

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 3rd MEETING HELD ON TUESDAY 14 FEBRUARY 2023 AT 1500 HRS (LTC3),
CITY CAMPUS, VIRTUAL LEARNING LAB

Present	
Audrey Sullivan (AS) (Convenor)	Paul Little (PL)
Alisdair Barron (AB)	Megan McClellan (MMcC)
Ewart Keep (EK) (Remote)	
In Attendance	
Claire Carney (CC)	Derrick White (DW) (Items 1 – 4.5.1 only)
Jon Gray (JG) (Items 1 – 4.4 only)	
Drew McGowan (DM)	Ann Butcher (Minute)
Apologies for absence	
May Miller (MM)	Josh Taylor (JT)

AS congratulated CC on becoming a Principal Fellow of the Higher Education Academy, the highest level of recognition for institutional strategic leadership and significant influence in learning and teaching.

Item LTC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from MM and JT.	

Item LTC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item LTC3-3.1	Minute of the Learning & Teaching Committee meeting held on 10 May 2022	
Paper No: LTC3-A	Lead: Convener	Action requested: Approve
Decision/Noted	That the minute was approved.	
	<p>Matters Arising Committee Membership Members were reminded that a long-standing member of the Committee has now stood down. As the newly elected Teaching Staff member had yet to confirm their membership interests (which would be confirmed at induction tomorrow), the current membership was not quorate. As an interim measure, AB was invited to join the Committee for the remainder of academic session 2022-23. Potential membership following the forthcoming recruitment of new members will be encouraged.</p>	

Item LTC3-4.1		Presentation: 'Apprenticeship Programmes'	
Paper No: Verbal	Lead: D White	Action requested: Discuss	
Discussion/ Matters Arising	<p>DW provided a presentation on the Engineering Apprenticeship Framework including information on the level of qualifications, methods of delivery and awarding bodies. The wide range of employer engagement in place, in particular BAE Systems, were highlighted and, the current and forecast apprenticeship numbers were noted. Ongoing challenges with raising reputational awareness; staff upskilling; lack of space and continued investment in new equipment and their potential impact on opportunities for further growth and diversification were emphasised.</p> <p>Following some discussion, the need for a more distinct Apprenticeship Strategy to include craft, foundation, modern and potentially graduate apprenticeships (which was considered as being sought after by larger organisations) was demonstrated. Increased relationship building, particularly with BAE, and feasibility of offering a distinct skills academy (similar to Cammell Laird) was also suggested. Additional development links through the UK Shipbuilding Skills Taskforce contacts and leaver destination employers will be further investigated.</p>		
Decision/Noted	<ul style="list-style-type: none"> • To further develop an Apprenticeship Strategy. • To increase reputational awareness and relationship building with relevant contacts and employers. • To consider development of a distinct skills academy (in particular BAE Systems). 		

Item LTC3-4.2		My Student Experience Survey Outcomes	
Paper No: LTC3-B	Lead: J Gray	Action requested: Discuss	
Discussion/ Matters Arising	<p>JG introduced the results of the My Student Experience Survey 2022 which show that 92% of students surveyed were satisfied with their College experience (based on a response rate of 34.4%). The requirement to improve survey response rates and further engage students has been recognised and appropriate mitigations are being considered to improve this in future, particularly noting that the SFC Student Satisfaction and Engagement Survey opens in March.</p> <p>Members noted that the blended learning experience has been mostly positive however student comments indicate the need for a more consistent approach to online materials and layout of Canvas. Increased advice and guidance on access to financial support and improvement on last minute timetable changes was also reported.</p> <p>JG advised that the data provided is shared with Faculty Curriculum Teams where areas of improvement to reduce early withdrawal rates (currently 3% across the College) are considered. Teams are expected to scrutinise the student feedback data and create appropriate actions to enable improvements to be made. CC further reassured that appropriate monitoring systems and action plans are being considered through Faculty Boards however the Committee suggested that it would be useful to receive information on SMART actions taken and progress being made.</p>		

Decision/Noted

- To note the report.
- To provide action plan at a future meeting of the Committee.

Item LTC3-4.3		AY 2020-21 Student Destinations	
Paper No: LTC3-C	Lead: J Gray	Action requested: Discuss	
Discussion/ Matters Arising	<p>The destination report was presented for discussion. It was noted that these data are also used to help inform planning and enhancement activity in the Faculties. The survey results indicated that out of the learners sampled (5983), 90% had provided their leaver destinations (a rate higher than the sector average). 97% of those providing this information were in a positive destination which was also higher than the sector average (an increase of 1pp on last year). Of all those surveyed, 88% were in a positive destination compared to 84% for the sector as a whole.</p> <p>Members noted that the results show an improving trend in nearly all categories with an average positive destination rate above the sector however a number of areas have lower than average rates. Curriculum areas are reviewing this data and recommendations for improvement will be put in place. Members suggested additional training on freelancing, self-employment and business start up may be of benefit to some students. Further implementation will be investigated.</p> <p>Ways to increase data collection are being considered.</p>		
Decision/Noted	To note the update report.		

Item LTC3-4.4		Annual Complaint Report 2021-22	
Paper No: LTC3-D	Lead: J Gray	Action requested: Discuss	
Discussion/ Matters Arising	<p>The College received 73 complaints from August 2021 to July 2022 (10 fewer than the same period in 2020-21). The outcomes and themes of complaints have been discussed at PNC, Academic Board and other internal College committees and the positive progress being made was noted. Matters relating directly to learning and teaching and opportunities for improvement, in particular better centralised data on student outcomes, were advised.</p> <p>Members commended the good progress being made overall.</p>		
Decision/Noted	To note the report.		

JG left the meeting.

Item LTC3-4.5.1		Students' Association Update	
Paper No: LTC3-E	Lead: M McClellan	Action requested: Discuss	
Discussion/ Matters Arising	<p>MMcC updated members on the progress made towards successful completion of key performance indicators for the Class Rep system. Completion rates of Class Reps elected, trained and engaged with meetings were noted and the SA will continue to work with staff teams to</p>		

ensure targets are met.

An overview of feedback provided from Class Reps was presented for review. The requirement to further improve the communication structure and feedback system particularly between Class Reps and Faculty teaching staff was highlighted and will be further refined over the remainder of this current teaching Block. Requests for increased promotion of mental health and wellbeing events and promotion of services from lecturers in addition to information already received from the SA and Student Services were also raised.

MMcC updated the members on the SA recommendation to review assessment outlines (handed out to students at the start of their course) to help ensure potential additional course costs are covered. This matter is being address through Faculty Business Managers.

Decision/Noted

To note the update report.

DW left the meeting.

Item LTC3-4.5.2		Students' Association – Additional Update	
Paper No: Verbal	Lead: M McClellan	Action requested: Discuss	
Discussion/ Matters Arising	<p>MMcC updated the Committee on the recent action short of strike action regarding removing online learning and teaching materials from the Canvas platform. Members heard that it was a particularly difficult time for the Students' Association (SA), with one engagement leaving MMcC feeling upset, disrespected and intimidated.</p> <p>The Committee was extremely concerned about the action being undertaken to deliberately undermine learning and teaching at the College, and regretted that this had led to the unnecessary and unacceptable upset of MMcC and the SA. PL informed the Committee that legal advice on the action short of strike action was being sought and the matter would be addressed in due course. Members wished to put on record their continued support for MMcC and the SA and advised her of the option of submitting a complaint. MMcC confirmed that she intended to share this matter with the Board at the next meeting.</p>		
Decision/Noted	To note the report.		

Item LTC3-4.6		Learning and Teaching Update	
Paper No: LTC3-F	Lead: C Carney	Action requested: Discuss	
Discussion/ Matters Arising	<p>CC reminded that in line with the SAE Strategy, learning and teaching delivery methods continue to adapt to ensure they are Active, Blended and Connected. This is also in keeping with developments across the Tertiary Education sector and advances made during COVID. The College is also mindful of students' needs and expectations to adapt in an increasingly changing world and flourish in a modern working environment and during further study (this is also linked with the current City Attributes work).</p> <p>CC further advised on the proposed changes to the structure of the</p>		

academic year which has been developed (in liaison with the Student Experience Group, Faculty leadership teams, Ads/CHs and the Students' Association) and shared with the Local Negotiation Committee. The primary aim of this academic year restructure (from 3 blocks to 2 semesters) and accompanying reduction in global course hours at FE and HE levels, is to further adapt the delivery method and create a learning environment that places more responsibility on the learner (through independent and asynchronous learning) and to create the kind of learner that will make successful transitions to work and higher education.

The Committee acknowledged the pedagogical reasons and robust future facing approach taken which included a wide range of consultation and were fully supportive of the flexibility and benefits that this new model would provide to students.

Decision/Noted To note the update report.

Item LTC3-4.7		Strategic Risk Review	
Paper No: LTC3-G	Lead: D McGowan	Action requested: Discuss	
Discussion/ Matters Arising	<p>The strategic risks relevant to the Committee and Management Action Plans, in particular the highest scoring Risk 26- Failure to achieve taught degree awarding powers were noted. DM reminded that this Risk had been fully discussed at the December Board meeting. Whilst good progress had been made, the staff profile and development had been considered challenging in the current financial situation and the Risk Score had been increased to 16 (RED).</p> <p>No further changes to the Risk Scores were proposed and the Risk Register will be amended accordingly.</p>		
Decision/Noted	<ul style="list-style-type: none"> To update the Strategic Risk Register. To note the MAPs for the high-scoring risks (26). 		

Item LTC3-5.1		Learning and Teaching Academy Update	
Paper No: LTC3-H	Lead: C Carney	Action requested: Note	
Decision/Noted	To note the update on activity of the Learning and Teaching Academy 2021-22.		

Item LTC3-5.2		Academic Board	
Paper No: LTC3-I	Lead: P Little	Action requested: Note	
Decision/Noted	To note the minute of the Academic Board meeting held on 13 September 2022.		

Item LTC3-6		Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note	

Decision/Noted None.

Item LTC3-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

Item LTC3-8	Date of Next Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Tuesday 9 May 2023	

The meeting closed at 1720 hrs.

ACTIONS FROM MEETING

Item	Description	Owner	Target Date
LTC3-3.1 14 02 23	Matters Arising: To encourage membership following recruitment of new members.	DM	Ongoing
LTC3-4.1 14 02 23	Apprenticeship Programmes: To further develop an Apprenticeship Strategy.	CC (CK)	ASAP
LTC3-4.1 14 02 23	Apprenticeship Programmes: Further increase reputational awareness and relationships with relevant contacts and employers.	CC (CK)	Ongoing
LTC3-4.1 14 02 23	Apprenticeship Programmes: Consider distinct skills academy (with BAE Systems).	CC (CK)	Ongoing
LTC3-4.2 14 02 23	My Student Experience Survey Outcomes: To provide action plan at a future meeting.	JG	Future Mtg
LTC3-4.5.2 14 02 23	SA Additional Update: Provide further update at the full Board.	MMcC	22 02 23
LTC3-4.7 14 02 23	Strategic Risk Review: Update Risk Register.	DM	ASAP

ACTIONS FROM PREVIOUS MEETINGS

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 Complete
LTC2-4.2 22 11 22	SA Update: SA to consider ideas for increasing survey response rates.	MM/JT	Ongoing Complete
LTC2-6 22 11 22	AONB: Discuss Committee membership.	AS/AB/DM	ASAP Complete