

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 2nd meeting held on 4 February 2020 at 1700 hrs (LTC2)

Present	
Callum Cross (CCR))	Audrey Sullivan (AS)
Dylan Duff (DDU)	Rebekah Widdowfield (RW) (Teleconference)
David Eaton (DE)	
Jim Gallacher (JG) (Convenor)	
Karen Kelly (KK)	
In Attendance	
Sheila Lodge (SL)	Claire Carney (CC)
Elodie Nowinski (EN)	Paul Clark (PC)
Mark Stagg (MS)	Tracey Howe (TH)
Mairi McIntosh (Minute)	Gillian Plunkett (GP)
Apologies for absence	
Sarah Erskine (SE)	
Paul Little (PL)	
Absent	

Item LTC2-1	Apologies for Absence	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion	Apologies were received from Paul Little and Sarah Erskine.	
	JG welcomed C Carney and members to the L&TC and invited introductions as there were a number of new members.	
Decision	The apologies were noted.	

Item LTC2-2	Declarations of Interest	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	No interests were declared.	

Item LTC2-3	Minutes of Previous Meeting – 5 November 2019	
Paper No: LTC2-A	Lead: J Gallacher	Action requested: Approval
Discussion/ Matters Arising	There were no amendments to the minute of the meeting 5 September 2019. Under matters arising, at item LTC1-5, JG indicated that the Committee Programme of Work would be revised with the new Vice Principal Student Experience (VPSE) now in post, to ensure that it is fit for purpose. The committee noted the college sector should express concern regarding their exclusion from participation in the Graduate	

	Apprenticeships program. JG will meet with Skills Development Scotland (SDS) and the Scottish Government w/c 10 February to discuss.
Decision/Noted	Action: JG to revise Programme of Work with CC and PC. (28.04.20); JG to meet with SDS/SG to discuss Graduate Apprenticeship Programme (Feb 2020). Minutes Approved.

Item LTC2-4.4	Update to Business Case Taught Degree Awarding Powers (tDAP)	
Paper No: LTC2-D	Lead: S Lodge / T Howe	Action requested: Approval
Discussion/ Matters Arising	<p>TH introduced the paper with the purpose of setting out the updated formal business case for the College acquiring Taught Degree Awarding Powers. TH invited the Committee to consider approving the following recommendations:</p> <ul style="list-style-type: none"> • the updated (Jan 2020) Business Case • the tDAP Project risk register (Jan 2020) • the preferred 10-year project plan and financial projections <p>The Committee noted the review of benefits of obtaining TDAP, including academic and socioeconomic benefits. Issues related to student articulation were also discussed, as was staff development. The paper addressed the subject areas for TDAP that supported Scotland's key economic drivers.</p> <p>With regard to financial sustainability, the Committee noted costs and revenue projections, and the impacts of a revised timescale.</p> <p>The Committee noted that the business case and risk register are to be reviewed periodically and reported back to the tDAP Project Board. SL highlighted the need to implement an improved communication plan in order that all staff are made fully aware of the project aims, and benefits. This would assist in maintaining momentum for the project. SL indicated that a paper will be presented to an upcoming Executive Leadership Team (ELT) meeting with solutions to that end. The Committee suggested that a map of key milestones would aid the staff's understanding of how to progress the tDAP application.</p> <p>RW requested that further progress on the development of the project Risk Register be reported at a future meeting. This was agreed. TH left the meeting.</p>	
Decision/Noted	Recommendations Approved. Action: SL/TH to report further on risk register development (28.04.20)	

Paper No: LTC2-4.1	Developing Scotland's' Young Workforce	
Paper No: LTC2-B	Lead: G Plunkett	Action requested: Discussion

Discussion/ Matters Arising	<p>GP introduced the paper and indicated the purpose was to provide the committee with an update of activity in support of youth employment DYW at the College in 2019/20.</p> <p>The committee noted the paper, acknowledging the two-year delivery model does not suit all school leavers. Furthermore, Universities are regularly recommended to school pupils by their teachers, with colleges being a second choice. CC indicated the entire student experience must be examined to prevent a further plateau of applications into DYW programmes.</p> <p>It was suggested that ‘taster programmes’ could serve as an interesting way to give the students an idea of what to expect at College.</p>
Decision/Noted	Action: Noted.

Item LTC2-4.2	Learning & Teaching/My Student Questionnaires 2018-19	
Paper No: LTC2-C	Lead: C Carney (for Douglas Dickson)	Action requested: Discussion
Discussion/ Matters Arising	<p>The committee expressed concern regarding the relatively low levels of satisfaction recorded in response to a number of the questions. CC reported that faculty action plans are in progress to address the issues emerging from the student questionnaires, and to map how the College as a whole could achieve a higher rate of satisfaction amongst students.</p> <p>GP recommended that students be reminded of student experience-related requests from the student body, followed by the College response. GP also suggested that supported learning students be provided with context and assistance when completing the survey.</p> <p>The committee noted that the approach taken by lecturers when delivering the questionnaire is likely to have an effect on the students’ answers, and that lecturers should take a positive approach when encouraging students to complete the survey.</p>	
Decision/Noted	Action: Noted.	

Item LTC2-4.3	College Full Time Leaver Destinations	
Paper No: LTC2-D	Lead: C Carney for D Dickson	Action requested: Approval
Discussion/ Matters Arising	<p>It was noted that the report lacks information on students’ employment status after graduating, such as industry destinations, and whether graduates are in continuous employment. Further information is required, for example regarding students with additional support needs who may have taken a year out of studies, to inform how best to provide appropriate support. GP and AS agreed to investigate where such data on leavers was collected and report back at the next meeting.</p>	
Decision/Noted	Action: GP and AS to source further data on leaver destinations; (28.04.20). Discussed and noted.	

Item LTC2-4.5		Faculties Overview
Paper No: Verbal	Lead: C Carney	Action requested: Approval
Discussion/ Matters Arising	<p>CC introduced the item within account of her first impressions as VPSE, noting that a refresh of both the Student Experience Strategy and CityLearning4.0 is required to keep pace with changes internally and to the student's external environment.</p> <p>It was proposed that in future, each Dean will present to the Committee on each faculty on a rotating basis, demonstrating their visions for their area and the challenges they face.</p> <p>The Committee discussed the opportunities for board members to link with senior managers, including Faculty Deans, to enhance Board members' understanding and insights into various curriculum and other functional areas. PC will remind Board members of this opportunity, and facilitate introductions where requested.</p>	
Decision/Noted	<p>Action: Noted. PC to contact Board members regarding contact with Deans and other senior staff.</p>	

Item LTC2-5.1		College Performance Improvement Measures
Paper No: LTC2-F	Lead: D Dickson (<i>Not Present</i>)	Action requested: Discuss
Discussion/ Matters Arising	<p>The purpose of the paper was to discuss the enhancements made to assist the faculty management following the board agreement to the new approach to performance improvement, and to review the approach to Faculty Performance Review.</p> <p>The Convenor acknowledged that without DD present to speak to the item, the paper should be considered noted.</p>	
Decision/Noted	<p>Action: Noted.</p>	

Item LTC2-5.2		SPSO Annual Complaint Handling Report AY 2018-19
Paper No: LTC2-G	Lead: D Dickson (<i>not present</i>)	Action requested: Note
Discussion/ Matters Arising	<p>The paper recommended the committee note the attached paper which provides an update on the SPSO complaint handling procedure.</p> <p>The Convenor acknowledged that without DD present to speak to the item, the paper should be considered noted.</p>	
Decision/Noted	<p>Action: Noted.</p>	

Item LTC2-5.3		Education Scotland Progress Visit
Paper No: LTC2-H	Lead: C Carney for D Dickson (<i>not present</i>)	Action requested: For Note

Discussion/ Matters Arising	CC introduced the paper on behalf of DD, advising there will be an informal lead for each meeting, with briefings for participants, so that all involved are fully prepared. The committee advised that those involved in the visit should be honest and transparent in response to questions posed by the ES delegates.
Decision/Noted	Action: Discussed.

Item LTC2-5.4	Academic Board – Minute of Meeting 24 090 19	
Paper No: LTC2-I	Lead: S Lodge	Action requested: For Note
Discussion/ Matters Arising	SL advised the Committee that the Academic Board approved each faculty board, and emphasised the importance of having a forum representative from each faculty to highlight their concerns.	
Decision/Noted	Action: Discussed.	

Item LTC2-6	Any Other Notified Business	
Paper No: Verbal	Lead: Convenor	Action requested: Note
Discussion/ Matters Arising	JG invited the committee to note that AS has agreed to undertake the role of Vice-Convenor of the committee.	
Decision/Noted	Action: Noted.	

Item LTC2-7	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	The committee noted the disclosability status of the meeting papers, which would remain unchanged in the meantime. PC advised that that upon receiving any FOI requests the disclosability of papers would be reviewed.	
	Action: Noted.	

Item LTC2-8	Date of Next Meeting	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
	The date of the next meeting is Tuesday 28 April 2020	
Decision/Noted	Action: Noted.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC2-3	JG to revise Programme of Work with CC and PC.	JG/CC/PC	28/04/20
LTC2-3	JG to meet with SDS/SG to discuss Graduate Apprenticeship Programme (Feb 2020).	JG	28/04/20
LTC2-4.3	GP and AS to source further data on leaver destinations.	GP/AS	28/04/20
LTC2-4.4	SL/TH report on progress to the risk register at the next L&TC.	SL/TH	28/04/20
LTC2-4.5	Each Dean will present on their faculty, demonstrating their visions for their area and the challenges they face.	CC	28/04/20
LTC2-4.5	PC to contact Board members regarding contact with Deans and other senior staff.	PC	28/04/20

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC4-3	Graduate Apprenticeship update paper to be brought to the next L&T Committee.	RG	Completed 05/11/2019
LTC4-13	JC to meet with Deans and provide recommendations to ELT on the continuation or closure of low performing courses.	JC	Completed
LTC3-4	Delegate consideration of "sector-leading" criteria to Academic Board (SL) and report back to L&TC.	SL	Completed
LTC3-4	JC to bring back a report on the National Articulation Forum's remit to source expert advice and research and development work.	JC	Completed
LTC3-4	SL to work with Roy Gardner and Michelle Watt to capture information on best practice in employer engagement.	SL	Completed
LTC3-5	An update report on Foundation Apprenticeships to be brought back to the Committee once the feedback has been returned to the Scottish Government.	DYW LEAD	Completed
LTC3-7	New report to the Committee once the Graduate Apprenticeship partnership with GCU is established.	DYW LEAD	Superseded LTC4-3
LTC1-8	JG to raise the need for research into the factors preventing students articulating from one college to another with the Scottish Government.	JG	06.11.18