

## Quality CoP Steering Group Meeting

**Tuesday 04 May 2010, Scotland's Colleges at 1000**

**Present:** Kenny Wilson, Jewel and Esk College (*Chair*)  
 Colin Buchanan, *Scotland's Colleges*  
 Keith Coyne, SFC  
 Susan Grant, Aberdeen College  
 Ann Heron, James Watt College  
 Margaret Rose Livingstone, Coatbridge College  
 Cathy MacNab, Clydebank College  
 Charles Renwick, Glasgow Metropolitan College  
 Barbara Slater, *Scotland's Colleges (Minutes)*  
 Simon Varwell, sparqs  
 Jill Weatherill, Glasgow Central College  
 Kay Whittall, Inverness College

**Apologies:** Ian Beach, Dumfries and Galloway College  
 Jim Burns, Glasgow College of Nautical Studies  
 Stewart Duncan, UHI  
 Juliet Fraser, HMle  
 Julie Ann Kitt, Carnegie College  
 Ian McCallum, Stow College  
 Cathy McSkimming, Cardonald College

		<b>Action</b>
1.	<p><b>Welcome and apologies</b></p> <p>Kenny Wilson, Chair for this meeting, welcomed members, and new members, to the meeting and introductions were conducted and apologies noted.</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><b>Membership</b> – agreed to remove Pamela Hosey from the list and ensure that Ian McCallum is included.</p>	
3.	<p><b>Event Review – Annual Conference Tuesday 30 March 2010</b></p> <p>The meeting heard that 33 people had attended as delegates and of those, 19 had submitted evaluations. The feedback is very good demonstrating that the conference had been a very positive experience. The content of the agenda displayed real currency. The presentations were excellent and overall it was a very positive review.</p> <p>The meeting noted that Newcastle College had withdrawn very regretfully and have agreed to commit at another time.</p>	

	<p>The meeting heard that there will be a <i>Scotland's Colleges</i> meeting the next day where conference costs etc will be discussed. The meeting noted that Stirling Management Centre (SMC) has disadvantages in terms of parking, size of accommodation (the room was on the small side); cost to delegates; lack of access to free video conferencing; however, it was agreed that it is often advantageous to get away from the workplace to attend conference and also that many of the colleges would have comparable charges to the SMC.</p> <p>Agreed to explore nearer the time and to await any developments at tomorrow's meeting.</p>	<p><b>Action</b></p> <p><b>CB</b></p>
<p><b>4.</b></p>	<p><b>Self evaluation tool</b></p> <p>Colin reported the responses have been very good. The toolkit still needs 'Child at the centre' to be incorporated, and thereafter should be ready in the third week of May. Christine Mathers, early years care Subject Mentor, is taking this forward.</p> <p>There is a launch planned for June where colleges can get more involved – there will be a suite of 15-20 video case studies (enterprising activities). There are two new members of staff involved looking at enterprise and education at <i>Scotland's Colleges</i> – Douglas Noble and Leigh Brown (Enterprise Officers).</p>	
<p><b>5.</b></p>	<p><b>Future Quality CoP Activities</b></p> <p>It was noted that there are no exact dates as yet; however, the forecast is:</p> <p>October Update event 10:00-15:00          Late January Administrators/Coordinators event          Late March/early April Annual Conference</p> <p>Possible issues:</p> <p>Newcastle – outcome based funding          Peer review in benchmarking/sharing of good practice e.g. European peer review project (Holland)          SQA new approach to quality enhancement (Jean Blair)          C4E (Morag Kerr)</p> <p>Learning and teaching – Roddy Henry's group – Colin to check          HMIe update – Aspect reviews, subject reviews eg. business, hospitality, sports, and equalities due          Using quality managers – wider SUMs funding aspects and how it relates to student outcomes – SFC          Learner engagement – sparqs update on attendance and participation          Approaches to initial lecturer training – noted this could be HR/PD remit</p> <p>It was agreed that a further meeting will finalise the detail. The Newcastle issue might well be developed at the 2011 annual conference. Also need to look at super class discussion.          The meeting discussed the existence of benchmarking forums and the role of the subject networks.</p>	<p><b>CB</b></p>

6.	<b>Sector Updates</b>	<b>Action</b>
	<p><b>HMIe</b> – no report available.</p> <p><b>SFC</b> – Keith reported on the Quality, Equalities and General Purposes Committee (Council members only) which had met recently and which had received two HMIe reports:            Overview of quality enhancement activities for AY 2008-09            Analysis of colleges annual reports on enhancement for AY 2008-09</p> <p>These had been well received and there is a further meeting next week of the College Quality working Group which includes a presentation from Karen Murray, SDS on quality assurance/enhancement – further information will be available on the website.</p> <p>The Joint Quality Evaluation SG met in March to discuss the second draft annual report. The minute will be on-line in due course. It was agreed that the draft report should be available to the Quality CoP SG.</p> <p>The meeting noted that HMIe is in the process of refreshing its website to ease access to collation of aspect tasks etc.</p> <p><b>sparqs</b> – Simon reported on collaborative work with Scotland's colleges on co-creating learning and delivery of curriculum involving eg. Lews Castle, Edinburgh's Telford, Glasgow Met and Angus Colleges.</p> <p><b>Events:</b>  <b>Developing Course Rep Training: Your Next Steps</b> Wednesday 26 May 2010, 9:45 - 16:00, Terraces Hotel, Stirling</p> <p><b>Engaging International Students</b> Thursday 27 May 2010, 09:30 - 16:15, The Melting Pot, Edinburgh</p> <p><b>Consultancy work:</b></p> <ul style="list-style-type: none"> <li>• UHI-wide class rep training enhancement</li> <li>• Creating a regional approach to Supporting College Student Governors</li> <li>• Creation of online resources for postgraduate distance learning class representatives</li> <li>• Research on engagement of students in shaping learning spaces</li> <li>• Embedding of class rep training</li> <li>• International consultancy</li> </ul> <p><b>Staffing:</b> Simon reported that the recruitment for Head of sparqs closes on Monday 10 May 2010 and it is expected to have new Head in post in the next three months.</p>	

