

JOHN WHEATLEY COLLEGE

BOARD OF MANAGEMENT

ACADEMIC BOARD

MINUTES

Minutes of the Academic Board Meeting held on Friday, 3 September 2004 at 1.30 pm in Room S/09, Easterhouse Campus.

1 Sederunt

Alan Inglis (Chair)	Andrew Macdougall
Ian Graham	Lesley Lang
Billy McCallion	Marie Woods
John Knowles	Irene Quinn
Catherine Blake	Stephen Smith
Anne Lockyer	Jacqueline Henry
Jean Wilson	May Grant
Jeanette Walsh (Minutes)	

2 Apologies

Apologies were received from:

Ann Curran

The Chair welcomed everyone to the meeting.

3 Terms of Reference

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

Members noted the composition of the Academic Board and welcomed newly elected representatives. The Chair advised that the results of elections to complete the full membership would be announced at the next meeting.

The Chair advised that the additional meeting had been scheduled to focus consideration on the School and Support Team Action Plans for the current session and that the previous minutes would therefore be discussed at the next scheduled meeting.

The Principal reported that the College would undergo an HMI Quality Review week commencing 7 February 2005. This was noted to be 15 months early as colleges are generally scheduled for inspection every four years. Mr Graham indicated that he

was hopeful that the College would achieve a good standard in the first phase and would not be required to proceed to the second.

The Chair indicated that the Review framework and methodology would be the subject of wider discussion at the meeting of the Senior Lecturer Forum scheduled for that afternoon (3 September 2004).

4 School Action Plan Session 2004/2005 – Vocational Skills

Members heard S Smith's outline of the Plan's various planning processes and stages.

The Principal reported that, as a result of an increased budget allocation of around 5% in the current year, the Funding Council would make significant additional in-year funds available to the College to offset increased SQA costs, support staff pensions and targeted growth.

Members heard that growth would be targeted at three areas, West Dunbartonshire, Lanarkshire and Glasgow, which would present an opportunity for the College to develop new and additional programmes for the Arts Factory, Construction and in partnership with the health service and cultural industries.

The Principal anticipated the announcement of additional funds by the end of year which presented a tight time schedule for Schools and Course Teams to identify potential areas for increased activity. Mr Graham also cautioned that any failure to achieve targets would result in a subsequent clawback of resources.

A Inglis highlighted the arts related activities in the community already documented in the Action Plan's targets as potential areas for development.

The Principal also indicated that Appendix 4 reflected the College's approach to risk management, i.e. identifying a main risk, allocating a significance and concentrating on those identified as high significance/high likelihood.

In this respect therefore members agreed that the categories allocated to the risks identified in the Action Plan were not a priority for risk management.

After discussion, members of the Academic Board noted the content of the School of Vocational Skills Action Plan for Session 2004/2005.

The Chair thanked Mr Smith for his report.

5 School Action Plan Session 2004/2005 – Core Skills

Members heard A Lockyer's outline of the Plan's various planning processes and stages.

Having heard A Macdougall highlight the number one risk in both School Action Plans was the failure to recruit students, A Inglis reminded members that the target to establish electronic Individual Learning Plans (ILPs) for every student is a critical process and will be a major focus of the forthcoming

HMI Review as a measurement of student achievement that goes beyond the number of units achieved.

Mr Inglis indicated that this could be highlighted as an element of good practice and was an important value added element of the student's experience to be documented in the ILP.

I Quinn informed the meeting that tutors' active use of the ILP would be a main focus for discussion at the Quality Day scheduled for 23 September 2004.

In reply to a question from J Knowles with respect to temporary staff becoming permanent, the Principal assured members that the College would continually review its provision to identify areas where staff could be offered permanent contracts.

Members were also advised that, in consultation with D Sneddon and A Kirk, A Lockyer and S Smith were currently developing manpower plans, a specified target of the College's Operational Plan.

After discussion, members of the Academic Board noted the content of the School of Core Skills Action Plan for Session 2004/205.

The Chair thanked Ms Lockyer for her report.

6 Support Action Plan Session 2004/05 – Student Services

Members heard brief overviews of the Plan relative to each of the three departments, i.e. L Lang for the Marketing element, A Macdougall for Guidance/Advice and A Inglis for Library & Information Services.

A Lockyer commended the usefulness of the Plan and endorsed the value of continuing to work closely with the support teams.

A Inglis requested L Lang and A Macdougall to amalgamate the key risks from the individual sections to produce a Risk Management Plan similar to that included in the School Action Plans.

After discussion, members of the Academic Board noted the content of the Support Action Plan for Session 2004/205.

The Chair thanked Ms Lang and Mr Macdougall for their report.

7 Curricular Quality Calendar

J Wilson reviewed the detail of the planning and review calendar.

The Principal indicated that both staff and students would have an opportunity to comment on the College's Strategic and Operational priorities and that the timeline for this process would be included on the chart.

Members noted the participation of staff at every level in the various planning stages.

After discussion, members of the Academic Board endorsed the format of the Planning and Review Calendar.

The Chair thanked Ms Wilson for her report.

8 Date of Next Meeting

The next meeting was scheduled for 17 September 2004.

All business on the agenda having been discharged the meeting closed at 2.40 pm.

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

A Inglis informed members that, as part of its response to the requirements of the Freedom of Information Act, the College made all committee papers publicly available. He reminded members that they should complete the pro forma, indicating whether they were retaining or relinquishing their papers, and return this to J Walsh prior to leaving the meeting.

AI/JW
John Wheatley College
November 2004