

## Board of Management

### Meeting of the Learning & Teaching Committee

**MINUTE OF 1<sup>st</sup> MEETING HELD ON TUESDAY 7 SEPTEMBER 2021 AT 1600 HRS (LTC1) VIA MS TEAMS**

<b>Present</b>	
Audrey Sullivan (AS) (Convenor)	Megan McClellan (MMcC) (from Item 4.1)
David Eaton (DE)	Bernie Savage (BS)
Karen Kelly (KK)	Rebekah Widdowfield (RW)
<b>In Attendance</b>	
Claire Carney (CC)	May Miller (MM)
Paul Clark (PC)	Elodie Nowinski (EN)
Gus Grubb (GG)	Gillian Plunkett (GP)
Ewart Keep (EK)	Joe Wilson (JW)
Sheila Lodge (SL)	A Butcher (Minute)
<b>Apologies for absence</b>	
Nicola Cameron	Paul Little (PL)

AS advised that the item relating to End of Year Performance has been deferred until the next meeting of LTC. This will allow further completion of data sets and contextual information and provide a full understanding for members. Wider consultation with SMT will also be undertaken in advance.

<b>Item LTC1-1</b>	<b>Apologies for Absence</b>	
<b>Paper No:</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	Apologies were received from NC and PL. SL was in attendance in place of the Principal.  AS welcomed B Savage, President, Students' Association (SA) to her first meeting of the Committee. New student member M McClellan, VP Learning and Teaching, SA was currently in class and would join as soon as possible.	

<b>Item LTC1-2</b>	<b>Declarations of Interest</b>	
<b>Paper No:</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	There were no declarations of interest.	

<b>Item LTC1-3.1</b>	<b>Minute of the Learning &amp; Teaching Committee meeting held on 11 May 2021</b>	
<b>Paper No:</b> LTC1-A	Lead: Convener	Action requested: Approve
<b>Decision/Noted</b>	That the minute be approved.	

<b>Item LTC1-3.2</b>		<b>Committee Annual Report 2020-21</b>	
<b>Paper No: LTC1-B</b>	Lead: P Clark	Action requested: Approve	
<b>Discussion/ Matters Arising</b>	<p>PC introduced the Committee Annual Report 2020-21 which provides a reference for progress and achievement of the Committee with reference to the delivery of the Strategic Aims within the parameters of the Committee's area of responsibility. PC reminded that due to the impact of COVID-19, the further development and refinement of learning and teaching approaches and the continued delivery of remote learning and support had been of particular concern for the Committee. New key principles: Active, Blended, Connected learning and teaching formed the cornerstone for development of the Student Academic Experience Strategy which was recognised by the Committee as vital mitigation against the impacts of remote working and learning.</p> <p>PC provided a brief overview of the innovative developments in learning and teaching undertaken over the past year including the significant investment in a new VLE and further development of the Learning and Teaching Academy. He particularly acknowledged the sad passing of the Committee Convener, Jim Gallacher who was a long-standing and highly respected servant of the College and the wider College and University sectors in Scotland.</p> <p>AS commended the report which evidences the commitment, creativity and collaboration of staff across the College over the past year which had been particularly challenging. AS also acknowledged the excellent leadership of the Executive in particular CC, and the SMT.</p> <p>RW agreed that whilst the report provides a very comprehensive and detailed account of the work of the LTC, she suggested that the information and structure in future reports should be more high level and streamlined. PC indicated that the learning and teaching section of the College Annual Report would be edited accordingly. This was agreed.</p> <p>CC will consult with PC on points of inclusive language within the report. For example, digital inclusion instead of digital poverty.</p>		
<b>Decision/Noted</b>	Subject to amendment as discussed, the Report was approved.		

<b>Item LTC1-3.3</b>		<b>Programme of Work 2020-21</b>	
<b>Paper No: LTC1-C</b>	Lead: P Clark	Action requested: Approve	
<b>Discussion/ Matters Arising</b>	<p>PC provided a summary of the draft schedule of approvals and other work of the Committee which includes standing items, additional report submission and performance information.</p> <p>DE referred to his recent discussion with the Board Chair and suggested that items for development should also be included as a standing item i.e. new education systems and methods for generating additional business and income. PC reminded members that such topics of discussion were within the remit of the Development Committee, however it was recognised that there may be some areas for inclusion.</p> <p>Members further requested that matters of more high level, strategic</p>		

discussion should also be included in order to achieve the vision of the Student Academic Experience Strategy. Recognising this was a critical part of all discussions more specific topics such as pedagogy, tDAP and the recent SFC review, should be identified. PC and CC will further consider strategic areas that would benefit from further discussion.

**Decision/Noted** PC/CC to further consider and update as agreed.

<b>Item LTC1-D Academic Guidance Policy</b>	
<b>Paper No:</b> LTC1-D	Lead: G Plunkett Action requested: Approve
<b>Discussion/ Matters Arising</b>	<p>GP introduced the revised Academic Guidance Policy which has been reviewed and updated in line with the Student Academic Experience Strategy aim to review the offering and development of academic and pastoral support for students. Whilst the Policy had been updated, no significant changes were required. The associated procedures will also be updated to form part of the overall approach for guidance and support for students.</p> <p>GP will ensure that the EQIA has been undertaken.</p>
<b>Decision/Noted</b>	To approve the revised Academic Guidance Policy subject to EQIA revision.

*MMcC attended the meeting at this time and introduced herself to members. AS welcomed her to the meeting.*

<b>Item LTC1-4.1 Learning &amp; Teaching Update</b>	
<b>Paper No:</b> LTC1-E	Lead: C Carney Action requested: Discussion/Decision
<b>Discussion/ Matters Arising</b>	<p>CC updated members on the key Learning and Teaching and, planning arrangements for 2021-22. At this time, the College is operating at a 'beyond 0' level and although the majority of restrictions have been lifted, certain restrictions within the College still remain.</p> <p>CC advised that the College recognises the importance of student engagement and affiliation from the outset and a blend of online and on campus induction has been undertaken with students benefitting from a wide range of transition activities. Whilst this has helped students become familiar with their learning communities, a further challenging position has emerged as large numbers of students and staff are catching COVID or are self-isolating. This turbulent learning environment will require flexibility and the continuation of both online and onsite teaching. Social distancing has also presented onsite space restrictions with smaller groups of students being timetabled on Campus for essential practical activities and collaborative experiences.</p> <p>Faculties and curriculum areas have established best practice 'learnings' from the last academic year and have been supplemented by further repurposed Learning and Teaching guidance. An opportunity for staff, students and wider stakeholders to share practice in Learning, Teaching and Assessment will be provided at the College's Learning and Teaching Conference on 14 September 2021. It was noted that all Committee members have been invited to attend.</p>

To allow for increased onsite teaching, the College is progressively developing general teaching rooms with a minimum digital 'kit-out' (including cameras and desktops) which will allow 'live' streaming of classes. Practical spaces are also being re-purposed to enhance learning and make use of additional curriculum development opportunities.

AS requested an on Campus visit to view the new blended and collaborative learning spaces. CC advised that changes in general teaching spaces were not immediately evident however this could be set up for practical teaching areas. This was agreed and all Committee members will be invited to attend.

AS and LTC members requested that the Committee's thanks and appreciation be passed on to academic and support staff in recognition of their professionalism and dedication during this most challenging period. They further acknowledged and valued their continued support and commitment for the foreseeable future.

Decision/Noted

- To note the update report.
- To set up on Campus visit for Committee members.
- To thank all staff on behalf of the Committee.

**Item LTC1-4.2 Blended Learning: Lessons Learned and Future Directions**

<b>Paper No:</b> LTC1-F	Lead: Gus Grubb	Action requested: Discussion/Decision
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**Discussion/ Matters Arising**

GG introduced the Blended Learning: Lessons Learned paper which provides an overview of experiences from the Faculty of Education and Humanities, an update on the lessons learned from over the last 18 months and considerations on next steps. Key learning points, recommendations and guidance were particularly highlighted which included blended learning approaches (synchronous and asynchronous learning), digital inclusion, introduction of the new VLE, continued student communication (to ensure engagement) and assessment models.

GG considered that the blended learning fund had been a very positive initiative which not only encouraged collaboration but allowed time to embrace new technologies in teaching practice and hoped that this funding investment would continue.

CC advised that the guidance and recommendations within the report may not be relevant for all curriculum areas, however some recommendations have been actioned or are in a process of consultation through the Student Academic Experience Committee. SL added that the paper provides a general direction of travel and that the blended learning environment will be an area of continual development. The Lessons Learned report was considered multifunctional and should serve as an 'aide memoire' for all curriculum areas.

<b>Decision/Noted</b>	To note the update report.
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**Item LTC1-4.3 Digital Learning Transformations: Virtual Learning Environment**

<b>Paper No:</b>	Lead: Joe Wilson	Action requested: Discussion/Decision
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<b>LTC1-G</b>	
<b>Discussion/ Matters Arising</b>	<p>JW provided an update on the adoption of the new virtual learning environment (VLE) Canvas which is supplied by Instructure. Roll out of the platform is being tracked weekly and online learning courses and familiarity workshops for staff have now commenced. Access to an online development programme 'Growing with Canvas' and additional face to face workshops and support (via Faculty nominated digital champions and the technology team) to move content from Moodle over the course of this academic year, will also be provided. Students will also be provided access to 'Passport to Canvas' when invited by course tutors.</p> <p>JW reported that Canvas will also allow the College to track and monitor staff and student activity by Faculty, Curriculum areas and class groups and will significantly improve the overall reporting facility. In the medium term, and as part of the College strategy, the commercial team are also exploring additional functionality to expand the College commercial offerings (eg micro-credentials) on this platform. Members were also informed that developments and progress are being reported through a dedicated area on the staff intranet. JW will ensure that all Board members have access via their College email addresses/passwords as required.</p> <p>Members congratulated the College on the adoption of Canvas and particularly commended the measured roll out approach.</p>
<b>Decision/Noted</b>	To note the report.

<b>Item LTC1-4.4</b>	<b>Students' Association Update</b>	
<b>Paper No: Verbal</b>	Lead: B Savage	Action requested: Discussion/Decision
<b>Discussion/ Matters Arising</b>	<p>BS informed that the SA team are now back on site, undertaking training and developing work plans. BS further reported on the current College commitment to academic integrity across all learning and teaching activity. Students will be expected to uphold this key value and an awareness campaign on the use of essay and degree mills, plagiarism, collusion between students, etc has been launched.</p> <p>Class Rep elections are ongoing and induction and training to be rolled out during October. Faculty rep elections will then be progressed.</p>	
<b>Decision/Noted</b>	To note the update report.	

<b>Item LTC1-4.5</b>	<b>Faculty Presentation – Creative Industries</b>	
<b>Paper No: Verbal</b>	Lead: E Nowinski	Action requested: Discussion/Decision
<b>Discussion/ Matters Arising</b>	<p>EN provided the Committee with a presentation on the Faculty of Creative Industries which covers four curriculum areas: Design; Fine Art and Photography; Visual Communications and Media. A wide variety of courses are offered to more than 2500 students.</p> <p>EN informed members that the overall Faculty provision had remained strong during the pandemic crisis through a review of the curriculum and where possible, diversification to online teaching provision. With the help of dedicated learning technicians and around 20 different software platforms,</p>	

modes of delivery for practical areas had diversified. Curriculum areas remained fully engaged with College partners and plans were put in place to align revised practices, future student placements and work experience.

As closer relationships were built with students, a better understanding of their needs had been developed. This helped to ensure students' continued wellbeing and to address areas of core concern. A high record of student attendance and retention was recorded, and staff agility and training were considered a key aspect of success. EN emphasised that the wellbeing of staff was also a priority, and that a variety of online tools, staff development and CPD opportunities were provided. Members were informed that lecturing staff continued to deliver teaching through the summer break period which ensured minimal deferrals and helped with student progression. The Faculty continues to work towards new provision, new modes of delivery, and new partnerships.

Members indicated that they were encouraged and inspired by the resilience and agility of staff and welcomed the new relationships forged with students.

**Decision/Noted** To note the update.

**Item LTC1-4.6 End of Year Performance – Interim Review**

<b>Paper No:</b>	Lead:	Action requested:
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**Decision/Noted** Discussion on this item was deferred until the next meeting.

**Item LTC1-4.7 Strategic Risk Review**

<b>Paper No: LTC4-F</b>	Lead: P Clark	Action requested: Discussion/Decision
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**Discussion/  
Matters Arising** The strategic risks which most closely relate to the Committee's remit were reviewed.

**Risk 1 – Failure to support successful student outcomes:** Members recognised that over the past year, the experience and expertise of ELT/SMT and Faculties had allowed the College to quickly respond to changes in circumstances, particularly those relating to COVID matters, without significant disruption to learning and with minimal impact on student outcomes. A revised Risk Score Likelihood 2 x Impact 5 = 10 (AMBER) was agreed.

**Risk 2 – Failure to establish optimal pedagogical model:** Risk Score 5 (GREEN) was reviewed and retained.

**Risk 3 – Failure to achieve good student outcome/progression levels:** Members agreed that the Risk Score 10 (AMBER) be retained at this time.

**Risk 21 – Failure of the College's Duty of Care to Students:** GP considered that whilst specific statutory duties relating to Prevent and Corporate Parenting are well supported and maintained, concern for student mental health issues, particularly for those students working remotely remained. The Committee agreed the Risk Score 2 x 5 = 10 (AMBER).

	Risk 26 – <i>Failure to achieve taught degree awarding powers (tDAP)</i> : SL reported that although the COVID pandemic had delayed the progress of some aspects in preparation for tDAP, some priorities are being progressed. Tenders for a learning experience platform are being processed and a staff development questionnaire is being produced. New levels of operational planning and reporting cycles have also been improved and will help determine areas of best practice and development. The Project Management Office is also now in place. SL suggested that the current Risk Score 12 (AMBER) be retained. This was agreed.
<b>Decision/Noted</b>	To agree the Risk Scores and Management Action Plans.

<b>Item LTC1-5.1 Academic Appeals</b>	
<b>Paper No:</b> LTC1-J	Lead: <span style="background-color: #cccccc;"></span> Action requested: Note
<b>Decision/Noted</b>	To note the update on 2020/21 academic and SQA appeals.

<b>Item LTC1-5.2 Academic Board – 11 June 2021</b>	
<b>Paper No:</b> LTC1-K	Lead: S Lodge (for P Little) <span style="background-color: #cccccc;"></span> Action requested: Note
	KK referred to adoption of the Academic Integrity Charter and queried how this was being recognised. Further to earlier discussion, CC informed members that this was a sector wide partnership with QAA, working to protect academic integrity and prevent cheating and fraud. Staff have been made aware of this Charter and will follow advice and guidance available. This will help students avoid being caught out by unscrupulous behaviour online.
<b>Decision/Noted</b>	To note the Academic Board minute of 11 June 2021.

<b>Item LTC1-6 Any Other Notified Business</b>	
<b>Paper No:</b> Verbal	Lead: Convener <span style="background-color: #cccccc;"></span> Action requested: Note
<b>Decision/Noted</b>	The was no other notified business.

<b>Item LTC1-7 Disclosability of Papers</b>	
<b>Paper No:</b> Verbal	Lead: Convener <span style="background-color: #cccccc;"></span> Action requested: Note
<b>Decision/Noted</b>	No change to disclosability of papers.

<b>Item LTC1-8 Date of Next Meeting – Wednesday 24 November 2021</b>	
<b>Paper No:</b> Verbal	Lead: Convener <span style="background-color: #cccccc;"></span> Action requested: Note
<b>Decision/Noted</b>	Noted.

*The meeting closed at 1830 hours.*

## ANNEX TO THE MINUTE

### ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC1-3.3 07 09 21	<b>Programme of Work:</b> Further consider strategic items for discussion.	CC/PC	Ongoing
LTC1-4.1 07 09 21	<b>Learning &amp; Teaching Update:</b> Arrange on Campus visit for Committee members.	CC	ASAP
LTC1-4.6 07 09 21	<b>End of Year Performance:</b> Provide paper at next meeting.	CC/JG	24 11 21
LTC3-4.2	CC to take forward the attendance and impact on retention with Performance and the Student Association.	CC	Ongoing
LTC1-4.8	Deans to present Student Destination data annually to the Committee, with PC adding this to the Schedule of Work.	DEANS/PC	11/5/21 Within New Faculty Review Process <b>Complete</b>