

Learning and Teaching Committee 23.09.21

Status: Draft - For Approval

DRAFT MINUTE OF MEETING HELD ON 23 SEPTEMBER 2021 AT 15:00 HOURS
REMOTELY VIA MS TEAMS

Present

Prof. Malcolm MacLeod (Chair)	Ann Hill	Danielle Hughes
Douglas Dickson	Gillian Brydson	Rob Orr
Amy Farley	Ian White (15:37hrs)	Will Dowson

In Attendance

Lorraine Grierson	Phil Storrier	Paula Hainey
Gillian Pearce	Peter Woods	Kate Glendye
Alex Elkins – (Note taker)	Janet Weir	

Apologies for absence

Eddie Black		
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Item 1	Welcome and Apologies for Absence		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Note
Discussion	<p>Professor Malcolm MacLeod welcomed everyone to the meeting. All attendees and new Board members were introduced. Apologies for absence were noted for E Black.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		

Item 2	Declaration of Interest		
Verbal	Lead: Prof. Malcolm McLeod	Action Requested	Note
Discussion	<p>Members agreed to indicate declarations of interest as appropriate throughout the meeting. No declarations were noted.</p>		

Item 3	Action Log		
Paper No: 3	Lead: Prof. Malcolm McLeod	Action Requested	Note
Discussion	<p>The Secretary to the Board confirmed all actions had been completed.</p> <p>Ann Hill provided a verbal update and explained the development of the Tertiary Education Futures Group working with the Royal Society of Edinburgh (RSE) who had been commissioned to discuss the future of the tertiary education system.</p> <p>The College had been invited to participate in two round table discussions which had included students and staff from a variety of colleges and universities. The College had also agreed to contribute to all pilot projects in relation to the Pathways and Destinations project and the findings of the group would formulate a report which would be published.</p>		

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	<p>The RSE had invited Jamie Hepburn to work together with the group and it was confirmed that a follow-up round table discussion would take place with policy makers.</p> <p>The Chair welcomed the engagement of the College with the pilot project and the development of micro-credentials and highlighted the benefits of this to both employers and individuals. D Dickson commented that he was contributing to a separate group to develop a model for micro-credentials and was also supportive of the developments.</p> <p>A question regarding trade union involvement with the Tertiary project was raised and it was not possible to confirm TU involvement at the time of the meeting.</p>
Decision	Members noted the content of the action log and the verbal update provided.
Action	N/A

Item 4	Minute of the last meeting held on 16 February 2021		
Paper No: FC0721-B Discussion	Lead: Prof. Malcolm McLeod	Action Requested	Approve
	The Minute of the meeting held on 16 February 2021 was approved as an accurate record of the meeting.		
Decision	The Committee approved the Minute of the previous meeting.		

Item 5	Matters Arising not on the Agenda		
Verbal Discussion	Lead: Prof. Malcolm McLeod	Action Requested	Note
	There were no matters arising		

Item 6	Terms of Reference / Agenda Cycle / Committee Effectiveness review		
Paper No: LT23.09.21-B Discussion	Lead: Lorraine Grierson	Action Requested	Discussion
	<p>It was noted that each Committee Chair would prepare an annual self-effectiveness report and one to one review meetings with the Chair and Committee members would take place. In light of the Chair of the Learning and Teaching Committee taking up his post very recently it was agreed that The Chair of the Board would prepare the Learning and Teaching report on this occasion. The Committee reports would formulate a single report to the Board of Management which would be published accordingly. This would also feed into the Board Development Action Plan for the forthcoming year.</p> <p>An observation was raised regarding the terminology and responsibilities contained within the Terms of Reference and it was agreed that additional clarity regarding the level of scrutiny and responsibilities of the Committee would be provided.</p> <p>A deeper discussion on the Committee's expectations and actions took place and it was suggested that the reporting cycle and Terms of Reference be subject to a further review to ensure appropriate alignment.</p> <p>It was agreed that Committee members would provide feedback to the Secretary to the Board and a further review would be provided.</p>		
Decision	The content of the report was noted.		
Action	<p>ACTION: - Members to provide feedback and comments on the Terms of Reference to the Secretary to the Board for further review.</p> <p>ACTION: - M MacLeod and D Dickson to review the agenda cycle to reflect the Terms of Reference.</p>		

Item 7	Student Experience Strategy Outturn Report
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Paper No: LT23.09.21-C	Lead: Douglas Dickson	Action Requested	Discussion
Discussion	I White joined the meeting at 3.37 pm. Confidential for Board members Only		
Decision			
Action			

Item 8	Strategic Risk Register		
Paper No: LT23.09.21-D	Lead: Douglas Dickson	Action Requested	Approval
Discussion	<p>The Vice Principal for Learning Teaching and Student Experience introduced the Strategic Risk Register showing risks pertinent to the Learning and Teaching Committee. It was noted that following a recommendation from the Audit Committee a new risk 'Failure to achieve an effective student experience' had now been included.</p> <p>The Committee were requested to identify a tolerance of each risk and following approval by the Audit Committee the risk register would be tabled at the next Board of Management meeting in October 2021. It was confirmed that oversight of the College Risk Register would be undertaken by the Audit Committee.</p> <p>One Committee member highlighted item 8 which showed a significant risk and asked what further controls were needed. A discussion around the risk took place and a number of comments were noted; -</p> <ul style="list-style-type: none"> ➤ In response to why Risk 8 still showed a significant risk level after mitigation, the VP explained that the college did not have a significant trend for high performance around successful completion and therefore this would remain as a significant risk. ➤ The VP explained that the establishment of an effective self-evaluation process and an effective enhancement process would support the reduction of the risk. The development of improved processes had already started and the new methods of Self-evaluation would be integrated throughout the College through a system of ongoing live evaluation which included input from both curriculum and support staff. A Performance Department had also been created to help monitor data and implement improvements. The Committee supported the Vice Principal's judgement and openness to this effect. ➤ It was suggested that the risk could remain high for 3 years in order to monitor trends. ➤ One Committee member suggested that additional clarity in the narrative for both Mitigation and Monitoring be provided. <p>The Committee acknowledged the contribution and improvements being developed and that a variety of monitoring methods was evident. It was recognised there was the need to support the risk appetite through appropriate minute taking and to manage risks accordingly which would be supported with additional narrative.</p> <p>It was recommended that each risk be thoroughly scrutinised in detail with appropriate context at the next meeting. The Chair also clarified that a significant risk had been recognised and it would take time to see improvement due to the availability of data. The Committee would ensure it was confident in the actions taken and welcomed the additional time to review the risks. It would be reported to the Board that further scrutiny of mitigation will take place at the next meeting and, therefore, scores may be changed at this time.</p>		

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Decision	P Woods left the meeting at 16.09 pm
	The Committee agreed to approve the risk register with the agreed action for discussion at the next meeting.
Action	Additional narrative to be provided against each risk and presented at the next meeting for discussion.

Item 9	Student Association Update Report and Welcome		
Paper No: LT23.09.21-E Discussion	Lead: Amy Farley	Action Requested	Noting
	<p>The President of the Student Association reported that officers had undertaken a variety of training and explained the introduction of an additional Vice President role which had enabled representation at both Stranraer and Dumfries Campus.</p> <p>A Freshers event had been planned on campus for the week beginning 4 October which would include representatives from a selection of external organisations. Recruiting of class reps had begun and volunteers had been provided with NUS and SPARQS training. It was confirmed that some Student Association initiatives had been re-introduced following a pause due to the impact of Covid.</p> <p>Amy Farley had been selected nationally to join the NextGen group and the Committee congratulated Amy Farley on her successful appointment.</p> <p>The Committee asked about opportunities for students to provide feedback and it was noted that a student survey would be provided following Freshers Week as well as verbal feedback gathered during the event. Students could also book appointments with the officers online through a variety of digital formats and feedback would be provided to the Director of Student Experience and Performance.</p> <p>It was explained that 'lead' class representatives had been introduced to improve links with partnership groups including a learning and teaching group which would meet several times a year. In addition, self-evaluation with the Student Experience Forum would be undertaken during each block.</p> <p>The Student Association had also effectively implemented all actions for the 4 objectives contained within the Student Association enhancement plan and a new operational plan had been introduced to support succession planning.</p> <p>The Chair asked about the mechanism to ensure that actions were being implemented and it was noted that the new digital self-evaluation system would provide an action plan with agreed partnership actions and a new checking and monitoring system had been introduced through the Performance team.</p> <p>The Committee thanked the Student President for the report and welcomed the development of the Student Association and further updates on the work undertaken with the NextGen project.</p>		
Action	The Committee noted the report.		

Item 10	Health and Wellbeing Report		
Paper No: LT23.09.21-F Discussion	Lead: Phil Storrier	Action Requested	Noting
	<p>The Committee were provided with details of a new in-house counselling service which had been introduced following feedback and demand from students and outlined further steps for the development of the service.</p> <p>One Committee member enquired about intervention for individuals, and it was noted that clinical expertise was required to assess individuals and would be considered in the future.</p>		

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	<p>The Director of Student Experience confirmed that an additional review of the in-house counselling service would be undertaken, and a report provided prior to the start of the next academic session. It was clarified that the items detailed as 'recommendations' in the report were items for consideration in the development of the service.</p> <p>It was noted that some of the recommended services would be explored within the funding available and with consideration for the sustainability of the service.</p> <p>The Committee recommended that developments of the service would be discussed at the Learning and Teaching Committee and requested a further report to be provided for approval.</p>
Decision	Members noted the report and agreed that development of the service would be discussed and agreed by the Committee.
Action	A report would be provided for approval in due course. PS

Item 11	Self-Evaluation		
Paper No: LT23.09.21-G	Lead: Phil Storrier	Action Requested	Noting
Discussion	<p>It was reported that the College has launched a new Self-Evaluation tool entitled DG-SEE (Stop Evaluate Enhance) for use by all curriculum and support teams as part of the wider College framework for performance and improvement. The new tool has been developed following a period of research and engagement with staff across the College and would support further College wide developments through critical practitioner evaluation of services. A number of key points were noted:-</p> <ul style="list-style-type: none"> • Staff felt that the previous system had felt like a top-down self-inspection. • A focus on improvements in learning and teaching and student services was needed. • It was understood that self-evaluation would happen at different levels in a variety of methods. • It was important to merge the range of self-evaluation tools into other systems within the college. • Increased recognition that all staff impact on services was needed. • There was a requirement to develop a 'live' digital system with enhanced methods of recording. <p>It was confirmed that the technical aspects of the new system would be monitored across the academic year and evaluated for impact and improvement with opportunities for staff to feedback. Initial discussions and awareness sessions with staff had taken place to introduce the new system.</p> <p>D Dickson highlighted the importance of reviewing the process and the potential to harvest information from cross-college to support the college's wider development.</p> <p>The Committee noted the content of the report and the mitigation measures in place in relation to the risk register and welcomed a further report on the new system.</p>		
Decision	The Committee noted and endorsed the verbal update.		
Action	A further report would be provided. PS		

Item 12	College Leaver Destinations and Student Satisfaction and Engagement Survey		
Verbal	Lead: Douglas Dickson	Action Requested	Noting

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Discussion	<p>It was noted that a paper had been completed but had not been distributed and it was requested that the paper be circulated via email following the meeting.</p> <p>A verbal update was provided informing the Committee that the College Leaver Destination report was submitted annually to the SFC and detail of that process was provided. The report had shown that the majority of students had progressed to positive destinations and, subject to the official publication, a further report would be provided at the next Learning and Teaching Committee.</p> <p>Information was also provided regarding arrangements for the Student Satisfaction and Engagement survey (SSES) which is also undertaken annually. The results of both the CLD and SSES were provided to the curriculum.</p> <p>It was confirmed that a further update would be provided on the outcome of both surveys also showing sector comparisons.</p> <p>J Weir left the meeting at 5.13 pm</p>
Decision	N/A
Action	<p>Item 12 – The paper would be circulated via email to all attendees. AE</p> <p>A report on College Leaver Destinations to be submitted once SFC have published their Report. DD</p> <p>An update will be provided on the outcome of the CLD and SSES surveys. DD</p>

Item 13	Annual Awarding Body Summary		
Paper No: LT23.09.21-H	Lead: Kate Glendye	Action Requested	Noting
Discussion	Confidential – for board members only		
Decision			
Action			
Item 14	Covid Preparedness Update		
Verbal	Lead: Douglas Dickson	Action Requested	Noting
Discussion	<p>It was reported that guidance had been provided from Scottish Government with additional specific guidance provided for individual curriculum areas and overall understanding of health and safety across the College had increased.</p> <p>The College had been well prepared for the academic year and Covid cases had not been reported in significant numbers. Learning and teaching on campus had been provided with a number of adjustments around practical delivery and assessment.</p> <p>Sanitizing and mask wearing remained in place on campus and a review of student numbers would be undertaken.</p> <p>It was noted that IT incidents had caused minor disruption to the curriculum.</p> <p>The Committee noted the verbal update and recognised the challenges for the sector and the region. The Committee also commended staff for their actions in response to the Covid pandemic.</p>		

Item 15	Any Other Business		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Noting
Discussion	No items were discussed.		

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The next Learning and Teaching Committee Meeting is scheduled for 2 December 2021 at t 15:00hrs.