

Quality Steering Group Meeting

Wednesday 25 June 2008, SFEU at 1300

Present: Ian Beach, Dumfries and Galloway College (Chair)
Colin Buchanan, SFEU
Jim Burns, Glasgow College of Nautical Studies
Ruth Garvie, Dundee College
Julie Gilstrap, ASC
Anne Heron, Central College Glasgow
Margaret Rose Livingston, Coatbridge College
Ian McCallum, Stow College
Lorrie McCusker, West Lothian College
Charles Renwick, Glasgow Metropolitan College
Kenneth Wilson, Jewel and Esk College
Louise McCall, SFEU (Minutes)

Apologies: Anne Law, SFEU
Gordon Benson, Clydebank College
Duncan Cockburn, SPARQS
Stewart Duncan, UHI
Janet Gardener, HMle
Pamela Hosey, Cumbernauld College
Julie Ann Kitt, Carnegie College
Cathy McSkimming, Cardonald College
Gill Ritchie, Adam Smith College
Lesley Sutherland, Scottish Funding Council
Sarah-Jane Carter, SFEU (Minutes)

	Action
<p>1. Welcome and Apologies</p> <p>The apologies for the meeting were noted.</p>	
<p>2. Minutes of Previous Meeting and Matters Arising</p> <p>The minutes of the previous meeting were noted as a true and accurate account of the meeting.</p> <p>The review of the conference, including the joint conference aspect is pending action from C. Buchanan.</p>	CB
<p>3. September 2008 Event Planning</p> <p>C. Buchanan provided the group with a brief reminder to the reasoning behind agreeing at the previous meeting to hold an event in September to replace the June event which did not take place.</p>	

It was agreed by the group for the September event to become a Baseline Workshop. The Baseline is due to be submitted by 3 December 2008 so the group agreed this should take place in September 2008 as some college staff are required to submit a draft Baseline at their October 2008 Board Meeting.

The September Workshop will be a networking event in order to allow those responsible to complete the Baseline report to be able to do this with confidence in what they include in the report. The group strongly agreed that the programme for the workshop should clearly state that not all questions will be answered on the day as it is more of a swap and share workshop.

The suggested format for the Baseline Workshop is as follows:

- 5 minute introduction to the 60 delegates attending
- split into 4 groups of 15 for 2 hours to share thoughts and feelings and swap strategies
- 4 groups will gather together to discuss the various issues raised and strategies suggested, etc.

It was felt that the event should commence at 1000 and finish by 1500 to allow it to be inclusive to those who are required to travel further afield.

4. Event Dates – Move October to November

It was agreed by the group to email C. Buchanan with ideas surrounding the event which is due to take place on 19 November 2008, including suggestions for an appropriate facilitator.

All

This event will be discussed further at the next meeting.

5. January Event – Quality Staff

It was agreed by the group to forward email dialogue to C. Buchanan with suggestions and ideas for the Quality Staff event due to be held in January.

All

This event will be discussed further at the next meeting.

6. Shape of Quality Conferences for 2009/2012, October, January, March (Conference)

The group agreed to discuss this at the next meeting.

7. AOCB

There was no any other corresponding business.

8. Date of Next Meeting

The group agreed that the next meeting will be held on Tuesday 23 September 2008 at 1300. SJ Carter will confirm the venue of the meeting in due course,