

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 4th MEETING HELD ON TUESDAY 11 MAY 2021 AT 1500 HRS (LTC4) VIA MS TEAMS

Present	
Audrey Sullivan (AS) (Convenor)	David Eaton (DE)
Paul Little (PL)	Nicolas Garcia (NG)
Rebekah Widdowfield (RW)	
In Attendance	
Claire Carney (CC)	
Paul Clark (PC)	Gillian Plunkett (GP)
Jon Gray (JG)	Joe Wilson (JW)
Mairi McIntosh (MM)	Siobhan Wilson (SW)
Apologies for absence	
Sarah Erskine (SE)	Bernadette Savage (BS)
Karen Kelly (KK)	

Item LTC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were noted from Sarah Erskine (SE) and Bernadette Savage (BS).	
	The Convener welcomed Jon Gray, Director of Excellence and Joe Wilson, Head of Digital Skills to the meeting.	

Item LTC4-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	No declarations of interest.	

Item LTC4-3.1	Minute of the Learning & Teaching Committee meeting held on 11 May 2021	
Paper No: LTC4-A	Lead: Convener	Action requested: Approve
	CC advised item 4.6 should be amended to reflect that the SFC Student Engagement Survey did not take place due to Covid.	
Decision/Noted	The minute of 11 May 2021 was approved with this amendment. Approved.	

Item LTC4-3.2		Committee Terms of Reference Review	
Paper No: LTC4-B	Lead: P Clark	Action requested: Approve	
Discussion/ Matters Arising	<p>PC advised that the review of Terms of Reference is an annual exercise for good governance practice, with any amendments approved at the June Board meeting.</p> <p>PC/CC to review wording around 'IT Resources' and approve prior to the June Board meeting.</p> <p>CC noted that although mention of TDAP was considered for inclusion, it is covered under more generic language.</p> <p>PL noted that although there is no immediate requirement for reviewing membership of Academic Board, it should be considered over future meetings after Learning and Teaching Committee Convener/members have had a chance to attend and understand contributions and achievements of the Academic Board members. CC noted that Academic Board should remain democratic and independent.</p> <p>PC to revise ToRs with CC and AS and circulate to members.</p>		
Decision/Noted	Noted.		
Item LTC4-4.1		Student Update	
Paper No: Verbal	Lead: N Garcia	Action requested: Discussion/Decision	
Discussion/ Matters Arising	<p>AS noted it was NG last meeting as Student President and expressed appreciation for his enthusiasm, commitment and practical, helpful contributions to the work of the Committee. NG thanked committee members for their support of both him and the Student Association.</p> <p>NG advised that the Student Parliament established the Student Partnership Forum, working closely with Student Experience directorate on communication with learners. NG noted that GP and CC provided valuable input to the Parliament meeting, particularly around communications with information on courses for the next academic year.</p> <p>The Student Association team are involved with the Student Impact Report, which will offer other College partners an insight as to the challenging experience learners have faced over the last year.</p>		
Decision/Noted	Noted.		
Item LTC4-4.2		Academic Planning and Arrangements 21/22	
Paper No: LTC4-C	Lead: C Carney	Action requested: Discussion/Decision	
Discussion/ Matters Arising	<p>CC introduced the paper, noting it provides broad parameters around which curriculum teams can work and adjust according to local and disciplinary differences. The paper exists to be flexible for teams rather than prescriptive, as decisions must be made locally to ensure all students have a range of options to aid them towards completion.</p>		

The paper aims to provide a workable model for the longer term that takes account of the positive aspects of online learning and the pedagogical shift proposed through the Student Academic Experience Strategy, with blended learning at the forefront. The strategy remains mindful of and adheres to Scottish Government Covid guidance.

Planning for the next academic year involves many complications as there are potential deferral students from AY 19-20; deferral students from AY 20-21; new entrants AY 21-22 and an increasing number of short courses to meet upskilling and reskilling demands. Recruitment is reported to be 4% above target, although GP notes that this prediction can fluctuate until enrolments begin and accurate figures can be recorded. Faculties are working towards all timetabling being accurate and ready for circulation 21 May 2021.

Covid restrictions will continue to impact on learning, teaching, assessment and student support services for the foreseeable future. The impact of physical distancing will limit numbers of students for on-site activities. Early planning and timetabling is imperative to ensure staff and students are aware of and are part of planning for new modes of learning. Deans are currently creating room transformation proposals to increase capacity and digital capabilities of teaching spaces.

Digital access and connectivity for students is of the upmost importance. Continuing from the highly successful laptop loan scheme of AY 2020-21, this will restart over summer and into AY 2021-22.

Decision/Noted

Noted.

Item LTC4-4.3 Virtual Learning Environment Project

Paper No: LTC4-D	Lead: J Wilson	Action requested: Discussion/Decision
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Discussion/ Matters Arising	<p>JW advised that the VLE Business Case was approved by the Academic Board on 19 April. Both staff and students have had a huge contribution to the tender requirements and scoping process. The tender will now be live on the APUC system for 4 weeks before an evaluation panel begins w/c 7 June 2021. Further to offering additional insights, David Eaton was invited to contribute to the VLE developments. This intensive evaluation will last until 14 June when a platform will be chosen.</p> <p>The VLE is a substantial investment supporting the Student Academic Experience Strategy’s Active Blended Connected goals. Currently 40 staff and 20 students have participated in early investigation of potential providers.</p> <p>JW noted that top line requirements of the new VLE are:</p> <ul style="list-style-type: none"> • Easier use for staff and students. • To be more social than the previous platform. • To be more interactive than the previous platform. • Easier mobile use of the platform. • To be accessible. • To be innovative.
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	Moodle and MyCity will not be turned off immediately as staff will be encouraged to move required content to the new VLE by the end of Block 1. CC noted that the challenge is changing perceptions and gaining staff enthusiasm around the move to the new platform.
Decision/Noted	Noted.

Item LTC4-4.4 Faculty Review Outcomes 2019-20	
Paper No: LTC4-E	Lead: J Gray Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>JG advised that the purpose of the paper was to ensure clarity on the direction of travel within Faculties, with a clear view of performance supported by recommendations. The refinement of changes from outcomes will continue throughout implementation.</p> <p>Guidance introducing performance reporting cycles was issued to Faculties, to ensure the structure is in place for academic year 2021-22. The Faculties have responded positively to the exercise with collaborative commitment and enthusiasm for change.</p> <p>NG asked that in future a glossary of terms be included as the paper had many acronyms. NG also encouraged inviting Deans to further sessions and discussions, and highlighted that BS is keen to pursue review of employer engagement.</p>
Decision/Noted	Noted.

Item LTC4-4.5 Faculties Update – Hospitality and Leisure	
Paper No: Presentation	Lead: S Wilson Action requested: Discussion/Decision
Discussion/ Matters Arising	<p>SW introduced the presentation by noting the 4 main challenges of Covid over the last academic year:</p> <ul style="list-style-type: none"> • Physical Spacing • Skills Practice • Moving to Online L&T and Digital Skills • Blended Learning Fund <p><u>Sport & Fitness:</u> The Blended Learning Fund offered the opportunity for online training to reflect adaptations across the sports and fitness sector. A social media presence was bolstered in Learning and Teaching to reflect industry changes, with a focus on increasing digital skills of learners to improve employability.</p> <p><u>Hair & Beauty:</u> There were challenges within areas where masks were concerned, as certain subjects were limited due to inability to adhere to restrictions (lip waxing/threading etc.) and where students refused to wear masks for anxiety or health-related reasons.</p> <p>A focus on digital skills for both staff and students has led to innovative practice using virtual reality platforms.</p>

Hairdressing has seen a slow recovery due to longer periods between clients requiring services, and the new tendency of women not to disguise grey hair (meaning a loss of income through hair colouring).

Culinary Arts & Bakery:

Social distancing has posed problems for classroom and kitchen capacity, limiting the number of students able to participate on site quite considerably. Industry engagement has improved, perhaps due to the lack of activity for those usually occupied with work in restaurants and other areas hindered by restrictions.

Bakeries have not seen any significant negative impact.

Hospitality, Events & Tourism:

There was less impact upon general class delivery due to the less practical nature of courses. However, students have been seen to need to return to work after periods of furlough, meaning they may drop out or be unable to attend some classes.

Students have concerns over career prospects when leaving College, with wages and working conditions being unattractive. However, Upskilling and Reskilling could partially address this and offer other options for discouraged students.

Decision/Noted

Noted.

Item LTC4-4.6 Strategic Risk Review

Paper No: LTC4-F	Lead: P Clark	Action requested: Discussion/Decision
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Discussion/ Matters Arising	PC advised that an archive will be kept for historic risk management commentaries.. The risks covered within this item followed a review of the risks pertaining to the Learning and Teaching Committee.	
	Student Success and Outcomes had previously been marked at red 20 on the risk register, though it is hoped that at the September meeting this may be reduced significantly into lower amber scores.	

Decision/Noted

Item LTC4-5.1 Learning and Teaching: Covid Response

Paper No: LTC4-G	Lead: C Carney	Action requested: Note
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Discussion/ Matters Arising	The paper was noted.	
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Decision/Noted

Noted.

Item LTC4-5.2 Student Academic Experience Strategy

Paper No: LTC4-H	Lead: C Carney	Action requested: Note
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Discussion/ Matters Arising	The paper was noted.	
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Decision/Noted

Noted.

Item LTC4-5.3	Developing Scotland's Young Workforce	
Paper No: LTC4-I	Lead: G Plunkett	Action requested: Note
	The paper was noted.	
Decision/Noted	Noted.	

Item LTC4-5.4	Academic Board (25 02 21)	
Paper No: LTC4-J	Lead: Convener	Action requested: Note
	The paper was noted.	
Decision/Noted	Noted.	

Item LTC4-6	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	
Decision/Noted	No other notified business.	

Item LTC4-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	
Decision/Noted	No change to disclosability of papers.	

Item LTC4-8	Date of Next Meeting – 7 September 2021	
Paper No: Verbal	Lead: Convener	
Decision/Noted	Noted	

ANNEX TO THE MINUTE

ACTIONS OF PREVIOUS MEETINGS

Item	Description	Owner	Target Date
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