

NOTES OF THE MEETING OF THE LEARNING AND TEACHING COMMITTEE HELD ON 3 JUNE 2020.

The meeting was held remotely due to Covid-19 Restrictions.

PRESENT:

Gordon McGuinness	Committee Chair
Jon Vincent	Principal and Board Member
Fiona Godsman	Board Member
Stephen Henson	Board Member
Aranka Szilassy	Board Member
Runa McNamara	Board Member

IN ATTENDANCE:

Brian Hughes	VP, Curriculum and External Relations
Eric Brownlie	AP, Quality and Performance
David Marshall	AP, Student Experience
Christine McConnell	Clerk to the Board (Minute Taker)

20.01 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting.
The Chair noted that the meeting which was due to be held on 12 February had been cancelled due to unavailability of Chair and members.

20.02 DECLARATIONS OF INTEREST

No declarations of interest were received.

20.03 MINUTE OF MEETING HELD ON 13 NOVEMBER 2019

The minute was accepted as a true record of the meeting of 13 November 2019.

20.04 MATTERS ARISING

The Committee discussed the actions noted on the action grid.

The Chair agreed to further investigate the action 19.20. **GMcG**

B Hughes explained that the 19/20 ROA has been completed and shared. The 20/21 has been finalised and will be available shortly to share with the Committee. **BH**

ITEMS FOR DISCUSSION

COVID-19 UPDATE

Agenda Items 20.05, 20.06 and 20.07 provide updates for the Committee on activities arising out of the Covid -19 pandemic.

20.05 AY 19/20 ARRANGEMENTS FOR ASSESSMENT /CERTIFICATION

E Brownlie spoke to the paper.

He took the Committee through the various arrangements for assessment and certification of the range of qualifications which the College offers.

The Committee noted that the College has completed extensive work with the course teams to put a holistic assessment method into use where evidence from learners is incomplete. The model has been designed to ensure course teams are able to exercise their professional judgement using a decision tree.

The Committee heard that the process has been designed to ensure that no student is disadvantaged and that there is fair and consistent assessment which includes an element of internal quality assurance.

The Committee noted that around 850 estimates had been submitted to the SQA on time for Higher and National 5 qualifications.

E Brownlie explained that the process is more challenging for non SQA qualifying bodies and where assessments normally take place in the workplace. Course teams are working through this.

J Vincent advised the Committee that there are separate ongoing discussions in relation to the completion of Foundation Apprenticeships.

The Committee discussed the issues raised. In response to questions, the Committee were advised of the work being done via a cross-sector quality group to ensure consistency of approach across Colleges.

The Committee also discussed the reaction from students. It noted that there had been anxiety at an early stage which, in the main, had been allayed by good ongoing communication from lecturers.

The Committee were assured that any learners who had missed essential parts of their course work which may be needed for further education or employment should be able to conclude this in the next session.

The Committee extended their appreciation and thanks to E Brownlie and his team for all the good work which has been done to reach this stage.

20.06

INNOVATION DURING LOCKDOWN

E Brownlie was invited to speak to the paper. He advised the Committee about some of the innovative approaches being used to support students engage in their learning and teaching activities.

The Committee commended the staff for all the work done to provide both teaching support and also additional support to learners with additional needs.

The Committee heard of the value of social media in communicating the support available.

The Committee discussed some of the individual achievements which were listed and welcomed the ingenuity which had been shown across the College.

The Committee asked that the Principal extend its thanks to the staff involved and that the good work be brought to the attention of the Board at its meeting on 10th June to allow formal thanks be extended to staff.

JV

20.07

ARRANGEMENTS FOR AY 20/21

B Hughes told the Committee of the arrangements which are being discussed to ensure that the College is able to function in some form when teaching staff return from annual leave on 10th August 2020. He explained that plans are changing every day and are being considered at sector wide level and across the three Glasgow colleges, in addition to the college's own plans.

At present, it is expected that teaching staff will be able to return on 10th August with enrolment and induction over the following weeks. From September, some "blended" form of teaching will take place - both online and in small groups.

The Committee recognised the uncertainty as to exact dates for colleges and universities and discussed the difficulties of planning a return when timelines are uncertain.

B Hughes advised the Committee that a number of workstreams have been established in the College to address the issues which will arise. Importantly, the workstreams include Trade Union representation.

The Curriculum Assistant Principals are looking at courses where online learning in the early weeks of the course is impossible and are considering the implications for August starts.

The Committee recognised that unemployment in Scotland will be significant and that there are a number

of discussions around retraining and back to work guidelines in which the Colleges may become involved.

20.08

STUDENT PRESIDENT REPORT

A Szilassy spoke to the report focussing on the issues which have arisen since College closure in March.

She explained that, there had been a successful meeting of “Student Voice” before closure at which students had been told of the new approaches to learning and teaching which will be enhanced through a new VLE system.

The Committee noted that, as a result of lockdown, physical activities had to be cancelled but that new initiatives had been established online with a new topic every week. These included the ‘Thank you Keyworkers’ campaign, Mental Health campaign, Encourage to be volunteer campaign, Nurses’ Day celebration, Lockdown Look Back, Awesome Stories during Lockdown and many more.

A Szilassy explained that she messages students every fortnight to share important information on issues such as Big White Wall, the College’s Mental Health helpline, volunteer opportunities, hardship funding etc. and that she is personally available to students who would like to chat or talk through Skype or email.

The Committee asked about student feedback and were advised that there was very positive feedback from students who needed support because of loneliness or with financial difficulties. The Mental Health Helpline has been welcomed – particularly since it will be running over the summer months.

The Committee noted that GCCSA had issued emails to class reps and to other students looking for feedback. Results were mixed in that some students were unhappy that practical courses had been discontinued whilst most were very happy with the communication from their lecturers, commenting that lecturers were very supportive and available to help.

The Committee discussed the experience of English to Speakers of Other Languages (ESOL) students and noted that some students prefer the online method of teaching.

The Committee noted that the two significant problems for learners has been childcare and IT issues.

The College has issued around 300 laptops and 100 portable wi-fi devices to help students continue their studies. Again, some initial issues were experienced but these have been addressed by the IT support team.

The Committee discussed the challenges of students who, for a number of reasons, even with the correct IT equipment, do not have the skill set needed to engage with remote learning.

B Hughes advised that the needs of learners for the next session will be gathered in advance to decide how these can best be met.

The Committee commended the work of the GCCSA in all its activities and praised the President for her personal approach.

20.09

STUDENT EXPERIENCE UPDATE AND REPORT

D Marshall spoke to the report, providing the Committee with an overview of key Student Experience activities.

The Committee was pleased to note that the Student Advice team are supporting applicants and students on a remote basis on a number of levels and are particularly involved with some of the most vulnerable learners who may not have access to other support networks.

The Committee commended the mental health helpline which will be maintained throughout the summer noting that Glasgow Clyde College is one of the only Colleges providing a dedicated mental health helpline for students.

The Committee agreed that online opportunities may be welcomed by students who are more reluctant to seek help and support.

The Committee noted the report and thanked the staff for their excellent work.

20.10

DELTA PROJECT UPDATE

D Marshall spoke to the paper.

He explained that there is an ongoing programme of support to help teaching staff move from the existing VLE (Moodle) to Canvas with a view to ensuring all staff are ready to use Canvas in August.

The Committee discussed the programme and were impressed at the number of staff attending webinars. A programme of activity and tutorials has been put in place to support staff and will feature in the College's upcoming learning days.

The Committee commented on the importance of ensuring that students, as well as staff, are confident in using the new platform.

The Committee noted that the Student Association were very grateful to the DELTA team for all the work they have done.

The Committee noted the report.

20.11

STRATEGIC KPIS

C McConnell spoke to the report explaining that the Board had asked the Committee to consider the KPIS listed under Themes 1 & 3 in the draft strategic plan which was considered at the Board meeting on 18th March.

The Principal advised the Committee that it is likely that the plan will be reviewed for the new session to take account of the new ways of working.

The Committee commented that there are a large number of KPIS listed and noted that many would be reported to Committees through other routes.

The Committee did specifically suggest that the Board may wish sight of a KPI in relation to Theme 3 Objective 1- "To create inclusive and caring learning environments that promote and develop the diversity, wellbeing and resilience of our students". The Committee suggested that: -

- "% of BME students"; and
- "Number of students receiving support in Learning Inclusion"

are important measures in which the Board would have an interest.

Additionally, the Committee suggested that under Objective 5 of Theme 3, it would be beneficial for the Board to have sight of the measure: -

- "% of students who feel that their time at College has helped develop knowledge and skills for the workplace".

The Principal was asked to take this into consideration when the draft Strategic Plan is revisited.

JV

20.12

COMMITTEE REMIT

C McConnell spoke to the paper.

The Committee agreed that the Remit had been reviewed in some detail one year ago and still remained relevant and appropriate.

The Committee discussed the membership and considered whether it was beneficial to be specific as to whether the staff member comes from academic or support staff. The Committee agreed that the current wording provides a helpful flexibility which should

remain. The Committee noted that the addition of Trade Union representatives will affect the balance when this is introduced.

The Committee discussed the quorum and, after consideration, agreed that it should remain as is, with a possible change in future when trade union members are included.

The Committee asked that the decision be reported to the Board.

CMcC

ITEMS FOR INFORMATION /NOTING

- 20.13 INTERNAL AUDIT QUALITY REPORT**
The Committee commented that this was a very clean, positive report.
- 20.14 EQUALITIES IMPACT ASSESSMENT ON
DECISIONS MADE**
No decisions had been made. The Committee agreed that there will be a number of impact assessments required in relation to the re-opening of the College.
- 20.15 REVIEW OF PAPERS (INCLUDING DISCLOSABLE
STATUS)**
All items were deemed to be disclosable.
- 20.16 ANY OTHER BUSINESS**

DATE OF NEXT MEETING

The next meeting will take place at 4.30pm on 11th November 2020