

## Quality CoP Steering Group

**Wednesday, 27 August 2008, Scotland's Colleges, Argyll Court, at 1400 (lunch from 1330)**

**Present:** Ian Beach, Dumfries & Galloway College (*Chair*)  
 Gordon Benson, Clydebank College  
 Jean Blair, SQA  
 Jim Burns, Glasgow College of Nautical Studies  
 Gerry Dougan, Scotland's Colleges  
 Janet Gardner, HMle  
 Ruth Garvie, Dundee College  
 Nik Heerens, SPARQS  
 Anne Heron, James Watt College  
 Pamela Hosey, Cumbernauld College  
 Margaret Rose Livingstone, Coatbridge College  
 Ian McCallum, Stow College  
 Matthew McCullagh, SQA  
 Lorrie McCusker, West Lothian College  
 Cathy McSkimming, Cardonald College  
 Charles Renwick, Glasgow Metropolitan College  
 Gill Ritchie, Adam Smith College  
 Kenneth Wilson, Jewel and Esk College  
 Lisa Lavery, Scotland's Colleges (*Minutes*)

**Apologies:** Colin Buchanan, Scotland's Colleges  
 Stewart Duncan, UHI  
 Julie Gilstrap, ASC  
 Julie Ann Kitt, Carnegie College  
 Lesley Sutherland, SFC

1.	<p><b>Welcome and Apologies</b></p> <p>Ian Beach welcomed Nik Heerens and Pamela Hosey who were attending their first meeting. Apologies were noted as above.</p>	<b>Action</b>
2.	<p><b>Minutes of Previous Meeting and Matters Arising</b></p> <p>The group reviewed the previous minutes and agreed they were accurate.</p> <p>Items 4/5 – Colin will re confirm the dates of upcoming Quality CoP meetings as dates in the 'Communities of Practice Programme' were printed incorrectly and will then notify Ian and Kenny.</p>	<b>CB</b>
3.	<p><b>Progress to date – SQA and Quality CoP – Matthew McCullagh and Jean Blair</b></p> <p>Jean Blair gave feedback from the updates within SQA and a handout was given to the group to review. Various comments were made and some are noted below:</p>	<b>Action</b>

	<p><b>Central verification</b> – period has changed. Difficulties have arisen as to who carries out this work. SQA are keen to explore how to make this work better.</p> <ul style="list-style-type: none"> <li>• What do we want out of Quality Assurance? – more definitive information to be sent out. The group gave some examples of this.</li> <li>• Nature and content of communication was very clear and appropriately sent out and colleges felt they had not been overwhelmed.</li> <li>• Operational Help Centre – the group asked for the information to be sent as a letter.</li> <li>• The group asked if a better search system could be set up for finding information. SQA are aware of this situation and are looking into the matter.</li> </ul> <p><b>Conduct of verification</b> – issues of inconsistent approach</p> <ul style="list-style-type: none"> <li>• On occasion, chasing reports by colleges necessary – some still waiting for reports from last year. SQA, on occasion, encourage colleges to return their reports in a timely fashion, there are still some reports currently outstanding.</li> <li>• Feedback from an EV visit: <ul style="list-style-type: none"> <li>– EV report will be sent electronically (as scanned report)</li> <li>– EV feedback form can be downloaded from the SQA website. Matthew asked colleges to ensure that the forms are sent back as there are a very low percentage of forms coming in.</li> </ul> </li> <li>• Confidence in consistency – asking for supplementary information to be sent to the same EV. A situation has arisen in one college getting three different EV's and so three different views regarding feedback.</li> <li>• Better standardisation of assessment materials – to save money, it's a major expense as work is being re-invented twice.</li> <li>• Scotland's Colleges – prior verification would be helpful which, would give improved validity and also could be used within Scotland's Colleges repository. This would hopefully gain SQA stamp of approval.</li> </ul> <p>SQA has set up a team to review and update procedures for information to be used better. Jean asked the group what colleges thought would be helpful regarding this:</p> <ul style="list-style-type: none"> <li>• Are the standards right?</li> <li>• Are we delivering the right qualifications?</li> </ul> <p>Gerry D informed the group the Computing and Information Technology Subject Network Conference (topic – Improving Enrolments, Retention and Achievement) on Thursday 18 September 2008 Details of the event can be found at: <a href="http://www.sfeu.ac.uk/events/show/2722">http://www.sfeu.ac.uk/events/show/2722</a>. Gerry will inform Jean from SQA has registered to attend this event. He also asked the group to ensure they circulate the date within their college.</p>	<b>GD</b>
	<p>A number of additional issues were discussed including –</p> <p>It was generally agreed that the approach of verifying the Group Award rather than individual units is positive. However, it was noted that this could result in the whole award being held with subsequent impact on students in other departments.</p>	

	<p>It was suggested that information on the EV process at unit and award level could be made available for use as college PIs.</p> <p>It was agreed that a further meeting should take place to discuss SQA related Issues. Jean will send a list of potential agenda items to Quality Managers in Colleges for discussion.</p> <p>Matthew McCullagh indicated that the SQA Guide to Assessment is now available and encouraged the group to look at it.</p>	<p><b>JB/ALL</b></p>
<p><b>4.</b></p>	<p><b>Allocation of workshops at event – Wednesday 17 September 2008</b></p> <p>In Colin's absence Gerry updated the group on the programme for the event and advised that speaker details will follow.</p> <p>Gerry asked for potential speaker details to be sent to Colin.</p> <p>Gerry advised that some facilitators are required to help at the event –</p> <ul style="list-style-type: none"> <li>• Someone to circulate around all tables to support across group discussions.</li> <li>• To record feedback</li> <li>• A Chair to ensure the structure/timing are followed and to introduce the person giving feedback from each table</li> <li>• To develop workshop support materials to support delegates, ie. explanation of activity, guidelines, etc.</li> </ul>	<p><b>CB</b></p> <p><b>ALL</b></p>
<p><b>5.</b></p>	<p><b>AOCB</b></p> <p>Charles Renwick asked for feedback on how colleges handle student information during the delivery of graded units, ie. students who leave/withdraw. An open discussion followed on how individual colleges have dealt with this situation.</p> <p>Janet advised that the following Aspect Reports would be produced by HMle next Year:</p> <p><i>Subjects</i></p> <ul style="list-style-type: none"> <li>• Computing.</li> <li>• Art and design.</li> <li>• Adult literacy.</li> </ul> <p><i>Cross College</i></p> <ul style="list-style-type: none"> <li>• Sustainability.</li> <li>• International.</li> </ul> <p>Janet indicated that a Toolkit for learners with profound needs is being collated by HMle and that HMle will be undertaking visits to all colleges to update them on the Quality Framework and Inspection Process. There may be potential after this phase for further dissemination through the subject networks.</p>	

	<p>Charles gave a quick update of Student Learning Enhancement and Engagement Committee (SEEC) event in Adam Smith College. Student representation was poor but they are likely to re-issue in the near future.</p> <p>October – residential event (dates from Nik).</p>	
<p><b>6.</b></p>	<p><b>Date of next meeting</b></p> <p>Event Date: Wednesday 17 September 2008</p> <p>Next Quality CoP meeting: Tuesday 23 September 2008 at the Riverhouse Restaurant, 1330 -1600 ( Lunch at 1300)</p>	