

**JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
ACADEMIC BOARD**

MINUTES

Minutes of the Academic Board meeting held on Friday, 27 January 2006 at 1.30 pm in Room S/09, Easterhouse Campus.

1 Sederunt

Alan Inglis (Chair)	Dave Stewart
Stephen Smith	Jean Wilson
Anne Lockyer	Russell Boyd
Irene Quinn	Mae Smillie
Jacqueline Henry	Ian Graham
Patricia Grant, GCC Libraries	Craig Green
Karen McManus	Frank Kelly
Jeanette Walsh (Minutes)	

2 Apologies

Allan Dalzell	Ann Curran
Colin White	Andrew Macdougall
John Knowles	

The Chair welcomed everyone to the meeting. Mr Inglis introduced Patricia Grant from Dennistoun Library who, following the transfer of the College's library service to Glasgow City Council in April 2006, would represent that service on the Academic Board.

On reviewing the format of the agenda, members noted that the content had been reviewed to around the themes agreed following discussion at the previous meeting.

3 Terms of Reference

The meeting was agreed to be quorate with 10 from the voting membership present at commencement.

4 Minutes of the Previous Meeting held on 11 November 2005

The minutes of the previous meeting were accepted as read and as an accurate record of the business conducted on that date.

5 Matters Arising from the Minutes:

5 Matters Arising from the Minutes of 11 November 2005 – 13 SFEFC: Credit transfer from SFEFC to SQMS

J Wilson reported that the dates for the forthcoming audit were confirmed to be 23 and 24 February 2006.

13 Learning Connections: Report on the Scottish Literacy and Numeracy Strategy 2004-2005 – Context

A Inglis reported that Glasgow City Council had imposed a two-week turnaround period on applications for literacies project funding between March 2006-08 and that Anne Lockyer was currently drafting the College's bids.

6 Minutes of Board Standing Committees:

a) Curriculum Planning and Review Group

Members noted the detail of the business discussed at the meeting held on 25 April 2005.

b) Consultative Committee on Inclusive Learning

I Quinn updated members on the following items:

7 Consultative Committee on Inclusive Learning

The Inclusive Learning Policy would be included as part of a wider review of the College's Equalities policies.

9 ILPs – use of in Session 2005/06

Following review of the format last year, comments had been considered and implemented in session 2005/06. Members noted that a robust monitoring and evaluation system would be set up for these documents.

7 Minutes of Youth Access Steering Group

Having heard A Inglis' update on developments, members noted the appointment of two Youth Access Workers and that the project was continuing to make good progress towards achievement of the targets set.

8 School Annual Report Session 2004/2005

a) Core Skills

A Lockyer reviewed the content of the document informing members that the format had been revised in session 2004/2005 to take cognisance of the changes in the revised HMIE/SFC Quality Framework.

Having heard Ms Lockyer, members noted the content of the document and the A Elements of the Quality Framework considered in the self-evaluation process and reflected in the compilation of the report.

b) Vocational Skills

S Smith highlighted the importance of production of course team annual reports early in the session to inform consideration of the Quality Framework elements and effectively assist the self-evaluation process.

Having heard Ms Lockyer and Mr Smith, members noted the content of the School Annual Reports for session 2005/2005.

9 ILT Champions project:

b) use of ICT in Hairdressing and Beauty

Karen McManus demonstrated the facility developed to allow staff and students online access to teaching and learning materials.

Members heard that a First Class account could provide access to teaching packs and worksheets for all Hairdressing Units, except Access 3 which was still in development and that future enhancement of materials to include video and Course Genie presentations was being considered.

Members agreed that the system was user friendly and easy to navigate and noted the following responses to questions:

- that teaching staff were making good use of the resource and could access the materials in all classrooms with multimedia projectors;
- student use was currently limited but would be extended next session as the learning resources would be highlighted at the Induction stage next session;
- that links highlighting availability for student access are cross-referenced in the College's Libraries and FLUs;
- that evaluation of the impact of such a resource could be measured by programme and end of unit surveys;
- that access through First Class ensured system security;
- that, where possible, the College would seek to extend the use of such a resource to other subject areas.

With respect to the time commitment and staff response, K McManus indicated that, although much work had been done at home, she had enjoyed the experience and that staff had responded positively to use of the resource.

A Inglis indicated that it was the College's intention to extend the opportunity to staff to participate as widely as possible in future.

a) developing on-line materials with Course Genie

Frank Kelly demonstrated use of this resource which could be used to enhance presentation slides and import pictures. Members noted that the facility could be enhanced with specialist accessible software for use by students with learning difficulties.

Mr Kelly indicated that the facility had been developed to encourage other members of the Support to Learn team to use the resource to develop teaching materials without the assistance of the ILT Champions.

Members heard that Mr Kelly had demonstrated the facility at a Quality Day session and had been well received by staff.

C Green indicated that the experimental tool had been identified by the ILT Champions and, although only utilised by that group and some course teams to date, staff had generally been impressed by the standard of the materials and its ease of use. Members noted that evaluation was ongoing and that the resource was available across all computing machines.

Members agreed that the facility could be utilised more widely in College to establish presentation styles and enhance documents.

c) MANDATE project

Craig Green informed members that this was a project which aimed to develop mechanisms for managing the College's digital assets (including teaching and learning materials and other College documents). The project had received £72,000 of JISC funding to support its development.

Members viewed his presentation slides which indicated that the initial specification for the toolkit had been completed. Mr Green demonstrated the toolkit indicating that this could be accessed from the College's website. Members noted that the College's security measures and copyright protection would be applied in all respects.

After discussion, members noted the scope of the proposed project.

On behalf of the Academic Board, the Chair thanked each of the presenters for the effective delivery of their informative presentations.

10 Innovative approaches to Core Skills delivery

Having heard that integrated learning and teaching approaches to support the delivery of ICT and communication skills in a vocational environment had been introduced, members heard I Quinn's outline of the structure and content of the Vocational Portfolio pilot programmes and the monitoring and evaluation procedures in place to ensure effective delivery.

Members noted the content of Ms Quinn's report and endorsed this innovative approach to integrated teaching and learning.

11 Items for information:

GCC: Additional Support for Learning Position Statement 2005

It was agreed that this item should be brought back to a future meeting as the College still had some reservations about the content. A Lockyer also agreed to circulate the document to the Support for Learning team for information.

National Strategy for the Development of the Social Service Workforce in Scotland – A Plan for Action 2005 – 2010: An Overview

S Smith agreed to circulate the document to the Construction Team for information.

SFEU: Making Students Work Harder: Re-assessing Formative Assessment

J Wilson agreed to circulate the document to course teams for information.

SE: Taking Action to Reduce Scotland's Drug-Related Deaths

S Smith agreed to circulate the document to the Care team for information.

12 Date of Next Meeting

Members endorsed the revised format of the meeting and noted the next meeting was scheduled for Friday, 5 May 2006.

All business on the agenda having been discharged the meeting closed at 3.15 pm.

The Chair thanked members for their attendance and participation at the meeting.

AI/JW
John Wheatley College
10 March 2006