

## Quality CoP Steering Group Meeting

**Thursday 03 December 2009, Scotland's Colleges at 1000**

**Present:** Ian Beach, Dumfries and Galloway College (*Chair*)  
 Colin Buchanan, Scotland's Colleges  
 Jim Burns, Glasgow College of Nautical Studies  
 Stewart Duncan, UHI  
 Ann Heron, James Watt College  
 Charles Renwick, Glasgow Metropolitan College  
 Barbara Slater, Scotland's Colleges (*Minutes*)  
 Lesley Sutherland, SFC  
 Kenneth Wilson, Jewel and Esk College (*Vice Chair*)

**Apologies:** Juliet Fraser, HMle  
 Nik Heerens, SPARQS  
 Julie Ann Kitt, Carnegie College  
 Margaret Rose Livingstone, Coatbridge College  
 Ian McCallum, Stow College  
 Cathy McSkimming, Cardonald College

		<b>Action</b>
1.	<p><b>Welcome and apologies</b></p> <p>The chair welcomed members to the meeting and introductions were conducted followed by the list of apologies.</p>	
2.	<p><b>Minutes of Previous Meeting and matters arising</b></p> <p>The minutes of the previous meeting were agreed to be a true and accurate account of the meeting.</p> <p>Noted that JA Kitt had sent back the feedback re the session in March.</p> <p>Noted that L Sutherland had sent the baseline survey.</p> <p>Noted that the first annual report from external evaluators will be on the website very soon and that L Sutherland will email C Buchanan.</p> <p>C Buchanan reported that work has progressed on the self-evaluation tool in terms of its adaptation for the college sector. The timescale for its completion is end of March for dissemination April/May.</p>	<b>LS</b>
3.	<p><b>Membership</b></p> <p>Noted that resignations were received from:          Ruth Garvie Dundee College          Gill Ritchie Adam Smith College          Pamela Hosey Cumbernauld College.</p> <p>After discussion it was agreed to send out a letter from the Chair to all colleges not represented seeking interest and to deal with nominations at the next meeting.</p>	<b>BS and IPB</b>

		<b>Action</b>
<b>4.</b>	<p><b>Event fees</b></p> <p>The meeting discussed the cost of attending events and after discussion agreed to raise with Scotland's Colleges:            The cost of events generally and seeking across the board reduction if possible            Particularly seeking reduction for SG members who are often not only organising the event but also facilitating/presenting            And thirdly the possibility of holding events in colleges and thereby reducing costs</p>	<b>CB</b>
<b>5.</b>	<p><b>Event review – Friday 23 October</b></p> <p>Noted that the results were in the main positive although it was not clear on the evaluation how many people had actually attended the event.</p> <p>Noted that it might be useful to use the pp vote system.</p>	<b>CB</b>
<b>6.</b>	<p><b>Event planning</b></p> <p>A variety of suggestions were made for the January and March events which Colin will filter into a meaningful draft programme. including:</p> <p>Graduand destination statistics            The latest PI tool demonstration            Accessing other PI information</p>	<b>CB</b>
<b>7.</b>	<p><b>Self evaluation tool</b></p> <p>Agreed that C Buchanan will send out an email explaining the background and seeking involvement from sector representatives.</p>	<b>CB</b>
<b>8.</b>	<p><b>Quality CoP activities</b></p> <p>Agreed to have this on the agenda for the May meeting as an item for discussion.</p>	<b>CB</b>

		<b>Action</b>
<b>9.</b>	<p><b>Sector updates</b></p> <p><b>HMIe</b> – none available</p> <p><b>SFC</b> – L Sutherland reported that as a result of the SFC restructure she is now Assistant Director, Learning, Governance &amp; Sustainability Group. This group looks after corporate governance, legal compliance, secretariat services and internal audit. Other responsibilities include: learning; quality assurance and enhancement; college and university governance; working with the sector support agencies; institutions' commitments to sustainability; and oversight of equality and diversity.</p> <p>Noted that the current cycle of inspection is from 2008-2012 and that discussion surrounding the next cycle should be an item for discussion at the May SG meeting.</p> <p><b>SPARQS</b> – none available</p> <p><b>Scotland's Colleges</b> – C Buchanan reported on the merger and restructure indicating that there are two main directorates:            Next Practice – led by John McCann            Sector Development – post vacant presently. Ray Harris is interim Chief Executive. Roddy Henry is Associate Director and there are four new posts of Manager: C Buchanan; L Whelan; G Cameron and G Ratcliffe. The remits are yet to be determined and the direction of travel is likely to be collegiate. People who have left the organisation and formerly impacted on the Quality CoP are Anne Law; Glen Cook; Moira Shemilt; James Alexander and Louise McCall.</p>	<b>CB</b>
<b>10.</b>	<p><b>AOCB</b></p> <p>No items raised.</p>	
<b>11.</b>	<p><b>Date of Next Meeting</b></p> <p>Thursday 18 February 1000</p>	