

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 3rd meeting held on 28 April 2020 at 1530 hrs (LTC3) by videoconference

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

Item LTC3-1	Apologies for Absence	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion		
Decision	No apologies were noted.	

Item LTC3-2	Declarations of Interest	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	No interests were declared.	

Item LTC3-3.1	Minutes of Previous Meeting – 28 April 2019	
Paper No: LTC3-A	Lead: J Gallacher	Action requested: Approval
Discussion/ Matters Arising	<p>PC noted that Board members would gain further insight into Learning and Teaching at a fundamental level by meeting individually with Deans. KK concurred that perhaps board members could accompany the Principal on a 'walk around'.</p> <p>PL joined the meeting.</p> <p>The Convenor advised that a new Committee programme of work was still a work in progress at this time due to the current crisis but would be agreed for next session..</p>	

	AS advised that GP had provided information on the destinations of college graduates, and that perhaps gaining further information from SFC would prove useful. GP replied that the SFC survey would provide valuable data to then be filtered to suit.
Decision/Noted	ACTION: AS and GP to follow up survey of student destinations and update at the next Committee meeting.

Item LTC3-4.1	Learning and Teaching Response to Covid-19	
Paper No: LTC3-B	Lead: C Carney	Action requested: Discussion
Discussion/ Matters Arising	<p>CC introduced the paper and invited the Committee to note that its purpose was to serve as a reflective view of what the College as a whole had experienced both prior to and after closure, and the College response to Covid-19.</p> <p>At two weeks before lockdown, the timing of closure was still uncertain. Discussions had begun within the Covid 19 Advisory Group to quickly prepare for closure, online course delivery, and staff connectivity in preparation for home working. This involved testing of IT equipment remotely at home, and staff were advised to encourage students to do the same.</p> <p>‘Digital poverty’ proved to be a key issue for both staff and students, and though some had access to technology, there were further issues with accessing suitable software. Furthermore, there were colleagues and students without Wi-Fi and households with competing demands for computer use.</p> <p>CC noted that working from home has proven that face-to-face teaching does not always seamlessly translate well online.</p> <p>Whilst the SQA has been relatively slow in issuing assessment guidance, the focus for Faculties has been gathering evidence of work to be best prepared for final guidance.</p> <p>SE and JG noted that the scale of ‘Digital Poverty’, both nationally and locally was very concerning. SE enquired as to whether a sharing or loan scheme for technology and equipment existed across other colleges.</p> <p>CC advised that the bigger question was ‘What technology is essential in schools and colleges?’. Currently, it would seem laptops are the most basic and most required technology for students. CC advised the committee that a sector wide decision needed to be made as even with basic equipment, Wi-Fi still poses a problem for many.</p> <p>GP invited the committee to note that whilst there are bursary schemes offered, they have been greatly stretched not only by the need for laptops, but for basic amenities (electricity/heat etc) during the pandemic. GP also advised that since closure, close to 500 laptops have been issued, with 1000 being issued prior to the pandemic.</p> <p>PL agreed that digital poverty was a grave concern, and that the likelihood over the coming year would be around 20 thousand students in real poverty</p>	

	nationwide. PL stressed to the Committee that the College must continue to support students with additional bursaries, however intervention from the Scottish Government was vital to aid this.
Decision/Noted	ACTION: CC to update Committee on response to the ongoing pandemic.

Paper No: LTC3-4.2	Assessment Issues	
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Paper No: Verbal	Lead: C Carney / J McCormick	Action requested: Discussion
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Discussion/ Matters Arising	<p>JM introduced the paper and thanked the Committee for their time.</p> <p>The Committee was invited to note that on 26 March, the SQA and Colleges Scotland made a joint statement regarding the holistic model for internal assessment, advising assessment evidence in some cases will be incomplete, and ultimately flexibility is required.</p> <p>Though the SQA has so far been slow to update guidance on assessment, guidance for HND, NQ, NAT 5 and NAT Progression Awards had been published. On 14 April, SQA produced a list of 55 qualifications with qualification tolerances. The list so far is ongoing and has been updated with courses being both added and removed.</p> <p>Regarding vocational qualifications, guidance is still awaited whilst the SQA liaise with awarding bodies. Due to this, the College cannot progress further without guidance. JM has issued internal guidance to support staff in implementing SQA guidance, and Learning and Teaching should ideally continue until staff are certain final adjustments have been taken from the guidance.</p> <p>CC thanked JM for her input and noted that the current methods of assessment was in need of amendment. PL commended both support staff and JM for her professionalism.</p> <p>AS asked CC how staff felt about fulfilling another survey in regards to Learning and Teaching delivery. CC advised that consulting with HR was vital to ensure there was no crossover of content to avoid 'survey exhaustion', and that the aim was to coordinate the piece over the coming month.</p>	
Decision/Noted	ACTION: CC to provide update on Assessment Issues at next meeting.	

Item LTC3-4.3	CitySA's Response to Covid-19 (Communications)	
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Paper No: LTC3-D	Lead: D Duff / C Cross	Action requested: Discussion
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Discussion/ Matters Arising	<p>DD introduced the paper and explained to the Committee that it served as a record of highlight of the work undertaken by the Students' Association since closure.</p> <p>DD noted that lack of face-to-face contact was challenging for everyone, and so the association had ensured a range of online activities were available via social media, calls and emails. A revised communication strategy was essential, and the Students' Association had progressed ways of capturing how students had been coping with the developing events.</p>	
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	Acts of kindness had been submitted to illustrate how the community of students and staff pulled together in uncertain times. The Committee commended DD and the Students' Association for their unwavering support of students, and maintaining an excellent communication framework.
Decision/Noted	

Item LTC3-4.4	Student Experience Strategy Refresh	
Paper No: LTC3-E	Lead: C Carney / G Plunkett	Action requested: Discussion

Discussion/ Matters Arising	<p>CC introduced the paper and advised that the purpose of the report is to provide the committee with some early thinking about the refresh of the Student Experience Strategy before going to wider consultation. The aim is to have a refreshed strategy in time for the beginning of the academic year 2020. Each of the supporting strategies: Student Experience; People and Culture; Corporate Development; Systems Integration and Sustainability are being refreshed.</p> <p>GP advised this was a refresh of the strategy, not a replacement. GP advised there were certain areas highlighted with specific targets for achievement around the amount of learning and teaching online.</p> <p>CC advised that the Cumberland-Little Report offered valuable insight and context of delivering learning and teaching.</p> <p>It was also advised that Annexe 2 to the paper was a working document being updated on a rolling basis to work out what the College should aim to achieve, and how to determine when this aim has been accomplished.</p> <p>CC emphasised the importance of mapping and tracking objectives. CC pointed out that merging CityLearning4.0 into SES was a focus of the strategy, to be active, blended and collaborative. The key issue being how we deliver our curriculum with digital at the core, and ensuring our portfolio is valuable for the present and future.</p> <p>The Convenor noted it is useful to see analysis of 'who are our students?' to ensure that we do not lose sight of our end objectives. The Committee also noted the importance of understanding who future employers of our students are, what their needs are, and what the future labour market might look like.</p> <p>The Convenor acknowledged that the challenge for the college sector is to prepare students for the transition to work, and also for further study at University, which requires careful thought.</p> <p>CC advised the paper was to be submitted to SAEC next for further feedback, from there more thought can be placed into mapping out the next academic year.</p> <p>PL noted that discussions around this at Executive Leadership Team were constantly evolving, as it is a live strategy in need of real time updates. PL then proposed to brief the Board and the Learning and Teaching Committee, when possible, on how the College can resume blended learning, which will inform the transition into the new Student Experience Engagement Strategy.</p>
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Decision/Noted

Item LTC3-4.5	Strategic Risk Review	
Paper No: LTC3-F	Lead: P Clark	Action requested: Approval
Discussion/ Matters Arising	<p>PC introduced the paper and advised the purpose was to analyse the College's systematic approach to key responsibilities in respect of strategic risk.</p> <p>PC also invited the Committee to note that each risk on the risk register had been reviewed, and that this has been reflected in the respective management action plans. This approach ensures that the College predicts and analyses risks systematically.</p> <p>The Committee was advised that SMT recognised the emergency response nature of current delivery, which was not a satisfactory solution in the longer term.</p> <p>PL noted that the focus must now be on the direction of online and digital strategies. PL stressed the importance of blended disciplines, as there is no one simple solution to suit two thousand courses.</p> <p>JG acknowledged that the transition from face-to-face to blended and online delivery is a considerable task.</p>	
Decision/Noted	.	

Item LTC3-4.6	Education Scotland, College Progress Report	
Paper No: LTC3-F	Lead: C Carney	Action requested: Discussion
Discussion/ Matters Arising	<p>CC introduced the paper and advised that Education Scotland now has a new annual process for review, and for following up on the College enhancement plans after the initial visit.</p> <p>The Committee noted that the report was very positive, and included recommended practice sharing within the wider sector.</p>	
Decision/Noted		

Item LTC3-5.1	Academic Board	
Paper No: LTC3-H	Lead: P Little	Action requested: Note
Discussion/ Matters Arising	The Committee noted the paper.	
Decision/Noted		

Item LTC3-6	AOB	
Paper No: Verbal	Lead: Convenor	Action requested: For Note
Discussion/ Matters Arising	CCr thanked members for the support he had received whilst he served on the Committee. The convenor thanked CCr for his valuable contributions. The convenor thanked all staff and the Students	

	Association for their important contributions at this difficult time for the College
Decision/Noted	

Item LTC3-7	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: For Note
Discussion/ Matters Arising Decision/Noted	There were no alterations suggested to the disclosability status of papers.	

Item LTC3-8	Date of Next Meeting	
Paper No: Verbal	Lead: Convenor	Action requested: For Note
Discussion/ Matters Arising Decision/Noted	The next meeting is to be held on 8 September 2020.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC3-1	AS and GP to follow up survey of student destinations and update at the next Committee meeting.	AS/GP	08/09/20
LTC3-4.1	CC to update Committee on response to the ongoing pandemic.	CC	08/09/20
LTC3-4.2	CC to provide update on Assessment Issues at next meeting.	CC	08/09/20

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC2-3	JG to revise Programme of Work with CC and PC.	JG/CC/PC	28/04/20 No longer required.
LTC2-3	JG to meet with SDS/SG to discuss Graduate Apprenticeship Programme (Feb 2020).	JG	28/04/20 Completed
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 Completed
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 Completed