



LEARNING AND TEACHING COMMITTEE 24.02.22

Status: Draft - Approved

Item

DRAFT MINUTE OF MEETING HELD ON 24 FEBRUARY 2022 AT 16:00HRS, REMOTELY VIA MS TEAMS

Present

Prof. Malcolm MacLeod (Chair)	Will Dowson	Amy Farley
Ian White	Gillian Brydson	Danielle Hughes
Eddie Black		

In Attendance

Lorraine Grierson	Caroline Stuart (Chair BoM)	Paula Hainey
Douglas Dickson	Joanna Campbell	Janet Weir
Alexandra Elkins – (Note taker)	Phil Storrier	Pete Woods

Apologies for absence

Ann Hill	Gillian Pearce	
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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, including Caroline Stuart who had recently been appointed Chair of the Board of Management. Apologies for absence had been received on behalf of Ann Hill and Gillian Pearce.</p> <p>The Secretary to the Board confirmed that the meeting was quorate.</p>		

Item 2	Declaration of Interest		
Verbal	Lead: Prof. Malcolm MacLeod	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: LT02.22--A	Lead: Prof. Malcolm MacLeod	Action Requested	Note
Discussion	<p>The Secretary to the Board confirmed that the Health and Wellbeing update report would be presented at the next Learning and Teaching Committee meeting, all other actions had been completed.</p>		
Action	<p>Members noted the content of the action log and the verbal update provided.</p>		

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Item 4	Minute of the last meeting held on 2 December 2021		
Paper: LT02.22--A	Lead: Prof. Malcolm MacLeod	Action Requested	Approve
Discussion	The Minute of the meeting held on 2 December 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	Lead: Prof. Malcolm MacLeod	Action Requested	Note
Discussion	There were no matters arising.		

Item 6	Student Association Report		
LT02.22-C	Lead: Amy Farley	Action Requested	Note
Discussion	<p>The Chair advised the Committee that the Student Association (SA) report had been brought forward on the agenda, this was welcomed by the Committee.</p> <p>Updates on a number of Student Association activities were highlighted: -</p> <ul style="list-style-type: none"> ➤ A second round of Student Lead Representative meetings had taken place as well as a 'Meet the Principal' event. ➤ LGBT history month had been launched included a social media campaign which would conclude at the end of February. A good reach was reported. ➤ An 'Allyship' month was planned to include a variety of online events to support Equality and Diversity, including a welcome event with the local LGBT+ group which would soon be moving to new premises on the Crichton Campus. ➤ A number of Student Association representatives had met with Education Scotland inspectors during the recent progress visit. ➤ The SA planned to attend forthcoming open evenings at both campuses. <p>The Chair welcomed the report and commended the SA on the large volume of activities undertaken to support student life.</p> <p>The Committee were interested to learn more about the lead representative working groups. Detail was provided explaining the structure of the 3 groups with a focus on curriculum, student life and the campus environment. It was stated that communication had improved for students since the adoption of the working groups and reports of positive feedback from students was noted.</p> <p>A query was raised about any notable differences with student engagement between Dumfries and Stranraer Campus and although there was no data available the Committee noted that student representatives were involved from both campuses and the SA re-structure had ensured a balance within the roles from both Stranraer and Dumfries existed.</p> <p>The Committee commended the student involvement, positive links and development of additional working groups. They also recognised the level of sustained activity and endorsed the work of the SA with both positive activity and engagement with students from both campuses.</p>		
Decision			

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Action	The Committee noted the content of the report.
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Item 7	Curriculum Planning		
LT02.22-D	Lead: Janet Weir	Action Requested	Note
Discussion	<p>The Committee was provided with an overview of the Curriculum Planning process which was now in its second year. Portfolio plans had been agreed and published with employer links, headteacher discussions, senior phase and consideration of pathways contributing to inform the offer. Where demand and growth had been identified, eg cyber, changes had been made and conversations with stakeholders continued to ensure appropriate provision was made.</p> <p>A question was raised about how the process ensured stakeholder's needs were met. In response, an example of the region's hospitality needs and links with the Scottish Hospitality Group was shared. It was explained that the new model had centred on stakeholder's needs, vocational need and suitable employment opportunities and a variety of historical and recent ways of working was explained.</p> <p>The Chair welcomed the report and the discussion to show historical activity and new ways of working.</p> <p>One member raised the question of the robustness of the process, the balance of opinion provided by headteachers and how engagement with business groups would support employment opportunities and address skills gaps. In response, the Committee were provided with an explanation of the development work with awarding bodies to shape the curriculum, assurance that the College would continue to listen and work with employers and schools and the way the College would adapt to shape provision which met employer's needs. The differences in offering between the East and the West of the region was also noted.</p> <p>IW and EB joined the meeting at 15:35hrs</p> <p>... Confidential to members only.</p> <p>The Principal advised the Committee that development of a CRM and stakeholder engagement opportunities were being addressed by the College and an update would be provided.</p>		
Decision			
Action	The Committee noted the content of the report.		

Item 8	Developing the Young Workforce Update		
LT02.22-E	Lead: Janet Weir	Action Requested	Note
Discussion	<p>An update was provided highlighting the activity and College involvement with DYW, It was noted that DD was currently a member of the DYW Board of Management.</p> <p>The Committee noted that the College's Health and wellbeing service had highlighted concerns amongst students with both motivation and goal setting and a variety of challenges existed. The DYW partnership would seek to raise student aspirations and the College's role to act as a community anchor would be key.</p> <p>The Committee acknowledged the challenges for students and requested that a balance of in-person and virtual engagement was provided moving forward.</p>		

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	<p>... Confidential to members only.</p> <p>It was reported that students had shown enthusiasm for the blended delivery approach with access to digital learning and had requested increased flexibility.</p> <p>There was agreement that increased flexibility within delivery was needed and the model remained in development and in-person delivery allied with consideration for remote delivery would be explored. The College had begun work to fully understand and support learning with recognition that a range of solutions to access education was both appropriate and complex. In particular the need for a 'college experience' for many FE students, the Senior Phase and Skills based Learning.</p> <p>The Committee recognised the complex challenges and opportunities surrounding the topic.</p>
Decision	
Action	The Committee noted the content of the report.

Item 9	Student Satisfaction and Engagement Report		
LT02.22-F	Lead: Phil Storrier	Action Requested	Note
Discussion	<p>The National Student Satisfaction Survey had been undertaken in academic year 2021. The College aimed to sustain a target of 90% satisfaction and achieved a result of 89%. It was suggested that the result of the survey would act as a baseline for the College and overall satisfaction rates had compared favourably within the sector.</p> <p>The Committee requested that future reports be shown in percentages and broken down into curriculum areas.</p> <p>It was noted that the survey data was shared with curriculum areas to inform planning however more dynamic methods of harvesting student feedback on an individual basis within the current academic year was available and utilised within the College.</p>		
Decision	It was agreed to provide future reports with data shown in percentage.		
Action	ACTION: Percentages to be included in future reports. PS		

Item 10	Education Scotland Reports (Cycle)		
LT02.22-G	Lead: Douglas Dickson	Action Requested	Note
Discussion	<p>The report provided explanation of Education Scotland's role in the quality arrangements, and it was reported that due to the pandemic interim reports had been requested with regional outcome measures provided. Throughout this time the College had continued to develop and share an enhancement plan.</p> <p>Quality arrangements had been reviewed and it was noted that the Vice Principal Learning, Skills and Student Experience had been part of an expert group to develop new quality arrangements.</p> <p>Education Scotland had continued to conduct progress visits and a hybrid arrangement was anticipated for the current academic year. Interim arrangements had previously been shared with the Committee and the Board of Management and at the time of the meeting the requirement from Education Scotland had yet to be informed.</p> <p>The Committee welcomed the report and recognised the challenges presented in the current arrangements yet to be confirmed by Education Scotland.</p>		

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Decision	
Action	The Committee noted the content of the report.

Item 11	Strategic Risk Register		
LT02.22-H	Lead: Douglas Dickson	Action Requested	Approval
Discussion	<p>Risk 9 – ‘Failure to adhere to academic compliance arrangements’ was discussed. It was noted that the College currently worked with 13 awarding bodies with specific quality arrangements. Further explanation of the mitigations and process for evaluation by Education Scotland was provided.</p> <p>A question was raised regarding stipulated staff and student ratios, and it was confirmed that ratios were used in relation to Health and safety requirements.</p> <p>A summary table had been shown to be missing from page 5.</p> <p>A discussion regarding clarification on the process to include Risk Appetite for each Risk, which was discussed at Audit Committee took place. Due to the timing of the Audit Committee Minute, the actions had not yet been pulled through and an update was not available at the time of the meeting.</p>		
Decision	The Committee agreed to approve the item subject to a change in the system of reporting as agreed at Audit Committee.		
Action	ACTION: - LG would clarify the reporting process with the Chair of the Committee.		

Item 12	Academic Council Update		
Verbal	Lead: Douglas Dickson	Action Requested	Noting
Discussion	The item was not discussed due to the timing of the meeting and an update would be provided at a future Learning and Teaching Committee meeting.		
Decision			
Action	Members noted the verbal update provided.		

Item 13	Education Scotland Progress Visit		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Noting
Discussion	<p>A progress visit had been conducted week commencing 21 February, comprising of two inspectors, two practitioners and a student member. The visit had focused on curriculum learning and assessment, services to support learners, student voice, evaluation to support learning and student success.</p> <p>‘Satisfactory progress’ had been concluded following a verbal update provided after the visit. A written report would be provided in 7 weeks and a verbal update provided to the Board of Management.</p> <p>Inspectors had commented on the agility and mobility of the College to respond to the pandemic with several examples of good practice highlighted.</p> <p>The Committee congratulated staff on the outcome of the visit and requested that this be communicated to all staff and students.</p>		

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	ED and WD left at 5 pm.
Decision	Communications would be provided to staff and students
Action	The Committee noted the content of the verbal report. ACTION: Communications to be provided to staff and students. JC

Item 14	Terms of Reference		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Noting
Discussion	It was noted that the terms of reference had been updated and no further changes were required.		
Decision			
Action	Members noted the verbal update provided.		

Item 15	Any Other Business		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Noting
Discussion	None was discussed		

The next Learning and Teaching Committee Meeting is scheduled for 26 May 2022 at 16:00hrs.