

**NOTES OF THE FIFTEENTH MEETING OF THE LEARNING AND TEACHING
COMMITTEE HELD ON 8 NOVEMBER 2017
THE BOARDROOM, LANGSIDE CAMPUS**

PRESENT:

Gordon McGuinness	Committee Chair
Jon Vincent	Principal
Fiona Godsman	Board Member
Karolina Gasiorowska	Board Member
Carolyn Davidson	Board Member
Stephen Henson	Board Member

IN ATTENDANCE:

Brian Hughes	VP, Curriculum and External Relations
Eric Brownlie	AP, Quality and Performance
David Innes	AP, Engineering, Computing and the Built Environment (Until the end of Item 17.40)
Margaret Gilroy	AP, Access and Continuing Learning (Until the end of Item 17.39)
Amanda Proud	Head of Marketing (For Website Presentation Only)
Gillian Murray	Clerk to the Board (Minute Taker)

17.32 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. There were no apologies.

17.33 DECLARATIONS OF INTEREST

No declarations of interest were received.

17.34 MINUTES OF MEETING HELD ON 17 MAY 2017

The minutes of the meeting of 17 May 2017 were accepted as a true record of the meeting.

17.35 MATTERS ARISING

The update on the Matters Arising Grid was noted.

The Chair invited the speakers for items 17.39 and 17.40 to present their reports at the start of the meeting.

17.39 COMMUNITY PLANNING UPDATE

M Gilroy was invited to provide an update on Community Planning.

M Gilroy outlined the work of the Glasgow Community Planning Partnership of which the College is a member. The funding available to the Partnership was explained to the Committee.

M Gilroy also outlined the Glasgow Clyde College CLD Action Plan.

The Committee discussed Community Planning with members asking questions about ascertaining the learning needs of the community and moving towards providing more employability skills. The Committee also discussed the importance of measuring progress and how this is done.

The Chair thanked M Gilroy for her informative presentation.

M Gilroy left the meeting.

17.40 **APPRENTICESHIPS UPDATE**

D Innes was invited to present an update on Apprenticeships.

D Innes provided an overview of the types of apprenticeships available within the College, including Modern Apprenticeships and Foundation Apprenticeships. Details were provided on the varying delivery models of apprenticeships including duration and funding. An overview of the subject areas where apprenticeships were available was provided.

The Committee discussed Apprenticeships. In particular, discussion took place around the challenges around recruitment of apprentices and the gender imbalances that exist in the uptake of apprenticeships in certain subject areas.

The Chair thanked D Innes for the informative update.

D Innes left the meeting.

A Proud joined the meeting to present the new College Website

NEW COLLEGE WEBSITE PRESENTATION

A Proud presented the new College Website to the Committee. The Website is not yet live but is undergoing the final stages of testing. A Proud outlined the key changes to the website including the course search functions and video content.

The Chair thanked A Proud for the work of the College in getting the website to the final stages and thanked her for the presentation.

A Proud left the meeting.

17.36 **STUDENT PRESIDENT UPDATE**

The Chair invited K Gasiorowska to speak to the Report issued with the Agenda.

K Gasiorowska provided an update on the recent work of the Glasgow Clyde College Students' Association and set out planned future activity. One of the recent changes is in relation to the Class Representative meetings – the GCCSA has introduced a feedback form to enable students to submit any queries/complaints in writing. This will enable issues to be captured and responded to rather than the previous practice of raising issues verbally at the meetings where there may not be sufficient time to deal with all issues.

The Committee noted the update.

17.37 **EVALUATIVE REPORT AND ENHANCEMENT PLAN**

The Chair invited E Brownlie to speak to the Report issued with the Agenda. The final version of the Evaluative Report and Enhancement Plan had been circulated to board members prior to the Committee Meeting.

E Brownlie informed the Committee that account had been taken of the feedback received at the October Board Meeting and that the final report had been revised to reflect the feedback. The final report was submitted on 31 October 2017 and the next stage is an independent scrutiny and endorsement meeting convened by Education Scotland in late November. Work is still ongoing within the College to agree the final grades.

The Committee thanked E Brownlie for the update and for taking account of the Board Member feedback in the final version of the Report.

17.38 **STUDENT SATISFACTION SURVEY 2016/17**

The Chair invited E Brownlie to speak to the Report issued with the Agenda.

E Brownlie outlined the various methods used to gather student feedback and took the Committee through the reports summarising the findings of the main course survey and the focus group activity.

E Brownlie tabled the Scottish Funding Council Student Satisfaction Survey Results for 2017.

The Committee discussed the reports and the findings. In response to a query from a Committee Member, E Brownlie

explained the timings of the initial impressions survey and the 'in course' survey. In response to a further query, E Brownlie explained that the College was reliant upon each section head feeding back to the learners about the action being taken in response to the survey findings. The Committee discussed the importance of ensuring feedback is provided and utilising the focus groups to hone in on particular issues. G McGuinness offered to arrange a meeting between E Brownlie and his colleague at SDS to discuss feedback methods. GMcG

In response to a query from a Committee Member, E Brownlie advised that trend data is available.

The Committee thanked E Brownlie for the update.

17.41 **REMIT OF COMMITTEE**

The Chair invited the Committee to discuss the Remit of the Committee and to propose any changes to the Remit.

The Committee discussed the role of the Committee and its priorities in terms of receiving assurances from the College. Following a lengthy discussion, the Chair invited Committee Members to email proposed changes to the Remit to the Clerk of the Board no later than Wednesday 15th November.

17.42 **STUDENT ACTIVITY AUDIT 2016/17**

The Committee noted the Report on the Student Activity Audit 2016/17. The Committee thanked B Gallagher and his team for their very skilled management of the credit activity.

17.43 **SFC COLLEGE LEAVER DESTINATIONS 15/16**

The Committee noted the SFC publication *College Leaver Destinations*. J Vincent invited Management to do a comparison between Glasgow Clyde College and other Colleges. JV/EB

17.44 **COMPLAINTS ANNUAL SUMMARY 2016/17**

The Committee noted the Complaints Annual Summary 2016/17.

17.45 **EXTERNAL VERIFICATION ANNUAL SUMMARY 2016/17**

The Committee noted the External Verification Annual Summary 2016/17 report.

17.46 **2017/18 CREDIT PROJECTIONS/ENROLMENT UPDATE**

The Committee noted the update on the 2017/18 Credit Projections/Enrolment. B Hughes clarified some aspects of the data which were unclear to the Committee, including the different references to credits and headcount.

17.47 **ROA 17/18 UPDATE**

The Committee noted ROA 2017/18 update. The Committee discussed the role of 'Regional Leads' and acknowledged the joint opportunities that this may present.

17.48 **EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE**

N/A.

17.49 **REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)**

The Evaluative Report and Enhancement Plan are non-disclosable at this time.

17.50 **ANY OTHER BUSINESS**

None

DATE OF NEXT MEETING

The meeting on 14th February will be rescheduled to a date to be confirmed.

DRAFT