



HND/ DET Team Meeting

Minutes

Date of the meeting: 23rd November 2020

Duration of meeting: 15:00 to 16:30

Location: Google Meet

Agenda:

No	Items
01	Minutes of the previous meeting
02	Matters Arising
03	Socially Distanced Campus
04	MS Team Issues
05	From Hybrid to Online
06	Foundation Year Pilot course
07	
08	Any Other Business
09	Date of next meeting
10	
11	

Attendance:

Names	Department	Category of membership
Steve Williams	Lead Internal Verifier/ Quality Assurance Manager	Member
Mrs Sayeda Zain	Dean of Studies	Chairperson
Mr John Oakshott	Lecturer - Business	Member
Mr Yannick Fansi	Lecturer- Business	Member
Mr Francis Marfo	Lecturer/ Internal Verifier - Business	Member

Mr Raj Desh Sharma	Programme Manager HND Business Marketing/ Lecturer	Secretary
Mr Christian Howusu	Lecturer - Hospitality	Member
Dr. Kwabena Frimpong	Lecturer - Business	Member
Mr Thomas Gomes	Lecturer - Hospitality	Member
Mrs Pratika Teyssedou	Programme Manager HND Hospitality Management/ Lecturer	Member
Mr Jahnazaib Irfan	Programme Manager HND Health and Social Care/ Internal Verifier	Member
Ms Tabassum Firdous	Lecturer/ Internal Verifier – Teacher Training	Member
Mr Kwaku Adjepong	Programme Manager Teacher Training/ Lecturer	Member
Ms Lilian Appiah	Lecturer – Hospitality	Member
Mr Gowher Malik	Lecturer/ Internal Verifier - Business	Member
Mrs Lacramioara Carmen	Lecturer - Hospitality	Member
Mrs Chika Ugoji	Lecturer - Business	Member
Mrs Farida Kalam	Lecturer – Teacher Training	Member
Mr Jawahar	Lecturer – Health & Social Care	Member
Mr Sarkis Nehme	Lecturer/ Internal Verifier - Hospitality	Member
Mr Fabrice Teyssedou	Lecturer/ Internal Verifier - Hospitality	Member
Ms Tsitsi Marima	Lecturer - Hospitality	Member
Mr Henry Aluko	Lecturer - Hospitality	Member
Dr Maria	Lecturer/ Internal Verifier	Member
Ms Lindsay Brown	Lecturer - Hospitality	Member
Muhammad Sameer	Lecturer - Business	Member
Dr Oluseyi Felicia	Lecturer - Business	Member

Jacob Owusu	Lecturer – Teacher Training	Member
Ayodele Aluko	Lecturer - Business	Member
Anastasia Ochieze	Lecturer – Health & Social Care	Member
Abigail Amponsah	Lecturer – Health & Social Care	Member
Bartholomew Soludo Eze	Lecturer – Health & Social Care	Member

Apologies:

None

1. Minutes of the previous meeting:

The minutes of the previous meeting were distributed, and everyone agreed to them

2. Matters Arising:

The Dean reported that the Scenario Planning document was finalised and was approved by the Board of Governors

The Programme Manager Hospitality reported that all staff and students were trained on MS Teams and manuals were developed and distributed

Dean reported that new courses business cases were forwarded to the university for approval, and in the online meeting, the Pro-Vice-Chancellor showed an inclination for approval, but final approval is awaited.

3. Socially Distanced Campus

The Dean of Studies reported that she is attending an online project of **Advance HE**, “Socially Distanced Campus,” it is the project they have invited colleagues around the world to take part and share their experiences.

Keeping in view the current circumstances of COVID-19, they have arranged sessions of information sharing based on the five themes:

1. Induction
2. Quality
3. Inclusion
4. Design & Delivery

5. Space & Place

Workshops have been arranged on the above topics this week, and each workshop has a duration of 3:30 hours. She will be attending 4 of these topic workshops during this week, and today was the first workshop on the topic of Quality. After this week, once they have all the shared information from us, AdvanceHE will publish **5 Leadership Intelligence Reports covering all five topics.**

In the Quality session, we discussed micro-credentials, cultural shift due to shifting towards online media, emergency regulations, and no detrimental policies that how does this square with the maintenance of academic standards.

Few salient points which were highlighted by everyone and which Mont Rose College has already adopted or will start doing from June onwards are:

- ☐ Extensive pastoral support for students (I have decided to hire 2 more staff members on a part-time basis from June onwards, their salaries can be paid through the grant). These staff members will guide the students in their academics and will also be providing pastoral support.
- ☐ Peer Mentoring needs to be started as soon s possible from June
- ☐ Lending laptops to students with disabilities
- ☐ Developing IT training manual for staff and students
- ☐ Scenario planning on blended learning/ online/ face to face (starting from September)

Second Workshop:

I attended the second workshop on the topic mentioned above, have got some very good ideas for our scenario planning. We need to start working on this asap because it is a time-consuming project. I will be mentioning the vital points below:

- ☐ Digital poverty - all students should have access to digital lectures/ online teaching
- ☐ Synchronous dual delivery or asynchronous delivery? (Need to decide)
- ☐ Change work culture and need to be agile
- ☐ Mental map of the institution

- Need to develop guiding principles/ Online framework/ Active learning framework
- Developing communities of practice that build on the expertise
- Proximate pedagogies
- engagement hours more important than contact hours
- Need to upskill staff in using technology
- Rethink work allocation model and resources

The above points are more related to academics and IT.

Third Workshop:

The highlighted points are as follows:

- Use Bubble Approach of New Zealand for September intake (check the below links for bubble approach
- <https://www.lbc.co.uk/hot-topics/coronavirus/what-is-new-zealand-s-social-bubble-approach/>
- <https://slate.com/news-and-politics/2020/05/new-zealand-quarantine-bubble-concept-america.html>
- Tracking app the check the student health but can have GDPR issues
- Internal Equality Impact Assessment by Essex university: <https://www.essex.ac.uk/news/2020/05/21/a-combined-solution-to-loosening-lockdownhttps://www.essex.ac.uk/news/2020/05/21/a-combined-solution-to-loosening-lockdown>
- Welcome sessions for all students in September new and old
- Feedback from current students of their experience of online learning
- IT and pedagogy training of staff
- Cambridge Model
- ABC model of design by UCL: <http://blogs.uc.uk/abc-ld/>

- Maximizing synchronous/ contact time
- Scenario planning link: <https://monitor.icef.com/2020/04/on-campus-or-online-looking-ahead-to-the-coming-academic-year/>
- Introducing the concept of the learning community enables us to break large groups down into small groups

The Dean of Studies recommended to all members that they go through the above links as they are informative and helpful in online teaching.

4. From Hybrid to Online

The Dean of Studies mentioned that the session started with Hybrid Learning, but later on, it was moved to an online system through MS Teams due to the second wave of the Pandemic. She mentioned that the current semester would remain online, and also, the January 2021 session will be online.

5. Foundation Year Pilot course

The Dean reported that Buckinghamshire New University asked for a comprehensive report on Foundation year; the report will include student retention, achievement, background, student demographic data. She reported that a complete report was forwarded to the university, and they are happy with the results and have approved it.

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10. Any other business

None

11. Date of next meeting

The next meeting will be on 15th January 2021.

List of Action Points Agreed.

Person responsible	Actions
[REDACTED]	[REDACTED]