City of Glasgow College

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 4th MEETING HELD ON THURSDAY 11 MAY 2023 AT 1500 HRS (LTC4), CITY CAMPUS, ROOM C.06.106

Present	
Audrey Sullivan (AS) (Convenor)	Ewart Keep (EK) (Remote)
Alisdair Barron (AB)	Paul Little (PL)
Thora Hands (TH)	Megan McClellan (MMcC)
In Attendance	
Alison Bell (ABe)	May Millar (MM)
Stuart Bradnam (SB)	Andy Pollock (AP)
Claire Carney (CC)	Josh Taylor (JT)
Drew McGowan (DM)	Ann Butcher (Minute)
Apologies for absence	
None	

AS expressed her appreciation to all members, attending officers and staff. Their contributions, presentations and active participation were integral to the success of the Committee's work. She recognised the dedication and hard work that went into developing the papers that were submitted throughout the Session and was grateful for the thoughtful discussions and debates that took place during the meetings. Their commitment to the Committee had been invaluable and she thanked them for their continued support and contributions.

AS welcomed new member TH and co-opted member MM to their first meeting of the Committee. She further welcomed ABe, SB and AP who had joined the meeting to present their items and papers. The order of the agenda was slightly amended, and the presentations were taken at the start of the meeting.

Item 4.6 was taken. PL entered the meeting during discussion.

Item LTC4-4.6	Faculty of Nautical & STEM: Built Environment	
Paper No: Verbal	Lead: A Pollock/S Bradnam	Action requested: Discuss
Discussion	AP provided an overview of the formation of the Employer Board (EB) and the College's role. While the concept of an EB was not new, it had always been a challenge to sustain interest and membership. However, through an existing partnership with Sir Robert McAlpine, an opportunity to discuss ways of taking the EB forward had proved very successful. Involvement of Careers College Trust (CCT), a third sector organisation to administer and manage the Board was attributed to the sustained success, resulting in clear directives and initiatives. The EB identified the need to shape and form more digital content particularly in the development of curriculum content. A list of current high level, tier 1 members and partner organisations were advised. Formation of the EB has led to several successful outcomes, including regular employer engagement, which ensures students are prepared for	

the workplace by gaining direct involvement and experience which in turn makes students more confident and ready for work, allowing them to gain more quality social values. This model has also been rolled out across the rest of the UK, allowing for shared learning and shared benefits.

Development of industry-relevant curriculum has also been a crucial development with a focus on digital technologies, innovations, skills and knowledge. While digital technologies are well established at technical and professional levels, there was a need to build confidence at operational level. The framework developed has supported over 200 students with another 60 due to complete programmes next month. Employers involved recognise and endorse the certificates and accredited digital badges that students receive, which can also be taken into other industries. This adds value and enhances their qualifications, making them more competitive against others. This also aligns with the College Student Academic Experience Strategy (SAES).

SB gave a demonstration of a pilot digital technology developed to help students undertake remote building surveys and access information through the Canvas VLE system. This has led to further industry contact with the National Trust for Scotland who have given the College access to all their sites to digitally scan their assets. This will create a bank of digital assets for students.

Members recognised the significant benefits of this initiative for further development across Faculty curriculum areas and the establishment of additional EBs. AS expressed her gratitude to SB and AP for their informative presentation which was a great way to conclude the Faculty presentations for this session. She thanked them for their time and thorough preparation.

Decision/Noted	To note the update.

AP and SB left the meeting.

Item LTC4-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no apologies received.	

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

Item LTC4-3.1	Minute of the Learning & Teaching Committee meeting held on 14 February 2023	
Paper No: LTC4-A	Lead: Convener	Action requested: Approve
Decision/Noted	DM brought to the Committee's attention an amendment to the draft minute submitted for noting at the Board meeting on 4 April 2023. On	

reflection, DM noted that a particular paragraph under item 5.2, was overly descriptive and deemed this inappropriate for publication. The paragraph has since been slightly amended for public release. Following review, the minute was approved by the Committee.

Matters Arising
Apprenticeship Programmes
Members noted that the 3 agreed actions detailed under Apprenticeship Programmes would be merged and taken forward by C Keenan.

Item LTC4-3.2	Committee Terms of Reference Review	
Paper No: **LTC4-B**	Lead: D McGowan	Action requested: Approve
Discussion/ Matters Arising	DM reminded members of the proposed review of Committees as discussed during the April Board meeting. The Terms of Reference presented at today's meeting were for the current Committee and any feedback or revisions from members would be incorporated into the new Committee remit, which will be presented for approval at the June Board meeting. After reflecting on the work undertaken during the current session, members expressed satisfaction that they had successfully fulfilled their remit for the year. EK suggested that further consideration should be given to Point 3, which focuses on trends in education and suggested that annual horizon scanning of College education across the UK should be undertaken. While no changes to the current remit were proposed, DM agreed to consider this proposal for inclusion within the new Committee Programme of Work for next academic session.	
Decision/Noted	• To agree the current Terms of Reference. • To consider additional horizon scanning of College education across the UK annually for inclusion within the new Programme of Work.	

Items 4.2 and 4.3 were taken.

LTC4-4.2	Student Academic Experience Strategy: Progress Report	
Paper No: **Verbal**	Lead: C Carney	Action requested: Discuss
Discussion	CC presented an update on progress made against implementing the SAES, specifically focusing on the actions related to the development of student attributes (item 4.3); conducting a full portfolio review (item 5.4); development of formal learning spaces; reviewing and enhancing of the Student Journey through integration of digital systems; establishing a student success framework, and College Careers Strategy. CC emphasised that all initiatives concerning the student experience align with the SAE Strategy although the potential impact of current financial challenges was recognised. AS acknowledged the considerable amount of ongoing work, including the challenging task of tracking multiple elements. The Committee was reassured on the outputs, expected impact, necessary actions, timelines	

and current status of the various objectives.

TH raised concern regarding the proposed reductions to the curriculum and staffing and their potential impact on the SAES and student experience. CC reassured that the size of the curriculum would not affect the aims and objectives of the SAES which remained relevant and beneficial. While current financial challenges may affect the development of learning spaces and some digital aspects, the delivery of learning and teaching would not have a negative impact on the student experience. CC clarified that alternative pathways would be provided for students affected by course cuts and that future courses not being offered would not be advertised.

AS emphasised the importance of maintaining focus on strategic progress against the SAES, while acknowledging the significance of operational considerations.

Decision/Noted	To note the update report.

Item LTC4-4.3	**Student Academic Experience Strategy: City Attributes**	
Paper No: LTC4-D	Lead: A Bell	Action requested: Discuss
Discussion/ Matters Arising	AB updated the Committee on the progress of the development of the City Student Attributes. The project team mapped attributes against key drivers (i.e. Curriculum for Excellence, Skills Development Scotland Meta Skills 4.0, UN Sustainable Goals and the 3 Rs within the SAES: Readiness, Resilience and Ready) which enabled an inclusive set of attributes to be developed which at their core, is the promotion of independence. The overarching City Attributes developed were noted as Curious; Optimistic and Open; Globally Ready; and Contributor. These overarching attributes are further facilitated by four branching attributes within a framework. Members noted that a detailed description and an output has been created for each. Members were informed that the College VLE platform (Canvas) allows students to upload projects, assessments, video, pictorial work produced, CVs and certification. With the use of rubrics and aligning learning outcomes, the City Student Attributes can be embedded into all courses of study. Initial work on Canvas has been undertaken with four groups of NQ Photography students, using SDS Meta Skills Framework within rubrics. The next step will be to conduct a pilot using the City Attributes framework with the same groups of students throughout block 3 which will help guide and support future implementation across the College. Whilst recognising the ongoing practicalities of how the City Attributes will be mapped and embedded across the curriculum, the Committee commended the comprehensive and valuable work undertaken by the project team in their development. It was considered that the Attributes would help empower students and give them confidence, equipping them with important skills that will serve them well in future

The Committee approved the proposed City Attributes and further noted the current progress on the potential launch.

Decision/Noted	To approve the proposed City Attributes.

ABe left the meeting.

Item LTC4-4.1	Students' Association (SA) Update	
Paper No: **LTC4-C**	Lead: M McClellan/J Taylor	Action requested: Discuss
Discussion/ Matters Arising	Following the recent Education Scotland visit, valuable feedback on student understanding of the operations of the SA was provided. This feedback highlighted that learners were unclear on the role of the Student Parliament, the Class Rep system and the overall work of the SA. The SA are actively addressing this by enhancing engagement and providing increased clarity. Based on feedback from Class Reps, the Presidential Team has provided updates on how their feedback has been progressed and the changes implemented, including monthly themed meetings, the creation of a Class Rep Hub on Canvas and the provision of regular training opportunities. The value of in-person meetings, starting earlier in the year was recognised and a simple rebranding approach to generate more momentum will be undertaken. The hybrid approach to Parliament was deemed less valuable, prompting a more streamlined and accessible approach. Parliament members expressed an interest in being involved in consultation processes regarding new areas of work that directly impact the student learning experience such as Canvas. Dedicated emails were also sent to underrepresented groups during elections and enhanced induction to new members and regular updates through the SA news and social media channels have also been provided. Going forward, the SA are considering offering paid Faculty Rep roles using external advertising income streams. This will help ensure continuity and improve the reliability of students who take on this responsibility. Committee members suggested the implementation of an honorarium payment. MMcC confirmed that an appropriate business case and operational arrangements are yet to be confirmed. AS expressed her gratitude to the SA for their hard work and contributions throughout the year. She extended a special thanks to MMcC for her dedicated attendance and invaluable contributions. She wished her all the best in her future endeavours.	
Decision/Noted	To note the update report.	

Item LTC4-4.4	Learning & Teaching Update	
Paper No: **LTC4-E**	Lead: C Carney	Action requested: Discuss
Discussion/ Matters Arising	CC advised that key elements of the Learning and Teaching update paper had already been discussed with the exception of the structure of the	

academic year. The move to 2 semesters and reduction of global hours is currently being operationalised through the timetabling process for Academic Year 2023-24.

The Learning and Teaching Academy has undertaken Faculty workshops during inter block week and follow-up support with curriculum teams is ongoing. A timetabling group led by the AD MIS is also providing support and guidance.

Decision/Noted	To note the update report.

Item LTC4-4.5	Strategic Risk Review	
Paper No: LTC4-F	Lead: D McGowan	Action requested: Discuss
Discussion/ Matters Arising	The strategic risks relevant to the Committee and Management Actions Plans (MAPs) were submitted for review. Risk 26 – *Failure to achieve taught degree awarding powers*, Risk Score was noted as 16 (RED) and remained unchanged. A reduction to the Risk Score of Risk 3 – *Failure to achieve good student outcome/progression levels* from 10 to 5 (from AMBER to GREEN) was proposed. Given that industry links have been reinvigorated post-Covid and the latest Leaver Destinations data shows the College has an industry-relevant curriculum, the proposed reduction was agreed.	
Decision/Noted	• To approve the score change to Risk 3. • To note the MAPs for the high-scoring risks (Risk 26).	

Item LTC4-5.1	Learning and Teaching Academy Update	
Paper No: LTC4-G	Lead: C Carney	Action requested: Note
Decision/Noted	To note the update on activity of the Learning and Teaching Academy 2022-23.	

Item LTC4-5.2	Academic Board	
Paper No: LTC4-H	Lead: P Little	Action requested: Note
Decision/Noted	To note the minute of the Academic Board meeting held on 2 February 2023. AS referred to the paper on Articulation and Advanced Standing by Faculty and requested that this be provided to the Committee for noting at the next meeting. This was agreed.	

Item LTC4-5.3	Education Scotland Progress Visit: Initial Outcomes	
Paper No: LTC4-I	Lead: J Gray (not in attendance)	Action requested: Note
Decision/Noted	To note the update on the outcome of the Annual Engagement Visit undertaken by Education Scotland in April 2023. A full report will be submitted at the September meeting of the full Board.	

Item LTC4-5.4	Portfolio Review Report	
Paper No: LTC4-J	Lead: J Gray (not in attendance)	Action requested: Note
Discussion	EK referred to the ongoing systematic approach being undertaken on the challenges of mathematics within STEM courses and engineering and referenced a recent report commissioned by the Department of Education that may be of interest. CC will pass this information on to Associate Dean, C Guthrie for consideration.	
Decision/Noted	To note the AY21-22 Portfolio review and future approaches to tackling course underperformance.	

Item LTC4-6	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	None.	

Item LTC4-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

Item LTC4-8	Date of Next Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	26 September 2023	

The meeting closed at 1720 hrs.

ACTIONS FROM MEETING

Item	Description	Owner	Target Date
LTC4-3.2 11 05 23	**Committee ToRs:** Consider horizon scanning of College education across the UK annually in the PoW.	DM	Ongoing
LTC4-5.2 11 05 23	**Academic Board:** Submit paper on Articulation and Advances Standing by Faculty at the next meeting for noting.	CC/DM	26 09 23
LTC4-5.3 11 05 23	**Education Scotland Progress Visit**: Submit full report at next Board meeting.	CC/DM	14 06 23
LTC4-5.4 11 05 23	**Portfolio Review Report**: Provide suggested report to C Guthrie.	CC	ASAP

ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC3-3.1 14 02 23	**Matters Arising**: To encourage membership following recruitment of new members.	DM	Ongoing **Closed**
LTC3-4.1 14 02 23	**Apprenticeship Programmes**: To further develop an Apprenticeship Strategy.	CC (CK)	ASAP **Closed**
LTC3-4.1 14 02 23	**Apprenticeship Programmes**: Further increase reputational awareness and relationships with relevant contacts and employers.	CC (CK)	Ongoing **Closed**
LTC3-4.1 14 02 23	**Apprenticeship Programmes**: Consider distinct skills academy (with BAE Systems).	CC (CK)	Ongoing **Closed**
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 **Complete**
LTC3-4.7 14 02 23	**Strategic Risk Review**: Update Risk Register.	DM	ASAP **Complete**