report will now be updated on a yearly basis.

Members noted the contents of the report.

**7. Impact of ICT Investment on Learning and Teaching  
Report by Information and Learning Services Manager and Associate  
Principal (ICT Manager)**

Mr Inglis spoke to this report. He indicated that this comprehensive report seeks to apprise members on the impact of investment in ICT on learning and teaching in John Wheatley College. It draws upon a variety of sources of evidence including:

- a survey of ILT Champions;
- a student focus group meeting;
- the Student Evaluation of the Learning Experience 2004/05 and 2005/06;
- the mid-programme learner evaluation 2005/06 and 2006/07;
- Evaluation of the Learning Experience Reports; and
- John Wheatley College's Needs Survey 2006.

Mr Inglis informed members that the College has invested considerably in ICT and that this report highlights what the money has been used to provide and the impact this has had on the learner.

Mr Inglis stated that the report concluded there is a widespread recognition among both learners and staff that ICT is being routinely used to enhance the learning experience. There is also a general recognition that staff are now looking to develop more advanced ICT skills.

Mr Knowles informed members that this report was also considered at a recent meeting of the ICT Advisory Committee and that members of that

Committee recommended that 'integration of services' needs focused in this report.

Members noted the contents and recommendations of this report.

## **8. College Plan 2007-10**

Mr Inglis presented members with the updated College Plan 2007-10. He reported that the updated version of the College Plan was on the agenda of the Board Meeting scheduled to be held that evening.

Mr Inglis summarised some main points for curriculum developments 2007/08 included in the Plan:

- the College's new East End Campus is now complete;
- the College will provide substantial commitment to school and college partnerships;
- the College endorses the commitment to '*Curriculum for Excellence*';
- the College recognises the areas of work that are expected to grow are: Construction, Arts/Creative Industries, Health and Care Education and Business, Retail and Financial Training;
- the College will continue to recognise close working partnership with Community Planning Partnerships;
- the College will continue to work with partners to ensure that local people are able to take maximum advantage of the employment opportunities that the Clyde Gateway project will bring; and
- the College's activity targets will remain much the same as this year, an increase of 1.2%

Members endorsed the contents of the College Plan 2007-10.

## **9. Items for Information:**

### **a) HMIe – Improving Scottish education: ICT in Learning and Teaching**

Members noted the contents of the correspondence.

### **b) Scottish Executive**

#### **i) Scotland's Colleges and A Curriculum for Excellence**

Members noted the contents of the report.

#### **ii) Statistical Bulletin**

Members noted the contents of the bulletin.

### **c) Glasgow City Council – Standards and Quality Report**

Members noted the contents of the report.

### **d) City and Guilds – Round Table Discussion on Prosperity for All in the Global Economy**

Members noted the contents of the report.

**e) Networked Learning Communities – Collaboration by Design**

Members noted the contents of the report.

**11. Risk Management - Risk Issues to be considered as a consequence of the consideration of the above agenda**

Members noted that there were no risk issues to be considered as a consequence of the above agenda.

**12. Closure**

All business on the agenda having been discharged, the meeting closed at 2.45pm. Mr Inglis (Chair) thanked members for attending.

**13. Date of Next Meeting**

The next meeting of the Academic Board will be confirmed next session.

AI/AMcK  
John Wheatley College  
August 2007