

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

**MINUTES**

**Minutes of the Academic Board meeting held on Friday, 5 May 2006 at 1.30 pm in Room F/06, Easterhouse Campus.**

**1 Sederunt**

Alan Inglis (Chair)	Andrew Macdougall
Robert McCaig	Irene Quinn
Stephen Smith	Jean Wilson
John Knowles	Dave Stewart
Mae Smillie	Russell Boyd
Andy Phillips	Patricia Grant, GCC Libraries
Ian Graham	Jeanette Walsh (Minutes)

**2 Apologies**

Gordon Craigie	Jacqueline Henry
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**The Chair welcomed everyone to the meeting indicating that Gordon Craigie, a Consultant with North Lanarkshire Council who had been invited to offer a presentation on the MyETL project, had submitted his apologies as he was unable to attend. Members noted that an attempt would be made to rearrange the presentation for the next meeting however, in the meantime, A Inglis would offer a brief online demonstration of the features of the project.**

**3 Terms of Reference**

The meeting was agreed to be quorate with 9 from the voting membership present at commencement.

**4 Minutes of the Previous Meeting held on 17 March 2006**

The following amendment was requested for accuracy:

***Page 1 – The Chair welcomed.....***

Text amended to read.....a proposal with respect to student and community participation in future meetings.....

With this amendment, 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:**

There were no matters arising.

## **6 Minutes of Board Standing Committees:**

### **a) ICT Advisory Committee**

Roving Profiles

Members noted that this concept was available to SFL students.

Members noted the detail of the business discussed at the meeting held on 20 January 2006.

### **b) Sustainable Development Committee**

Members noted the detail of the business discussed at the meeting held on 30 January 2006.

### **c) Quality Enhancement Committee**

Members noted the detail of the business discussed at the meeting held on 20 December 2005.

Following a query from P Grant with respect to dates for future sub-committee meetings, the Chair indicated that meetings schedules would be included on the agenda of the first meeting in the new session for information.

## **7 a) MyETL**

A Inglis informed members that MyETL (My Entitlement to Learning) was a project developed by North Lanarkshire Council to provide a web portal to enable access to learning for the local community. Following interest from the Funding Council and Scottish Enterprise Lanarkshire the project had subsequently attracted a wider range of partners including South Lanarkshire Council, local colleges and community education services.

In demonstrating the features of the facility, Mr Inglis reported that staff from the College's Administration and Advice Teams had been trained to administer the local information applied to the website and to assist customers with access. The Easterhouse map would include information related to College provision at the local learning centres etc.

Members were informed that the Funding Council was currently considering allocating funds to the third phase of the project.

Members noted that the project's course search facility was currently undergoing refinement to simplify access to information and that a link to the resource had been applied to the College's website.

**b) Developing Enterprise Skills**

The Chair reported that D Stewart and the Sound Team had been involved in Skills projects run by Glasgow City Council and had subsequently developed a checklist to embed enterprise skills. Mr Inglis then invited Andy Phillips to present and update on recent developments.

Mr Phillips reported that the initiative involved pupils from St Roch's Secondary who wished to play in a band. The content of the checklist was therefore structured as a learner briefing which would require tutor assistance with completion. Members heard that the checklist provided good quality indicators and information to assist completion of Course Team Annual Reports.

Having heard D Stewart's report that the Checklist had proved a successful tool in providing quality indicators to map each learner's progress in the period of the initiative, members recognised that this method of recording offered a distance travelled measurement opportunity and agreed that the Checklist should be added to the College's current ILP documentation.

After discussion, members agreed that the definition of enterprise skills required to be widened to include aspects on taking responsibility and developing the attitude and ability to working with people. Members also acknowledged S Smith's suggestion that Skills for Work programmes be developed to incorporate a unit on employability perhaps leading to certification on completion.

The Chair thanked Mr Phillips for his informative project presentation.

**c) Learner Participation**

J Wilson reminded members of the importance of obtaining feedback from students at each stage of provision to assist the College's planning processes.

Ms Wilson reported that staff from the College's Quality, Guidance, Marketing, Finance Teams and the Students' Association had attended events to enhance the discussion process feedback from which was reflected in quality indicators.

Ms Wilson outlined the various elements of student participation, including periodic focus groups and end of programme satisfaction surveys.

R McCaig endorsed the extent of Students' Association participation in various committees and the level of involvement with College management and other external bodies.

In response to a question, J Wilson confirmed that questions related to Flexible Learning and Library facilities were included in mid and end of programme satisfaction surveys.

After discussion, members noted that, in response to the Funding Council's emphasis on retention, College Quality Day sessions would be arranged for staff to scope the causes of this critical issue and to consider recommendations which could assist people to be supported longer.

In conclusion, J Wilson undertook to bring forward further information on concerns highlighted from student feedback to the next meeting.

The Chair thanked Ms Wilson for the information presented.

## **8 Items for information:**

### **Greater Easterhouse People's Panel: Perceptions of Young People's and Young People's Services – Executive Summary**

Members discussed the survey results and were pleased to hear that there was a high awareness of the College and its services.

Members noted that it remained unclear whether the People's Panel would continue to exist in the new community planning partnerships structure.

Members noted the scope of the items included for information only.

## **9 Date of Next Meeting**

Members endorsed the revised format of the meeting and noted the next meeting was scheduled for Friday, 16 June 2006.

All business on the agenda having been discharged the meeting closed at 2.35 pm.

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

AI/JW  
John Wheatley College  
9 June 2006