

Learning and Teaching Committee

Tuesday 16 December 2014

2.00 pm

Room 1041

Introduction

Student Association Development Officer

Gillian McKelvie

Presentation

Education Support Team

Shona Scott, Student Support and Guidance Manager

AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interest
- 3 Minute of Meeting of 7 October 2014 (attached)
- 4 Matters Arising
- 5 Key Performance Indicators (report attached)
- 6 Curriculum Developments (report attached)
 - 6.1 Self Evaluation Process - Update (verbal update)
- 7 Students Association Update (verbal update)
- 8 Learning and Teaching Strategy (report attached)
- 9 Any Other Business
- 10 Date and Time of Next Meeting

Board of Management

Minute of Meeting of the Learning and Teaching Committee of the Board of Management of Dumfries and Galloway College held on Tuesday 16 December 2014 from 2.00 pm in Room 2009, Dumfries campus

Present:

- D Holland, Board Member (Chair)
- S Glendinning, Student member
- J Henderson, Board Member
- K Henry, Board Member
- C McGill, Student member
- C Turnbull, Principal and Board member

In attendance

- R Anderson, Lecturing staff representative
- K Somerville, Lecturing staff representative
- A Wright, Vice Principal (Learning and Skills)
- J Brown, Vice Principal and Secretary to the Board
- S Sutherland, Executive Team Assistant

- **Introduction:** Student Association Development Officer, Gillian McKelvie
- **Presentation:** Student Support and Guidance, Shona Scott (Student Support and Guidance Manager)

The Committee welcomed a comprehensive presentation on the work of the Student Support and Guidance Area. During discussion Members expressed their appreciation of the excellent range of services provided to meet the many differing and complex needs of the students, to encourage them to achieve their individual goals. These ranged from transition from school, additional support in class, funding advice and links with many other support agencies. The Committee also agreed that it was important that students were made aware of what was available.

1 Apologies for Absence

Apologies for absence were intimated on behalf of C Grant, J Maginess and D Patterson.

2 Declaration of interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Learning and Teaching Committee held on 7 October 2014 was approved.

4 Matters Arising

None.

5 Key Performance Indicators

The Vice Principal Learning and Skills spoke to the report which had been issued.

Board of Management

In terms of retention, the HE figure was very positive at 96% (OA target 82%) but the FE figure was 1% down on the same period the previous year, although the Heads of Faculty were confident that the % figure would even out and the OA target of 75% would be achieved. Staff teams were taking action on courses identified as being at risk.

Members noted the report.

6 Curriculum Developments

The Vice Principal Learning and Skills spoke to the report which had been issued.

The Committee noted that the College portfolio continued to develop across a broad range of programmes and the Curriculum Development Plan for 2015/16 had been agreed and was being developed, taking account of the Regional Skills Assessment issued by Skills Development Scotland and previous performance indicators/trends.

Members particularly noted the new level 6 Mechanical Engineering pathway; the agreed hospitality courses to commence in September 2015; a new HNC in Care and Administration in partnership with NHS and CDN: and continuing work with schools to develop vocational pathways.

The VP advised that the effect of the economic downturn was still affecting the Construction area and that Plastering had been removed from the curriculum in favour of a new multi-skilling programme in line with employer need. R Anderson advised that the availability of work placement was proving useful in encouraging students to focus on their employability skills.

7 Students Association Update

S Glendinning, Student Association President and C McGill, Student Association Vice President, advised on recent SA events and various amounts raised for charity. They reported that the SA Sustainability Officer had assisted in a bid for funding to the Climate Change Fund and on attendance by several members at the recent NUS conference.

8 Learning and Teaching Strategy

The Committee noted the draft Learning and Teaching Strategy which had been issued for information.

The Principal added that a new five year Strategic Plan would be issued early in 2015 when all the policies which fed into the L&T Strategy would be confirmed.

9 Any Other Business

None

10 Date and Time of Next Meeting

The next meeting of the Learning and Teaching Committee would take place on 10 March 2015 at 2.00 pm.

Board of Management

Minute of Meeting of the Learning and Teaching Committee of the Board of Management of Dumfries and Galloway College held on Tuesday 7 October 2014 from 2.00 pm in Room 1043, Dumfries campus

Present: D Holland, Chair
J Henderson, Board Member
K Henry, Board Member
S Glendinning, Student Member
Claire Davies, Student Member
C Turnbull, Principal

In Attendance: R Anderson, Academic Staff Representative
D Patterson, Academic Staff Representative
J Maginess, Academic Staff Representative (Stranraer)
A Wright, Vice Principal (Learning and Skills)
J Brown, Vice Principal (Corporate Services and Governance) and Secretary to the Board
S Sutherland, Executive Team Assistant

Observing: J Goldie, Board Member

- **Presentation:** Faculty of Business, Computing and Creative Industries – Iain Hawker, Head of Faculty

The Committee welcomed a comprehensive presentation which prompted discussion on many of the challenges facing the College, and those particular to this Faculty.

1 Apologies for Absence

Apologies for absence were intimated on behalf of C Grant and K Somerville.

2 Declaration of interest

Members agreed to indicate declarations of interest as appropriate throughout the meeting.

3 Minute of Previous Meeting

The Minute of the Quality and Curriculum Committee held on 14 May 2014 was approved.

4 Matters Arising

None.

5 Key Performance Indicators

The Vice Principal Corporate Services and Governance (VPCSG) spoke to the report which had been issued.

The Committee noted that the College had achieved its WSUMs target for 2013/14, and the changing profile with HE course enrolments rising, and FE enrolments falling at Stranraer. The meeting discussed the Commission for developing Scotland's young workforce and the College's continuing work with schools.

The Principal reported that for the first time in many years, two HNC classes had formed at Stranraer, and that two HNC Social care students had achieved their qualification by wholly online study.

Board of Management

Members also welcomed the improvement in student retention and outcomes, and that the Principal had challenged staff to increase by a further 2% above the Outcome Agreement target for 2014/15.

6 Draft Annual Self Evaluation Report 2013-14

The VPCSG spoke to the draft report which was tabled explaining that the Scottish Funding Council required each college to provide an annual report, endorsed by the governing body, describing the impact, nature and outcomes of college led quality review activities. She apologised that the report had not been available prior to the meeting but the College only received notification in late August that the deadline for the report moving to end of October, previously end of December.

Following discussion, the Committee recommended the report to the Board, confirming that the college had: improved the retention and achievement rates where they were found to be low, through a range of proactive interventions and changes to processes; had continued to improve the effectiveness of arrangements to engage learners in enhancing their own learning; and developed new mechanisms and revised existing arrangements to fully engage staff in quality enhancement activities in the development and planning of high quality learning and teaching approaches.

7 Students Association

7.1 SA President's Update

Sam Glendinning, SA President advised on Student Association activities, and introduced the Committee to Claire Davies, Vice President, who had been elected that morning. He advised on a strong executive membership of 17 in Dumfries and 8 in Stranraer, with elections for the four Officer posts to take place after the October break.

7.2 SA Developments

The VPCSG reported that the funding allocated to the College to support student engagement was being used to pay the SA President and Vice President (Stranraer) two days per week. The College was also in the process of recruiting a full time Development Officer on a 16 month contract to assist with developing plans to achieve a sustainable student association. It was hoped that this may address the continuity issues of a student population who may only be at college one or two years, which is always a major challenge.

8 Sports Development Officer

The Vice Principal, Learning and Skills advised that this development was progressing.

9 Any Other Business

None

10 Date and Time of Next Meeting

The next meeting of the Learning and Teaching Committee would take place on 16 December 2014 at 2.00 pm.

Learning and Teaching Committee

Quality Key Performance Indicators (KPIs)

1 Purpose of the report

To inform Members of issues related to Retention Performance as at 30 November 2014.

2 KPIs

2.1 Retention report 21 November 2014

Higher Education (HE) full time programmes across college retention:-

- 2014/2015 96% (Sector average 2012/13 80%)
- 2013/2014 94% (Outcome agreement target 82%)
- 2012/2013 94%

Further Education (FE) full time programmes across college retention:-

- 2014/2015 91% (Sector average 2012/13 73%)
- 2013/2014 92% (Outcome agreement target 75%)
- 2012/2013 92%

All (FE/HE) full time programmes across the college retention:-

- 2014/2015 92%
- 2013/2014 93%
- 2012/2013 92%

2.2 Performance issues

HE Full time numbers continue to grow with an additional 116 learners compared to 2013/14 (505 in total). As at November 2014 there is a 2% improvement in retention rates. Full time FE retention is down slightly by 1% (to 91%) and action is being taken on courses identified as being at risk.

Courses with retention issues to date include:

FE

Skills in Construction Brickwork	75%
NC Electrical Engineering	79%
Beauty Care and Make up grp B	76%
Advanced Business Admin IT (Stranraer)	71%
SVQ 3 Professional Cookery (Stranraer)	75%

HE

HNC Electrical Engineering Grp A	78%
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Board of Management

3 Conclusions

The College continues to focus on retention as a key performance indicator. At this moment in time the Learning and Skills team feel the outcome agreement target of HE 82% and FE 75% are still achievable for this academic year.

4 Recommendation

Members are invited to discuss the report and identify any further action or information required.

Learning and Teaching Committee

Curriculum Developments

1 Purpose of the report

To inform Members of key developments relating to Learning and Teaching.

2 Developments

2.1 Courses

The College portfolio continues to develop across a broad range of programme areas and the Curriculum Development plan has now been developed for 2015/16. The plan takes account of the Regional Skills Assessment issued by Skills Development Scotland and previous performance indicators/trends. The Curriculum teams are working on the development and approval of these awards and courses for 2015/16.

Curriculum developments agreed for 2015/16

New full time programmes

HND Coaching and Development Yr 2
HND Beauty Therapy Yr 2
Level 1 Introduction to Professional Cookery
NC Hospitality
HNC Hospitality
Project Search (With Employability and Skills Team)
SCQF Level 6 Mechanical Engineering
Multi Skill Construction
New full time school /college partnerships (Woods review)

Full time programmes removed from 2015/16 Portfolio.

1 Group of Introduction to Hair and Beauty
1 Group of Intermediate 2 Hairdressing
1 Group of Beauty Care and Make Up Intermediate 2
1 Group of Beauty Care Higher
Level 3 Professional Cookery (Stranraer)
1 Group of Certificate in Vehicle Maintenance
Skills in Construction Plastering
SVQ 3 Plastering

New Part time Provision

HNC Hospitality
Partnership work with Annan Athletic
HNC Childcare (Evenings only)
HNC Health and Social Care (Evenings only)
Computing Science

New Recreational Courses

Fine Furnishing and Upholstery
Photography
Basic Beauty and Hair
Pottery
Art
Hospitality
Intermediate Spanish
Modern Salsa
Sports and Fitness sessions

2.2 Other Areas to note

Faculty of Building and Engineering Services

Engineering Services continues to develop its portfolio, and the Introduction of the new level 6 Mechanical Engineering pathway will allow learners to progress onto existing HN pathways currently available to the Electrical area. New courses within the energy sector continue to be developed, and Electrical Jointing will be progressed alongside existing Overhead lines Programmes. The CREST project is coming to its January end date and new strategies are being developed to extend the current portfolio of project work and also developed BPEC provision in Heat Pumps, Solar Thermal, and Biomass Boilers. The Construction sector still remains flat in terms of demand for traditional crafts, but areas are being explored around new provision for this multi skilling with DGHP and Lovells, and modern day technician level programmes.

Hospitality

Courses have been agreed for Dumfries Hospitality sector, including City and Guilds Level 1 Professional Cookery Programme, a National Certificate in Hospitality, and a new HNC in Hospitality. Meanwhile a new Level 2 programme with City and Guilds is being developed at Stranraer campus for 15/16 delivery. St Josephs Academy have expressed a keen interest in their learners attending a full time National Certificate programme in Hospitality as part of their school portfolio with the college.

Schools

Head teachers across the region have been visited to explore development of vocational pathways. Areas of interest include Energy, Employability Skills, Engineering and Childcare.

Articulation

A new HNC in Care and Administration is being developed with partners (NHS & College Development Network) for 16/17. This will support a new articulation route with UWS, for learners to gain direct entry onto their degree Nursing Pathways provision.

Care /Childcare

There has been significant growth and demand of these programmes for 14/15. The college plans to maintain this number of learners for 15/16 but also develop new courses to support Curriculum for excellence at National 5/6 levels. This is seen as a key area for development for Dumfries and Galloway as a region.

2.3 Success Stories

The list below shows Members just some of the activities and success stories the College has been involved in since August 2014

- Over 40 Local Employers and Guests came along to the opening of our new CREST facility (Centre for Renewable Energy and Sustainable Technology). Follow up visits will be arranged to see how the centre can be further developed.
- The Hospitality area continues to be developed but other areas of focus include Leadership and Management, Financial and Control Systems, Customer Care, Nutrition and Dietary programmes and a range of other bespoke training opportunities.
- The Institute of Hospitality with Dumfries and Galloway Employability Partnership and the College are working together on how best to engage with employers across the region.
- Princes Trust team 19 successfully completed their 12 week programme including a community project at Mossburn Animal centre where they helped clean up the animal memorial Garden, they also went out to Leonard Cheshire's supported living house in Annan with the task of revamping the garden and painting the fence for the residents.
- Hair and Beauty learners were involved with a project with "Basement 20" in Dumfries with Ralph Yates –Lee where he offered learners a chance to work on live briefs giving them valuable work experience and showcasing their work in his salon.
- The College ran a pre-employment course in partnership with the job centre and Marston's Brewery to identify potential employees with the new pub/restaurant Lockyards Farm. We are delighted that four candidates from the college were offered employment.
- Through at Stranraer the Childcare students in partnership with Morrisons have shared supermarket recipes' to learn how to make a "Gloop" for young Children to play with.

3 Recommendation

Members are asked to note the report.



Learning and Teaching Strategy

Management Area	Strategic Management
Reference Number	
Responsibility	Vice Principal Learning and Skills

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Revision Date	Details	Approved By
	Draft	Andy Wright

Procedure No.	STR/01/009/002
Document Title	Curriculum Strategy
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Quality Assurance E. Mc Donald	Last printed 01/12/2014 14:47:00

Learning and Teaching Strategy

Purpose

The aim of the Colleges Learning and Teaching Strategy is to support the college vision of inspiring our people, businesses and communities to be successful. The Learning and Teaching strategy will enable all its learners to reach their potentials for achievement of vocational skills, essential skills and lifelong learning as well as supporting health and wellbeing. The college is committed to delivering high quality learning and teaching that support learner achievement and progression to other learning or employment. The college will provide learning and teaching that is innovative, reflective, supportive, flexible, engaging and successful.

The Strategy

The focus of the Learning and Teaching Strategy is to provide High Quality Learning and Teaching that is innovative, reflective, supportive, flexible, engaging and successful.

- The Learning and Teaching is developed in an innovative way to support all learners to become successful, confident learners who are also effective contributors and positive citizens.
- Innovative Learning and Teaching develops learners to become active learners.
- Staff will strive to deliver aspirational learning through a variety of creative approaches.
- Learners are suitably challenged to become independent learners and extend their learning beyond the boundaries of the curriculum.
- Learners are given the opportunity to reflect on their learning and progress with staff on a regular basis.
- Learners, staff and employers are given real opportunity for the design and review of their course, with a strong learner voice.
- Learners and staff can say what works well, and what needs to be improved and share best practice.
- Learners are encouraged to set and review goals to reach their full potential and reflect on these.

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- The College and academic staff remove barriers to learning, support different learner needs and promote wider access.
- Learners receive ongoing feedback on progress they are making at the college.
- Learners and staff co-create an environment which maximises learning opportunities.
- Accurate and appropriate pre entry, entry, on programme, and transition guidance is given to all learners. Advice sessions inform course selection and accurately reflect course content and progression opportunities.
- There is a wide range of assessment methods to support learner needs.
- Course organisation and resourcing supports learner needs.
- Delivery methods meet learner needs and are supported by a wide range of study options.
- The uses of technologies are effective and appropriate to learner needs.
- Learning is relevant to employment and Industry need, which is reflected on during course delivery.
- Learning has a wide range of approaches and encourages learners to participate in class through a variety of activities.
- Learners are provided with a range of high quality inclusive learning material.
- Academic staff provide opportunities for learners to become co-creators of their learning and teaching and promote independence in learning.
- There are regular opportunities taken for both learners and staff to celebrate, success, achievement and wider attainment.
- Learners are supported in achieving and progressing well on their course.
- Learners and staff participate in college activities which recognise and promote confidence and promote wider achievement.

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- Learners achieve success in acquiring new skills and further develop essential skills.

Learning and Teaching

The college will continuously review the quality of its approaches to learning and teaching to improve and increase attainment, achievement and opportunities for all its learners, and to address challenges related to equality and diversity.

Approaches to Learning and teaching will be consistent with and will support learners' personal achievements and offer broad learning experiences, particularly in the key areas of citizenship, employability, enterprise and sustainability.

Learning and teaching in the college will support the key themes and values of our **Learning Together** Agreement.

This Learning and Teaching Strategy also links to other college strategies, policies and procedures which are also recommended to be read, in conjunction with this Strategy document.

Other links to this strategy include:

- Quality Enhancement Strategy
- Anti-Bullying Policy
- Assessment and Re-Assessment Policy
- Core Skills Policy
- Directed Study Policy
- Disability Policy
- Equal Opportunities Policy
- Guidance Policy
- Health and Safety Policy
- Learner Voices Policy
- Quality Assurance Policy
- Race Equality Policy
- Tutorial Policy
- Anti-Bullying Procedure
- Student Discipline Procedure

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- Admissions Policy
- Essential skills Policy

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