

## Board of Management Learning and Teaching Committee

**Minute of meeting of the Learning and Teaching Committee of the Board of Management held at the Dumfries Campus on Tuesday 17 September 2019 from 2.00pm in Room 2089**

**Members present:** Pat Kirby (Chair) Sue Livermore  
Joanna Campbell Rob Orr  
Barry Graham Nikki Vjatschslav  
Ian White John Henderson (for second half of the  
Delia Holland meeting)

**In attendance:** Ann Hill, Board Member (observer)  
Brian Johnstone, Regional Chair  
Andy Glen, Vice Principal (VP) Business Development & Corporate Services  
Hannah Ritchie, Interim Vice Principal (VP) Learning, Teaching & Student Experience  
Peter Woods (Dumfries), Academic Staff  
Ann Walsh, Board Secretary  
Janet Weir, Head of Curriculum (for item no. 11.1 only)  
Mandy Wallace, E-Learning Manager (for items 16 and 17 only)

**Minute Taker** Dorothy McMinn, Executive Assistant

### 1 Welcome and Apologies

The Chair welcomed everyone to the meeting and introduced Ann Hill, who had recently joined the college as a Board Member and was attending in an observer capacity, and also welcomed Hannah Ritchie, who had joined the college as Interim VP, Learning, Teaching & Student Experience.

Apologies for absence had been received from Naomi Johnson, Paula Hainey, Caitlin McCutcheon, Gillian Pearce and Laura Webster.

### 2 Declaration of Interest

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

### 3 Presentation: College Principal

Joanna Campbell provided a verbal update on college activity:

- Enhancement Report/Plan – It was reported that feedback discussions had taken place with Education Scotland. The Head of Academic Quality & Planning, together with the Quality Team have been scoping models of best practice to move forward. It was confirmed that a College Academic Board (CAB) would be formed and the member nomination process was underway. The first meeting of the CAB is scheduled for 4 October 2019 and any matters arising would be brought before the Learning & Teaching Committee as appropriate.

**ACTION: The VP, Learning, Teaching & Student Experience, will bring any matters arising before the Learning & Teaching Committee.**

- Operational Plans – It was reported that Departmental Operational plans had been completed and are forming the base for curriculum activity and cross college roles.
- Get That Degree Project – The Scottish Funding Council had provided funding to progress a joint degree with the Glasgow School of Art. Currently, the project is going through the approval process and it is intended to offer this degree by 2020. A Progression Manager, Jane McEnery, has been recruited fixed term until June 2020. This post is joint

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funded with Borders College, and key objectives for this role will be scoped. The Progression Manager would be expected to progress possible articulation routes.

**ACTION: Further updates will be provided by the VP, Learning, Teaching & Student Experience**

- Future Skills Action Plan – This Plan had been published recently and a key area for development is upskilling and reskilling. It was expected that upskilling and reskilling would form part of an Outcome Agreement and guidance would be provided by SFC. A proposal is currently with SDS to review skills alignment which will include a review of the split between HE and FE offerings.
- Digital Ambition for 2020 – The college is looking at future facilities for an enhanced curriculum, whilst moving to a blended approach. Staff will be fully supported by way of training on digital delivery.
- Recruitment – The recruitment process for the role of VP Learning, Teaching & Student Experience had commenced. Hannah Ritchie would act as Interim VP until a recruitment process had been completed.

**ACTION: Progression of the recruitment process for VP Learning, Teaching & Student Experience to be provided by the Principal**

During discussion, the following clarifications were made:

- The VP Learning, Teaching & Student Experience will chair College Academic Board and the group will focus on drilling down on internal verification; assessment schedules; high withdrawal rates and types of activities that all curriculum teams would be involved in. The CAB is an operational group. Going forward, it is likely that CAB would provide curriculum updates rather than Curriculum Managers. The chair indicated that this will be monitored, as it has been useful for the committee to have reports directly from the Curriculum Managers in the past year. Members felt that it would be useful for information regarding the CAB to be shared with staff.

**ACTION: An update regarding the College Academic Board will be provided to staff by the VP Learning, Teaching & Student Experience**

- Processes are in place regarding student assessments. The issue that came to light over the summer was not due to lack of processes and the malpractice situation had been uncovered by the college. The efforts of staff who assisted in rectifying this situation were noted by the committee, who extended their thanks to them.
- It was confirmed that the Regional Skills Assessment covered the South of Scotland and also breaks down information between Borders and Dumfries and Galloway.

#### **4. Minute of Meeting held on 14 May 2019**

The Minute of the Meeting held on 14 May 2019 was approved.

#### **5. Matters Arising not on the Agenda**

- 5.1 The Learning & Teaching Committee has been included as having an oversight for Item 3.5 on the Strategic Risk Register.
- 5.2 Documentation/reports submitted to the Learning & Teaching Committee were to be prefaced by a brief summary of key points. Most reports now contained a summary and this was proving helpful.
- 5.3 Staff Development Update (Including professional standards) – to be deferred to the next Learning & Teaching Committee meeting

**ACTION: A Staff Development Update is to be provided to the Learning & Teaching Committee by the Head of Human Resources**

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5.4 Report on Senior Phase Work with Schools – The VP Learning, Teaching & Student Experience will take this forward.

**ACTION: VP Learning, Teaching & Student Experience to provide a progress report to the next Learning & Teaching Committee meeting**

### 6. Terms of Reference for the Learning & Teaching Committee

In follow on to the discussion at the last Learning and Teaching Committee meeting, the Chair has drafted revised Terms of Reference for the Committee which had been distributed prior to the meeting. Any comments by members should be sent to the Chair of the committee or the Secretary to the Board. Once the formation of College Academic Board is complete, an addition will be made regarding the link between the Learning & Teaching Committee and College Academic Board. Once reviewed by the committee and finalised, the document would be taken to the Board of Management for approval.

#### **ACTIONS:**

- **Members to provide any comments regarding the Terms of Reference**
- **Chair of L&T to prepare a final draft of the TOR for agreement by the committee**

### 7. Joint Employer Strategy

The Principal advised that this will be a Business and Growth Strategy that will be developed as one of the supporting strategies as part of the new strategic plan. There will be an employer engagement plan which the Principal will bring back to the Learning and Teaching Committee which will include targets and milestones.

The Board has a Strategy Planning Day on 29 October 2019 and employer engagement will form part of the revised strategy.

**ACTION: The Principal will provide an employer engagement plan for the next Learning & Teaching Committee meeting**

### 8. Strategic Risk Register

A correction to Section 3.5 of the Register was required, with JNNC being replaced by LJNC. Also, amendments/updates were noted:

2.2 Failure to achieve institutional sustainability – this risk had been increased as it relates to a programme of transformation. This was now scored at 16.

3.3 MIS Failure – The college infrastructure is now ten years old and problems had occurred since the beginning of the current academic year. It was suggested that this risk should be increased on the Register. It was agreed that this could affect business continuity and the VP Business Development & Corporate Services advised that the problem was with the infrastructure itself rather than the equipment. Consideration will be given to increasing this risk by the Senior Management Team.

3.11 SOSEP Deadlines – The Chair requested that the L & T Committee be named in the responsibility column for this risk as it requires to monitor the progress of curriculum development in this project. This was agreed.

3.12 CITB Contract – This risk had been reduced as contractual agreement with CITB had been finalised.

Student Strikes – Peter Woods asked the Committee to be aware of potential student strikes, relating to climate change. The Student Association President stated that no strike action was expected at the college on 20 September 2019. It was agreed that student strikes be added to the Register.

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A question was asked regarding whether Due Diligence in respect of contractual arrangements should be on the Risk Register. It was agreed that this matter be brought before the next Audit Committee on 1 October 2019 for consideration.

**ACTION: The Principal will make the appropriate changes to the Risk Register**

### 9. Industrial Action – any outstanding impact from this

No outstanding impact from the industrial action

### 10. Programme for Government 2019

A summary outline was published by Colleges Scotland in September 2019. The Principal advised that the expectations from this will be embedded within the Regional Outcome Agreement.

### 11. SI: Head of Curriculum Updates

11.1 Janet Weir provided members with an update on her curriculum area. There had been no major changes from the Head of Curriculum update given in May 2019 due to the summer holidays.

- The Student Records Manager has been tasked with looking at national statistics and ensuring that statistics provided by the college were accurate.
- Curriculum Managers had been asked to provide a benchmark of work carried out with employers.
- A meeting had been scheduled with the External Development team to look at the Goldvision system, and whether this could crossover with the curriculum.
- The Head of Curriculum confirmed that risk assessments are carried out with businesses, in relation to apprenticeships, these being undertaken by Placement Coordinators. They also ensure that placements are meaningful and not used as an additional pair of hands for the business.
- The importance of work related experiences for all students was emphasised by the Chair. The Student Association President also indicated that while some subject areas are doing well in arranging such contacts, others are not.

11.2 Laura Webster had provided a written update report in her absence, which had been distributed for information.

- It was confirmed that a Foundation Apprenticeship bid was being progressed, with four new frameworks, bringing the number of frameworks up to seven.
- An additional cohort to the Access to Nursing course is running this year, following approval from Scottish Wider Access Programme (SWAP), there are 50 places with 12 being in Stranraer.
- It was reported that care experienced young people continue to receive an elevated bursary. The number of applications for this exceeds the target within the ROA.
- The HoC is continuing to work closely with the Local Authority to contribute to a joint timetable model across all 16 secondary schools, by achieving this it will help to stabilise class numbers and curriculum offer. A timetabling meeting will be attended by a college representative.

### 12. Student Association Reporting

It was agreed that the Student Association was a “whole board” responsibility, and therefore the Student Association would now present updates to the Board of Management rather than to both the full Board and the Learning & Teaching Committee. It was confirmed that Nikki Vjatschlav and

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Caitlin McCutcheon would remain members of the Learning & Teaching Committee and would continue to provide an essential voice for students on this committee.

### **13. SI: “How Good is our College” Enhancement Plan 2018/19 – Progress Report**

The Head of Academic Quality and Planning had provided a progress report on the 15 key points of the Enhancement Plan. Juliet McAlpine, Education Scotland, visits the college regularly to review progress and provide guidance. It was felt that the change to a three-block system which was implemented for 2018-19 within the academic year had been challenging for staff and students. A review of the three-block system should be carried out, with the evaluation results brought back to the Learning & Teaching Committee. It was confirmed that Student Representative training was being processed.

**ACTIONS: VP Learning, Teaching & Student Experience to will arrange a review of the three-block system, reporting back to the Learning & Teaching Committee at the November 2019 meeting.**

### **14. SI: 5 Year Curriculum Plan**

The Principal advised that this would be refreshed as part of an alignment of curriculum portfolio to regional skills needs. This process has begun, and a progress report will be reported back by the VP Learning, Teaching and Skills to the next L&T Committee meeting

**ACTIONS: The 5 year Curriculum Plan will be refreshed and the VP Learning, Teaching and Skills will bring an update to the Learning & Teaching Committee.**

### **15. SI: Regional Outcome Agreement 2019/20**

The distributed report gave an update on key priorities and outputs for the Regional Outcome Agreement for 2019/20:

**Priority Outputs for 19/20 are:**

- Achievement of activity target of credits.
- Improvement in student retention and attainment.
- An increase in the number of students entering positive destinations.
- A curriculum which reflects the skills requirements of the region and national economic priorities.

It is to be noted that:

- ROA targets for most areas have increased again
- The capital maintenance allocation for the college is drastically reduced from previous years
- Attainment figures have not met the ROA target for the last four years. The ROA target for 2019-20 has been increased.
- Retention figures were up slightly on the previous year, but do not meet the ROA target.
- The formation of a College Academic Board should be helpful with the sharing of best practice.

The Vice Principal for Business Development and Corporate Services requested that the Committee make clear and consistent demands for factual information so that the format of his reports could be regularised. This was agreed.

### **16. SI: Learning & Skills**

The E-Learning Manager presented her paper. She confirmed that a college digital skills strategy had been agreed and she would be progressing the implementation of this, with the immediate implementation of staff training. Staff were expected to be creative and not only utilise the equipment/materials provided to them. The E-Learning Manager, E-Learning Officer and

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Administration Manager will be receiving training on the operational side of the programme, with curriculum staff receiving training on curriculum delivery.

A digiskillscotland website had been set up and this would allow a sharing platform. Corporate branding was being explored.

### **17. SI: SoSEP Project – L&T Specific**

The E-Learning Manager spoke to the report and provided an update to the Learning & Teaching Committee under Point 16 of the Agenda.

A Business Briefing Lunch will take place at the Dumfries Campus on 18 September 2019 and at the Lunch businesses will be invited to put forward Expressions of Interest in becoming a Spoke. Employers/community groups will be considered; a number of businesses have already noted their interest.

### **18. Any other business**

No other business was raised.

### **19. Date and Time of Next Meeting**

The next meeting of the Learning & Teaching Committee is scheduled for Tuesday, 19 November 2019 at 2.00pm.