

Board of Management

Meeting of the Learning, Teaching & Student Experience Committee

MINUTE OF 1st MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2023 AT 1500 HRS (LTSEC1), CITY CAMPUS, ROOM C.06.106

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

A Sullivan welcomed new Student President member L Subido to the Committee and acknowledged the attendance of D Robertson in his new role as Director of Student Experience. Two other new members, C Singh and R Gillespie, were unable to attend the meeting. The Committee was also informed that T Hands has resigned from the Board and consequently from this Committee.

Item 5.1 was taken.

Item LTSEC1-5.1	Committee Member Bios	
Paper No: LTSEC1-J	Lead: A Sullivan	Action requested: Note
Discussion	A Sullivan considered that given the Committee's primary focus on Learning, Teaching and Student Experience, she deemed it appropriate to provide a brief overview of each member, emphasising their areas of expertise and experience with the aim of promoting a clear understanding of the collective expertise within the group.	
Decision/Noted	To note the report.	

Item LTSEC1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from C Singh and R Gillespie.	

Item LTSEC2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item LTSEC1-3.1	Minute of the Learning & Teaching Committee meeting held on 11 May 2023	
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Paper No: LTSEC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	<p>That the minute was approved.</p> <p>Matters Arising Horizon Scanning Members noted that horizon scanning of College education across the UK was now covered within the Committee Schedule of Business and regularly under Learning, Teaching & Student Experience Updates.</p> <p>All other outstanding actions were considered complete.</p>	

Item LTSEC1-3.2	Committee Schedule of Business 2023-24	
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Paper No: LTSEC1-B	Lead: D McGowan	Action requested: Approve
Discussion/ Matters Arising	<p>D McGowan presented a high-level overview of the Committee's planned activities for AY 2023-24, acknowledging flexibility to accommodate emerging business needs.</p> <p>The Committee was advised that the Student Academic Experience Strategy (SAES) was now available with all other supporting strategy documents, in the Board Reference Papers folder on Admincontrol.</p>	
Decision/Noted	To approve the Schedule of Business for AY 2023-24.	

Item LTSEC1-3.3	Learning & Teaching Committee Annual Report 2022-23	
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Paper No: LTSEC1-C	Lead: D McGowan	Action requested: Approve
Discussion/ Matters Arising	<p>D McGowan provided an overview of the Committee's activities and decisions made over the past year. The Committee appreciated that this year's report was more condensed than in previous years, which was well received. The document remained clear and covered a wide range of important issues. Members thanked D McGowan for this valuable report.</p> <p>A Sullivan pointed out that the list of key activities should include a paragraph about the Learning and Teaching Academy. D McGowan agreed to add this section before submitting the report for noting at the next Board meeting.</p>	
Decision/Noted	That the Committee Annual Report 2022-23 was approved, subject to an agreed amendment	

Item LTSEC1-4.1	Students' Association Update	
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Paper No: LTSEC1-D	Lead: D McGowan	Action requested: Discuss
Discussion/ Matters Arising	L Subido provided the Committee with an update on the progress of the Students Association (SA) representation systems. Currently, 16.8% of class representatives have successfully been recruited. In an effort to	

increase engagement, staff members will be asked to share representative opportunities with students and encourage candidates for Faculty representatives and elected positions in the Student Parliament. It was noted that the ongoing strike action by trade unions has led to a reduced student presence on site and has impacted their willingness to take on additional representative responsibilities. Recognising the importance of the SA representative systems, the Committee suggested that the SA team explore opportunities to gain student advocates who can promote and encourage participation.

The Committee was pleased to receive positive news on the progress made in securing funding for the student pantry. This initiative which offers essential food and resources to students three days a week, not only supports student wellbeing but also provides valuable experience opportunities for volunteers involved. Challenges in obtaining a suitable space for a sensory room still exist, but the SA team aims to reintroduce and complete this project within the current year.

C Carney confirmed that informal monthly meetings with the SA presidential team representatives are still ongoing. These meetings are essential for maintaining students' valuable contributions. She recognised the importance of their input and engagement which helps to better understand the student voice and to facilitate co-creation.

Decision/Noted

To note the update report.

Item LTSEC1-4.2	Learning, Teaching & Student Experience Update	
Paper No: LTSEC1-E	Lead: C Carney	Action requested: Discuss
Discussion/ Matters Arising	<p>C Carney reminded the Committee of the Scottish Funding Council's (SFC) decision to reduce credits by 10% across the sector which has led to a decrease in the College credit target for 2023-24. This reduction significantly affects the number of student places and course delivery. As part of the annual portfolio review process, adjustments have been made by removing some courses and reducing cohorts to meet this reduced target. Recognising that potential students often receive multiple offers from different Colleges, pre-enrolment, 'Get Ready for College' events and induction processes have been further enhanced to ensure applications convert to enrolments. At this stage, the College is on track to meet its projected credit target.</p> <p>The Committee noted that the SFC has changed the funding cut-off dates. Funding can now be claimed for students who remain after just 5 weeks in College whereas the previous cut-off was at the beginning of November.</p> <p>C Carney highlighted that the ongoing Action Short of Strike (ASOS) and local strike actions have directly affected students, particularly those requiring certification for transition to other college courses or universities but especially for apprentices and those seeking employment opportunities. While a series of mitigations have been implemented to support students progressing to other college courses and universities, challenges persist for those students who lack the necessary certification to enter the workforce. The Committee noted that the level of outstanding results has decreased to 20%.</p>	

The Committee was reminded of the strike actions occurring across the sector. Currently, the 4-week local strike action is causing significant disruptions in teaching. C Carney informed the Committee of the possibility of additional local strikes scheduled for 2 weeks during October. If these happen, it will mean some students may experience a 25% reduction in teaching out of the entire academic year and this will only increase if the strike continues. Additionally, staff members who are not on strike are taking on extra work to ensure that everything possible is being done to minimise the impact of the strikes. The Committee was also informed of the extent of teaching staff on strike but noted that not all areas have been affected.

Members recognised the ongoing challenges and commended staff involved for actively seeking alternative solutions that prioritise students in the decision-making process. A further update will be provided at the next meeting.

The Committee was comforted by the progress made in the delivery of the SAES including the delivery of blended learning, the extensive work in progressing City Attributes, the development of the Student Success Framework and the partnership with Strathclyde University for the provision of a Teaching Qualification in Further Education (TQFE) programme.

C Carney provided an additional update on the annual Learning and Teaching Conference, scheduled to take place on 24 January 2024, which will focus on inclusiveness. Professor John McKendrick, Scotland's Commissioner for Fair Access and Dr Kevin Merry, from De Montfort University Leicester, are confirmed keynote speakers. P Little encouraged Board members to attend the event.

A Sullivan added that she had been impressed by the business cases for organisational change produced by Deans, noting the balance between sensitivity and strategic direction which was welcome in the current challenging circumstances. Recognising this was a collaborative endeavour with data support from the performance team, she requested that the Committee's appreciation for their valuable contributions be conveyed to all those involved.

Decision/Noted

To note the update report.

Item LTSEC1-4.3		Outcomes of the National SFC Student Satisfaction Survey 2022-23	
Paper No: LTSEC1-F	Lead: J Gray	Action requested: Discuss	
Discussion/ Matters Arising	<p>The positive results from the national student satisfaction survey were discussed and the increase from last year's response rate of 26.4% to 46% (exceeding the highest number of any College recorded in the previous year's survey) and satisfaction rate from 79% to 85% were noted.</p> <p>J Gray reported that satisfaction levels have increased across all modes of study and are currently at their highest over a three-year period. It was however recognised that the survey had been undertaken in March and due to the ongoing challenging strike situation and its impact on students,</p>		

sustaining continuous improvement in satisfaction rates would be difficult. The 'My Student Experience Survey' will be undertaken in October and will likely highlight areas where students are not receiving adequate support. It was however acknowledged that the quality of teaching being delivered in College has not diminished and will continue to develop.

The Committee noted that Stop-Check-Support reviews will take place each semester to address student feedback quickly; gather evidence for the 'You Said We Did Campaign'; and compile Faculty wide actions for improvement within Faculty Boards and will be incorporated into current and future Operational Plans.

E Keep mentioned that given the current circumstances, students might feel uncertain and worried about induction and completing their courses which could lead to an increase in drop-out rates.

C Carney informed members that during the strikes, student attendance is marked as present to avoid any detrimental impact. While the College may not suffer financially (due to the 5-week funding cut-off date), there was no way of predicting how this might affect attendance or drop-out rates in the future. She further informed that students who drop-out within the first 2 weeks are normally followed up and any vacant places are offered to others. The College finds itself in this unique situation due to local strike action. It was suggested that to manage expectations, this be communicated to the SFC and the Scottish Government.

Decision/Noted

To note the results of the survey and the ongoing work to continue to improve response rates next year.

Item LTSEC1-4.4 Education Scotland Evaluative Report & Enhancement Plan

Paper No: LTSEC1-G

Lead: J Gray

Action requested: Discuss

Discussion/ Matters Arising

The final report of the Annual Engagement Visit undertaken by Education Scotland in April 2023 and subsequent points for action were submitted for discussion. The Committee noted that the College was rated as having achieved 'Satisfactory Progress' which is effectively rated as a pass. The actions required to be undertaken in AY 2023-24 were reviewed and it was also noted that the College continues to maintain an Enhancement Plan in support of the delivery of the SAES.

The Committee were reminded that the Scottish Government is currently reviewing Education Scotland and that future frameworks for quality assurance are likely to change.

D McGowan informed the Committee that Ian Beach, His Majesty's Inspector, will provide a presentation on the outcome of Education Scotland's most recent annual visit at the next meeting of the Board on 4 October 2023.

Decision/Noted

To note the report outcomes and points for action.

Item LTSEC1-4.5 Review of Corporate Caring Duties 2022-23 – Key Performance Indicators

Paper No: LTSEC1-H	Lead: D Robertson	Action requested: Discuss
Discussion/ Matters Arising	<p>D Robertson provided a brief overview on the KPIs related to the College Corporate Caring Duties which include Prevent, Safeguarding and Corporate Parenting Duties. The number of Safeguarding and Prevent incidents reported were noted.</p> <p>Discussion followed on the retention and success rates of Care Experienced students. It was observed that the number of students declaring care experienced status has continued to increase over the past 3 years. However, success rates have dropped, especially during a period of on-campus learning restrictions which may have disproportionately affected more vulnerable groups. The level of results missing due to ASOS (almost 50%) was also highlighted.</p> <p>Initiatives including instant referrals from on-site Action for Children support workers when attendance drops and early awareness raising with curriculum teams have been implemented to better understand and address concerns and to provide additional support where required.</p>	
Decision/Noted	To note the report.	

Item LTSEC1-4.6 Strategic Risk Review

Paper No: LTSEC1-I	Lead: D McGowan	Action requested: Discuss
Discussion/ Matters Arising	<p>The strategic risks relevant to the Committee and Management Actions Plans (MAPs) were submitted for review. D McGowan proposed that Strategic Risk (SR)1 and SR3 be merged due to an overlap concerning good/successful student outcomes. This was agreed.</p> <p>Following the publication of the Committee's papers and subsequent discussion with C Carney, D McGowan proposed an increase to the SR17 (<i>Negative Impact of Industrial Action</i>) risk score. Considering discussions on ASOS and the local/national strike action during today's meeting, the Committee agreed on an Impact score of 5 and a Probability score of 4, resulting in an overall increased risk score of 20 (Red).</p>	
Decision/Noted	<ul style="list-style-type: none"> • That SR1 and SR3 be merged. • That the risk score for SR17 be increased to 20 (Red). • That Strategic Risk Review be included on the agenda for the next meeting of the Committee. 	

Item LTSEC1-5.2 Academic Board

Paper No: LTSEC1-K	Lead: P Little	Action requested: Note
Decision/Noted	To note the minute of the Academic Board meeting held on 22 May 2023. The Committee noted that the role of Progress Mentor is no longer in place following the SFC's review of credit guidance. This responsibility will now fall under City Attributes.	

Item LTSEC1-5.3 Articulation Agreements: Procedures

Paper No: LTSEC1-L	Lead: N Crowley	Action requested: Note
Decision/Noted	The wide range of Validated Degree programmes, Articulation Agreements and Additional Funded Places were noted. JG reported that discussions regarding articulation analysis data are ongoing to extend, continue and enhance this provision.	

Item LTSEC1-6	Any Other Notified Business	
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Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	P Little referred to his bio in item 5.1 and highlighted that reference to his teaching qualification had not been included.	

Item LTSEC1-7	Disclosability of Papers	
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Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

Item LTSEC1-8	Date of Next Meeting	
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Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Tuesday 21 November 2023	

The meeting closed at 1650 hrs.

ACTIONS FROM MEETING

Item	Description	Owner	Target Date
LTSEC1-4.6 20 09 23	Strategic Risk Review: <ul style="list-style-type: none"> • That SR1 and SR3 be merged. • That SR17 risk score be increased to 20 (Red). • That the Strategic Risk Review be added to the agenda of the next LTSEC meeting. 	DM DM DM	ASAP ASAP 21 11 23

ACTIONS FROM PREVIOUS MEETINGS

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 Complete
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 Complete
LTC4-5.3 11 05 23	Education Scotland Progress Visit: Submit full report at next Board meeting.	CC/DM	14 06 23 Complete
LTC4-5.4 11 05 23	Portfolio Review Report: Provide suggested report to C Guthrie.	CC	ASAP Complete
LTC3-4.2 14 02 23	My Student Experience Survey Outcomes: To provide action plan at a future meeting.	JG	Future Mtg Complete