



HND/ DET Team Meeting

Minutes

Date of the meeting: 30th March 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	Contingency Plan
04	LARs
05	Moodle Audit
06	
07	Working from home report
08	Any other business
09	Date of the next meeting
10	

Attendance:

Names	Department	Category of membership
Dr Leslie Doyle	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	Secretary

	Business Marketing/ Lecturer	
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:

Programme Manager Hospitality and Health & Social Care reported that some of their students had received placements.

3. Contingency Plan:

The Dean of Studies reported that as we are in lockdown, a contingency plan is developed to operate in the current situation and avoid any disruption in offering teaching and learning to the students. The current contingency plan will be revisited after Easter Holidays according to the situation. The details of the plan are as follows:

Coronavirus - Academic Contingency Plan:

Mont Rose College is committed to the identification and management of risks arising from the Coronavirus Pandemic. The College Disaster Recovery Team (DRT) monitors and reviews the situation in this respect and provides strategic solutions in responding to the current unpredictable situation.

Keeping in view the scale and level of crisis DRT has decided to suspend face to face teaching of students temporarily, to preserve academic continuity, it was decided to shift the teaching and learning online.

The impact of crises that can have implications on the academic functions of the College could be prolonged campus closure or quarantines.

Purpose:

The purpose of this document is to provide a general framework to guide planning and decision-making.

Guiding Principles:

- **Communication:** Communication to students should be written clearly and should include the components of effective communication, such as date, title, author, subject, rationale, and list of sources to gain answers or further information.
- **Flexibility:** Flexibility will be a vital piece in continuing with the academic function of the College in a time of crisis. The following guidelines will be considered during planning:
 1. Academic faculty should be flexible to allow students to make up missed time/coursework in the case of individual students being affected by a crisis and others not.
 2. Alternative course offerings will be considered whenever possible, either through the use of technology, alternative teaching space, etc. These decisions will be situational and empower teaching staff to find creative solutions to upholding student learning as a principal priority.
 3. Fieldwork/ Placements: Decisions to be finalized

Issues and Solutions:

In the current volatile situation due to Covid-19, the College Disaster Recovery Team has decided to suspend the classes immediately temporarily for the well-being of the students and staff.

We have considered two situations; the first one is that the staff only will be coming to College, and we will be offering all the required services to students through phone, email, and online systems.

The second situation is if the case of the pandemic gets worse, and we have to operate from home.

In the first situation: Staff Operating from College Premises:

In the current case, the staff is authorized to operate from the College.

The New Bucks University franchised courses and DET courses will be offered digitally through live lecturing from 23rd March till 3rd April 2020 through Zoom software.

We will advise and guide the students on how to use it; a training session will be arranged for the concerned teachers on 19th March 2020.

From 23rd March till 3rd April 2020, the teachers who will be involved in teaching HND and DET courses from 27th April onwards will be involved in recording lectures in advance and providing formative feedback.

The College will be closed for the Easter holidays from 6th April till 24th April 2020.

After coming back from the Easter holidays, in case the situation remains the same, then we will continue offering teaching digitally through live lecturing.

Second situation: Staff working from home:

In case after Easter break, the Covid-19 situation gets worse, then the College will start offering teaching through recorded lectures and live to lecture, and staff will work from homes.

Student Attendance:

Students will be informed that their attendance will be monitored digitally. The teachers will be able to manage student attendance through Zoom while delivering live lectures. In case we start offering recorded lectures, the teachers will still go live on Zoom to interact with students.

Action Plan:

23rd March to 3rd April 2020 (Plan for teachers of Top-up, Foundation, Bachelors degree and DET)

1. All teachers will be assigned computers/ laptops /students contact details like emails and phones.
2. All teachers offering live lecturing will provide their Work Report to the Programme Leaders every day by 2:30 pm
3. Work Report should cover the content covered in the lecture as well as the information about the number of students who attended.
4. A student attendance report will be forwarded to Orla every day by 3 pm, and Orla will enter that information on LIMS
5. Dean of Studies will get the regular overall report from all Programme Leaders every day at 3:30 pm and will report back to the Principal.

23rd March to 3rd April 2020 (Plan for teachers of HND)

1. All teachers teaching HND will divide their day according to the below-mentioned schedule:
9:30 am – 2:00 pm – Formative feedback
2:00 pm - 5:00 pm – Lecture recording time
(We should be having two weeks of lectures recorded for the cohort of HNDs starting from 27th April 2020)
All recorded lectures will be on g-drive with a link on Moodle for student access
2. All these teachers will provide their daily report to the Programme Leaders every day by 5:30 pm
3. The Programme Leaders will give feedback to the Dean of Studies the day after, and she will forward the feedback to the Principal.

All HND result submission deadline is 19th April which will remain as it is.

Easter Break: 6th April – 17th April 2020

We will be back to work from the week starting 20th April 2020.

This week will be utilised in recording lectures; the teachers are instructed to record two lectures each day.

By the end of this week, we should be having four weeks of recorded lectures for all HND courses starting from 27th April 2020.

The New Bucks University Franchised courses and DET two week recorded lectures will be ready.

The teachers will be teaching live, but if any of the teaching staff members get ill, these recorded lectures will be used to provide the student's guidance.

The teachers are instructed to keep the live teaching as interactive as possible to keep the students engaged. Our objective is to provide the same learning experience to our students as they get through face to face teaching.

The training manual for the use of Zoom will be available to everyone through Moodle and via email.

We will be using the same assignment briefs which we used before as they have been lved already and have been approved by the IVs and Lead Internal Verifier.

IT Support:

In case if anyone requires IT support or support concerning Moodle, Zoom and email, please contact Mr Ali Khan: a.khan@mrcollege.ac.uk

In case you are unable to get hold of him, then please contact your Programme Leaders or Dean of Students

Students Admission Interviews:

In case we stop taking face to face interviews, then the Admissions Department has to decide to let the below-mentioned staff know the time of the admission interview.

The following teaching staff has been allocated for Skype interviews:

1. Sayeda Zain
2. Desh Sharma
3. Kwaku
4. Dr Irfan
5. Jay
6. Tabassum
7. Yannick

Admission team, please contact the Dean of Studies if there are any issues.

After careful discussion, the plan was approved to be forwarded for final approval to the Board of Governors.

4. LAR

The Programme Manager Business Marketing reported that in the LARs the teachers should cover all LOs, which means those Learning Outcomes are achieved through student presentations. LARs are used sometimes by the registry to provide students with the required feedback. If they are incomplete, then the student will not be able to know the outcome of their complete work.

5. Moodle Audit

The Programme Manager reported that according to the Moodle Audit, some of the teaching staff members had not uploaded the required material on Moodle. This is an extremely important task, especially in the current situation when we are in a lockdown. The students will need this facility just in case they miss the actual online class due to internet issues or any other issue.

Action: Conducting Moodle Audit again by 3rd April 2020 to ensure that every required material is uploaded on Moodle

[REDACTED]

7. Working from home report

The Dean of Studies also mentioned that because now, due to the pandemic, we are working from home; therefore, a daily report is required from us to summarise our work for monitoring purposes.

All working from home reports should be going daily to the respective line managers, which in the case of the teaching staff is their Programme Managers.

The Programme Managers will forward their daily report to the Dean of Studies.

8. Any other business

None

9. Date of next meeting

The next meeting will be on 27th July 2020.

List of Action Points Agreed.

Person responsible	Actions
Programme Manager Business Marketing	Conducting Moodle Audit again by 3 rd April 2020 to ensure that every required material is uploaded on Moodle