



Academic/ Quality Assurance Board

Minutes

Date of meeting: 30th July 2020

Duration of meeting: 14:00 to 15:30

Location: Google Meet

Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters arising
03	MS Teams for online learning
04	EV visits
05	The case for the approval of new courses
06	Change of Titles

Attendance:

Names	Occupation/ Directorate
Bilal Sheikh	Principal
Syeda Zain	Dean of Studies / Chairperson
Mr Desh Raj Sharma	Course Team Leader Business and Marketing - Secretary
Pratika Teyssedou	Course Team Leader Hospitality Management
Mr Francis Marfo	Senior Lecturer - Marketing
Mr Yannick Fansi	Senior Lecturer - Hospitality
Mr Kwaku Adjepong	Course Team Leader DET
Dr Jahanzaib Irfan	Course Team Leader Health & Social Care
M Amin	25252 – HND Bus MKT
Gina Pop	25074 – HND Hospitality

Apologies:

Names	Occupation/ Directorate

1. Minutes for the previous meeting

The minutes of the meeting of 1st April 2020 was received and approved.

2. Matters Arising

None

3. MS Teams for online learning

The Dean of Studies put forward a proposal to use the MS Teams platform from September onwards for the online classes. It was discussed that, though, in the scenario planning, different options were discussed to offer teaching and learning. But still, there is a strong possibility that the classes will remain online, and in the case of hybrid teaching, only the tutorials or feedback will be face to face. She recommended the use of MS Teams instead of Google Meet for the September session. The reason for the change is because, according to the iT team of the College, MS Teams is more secure and has more features as compared to Google Meet. After a long discussion concerning the pros and cons of both platforms, it was decided to adopt MS Teams for online lecturing.

It was also decided that training sessions will be arranged in August for the teaching staff and a training manual will be prepared for the students. The Student Services staff will also provide guidance and support during induction to the new students.

Action: Feedback on the use of MS Teams by Dean of Studies in the next meeting dated 30th November 2020

4. EV Visits:

The Dean of Studies reported concerning the Pearson EV virtual Visits:

EV Hospitality QCF visit was on 10th May, and RQF was on 1st June 2020

EV for DET visit was on 30th June 2020

EV for Health & Social Care visit was on 3rd July 2020

AMR happened 1st May 2020

The EV Marketing visit will be on 10th August 2020

She reported that the relevant External Verifiers released all the certifications; the only visit left is from the External Verifier for HND Business Marketing.

Action: Feedback concerning the EV Marketing visit by the Dean of Studies in the next meeting dated 30th November 2020

5. New Course Approvals:

The Dean of Studies reported that the college has to increase the course portfolio, and according to the research she presented, there is a demand concerning the following courses:

BSc (Hons) Business Management & IT

BSc (Hons) Business Management & IT with Foundation

BA (Hons) Marketing and Media Communication

BA (Hons) Marketing and Media Communication with Foundation

BA (Hons) Fashion Design

BA (Hons) Fashion Design with Foundation

She distributed the research results of these courses, and it was decided to discuss these courses with Buckinghamshire New University and request their approval.

Action: Feedback concerning the approval of new courses from Buckinghamshire New University in the next meeting dated 30th November 2020

6. Change of Titles

The Dean of Studies reported that the titles of the Team Leaders will be now Programme Managers.

Date of Next

The meeting is ended, and the next meeting is scheduled for 30th November 2020

Person responsible	Action
Dean of Studies	Feedback on the use of MS Teams by 30 th November 2020
Dean of Studies	Feedback concerning the EV Marketing visit by 30 th November 2020
Dean of Studies	Feedback concerning the approval of new courses from Buckinghamshire New University in the next meeting dated 30 th November 2020