

**MINUTES OF ACADEMIC COUNCIL MEETING  
HELD ON 31 JANUARY 2013 @ GRANTON CAMPUS**

**Present:** Jim Donaldson (Chair); Carole Paterson; Debbie Meharg; Fiona Candlish; Graham Skirving; Jane Richardson; Julie McCran; Mandy Exley; Ray McCowan; John Martin; Tracey Joyce; James Moohan; Amanda Hood (Minutes)

**1 APOLOGIES**

Apologies from Moira Frizzell; Sandra Colburn; Kelly-Marie Parry and Colin Arthur.

**2 MINUTES OF PREVIOUS MEETING**

No previous minutes.

**3 MATTERS ARISING**

No matters arising.

**4 WELCOME AND INTRODUCTIONS**

All members were welcomed to the meeting and formal introductions carried out.

**5 ROLE OF ACADEMIC COUNCIL IN COLLEGE GOVERNANCE**

The Academic Council has been set up by the Board as one of 4 separate groups. The Council will look at college wide matters related to Learning & Teaching, curriculum, CPD and student satisfaction as the core business of the college. The Council has been developed in structure to reflect on the policy development and views expressed by teaching and non-teaching staff in the core business of the college. It is important that members of staff and students have the opportunity to develop policies and discuss the pros and cons of them. The key purpose of the Council is to make recommendations to the Board on policy, policy development and anything related to academic matters that would require a Board view. The membership is composed of a mixture of Board members, staff and students to give all key stakeholders within the college representation.

The first meeting will focus on gaining ideas and suggestions to develop a clearer idea of what the Academic Council would like to take forward and in what detail.

**6 REMIT OF COUNCIL AND ROLES AND RESPONSIBILITIES OF MEMBERS**

A draft Remit for the Academic Council was discussed and it was agreed that the following changes should be made:

- The quorum should be 8, to include 7 members and the Chair.
- Under bullet 3 – the word ‘effective’ should be included.
- An additional point should be included highlighting the promotion and sharing of good practice.

- IT resources for Learning & Teaching should be included as part of the remit of Academic Council.

Any report coming to the Council should have gone through the appropriate sub-committee in the first instance and any particular items highlighted.

Although there would be no impact into the higher level recommendations set by the Government and SFC, the group will be able to discuss ways to achieve particular objectives locally.

**Action: Revised Remit Paper to be produced for the next meeting. JMcC**

## 7 **SUCCESS MEASURES FOR COUNCIL AND THE COLLEGE OUTCOME AGREEMENT**

Members were split into 2 groups to have an opportunity to focus on the success measures and have an input into how Academic Council should be measuring these. Within the Outcome Agreement the College has its own high level outcomes and set measures against each target. Specifically groups were asked to look and discuss whether:

- They are the right measures;
- What other measures should be considered;
- Are we in agreement.

Feedback was given from each group.

Success measures for the Council to be revised considering the Outcome Agreement and Strategy measures.

The groups felt that there needs to be a college wide understanding of the Outcome Agreement and JMcC Is currently taking forward some work with students. Focus groups will be considered for staff/students.

Future themed task groups will be set up to support Academic Council and further discussion will take place with the staff representatives to discuss who will take leads in particular areas.

**Action: A revised paper to be produced for the May meeting. JMcC**

**Action: Discussions to take place to establish leads for task groups. JMcC/RMcC**

## 8 **PLANNING OF FUTURE MEETINGS**

### 8.1 **Standing Agenda Items**

It was agreed that the Council would meet bi-monthly in the first instance with the agenda being built up as required as the Council progresses. The meetings will then move to quarterly.

It was agreed that the Balanced Scorecard should be presented to the Council on a quarterly basis to monitor progress against targets.

**Action: Map out some agenda items for future meetings. JMcC**

## **8.2 Protocols for Meetings and Papers**

Papers for submission to Academic Council should, in the first instance, be sent to Amanda Hood. JMcC will look at papers before being tabled.

## **9 APPROVAL OF STATEMENTS FOR EDINBURGH COLLEGE**

Papers have been approved by Executive Team.

## **10 A O C B**

No additional business.

## **11 DATE OF NEXT MEETING**

The next Academic Council meeting will take place on Friday 19<sup>th</sup> April 2013 at 2.00 am. The meeting will be held in the Board Room at Granton Campus.

## ACADEMIC COUNCIL

31 January 2013

### ACTIONS

No	Action	Responsible	Deadline
7	Revised Remit  A revised Paper back to the Council at the next meeting.	JMcC	19/04/13.
7	Action: A revised paper to be produced for the May meeting. JMcC  Action: Discussions to take place to establish leads for task groups. JMcC/RMcC	JMcC/RMcC	24/05/13.
8.1	Standing Agenda Items  Map out some agenda items for future meetings	JMcC	19/04/13.