

Board of Management

Meeting of the Learning, Teaching & Student Experience Committee

MINUTE OF 4th MEETING HELD ON TUESDAY 28 MAY 2024 AT 1500 HRS (LTSEC4), CITY CAMPUS, ROOM C.06.106

| Present | |
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| Audrey Sullivan (Convener) | Don MacKeen |
| Roddy Gillespie (Remote) | Leo Subido |
| Ewart Keep (Remote) | |
| In Attendance | |
| Alison Bell | Ryan McKellar |
| Claire Carney | May Miller |
| Jon Gray | Derek Robertson |
| Drew McGowan | Ann Butcher (Minute) |
| Apologies for absence | |
| Paul Little | Josh Taylor |
| Charandeep Singh | |

A Sullivan welcomed A Bell, Dean, Faculty of Creative Industries and R McKellar, Lecturer, Fitness and Health (presenting under item 4.1) to the meeting.

A Sullivan acknowledged that this was the final meeting of the academic year and expressed her gratitude to everyone for their contributions. She specifically noted that it was the last meeting for Leo and Josh (who was unable to attend today). She thanked them for the valuable input they brought to discussions and wished them well in their future endeavours.

| Item LTSEC4-1 | Apologies for Absence | |
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| Paper No: | Lead: Convener | Action requested: Note |
| Decision/Noted | Apologies were received from P Little, C Singh, and J Taylor. | |

| Item LTSEC4-2 | Declarations of Interest | |
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| Paper No: | Lead: Convener | Action requested: Note |
| Decision/Noted | There were no declarations of interest. | |

| Item LTSEC4-3.1 | Minute of the Learning & Teaching Committee meeting held on 27 February 2024 | |
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| Paper No: LTSEC4-A | Lead: Convener | Action requested: Approve |
| Decision/Noted | That the minute was approved. | |

| Item LTSEC4-3.2 | | Committee Schedule of Business 2024-25 | |
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| Paper No: LTSEC4-B | Lead: D McGowan | Action requested: Approve | |
| Discussion/ Matters Arising | <p>D McGowan presented the Committee Schedule of Business for 2024-25 which includes the business-critical approvals and updates. He reminded that attending officers may include additional relevant items as required throughout the year.</p> <p>J Gray recommended combining the proposed discussion papers for Academic Performance and SFC Performance Indicators into one narrative for comparison, which was agreed. J Gray also reported on future outcome agreement arrangements noting that these would now cease however, a final report for 2023-24 will be provided by December. The Committee noted that this report might not be available for their November meeting but would be submitted to the full Board in December.</p> <p>D Robertson provided the Committee with a brief overview of the new Student Success Framework, currently referenced as the Student Retention Framework in the Student Academic Experience Strategy. The new Framework focuses on the complete learner journey from start to finish, including consideration of interventions in areas of tension and incorporation of the sparqs framework.</p> | | |
| Decision/Noted | Subject to the agreed amendment, the Schedule of Business 2024-25 was approved. | | |

| Item LTSEC4-3.3 | | Student Mental Health Agreement (SMHA) Draft | |
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| Paper No: LTSEC4-C | Lead: L Subido | Action requested: Approve | |
| Discussion/ Matters Arising | <p>The renewed Student Mental Health Agreement developed in consultation with the Short Life Working Group and the Student Academic Experience Committee was submitted for review. The Committee recommend the draft SMHA for approval by the full Board.</p> | | |
| Decision/Noted | To recommend approval by the Board at the June meeting. | | |

Item 4.3 was taken at this time.

| Item LTSEC4-4.3 | | Committee Terms of Reference Review | |
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| Paper No: LTSEC4-F | Lead: D McGowan | Action requested: Discuss | |
| Discussion/ Matters Arising | <p>The Committee Terms of Reference were submitted for review. Subject to the addition of oversight of 'quality' under Point 1.1 (Purpose) and update of the membership, the ToR was recommended for approval by the full Board.</p> | | |
| Decision/Noted | Subject to agreed amendments, the ToR was recommended for approval by the full Board. | | |

| Item LTSEC4-4.1 | | City Attributes Progress Report | |
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| Paper No: LTSEC4-D | Lead: A Bell/R McKellar | Action requested: Discuss | |
| Discussion/ Matters Arising | <p>A Bell provided the Committee with an update on the progress of the strategic City Attributes project in preparation for full rollout in academic session 2024-25. Following a series of workshops and consultations with staff and students the City Attributes identified and agreed during Phase 1 were: Curious; Optimistic and Open; Globally Ready and Contributor (COGC). The four extenuating and supporting attributes under each were also advised.</p> <p>An online Canvas City Attributes course was developed and piloted across 3 Faculties during Phase 2 which demonstrated that the City Attributes can be effectively embedded into all courses of study. Continuation of City Attributes was further supported during Phase 3 with outputs including further writing of course specification and validation of SCQF credit ratings; continued design of Canvas courses; creation of a marketing plan; a student design competition to create branding; ongoing collection of student feedback and creation of digital badges to award students achieving each City Attribute.</p> <p>The College is currently preparing for a full rollout through launch meetings and development workshops. Efforts are also underway to fully incorporate City Attributes into PLSP's, student engagement workshops and careers advice.</p> <p>R McKellar provided a brief overview of developments through Canvas.</p> <p>On behalf of the Committee, A Sullivan commended the leadership and work undertaken, welcomed plans and the resources allocated for the implementation of City Attributes and requested that her thanks be conveyed to everyone involved.</p> | | |
| Decision/Noted | To note the update report. | | |

A Bell and R McKellar left the meeting.

| Item LTSEC4-4.2 | | CitySA Impact Report 2023-24 | |
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| Paper No: LTSEC4-E | Lead: L Subido | Action requested: Discuss | |
| Discussion/ Matters Arising | <p>L Subido highlighted the key statistics within the CitySA Impact Report for 2023-24. The student voice continues to be promoted through enhancement of the Class Representation systems, including introduction of a reward system and increased engagement through the Student Parliament. The 2022-23 Annual General meeting (AGM) held in March 2023 passed several motions for this academic year, including development of a Student App, provision of more inclusive sport opportunities and increased focus on campaigns that celebrate and support neurodivergent students.</p> <p>The Committee noted the Big Ideas Meeting proposals for 2024-25 including campaigning for a College community garden; lobbying for more Students' Association (SA) paid staff and; integration of trans liberation, ESOL and international students in the annual plan.</p> | | |

L Subido further reported that the student pantry project developed by students will be relocated to a more fit for purpose area, with additional grant funding now confirmed. The project continues to be supported by student volunteers, contributing over 200 volunteer hours. Plans to track usage are also in place.

Clubs and societies continued to grow through the launch of an inclusive sports campaign, with new groups established including cultural exchange and refugee networks. Increased student engagement through the social media platforms in particular TikTok, was also reported.

Presidential Team highlights included achieving the Lesbian, Gay, Bisexual and Transgender (LGBT) Gold Charter; successful launch of the International Women’s Day inclusive sports panel, the Freshers Funfair event; and announcement of the gender affirming grant.

Significant increase in advertising revenue was also made this year through strategic partnerships including Native, RockBox and Tesco Community Grants. While changing priorities were experienced in year, the SA successfully used resources appropriately and have stayed on budget.

C Carney praised the SA’s efforts this year, acknowledging their remarkable impact, especially during a challenging period for any team. A Sullivan highlighted the quality of the report, commending the report’s insightful data, innovative initiatives and impressive visuals all of which depicted a successful year.

Decision/Noted

That the CitySA Impact Report 2022-23 be recommended for approval by the full Board.

Item LTSEC4-4.4 Education Scotland Annual Engagement Update

Paper No: LTSEC4-G **Lead:** J Gray **Action requested:** Discuss

Discussion/ Matters Arising

The Committee noted the details of the Annual Engagement Visit undertaken by Education Scotland (ES) on 16 May 2024, including the Enhancement Actions and the good progress made since the last visit, particularly considering the challenges faced during a difficult year.

The Committee also noted that this would be the last review undertaken by ES and His Majesty’s Inspectorate (HMI) following the development of the new Tertiary Quality Framework which is overseen by the Quality Assurance Agency (QAA), ensuring greater commonality in the assessment of both universities and colleges.

The new quality arrangements and benefits were discussed, particularly the increased connectivity with the College. Enhanced staff engagement in self-evaluation, peer review processes and thematic reviews were also advised.

Initial feedback from ES following the visit was provided. The positive outcomes, particularly the feedback received on the SA in terms of the scale and range of activity undertaken and the work developing City Attributes were particularly highlighted. Areas for development, including

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| | the impact of external factors on student outcomes, were also discussed. |
| Decision/Noted | To note the report. |

J Gray left the meeting.

| Item LTSEC4-4.5 Student Academic Experience Strategy (SAES) Progress Report | |
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| Paper No: Verbal | Lead: C Carney Action requested: Discuss |
| Discussion/ Matters Arising | <p>C Carney presented an update on progress made against implementing the SAES. The Committee noted that the development of City Attributes and the Virtual Learning Environment had both been completed. C Carney highlighted that the development of all formal learning spaces and the creation of the Library of the Future were in progress, while the Student Success Framework and Careers Strategy would be delivered in the new academic year.</p> <p>A Sullivan emphasised the importance of the information provided at each meeting of the Committee throughout the year for understanding the progress of the outcomes. She found it beneficial to review the current status and expressed her thanks to all staff for their hard work in progressing these outcomes.</p> |
| Decision/Noted | To note the update report. |

| Item LTSEC4-4.6 Learning, Teaching & Student Experience Update | |
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| Paper No: LTSEC4-H | Lead: C Carney/D Robertson Action requested: Discuss |
| Discussion/ Matters Arising | <p>The update on key elements of Learning, Teaching and Student Experience was submitted for review. C Carney advised of a notification received from EIS-FELA of a further round of strike action (12 days) during Semester 2, bringing the total number of days lost to strike action to 65. A Sullivan highlighted the Committee's concerns, noting the impact and implications of the continued strike action on students.</p> <p>D MacKeen raised concerns about quality, emphasising the need to maintain a standard of excellence. He highlighted ongoing resource issues, particularly with IT and the barriers staff faced in addressing these problems. While acknowledging the negative experiences of some staff, it was noted that these issues fall outside of the Committee's remit. D Robertson added that these concerns are directly related to the need for learning space updates. If funding is approved, a comprehensive consultation with staff will be conducted to determine specific requirements. D MacKeen was encouraged to participate in the relevant working groups involved.</p> <p>C Carney and D Robertson thanked all staff involved for their hard work in delivering education and support under difficult circumstances. A Sullivan also expressed her appreciation to C Carney for her significant leadership in development of the College curriculum processes and pedagogy.</p> |
| Decision/Noted | To note the update report. |

| Item LTSEC4-4.7 Strategic Risk Review | |
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| Paper No: LTSEC4-I | Lead: D McGowan Action requested: Discuss |
| Discussion/ Matters Arising | The 5 strategic risks for the Committee's consideration were submitted for review. No changes to risk scores were proposed however a new risk of Artificial Intelligence (SR27) specifically relating to the College curriculum, was recommended for approval and was agreed by the Committee. The risk scores were considered by the Committee and no additional changes were proposed. |
| Decision/Noted | <ul style="list-style-type: none"> • To approve the additional risk of SR27 Artificial Intelligence. • To approve the Risk Register. • To note the Risk Management Action Plans for risks reported to the Committee. |

| Item LTSEC4-5.1 British Sign Language (BSL) Action Plan | |
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| Paper No: LTSEC4-J | Lead: D Robertson Action requested: Note |
| Decision/Noted | To note the renewed College BSL plan and the steps being taken in implementation and evaluation of success. |

| Item LTSEC4-5.2 Academic Board | |
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| Paper No: LTSEC4-K | Lead: P Little Action requested: Note |
| Decision/Noted | To note the Academic Board minute of the meeting held on 16 February 2024. |

| Item LTSEC4-6 Any Other Notified Business | |
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| Paper No: Verbal | Lead: Convener Action requested: Note |
| Decision/Noted | None. |

| Item LTSEC4-7 Disclosability of Papers | |
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| Paper No: Verbal | Lead: Convener Action requested: Note |
| Decision/Noted | Noted without change. |

| Item LTSEC4-8 Date of Next Meeting | |
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| Paper No: Verbal | Lead: Convener Action requested: Note |
| Decision/Noted | Tuesday 17 September 2024 |

The meeting closed at 1700 hrs.

ACTIONS FROM MEETING

| Item | Description | Owner | Target Date |
|------------------------|--------------------------------------------------------------------|--------------|---------------------|
| LTSEC4-3.3 29 05 24 | Student SMHA Draft: Recommend for Board approval. | LS/DM | BoM Mtg 19 06 24 |
| LTSEC4-4.2 29 05 24 | CitySA Impact Report 2023-24: Recommend for Board approval. | LS/DM | BoM Mtg 19 06 24 |

ACTIONS FROM PREVIOUS MEETINGS

| Item | Description | Owner | Target Date |
|-------------|--------------------|--------------|--------------------|
| | None | | |