

**NOTES OF THE SIXTEENTH MEETING OF THE LEARNING AND TEACHING
COMMITTEE HELD ON 7 FEBRUARY 2018
THE BOARDROOM, LANGSIDE CAMPUS**

PRESENT:

Gordon McGuinness	Committee Chair
Jon Vincent	Principal
Fiona Godsman	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
N Hardie	E-Learning Manager
D Marshall	Ap, Student Experience
Glenn Heritage	Clerk to the Board (Minute Taker)

18.01 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting. There were apologies from Karolina Gasiorowska.

18.02 DECLARATIONS OF INTEREST

No declarations of interest were received.

18.03 MINUTES OF MEETING HELD ON 8 NOVEMBER 2017

The minutes of the meeting of 8 November 2017 were accepted as a true record of the meeting.

18.04 MATTERS ARISING

The update on the Matters Arising Action Grid was noted.

E Brownlie gave a brief verbal update on item 17.43 which had been omitted from the Action Grid. It was clarified that students going on to further education could progress to an internal course at GCC or externally to University.

E Brownlie updated that the new website had now been launched and now hosted the online application process.

At this point the Chair invited N Hardie to give his presentation on e-Learning before the Committee Agenda items.

18.12 E-LEARNING PRESENTATION

N Hardie took the Committee through a presentation of the various areas of e-Learning which the College now offers.

The presentation explained the areas of Innovation Centre, Content Development, Repository, VLE and staff training.

N Hardie described the staff training element as the glue that holds all projects together, and hopes are to encourage greater interest in e-learning. The focus ahead therefore is to increase engagement, eg with VLE, develop the team, and raise the baseline.

The Committee noted that student feedback demonstrates a demand for more VLE and changing technology and approaches to learning and teaching mean a greater understanding of blended learning is important for all staff.

The Committee thanked N Hardie for his informative presentation.

N Hardie left the meeting at this point

18.05 **STUDENT PRESIDENT REPORT**

The Committee noted the paper in absence of K Gasiorowska.

The committee felt it was a positive paper albeit very similar to one presented to the Board of Management, but they would like to know what the challenges are facing students, and what the Committee could enable support within its role and remit. The Committee agreed it important to understand what students would wish them to discuss and to what purpose.

D Marshal and B Hughes spoke about the support now available to students, the administrative and officer support and agreed that they too are asking these questions. SMT members are available to meet with students to aid this process.

The Committee were asked also to acknowledge that not all students engaged with GCCSA but that the class representative system is encouraged as a communication channel across all levels.

DM/GH/KG

18.06 **LEARNING & TEACHING PORTFOLIO 2018-19**

The Chair invited B Hughes to speak to the Report issued with the papers.

B Hughes explained that due to timing issues, at time of the Report and this meeting GCC still does not have the credit targets from SFC for session 2018/19. These are believed to be available from 20th February. It is understood there will be changes with PI's and credits so the paper presented is an early indication with more robust decisions being made after release of information by SFC.

A Committee member asked about the inclusion of factors relating to skills gaps alongside recruitment levels and credit targets when making these decisions. B Hughes responded that we always look at alternatives, and removal does not

indicate that an entire subject area is always removed in total but that the number of classes may reduce for example.

Committee members raised questions around how underperformance was defined, and how the equation for success rates was cognisant of differing abilities and the progress achieved by the student.

Committee members also felt the paper was difficult to engage with, and whilst they did not necessarily require the course specifics wanted to know the criteria, what evidence was used, and what the College is doing to address underperformance.

A discussion took place around papers which were presented without options or recommendations and the clarity of SMT's expectations from the Committee.

A Committee member summarised committee needs as information relating to actions and reactions needed within scenario planning, and assured SMT it is the board role to ask what it is that the team want from the Committees and what would assist SMT.

It was agreed that, timing aside, there was a need to ascertain the right level of information. The paper presented highlights challenges we face both financial and from Scottish Government.

During discussion, the Committee asked how this fits with the College strategy, about evidencing how decisions are arrived at, and what this Committee can offer to inform decision making in the light of strategic developments.

The Chair commented that the Committee needs to be able to respond to the College Chair's ambition of delivering high quality provision and being able to evidence this. Resources are there to help achieve this, with a reliance on SMT to encourage best practice.

A discussion took place around the distribution of credits across a range of provision to ensure depth and breadth in the curriculum offer. The college could choose to disproportionately flood a curriculum area with credits at the expense of other provision but the overarching maintenance of a broad curriculum in line with Regional requirements is what drives the portfolio.

J Vincent felt that the purpose of the board is to determine the educational character and strategy of the College and that this agenda may be a topic for full board discussion around the environment in which we are operating. L&T staff could look at any systematic underperformance. J Vincent explained that demand may not always be consistent with the external career demand. B Hughes noted that he had asked these questions regionally given the impacts across the region.

JV/GMcG

The balance of GCC offers has been reshaped in the past eg due to merger, and we now are in a place where we need the intelligence to consider again and to bring to the board.

The Committee thanked B Hughes for the report

18.07 L & T PROGRAMMES UPDATE

The Chair invited B Hughes to speak to the Report issued with the papers.

B Hughes explained again a timing issue relating to January starts, and circulated figures recently available giving applications and enrolments to date.

It was explained that strategies to improve retention are showing results and an analysis is being undertaken to determine how many January starts continue and then access August starts at the next level.

The number of enrolments is slightly below target but credits are above target due to the courses enrolled being those which carry higher credits. Lower numbers of students can be attributed to a number of factors including staying at school longer and less students leaving at Christmas.

If required, the details of applicants not accepted can be identified. The SCQF levels predominate the middle ranges which reflects the school education levels of Glasgow as a whole.

SMT Learning and Teaching would like to drill down further into reasons for non-retention but feel that external support would be valuable to look at this in depth.

SMT/Board

Discussion followed around student experience and its impact, although overall the Committee were asked to note that we are broadly where we want to be at this stage.

The Committee thanked B Hughes for his update.

18.08 STUDENT SATISFACTION SURVEY 2016/18

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

E Brownlie explained the Student Satisfaction survey 16/17 is collected by SFC and shows that GCC scores very well. The survey received over 3,500 responses giving a good response rate.

There is a uniformly low score for GCCSA and this is reflected across the country.

E Brownlie also referred to an Early Impressions survey, 2017/18 which is conducted by the college and again was very positive. Lower scores for student advice and guidance were evident.

The Committee expressed interest in the impact of interventions and E Brownlie responded that a number of

measures for improvement eg with admissions are producing an improving picture.

The Committee felt we should promote our excellent satisfactions levels (eg You said, We did). GCC is the largest FE provider with 96/97% satisfaction.

The Committee recognised the efforts which produced these outcomes, and thanked E Brownlie for his report.

18.09 **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 remit, and purpose of the Committee. A number of comments were made that the Committee should have a purposeful focus albeit with balanced granularity. The aim is for L & T to become more focussed and involved. Some of our challenges centre around the client groups served and conversations within Committee are important for assurance.

Discussion on point 5 took place and a suggestion from B Hughes that a point on student experience is added. **DM**

B Hughes suggested one aspect of the student experience could be brought to the Committee in a paper each meeting.

J Vincent suggested the Committee decide the order of aspect / topic they wish to see from a menu provided by D Marshall of possible options. The Committee agreed this.

A committee member raised student disciplinary levels and what the ambition is to reduce these over time and the efficacy of support mechanisms. Information on this can be provided. It was agreed that quarterly reporting highlighting any trends would be brought to the Committee. **BH**

J Vincent and Committee members felt the Remit was not yet in final form, and SMT and Committee members are invited to submit feedback to the Clerk. Some minor comments were made, with email submissions to guide the next iteration to be received by the Clerk for 14/15th February. **All**

B Hughes to provide membership wording to Clerk **GH**

18.10 **PROFESSIONAL DEVELOPMENT FOR TEACHING STAFF**

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

E Brownlie spoke to this paper. TQFE qualified staff is low at 62% although the majority would be fixed term staff who are unqualified. In response to a Committee member he explained that temporary staff can be on short contracts for up to four years before they are made permanent. .

E Brownlie explained that of the four programmes for development, both the Foundation Programme for college Lecturers and Developing Learning and Teaching Programme

(both college devised programmes) are unique to GCC and could be offered commercially to other colleges.

SMT are requesting support from the Committee to engage with staff on a mandatory basis for some specific training and to implement a mechanism for staff not engaging. The low engagement levels are a concern and SMT have full Committee support on this. **SMT**

The issue is sector wide although the Committee were asked to note that a current review into Professional Standards for Lecturing Staff is an indicator of direction of travel and likely to be helpful in encouraging and mandating staff qualifications.

The Committee thanked E Brownlie for the update.

18.11 **SFC PI ATTAINMENT**

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

E Brownlie spoke to the Performance Indicators, noting that sector audited data was not yet available hence data circulated is that of GCC and fairly accurate.

The Committee noted that the key comparator is with our own past performance and the trend is important. Discussion round the attainment challenges for some groups, and key areas needing to improve. The Committee were informed that GCC has a high level of part time FE compared to other colleges and this impacts on the relevant PIs.

Methods for those with ELS needs were discussed and it was noted that the needs of current students can be far more complex than was the case historically. When support is given ELS students often outperform the mainstream.

The Committee discussed targets and were informed these are stretching but are part of and discussed within the ROA. A Committee member asked what the implications are of not achieving targets. B Hughes responded that failure to achieve the credit target carries a financial penalty but there are currently no penalties associated with failure to achieve other targets.

Discussion returned to issues of our client groups and the balance between offering a high performing curriculum and responding to the demands of our local communities. The Committee also made the link to better qualified staff.

The Committee expressed willingness to lobby or influence on behalf of GCC and its particular challenges and the importance attached to its broad curriculum and correspondent PI levels in some areas.

The Committee thanked E Brownlie for the update.

18.48 EQUALITIES IMPACT ASSESSMENT ON DECISIONS MADE

N/A.

18.49 REVIEW OF PAPERS (INCLUDING DISCLOSABLE STATUS)

Item 18.11 PI data is deemed non-disclosable.

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18.50 ANY OTHER BUSINESS

None

DATE OF NEXT MEETING

The next meeting will take place on 9th May 2018 in The Boardroom, Langside Campus.

DRAFT