

**EDINBURGH COLLEGE ACADEMIC COUNCIL
MINUTES OF MEETING OF 24 MAY 2013
14.00, BOARD ROOM, MILTON ROAD CAMPUS**

Present: Nigel Paul (Chair); Colin Arthur; Fiona Candlish; Mandy Exley; Tracey Joyce;
Ray McCowan; Julie McCran; John Martin; James Moohan; Carole Paterson;
Jane Richardson; Graham Skirving

In attendance: L Feeney (Minutes)

By invitation: Nick Murton; Sharon McCue-Livingston

1 APOLOGIES

Apologies had been received from Moira Frizzell.

2 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

3 MINUTES OF PREVIOUS MEETING - Paper A

The Minutes of 19 April 2013 were approved.

4 MATTERS ARISING

All matters arising were due to be dealt with on the agenda.

5 ACADEMIC COUNCIL SUB GROUPS – Paper B

Julie McCran presented the paper on the proposed sub-groups to the Academic Council, detailing the structure and remit of the groups.

It was noted that a more realistic timescale may be to have them in place at the start of the next academic year.

There was some discussion about how local employers would be involved in this structure. It was noted that local employers were involved in advisory boards/employer councils and they would feed into this through these meetings.

Nigel Paul suggested that once these sub-groups are up and

running, that a combined meeting of the Academic Council and all sub-groups be set up. JMcC pointed out that there will be four sub-groups and four Academic Council meetings in the next year so one sub-group could be invited along to each meeting. It was noted that their involvement would depend on what issues were important at the time.

The Council approved the following:-

- 1) The sub-group membership and structure;
- 2) The remit of the five sub-groups;
- 3) The frequency of meetings;
- 4) The remitted time to undertake duties of sub-group lead;
- 5) The recruitment of sub-group members.

6 **LEARNING AND TEACHING SURVEY – Paper C**

Nick Murton gave a presentation of the results of the Learning and Teaching Survey 2013, summarising all the information in Paper C.

He highlighted the results within the five themes: Learning and Teaching; Learning Climate; Assessment; Skills for Learning, Life and Work; Facilities.

He reported that the survey results were within the realms of a possibility of improvement rather than a risk.

It was noted that the meaning of “workshops” within the facilities theme would be clarified in future with examples.

NM

NM took note that the Council would find it useful to see if some courses have higher satisfaction rates than others.

NM

It was noted that the 105 comparator institutions were all ones who use the QDP software, and NM will supply a list of them to members.

NM

It was agreed that Ray McCowan and NM will put together some information on what level of details is required for the management and monitoring of the actions following the results of the survey.

RMcC/NM

6 **ECSA VISION FOR EDUCATION AT EDINBURGH COLLEGE – Paper D**

James Moohan gave a presentation on the options for implementing a centralised class representative structure and a vision for education that is based on partnership, along with the proposed roles and responsibilities of the membership of the ECSA.

JMcC added that the whole structure is designed to focus the students on their needs at a more local level and to be a forum specific to their area.

In response to a query about the training being brought in house, JM explained that the training needs to be reflective of what the students need and it was felt that this would be better achieved by bringing the training inhouse.

The Council approved the proposal and generally agreed it was a very positive move forward.

8 **CO-CREATION OF LEARNING** - Paper E

Sharon McCue-Livingstone presented this paper. She explained that this followed on from JM's presentation. JM has been invited to the first planning meeting of the LDTs. SMcC-L also informed the Council that the SQA had been invited along as a guest and would then hopefully become part of this forum.

SMcC-L will provide updates on this as and when things move forward.

It was agreed that this piece of work would fit within the Learning & Teaching & CPD sub-group discussed earlier.

JMcC reported that following on from this, there will be a paper to the Executive to look at the development of a new assessment centre at Sighthill, following the success of the one at Milton Road.

9 **CELEBRATION OF LEARNING** – Paper F

SMcC-L introduced this paper, explaining it was an update on the Celebration of Learning Events. She confirmed that the list of events was likely to expand. She said it would be publicised through staff announcements and posters on each campus in order to raise the profile of it. A timetable of events will be available prior to 18 June.

It was agreed that a package could be put together for a leaflet promoting the Event, along with the awards ceremonies and staff development programme. Mandy Exley said she would include it in the campus management team news.

SMcC-L also reported that Mike Cowley, Convenor of EIS, saw it as a very positive event and would be raising it at the EIS meeting.

10 **CREATIVE CONVERSATIONS** – Paper G

SMcC-L explained that this was not really a paper, but more of an update for Council. She reported that holding it on the All-Staff Day had had a very positive impact, and that it would be held at two of the four campuses, Granton and Milton Road. A few other speakers may be added to this event in due course.

11 **FUTURE AGENDA ITEMS – Paper H + Task**

JMcC presented this paper following the introduction of the sub-groups. She felt it was important to have an agreed list of standing items for the agenda for all meetings, and an overview of how these all feed into the larger meetings structure.

The Council members broke into small groups to discuss the paper provided by JMcC. All sheets were handed back to JMcC with comments and JMcC will email a paper out to all members summarising all points made.

JMcC

Regarding the debate theme, JMcC confirmed these will come through from the Sub-Groups.

RMcC suggested we need to look at this alongside the Balanced Score Card and the Outcome Agreement item.

12 **SUCCESS MEASURES – Paper I**

JMcC presented this paper as a follow up to the remit from the first and second meetings. This had been put together to show the success measures aligned with the Outcome Agreement, and this had then been further aligned to the College Strategy Themes. Areas which the Academic Council should be considering and monitoring had been highlighted.

It was agreed there should be some future discussion about the resources which should be allocated to the collection of data for this purpose.

13 FOR INFORMATION
ECSA AND THE YEAR AHEAD – Paper J

John Martin spoke to the paper which Kelly Parry had provided to the Council.

There was some discussion around the postcode methods of highlighting areas of deprivation, and it was noted that this does not accurately reflect the position in Midlothian.

The Council agreed it would be useful to get progress updates against the content of this report in the future.

KP

14 **ANY OTHER BUSINESS**

There were no other items of business.

As this was John Martin's last meeting, the Principal wished to express thanks on behalf of the Council for the huge amount of work done this year on the way students engage with the College. ME felt that the decision to fund and support a students' association had been a good one.

15 **DATE OF NEXT MEETING**

The next meeting is now scheduled for **Wednesday 18 September 2013** at 10am, Midlothian Campus.