

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 2nd MEETING HELD ON TUESDAY 22 NOVEMBER 2022 AT 1500 HRS (LTC2) VIA MS TEAMS

Present	
Audrey Sullivan (AS) (Convenor)	Megan McClellan (MMcC)
Ewart Keep (EK)	Josh Taylor (JT)
Paul Little (PL)	
In Attendance	
Fiona Balloch (FB) (Items 1 – 4.1 only)	Drew McGowan (DM)
Alisdair Barron, AB	Derek Robertson (DR) (Items 1 – 4.1 only)
Claire Carney (CC)	
Jon Gray (JG)	Ann Butcher (Minute)
Apologies for absence	
David Eaton (DE)	Rebekah Widdowfield (RW)

Item LTC2-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	<p>Apologies were received from DE and RW. AS welcomed AB to the meeting.</p> <p>AS recorded members thanks to Michael Cross in his role as interim College Secretary for the support provided to the Committee. She further congratulated Megan McClellan on her formal graduation at Monday's ceremony.</p>	

Item LTC2-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item LTC2-3.1	Minute of the Learning & Teaching Committee meeting held on 10 May 2022	
Paper No: LTC2-A	Lead: Convener	Action requested: Approve
Decision/Noted	<p>That the minute was approved.</p> <p>Matters Arising Leavers Destination Report Noting that results from the Leavers Destination Survey would not be available until December, it was agreed that this report would remain for consideration at the February meeting of the Committee and not the December meeting as previously agreed. This will be reaffirmed within the</p>	

Programme of Work.

ES Evaluation Report & Enhancement Plan

JG confirmed that whilst the list of actions and controls could be cross-referenced and aligned within the Student Academic Experience Strategy (SAES), the College Enhancement Plan would still be in place to record all actions have been addressed for further review by the Education Scotland assessor.

Members considered implications of future tertiary quality arrangements in particular the role of Education Scotland. It was noted that in the interim, existing quality arrangements will remain in place.

Item LTC2-4.1		Presentation: 'How We Teach'	
Paper No: Verbal	Lead: D Robertson/F Balloch	Action requested: Discuss	
Discussion/ Matters Arising	<p>DR advised on the role of the Learning and Teaching Academy (LTA) which provides a development service and support to academic staff to enable the enhancement of learning and teaching. The LTA is formed of three teams, Learning Technology, Lecturer Development and Library Services.</p> <p>FB provided a presentation on the lecturer development programme which helps support Educators to develop by engaging with courses and learning tasks through a five-stage Pathway from Integration to Masters. Educators can also chart alignment to the Professional Standards for Lecturers in Scotland's Colleges. Lecturer Development also supports lecturers by encouraging shared practice and resources.</p> <p>DR further reported on the current priorities in supporting staff towards the move to active, blended and connected learning and implementation of the SAES. The LTA continues to oversee the successful roll out of Canvas as an online hub for learning and teaching activity and in addition to the Blended Learning Guidelines, will continue to develop resources. The benefits, not only to the College but the wider tertiary system going forward were recognised.</p> <p>Issues with the current Teaching Qualification for Further Education (TQFE) model were acknowledged and DR advised on current discussions with the University of Strathclyde on potential development and delivery of a partnership programme.</p> <p>AS thanked DR and FB for the insightful presentation. The Committee noted their appreciation in recognition of the contribution made by the LTA towards learning and teaching across the College.</p>		
Decision/Noted	To note the update report.		

Item 5.1 was taken.

Item LTC2-5.1		Learning and Teaching Academy Update	
Paper No: LTC2-F	Lead: D Robertson	Action requested: Approve	
Decision/Noted	The update on activity of the LTA in academic year 2022-23 was noted.		

DR and FB left the meeting.

Item LTC2-4.2		Students' Association Update	
Paper No: LTC2-B	Lead: M McClellan	Action requested: Discuss	
Discussion/ Matters Arising	<p>MM provided an overview of progress of the SA representation systems and level of interactions made with students since the start of Block 1.</p> <p>Election of Class Reps is going well however the majority of Faculties are slightly below target although numbers are expected to improve following the January start course programmes. Monthly meetings based on the Student Learning Experience have been reinstated.</p> <p>Faculty targets for Class Reps training have been reached with the exception of Nautical and STEM. CC suggested that staff be encouraged to further promote the importance and need for Class Reps particularly within this Faculty. MM also confirmed that training dates are being rearranged to increase accessibility.</p> <p>MM added that in house, face to face training is now being delivered by an associate trainer (accredited by Student Partnership in Quality Scotland) to help ensure Class Reps have the necessary knowledge and skills to carry out the role.</p> <p>The majority of positions within the Student Parliament have been filled with co-options for the remaining 3 members to be considered at the first formal December meeting. The SA were asked to consider ideas for increasing survey response rates.</p> <p>The title Student Parliament was queried and it was suggested that the SA give some thought to future terminology that could more closely describe the purpose and function.</p>		
Decision/Noted	<ul style="list-style-type: none"> To note the update report. SA to consider ideas for increasing survey response rates. 		

Item LTC2-4.3		Learning and Teaching Update 2022-23	
Paper No: LTC2-C	Lead: C Carney	Action requested: Discuss	
Discussion/ Matters Arising	<p>CC updated the Committee on the following key issues:</p> <p>City Attributes The working group is finalising the draft framework of City Student Attributes which is linked to key aspects of the SAES to develop students to adapt and strive in an increasingly changing world of work and further study. The Committee noted that Canvas has the ability to support evidencing attributes and a pilot of 2 NQ courses is planned.</p> <p>Structure of Academic Year The current project to restructure the academic year to 2 semesters, follows a future facing approach and will include the adaptations and advances made to learning and teaching delivery methods during Covid. This development will follow a key set of principles to maintain and enhance quality of learning and teaching through use of Active, Blended and Connected; develop</p>		

students who can adapt and flourish in a modern blended and digital working environment and; will incorporate flexibility where course teams will work with an agreed number of total weeks and global hours. This will also help reduce assessment load and encourage more integrated approaches.

The challenges around transition of students from College to University including a reduction in contact time and a high reliance on independent learning are being recognised and a learning environment that places more responsibility on the learner will be created to enable successful transitions.

Decisions on the best approach, including the best blend of online and classroom delivery and split between teaching contact and directed learning outside the classroom will be agreed with course teams.

An initial pilot is being undertaken by Hospitality and Tourism with no significant impacts being reported. The Committee noted the wide range of consultation already taken place.

Given the range of benefits to the student experience including a reduction in timetabling periods, MM welcomed future discussion and consultation with students.

Learning & Teaching Conference

The L&T Conference is scheduled for 7 March 2023 during the inter-block week to allow teaching staff to attend. The conference will focus on changed delivery patterns and reimagining of L&T delivery for 2023-24 onwards.

Decision/Noted

To note the update report.

Item LTC2-4.4 Academic Performance AY 2021-22	
Paper No: LTC2-D	Lead: J Gray Action requested: Discuss
Discussion/ Matters Arising	<p>JG provided an update on performance relating to enrolments on courses funded by the SFC. In AY 2021-22, Faculties continued to face significant difficulties in sustaining continuity of learning (particularly on vocational courses) which in part, reflected the decline in successful completion rates for FE and HE full-time courses (the lowest experienced in the last decade). FE and HE part time completions rates remained stable and were sustained.</p> <p>A list of FT FE and HE courses with successful completion rates below the College average were presented. Courses with recurring underperformance were also highlighted. Whilst recognising differences in student demographics across these courses and acknowledging that a balance between meeting recruitment targets, enabling fair access and achieving learner outcomes would be required, the College will undertake portfolio reviews to ensure that the best balance is achieved.</p> <p>Faculties will consider change in demand, student satisfactions and course performance and will identify courses for inclusion in the Performance Action Groups (PAG). A programme of targeted improvement activity and performance outcomes for 2023-24 will be established.</p>

	The Committee recognised the need to improve student success outcomes across the College and considered this should be dealt with by consultation with Deans and curriculum teams within current processes including further scrutiny of data to develop performance action plans.
Decision/Noted	To note the update on academic performance in AY 2021-22 and the College's internal improvement plans.

Item LTC2-4.5	Strategic Risk Review	
Paper No: LTC2-E	Lead: D McGowan	Action requested: Discuss
Decision/Noted	To note the strategic risks relevant to the Committee and Management Action Plans.	

Item LTC2-6	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	DM informed the Committee that due to work commitments, Rebekah Widdowfield would no longer be a member of the Committee. AS will discuss new membership with AB prior to the next full meeting of the Board.	

Item LTC2-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

Item LTC2-8	Date of Next Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Tuesday 14 February 2023	

The meeting closed at 1700 hrs.

ACTIONS FROM MEETING

Item	Description	Owner	Target Date
LTC2-3.1 22 11 22	Matters Arising: The Leavers Destination Survey will remain for consideration at February meeting.	JG/DM	Feb 2023
LTC2-4.2 22 11 22	SA Update: SA to consider ideas for increasing survey response rates.	MM/JT	Ongoing
LTC2-6 22 11 22	AONB: Discuss Committee membership.	AS/AB/DM	ASAP

ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC1-4.3 27 09 22	SAES: Circulate the SAES progress presentation to Committee.	CC	Complete
LTC1-4.7 27 09 22	ES evaluation Report & Enhancement Plan: Consider cross-referencing actions within the SAES.	CC/JG	Ongoing Complete