

**NOTES OF ELEVENTH MEETING OF THE LEARNING AND TEACHING COMMITTEE  
HELD ON 18 MAY 2016  
SEMINAR ROOM 2, CARDONALD CAMPUS**

**PRESENT:**

Ms G Troup	Chair (from item 16.23 onwards)
Mr A Linkston, CBE	Vice Chair
Ms Amparo Fortuny	Student President
Mrs S H Walsh, OBE	Principal
Mr S Henson	Teaching Board Member

**IN ATTENDANCE:**

Mrs E Harris	Depute Principal
Mr E Brownlie	Director of Learning and Teaching
Mrs C McSkimming	Director of Quality and Performance
Mr J Edmonstone	E-Learning Manager
Mrs G Murray	Clerk to the Board (Minute Taker)

**16.16 WELCOME AND APOLOGIES**

In the absence of G Troup at the start of the meeting, A Linkston welcomed everyone to the meeting. M Yuille was noted as an apology for the meeting.

**16.17 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**16.18 MINUTES OF MEETING HELD ON 17 FEBRUARY 2016**

The Minutes were accepted as a true record of events.

**16.19 MATTERS ARISING**

All actions were completed with the exception of Item 16.04 – a GM date has still to be arranged for Safeguarding Training to be provided to the Board Members

**16.20 FEEDBACK ON SFC 2 YEAR POST MERGER REPORT**

S Walsh was invited to provide an update. S Walsh advised that Linda McLeod and Paul Travers from SFC had provided a verbal update that the feedback was generally very positive. Key areas included the staff experience, the Glasgow Clyde Education

Foundation, the VLE, the Stakeholder Group feedback and feedback from Board Members was also positive. The previous high standards of governance appear to have been reinstated and it appears to be business as usual.

Feedback on the student association was that there had been more of a focus on events rather than learner engagement. It was also noted that Anniesland appears to be more distant in approach from the other two campuses although this is becoming less of an issue as people continue to move across campuses. .

S Walsh advised that the SFC have indicated they will finalise their report by 23<sup>rd</sup> May and will issue a draft Report by 31<sup>st</sup> May with it then being signed off and published by 10<sup>th</sup> June.

A Linkston noted that he was more than satisfied with the College progress and anticipated a very positive report.

#### **16.21 ANNUAL ENGAGEMENT VISIT**

The Chair invited C McSkimming to provide the Committee with an update on the Annual Engagement Visit (AEV).

C McSkimming reported that the AEV had been carried out the on 9<sup>th</sup> and 10<sup>th</sup> February. A verbal report had been provided to the Committee at its last meeting and the purpose of this update was to give the Committee a copy of the full report which had now been published.

C McSkimming highlighted that the report gave positive feedback on learning and teaching and learner engagement, with many learners identifying teaching staff as the biggest strength in the College. However, learners also reported that, in some subject areas, the College is not sufficiently strict with lateness to class or regular non-attendance. Partnership working across the College was also reported positively. Several potential examples of excellent practice have been identified and further investigation of these will take place over the next few months.

The Committee discussed the partnerships which the College has and the difficulty there is in identifying and evidencing each and every partnership. The Committee acknowledged that there were some excellent partnerships and agreed that more could be done to foster partnerships.

A Linkston praised the College for an excellent Report.

The Committee noted the Report

#### **16.22 CREDIT PROJECTIONS 2015/16**

The Chair invited E Harris to speak to the Report circulated with the papers.

E Harris advised the Committee that the College was on target to meet its original credit target for the year. Members noted that the overall target is 128,044 Credits, made up of a Core Target of 123,581 Credits and 4,483 ESF Credits. The Report showed that the projection is that the College will deliver a maximum of 129,072 Credits based on an estimated current Credits expected of 128,548 (128,357 and 189 still to enrol) and 526 Credits still to start.

It had previously been reported to the Committee that the SFC had asked the Glasgow Region to deliver an additional 3,000 Credits. E Harris reported that the College had agreed to deliver an additional 500 Credits

E Harris explained that meeting the target was subject to audit and there is usually some slight variation following audit. E Harris stressed that this year had been difficult and that the College had to put on additional January starts to deliver the planned Credits. S Walsh praised the monitoring of the figures and emphasised that continual monitoring had enabled the College to identify the need to put on additional January courses. C McSkimming noted that the monitoring enabled them to identify the need for additional January starts as early as November last year. In response to a query from S Henson, the Committee heard that the process of converting weighted sums to credits was a complicated one.

The Committee noted the Report.

*(G Troup and J Edmonstone arrived. G Troup chaired the meeting from this point onwards)*

## **PRESENTATION – DEVELOPMENT OF VLE AND ELEARNING CAPACITY – JOHN EDMONSTONE, E-LEARNING MANAGER**

The Committee had a short presentation from J Edmonstone on e-learning and current projects. The Committee heard about the VLE and statistics on its usage. These statistics have identified that further work can be done to ensure more students are accessing resources from outwith the College. The Committee heard about the various e-learning resources available such as the Moodle Academy, the e-learning blog and the learning and teaching blog. J Edmonstone provided an update on some of the projects which have been funded by the Glasgow Clyde Education Foundation. An update was also given on the progress of the new Innovation Centre which is being built at Langside campus.

Discussion took place about the aim of the Innovation Centre, how it would be used and by who.

The Chair thanked J Edmonstone for an informative update.

*J Edmonstone left the Committee*

16.23 **REGIONAL OUTCOME AGREEMENT MONITORING REPORT 2016/17**

16.24 **DRAFT REGIONAL OUTCOME AGREEMENT 2016/17**

The Chair invited E Harris to speak to the papers at 16.23 and 16.24.

The Committee had been provided with copies of the ROA Monitoring Report 2015/16 in advance of the meeting. E Harris summarised the key points in the report. The Committee noted that, at both individual college and whole-region levels, it appeared that progress is being made and that it is likely that key targets will be met.

The Committee had been provided with a copy of the latest draft of the Regional Outcome Agreement 2016/17 in advance of the meeting. The Committee discussed the draft ROA and, in particular, noted the need to put forward a good case for additional resources at a regional level. E Harris informed the Committee that it was expected that the ROA would be finalised in June and signed off at a special meeting of the GCRB on 20<sup>th</sup> June.

The Committee noted the Reports.

16.25 **RECRUITMENT UPDATE**

The Chair invited C McSkimming to give an update on the College applications and current recruitment for academic session 2016

The Committee was advised that an Admissions Group had been set up to review changes to the application and admissions process and that the group has continued operating to assist in continuous quality improvement in the admissions process.

C McSkimming informed the Committee that recruitment was looking healthy with applications being opened at the end of January. Application numbers are at a similar level to last year. Live monitoring of the applications takes place to enable staff to check and manage numbers and to make decisions when courses are full, when waiting lists require to be created and when courses are struggling to recruit.

C McSkimming explained that monitoring of the offers continued to ensure that offers were turning into enrolments. Discussions are ongoing with the other Glasgow Colleges to consider introducing a clearing system. G Troup queried whether or not there would be any data protection implications in doing this. C McSkimming advised that there would probably need to be a data sharing agreement entered into between the Colleges although the current application form do state that the data may be shared.

The Committee noted the report.

## **16.26 STUDENT MEMBER LEARNING AND TEACHING UPDATE**

The Chair invited A Fortuny to provide an update on behalf of the GCCSA.

A Fortuny advised the Committee that the ELATE Group was going to undergo changes next year to try to make it more appealing for students to engage with staff. One of the difficulties with the group is that students are unwilling to give up their lunch breaks to discuss learning and teaching with staff. More is going to be done to try to engage students from the outset with faculty class representatives electing student volunteers to sit on the ELATE group.

The Language Exchange group continues to meet and provides an excellent opportunity for students to improve their language and communication skills.

A Volunteer Badge system is being set up to enable students who volunteer with GCCSA to work towards an accreditation. This may assist in encouraging students to take part in ELATE.

The Committee was provided with a copy of the draft KPIs for the student Association for 2016/17. G Troup noted that the draft KPIs were impressive. The Committee was advised that the responsibility for meeting the KPIs would be divided between the President and the 3 Vice Presidents with each of them having a work plan

The Chair noted the update and the Chair and Committee took the opportunity to congratulate A Fortuny on being elected as the Student President and welcomed her to the Committee.

## **16.27 EXTERNAL PARTNERSHIP UPDATE**

The Chair invited E Brownlie to provide an update on External Partnerships.

E Brownlie explained that partnerships were an important strand of the corporate plan. All Faculties and Schools across the College work with an extensive range of employers locally, regionally and nationally. These employer connections have a significant impact on the student experience providing learners with the opportunity to engage in purposeful and directly work-related learning

E Brownlie provided some examples of partnership working.

E Brownlie advised the Committee that the next steps are to identify the effective partnerships with greatest impact, determine what makes successful ones work and build this pattern of behaviour systematically into all aspects of our work. E Brownlie explained that the College needs to become more high profile in promoting its partnership strengths.

The Committee discussed how the College could make the most of its partnerships and build on the good work already done. It was acknowledged that over formalising some of the partnerships could be to the detriment of the relationships, whilst it was also accepted that the relationships need to be widened and not dependent upon one member of staff.

The Committee noted the update.

#### 16.28 **DEVELOPING THE YOUNG WORKFORCE**

E Brownlie was invited to provide an update on the Developing the Young Workforce Programme.

E Brownlie advised that the College is planning to deliver a comprehensive DYW programme in partnership with three Local Authorities in 2016-17. The Committee had been provided with a copy of the planned programme with their papers. The Committee noted the wide range of the programme both in terms of level and subject choice.

The Committee noted the challenge ahead in the recruitment and delivery of the new Foundation Apprenticeship programme and further noted that recruitment work is already underway with several schools having been visited.

The Committee noted the update.

#### 16.29 **EDUCATION SCOTLAND ASPECT TASK: CURRICULUM PLANNING IN COLLEGES**

E Harris was asked to give an update on the Education Scotland Aspect Task.

E Harris explained that Education Scotland had approached the College to take part in a SFC funded Aspect Report on curriculum planning. The Committee had been provided with background papers from Education Scotland in advance to the meeting. The papers detailed the task and how they plan to carry it out,

The Committee noted that Education Scotland will evaluate how well colleges are aligning their curriculum to meet the needs of employers and communities, at local, regional and national level. The volume of substantial change over the past five years, including regionalisation, associated regional outcome agreements and college mergers, have all contributed to the context in which colleges plan their curriculum and Education Scotland are seeking to examine what impact, if any, these changes have had on curriculum planning.

The Committee discussed the evidence base upon which Education Scotland would be relying and discussed the importance of ensuring that the evidence based being used by all Colleges is robust..

The Committee noted the update.

#### 16.30 **BOARD POLICIES**

The Committee had been asked to look at the Board Policies falling under its area and to recommend any changes to the Board. The Committee discussed the policies and recommended changes to the following Policies:-

Policy 4.2 Skills for Learning, Life and Work – it was agreed that E Harris and E Brownlie would consider this policy and suggest if there were any necessary revisals. EH/EB

Policy 4.3 Work Placements – discussion took place about the need for a named person responsible for a student on placement. It was agreed that E Harris would ask D Marshall to look into this. EH/DM

Policy 5.4 Student Admissions and Induction –

- (I) Bullet point one, after the word ‘uniform’ insert a comma and the word ‘transparent’.
- (II) Bullet point four – delete the words ‘at the start of their course’.

Policy 5.6 Student Conduct – bullet point three – after the words ‘dealt with’ insert ‘promptly’,

Discussion took place relating to policy 5.6 and the possibility of excluding learners from classes for arriving late. S Walsh noted that the College aimed to be inclusive but that staff need to be aware that they can exclude learners where necessary. The Committee agreed that flexibility was necessary and that more

needed to be done to understand why some learners were turning up late.

The Committee agreed that the aforementioned changes should be recommended to the Board at its next meeting.

**16.31 ANY OTHER BUSINESS**

There were no other items of business. S Henson queried the impact of the Prevent legislation on the College and was advised that D Marshall was looking at this as part of Safeguarding.

**16.32 EQUALITY IMPACT OF DECISIONS MADE**

G Troup indicated that the Committee had taken no decisions at this meeting; however, it had discussed issues relating part time and adult learning and the impact on female students and gender balance in the context of discussions on the ROA.

**16.33 REVIEW OF PAPERS**

G Troup thanked the Executive for the papers which were very informative. G Troup noted that the previous minutes had been extensive and could be shorter going forward.

**DATE OF NEXT MEETING**

To be confirmed