

Quality Steering Group Meeting

Wednesday 16 January, SFEU, at 1330.

Present: Ian Beach, Dumfries & Galloway College, (Chair)
Colin Buchanan, SFEU
Jim Burns, Glasgow College of Nautical Studies
Duncan Cockburn, SPARQS
Gerry Dougan, SFEU
Janet Gardiner, HMle
Ruth Garvie, Dundee College
Julie Gilstrap, ASC
Anne Heron, Central College of Commerce
Julie Ann Kitt, Carnegie College
Margaret Rose Livingston, Coatbridge College
Christine Mathers, SFEU
Ian McCallum, Stow College
John McCann, SFEU
Lorrie McCusker, West Lothian College
Alan Purvis, Eden Network Development
Debbie Purvis, Eden Network Development
Lesley Sutherland, SFC
Kenneth Wilson, Jewel & Esk College
Sarah-Jane Carter, SFEU (minutes)

Apologies: Gordon Benson, Clydebank College
Stewart Duncan, UHI
Cathy McSkimming, Cardonald College
Charles Renwick, Glasgow Metropolitan College
Gill Ritchie, Adam Smith College

1. Welcome and Apologies

Ian Beach welcomed everyone to the group meeting.

2. Minutes of Previous Meeting and Matters Arising

It was noted that on the second bullet point under Matters Arising, SVQ should have been recorded as SQA. There was also an incorrect spelling of SPARQS on the second page.

Ian McCallum distributed the breakdown of External Verification visits by unit around the group as per the action point.

3. SCQF – Discussed by Christine Mathers, SFEU

Christine Mathers, from SFEU, spoke to the group regarding the SCQF's aims and objectives, focusing on Care, and distributed the document, 'Operational and Strategic Plans of the SCQF Partnership' amongst the group, this links SCQF to Scottish social and economic strategy.

It was proposed that an SCQF/Scotland's Colleges group be created to reflect on work, share good practice and staff development needs. The aim of the group would be to take things forward and create a toolkit for staff development and feed into the policy on funding and strategic decisions.

Christine asked members to collect a file containing SCQF resources for both Learners and mentors in Care, this is a resource for staff to reflect on practice. There is a link to the materials through the online Subject Networks Care and Communities Scotland.

Christine invited the members to discuss joining the new SCQF/Scotland's Colleges group. The group discussed ways in which individuals could join the new group, it was agreed that a sub-group of the Quality Steering Group would be formed. The aim is to have representatives from colleges spread geographically across Scotland.

All members will be contacted in writing and asked to express interest in joining the group, membership will be limited to either six or eight quality managers. A proposal and remit for the group has been drafted and will be discussed at the first meeting which will be held in early March 2008.

(Action: CB)

4. Curriculum Surveyor – Presented by Alan Purvis, MD, Eden Network Development

Alan Purvis introduced the Curriculum Surveyor software and took the group through a series of slides explaining its possible uses. The software has been designed for colleges and has MIS integration and an online interface for respondent feedback. The software allows management of surveys, targeting of particular groups and various ways of arranging and displaying reports at the required level.

The cost of the software is a one off fee of £4,995.00 plus VAT, with the option of additional update packages and staff training days. A copy of the slides along with contact details for more information was distributed amongst the group.

5. Event Review – 31 October 2007

It was agreed by the group that the last event was very successful with some good content, this was reflected by the number of delegates who completed the review sheets. Colin Buchanan will look at the results over the last few years and provide a progress report to show the distance travelled so far.

(Action: CB)

The issue of the lack of responses to the survey was raised. Colin suggested two different ways of recording responses. A paper review can be given out at the end of the event for completion or an online voting system can be used at the end of the day to collate the reviews. It was suggested that ten minutes at the end of the next event should be set aside to try the online voting system.

6. Conference Planning and Joint Conference

Gerry Dougan Joined the group to discuss the Joint event scheduled to be held in March between Quality, Librarians, MIS and ICT CoP groups. Colin Buchanan produced a draft agenda for the conference. It was agreed that HMIe information would be put into the conference pack to allow more time for other relevant speakers.

Gordon MacBride from the Scottish Funding Council is scheduled to speak on the SARU in the afternoon. Colin Buchanan will gather questions for Gordon to answer prior to the event.

(Action: CB)

The principle of the joint conference has been accepted, the logistics will be discussed at a later date.

7. New Membership Enquiries

Nominations for new group members have been received although the constitution of the group indicates the QCoP currently has full membership. Colin will write to the existing members to find out if they would like to remain in the group. Any member who has missed three consecutive meetings will have their membership reviewed.
(Action: CB)

Ian asked group members to provide and update on current actions:

Janet Gardiner, HMle

HMle are halfway through the review cycle and have nothing additional to report at this stage, achievement and outcome reports are still ongoing.

Julie Gilstrap, ASC

Julie indicated that the conference is an important forum to further consult on the revised framework.

Lesley Sutherland, SFC

The Quality Working Groups will meet in February 2008 to continue with their agenda through implementation.

Duncan Cockburn, SPARQS

SPARQS are currently developing a strategic plan and will seek the conference's and individuals views, Duncan will circulate the draft of the plan.
(Action: DC)

A small grant for mapping exercises has been funded. SPARQS will consult and survey the sector with a view to establishing examples of effective engagement of students. Duncan will be approaching colleges to set up interviews and will try to get a balance between different colleges.

Duncan suggested it would be helpful to have two or three quality managers to spend a day going through the collated reviews, if anybody would like to volunteer they can contact either Duncan directly or a member of the SPARQS team.

A pilot presentation with the key issue of bringing together people who are responsible for course representation has been carried out in the north of Scotland; if this is successful it will be rolled out across Scotland.

SPARQS are developing a learner development strategy and Duncan will send out a link to the report detailing work taken forward.
(Action: DC)

8. AOCB

There was no other current business to be discussed.

9. Date of next Meeting

The date of the next meeting will be discussed by the committee in due course, the expected date will be towards the end of April 2008.