

LEARNING AND TEACHING COMMITTEE 26.05.22

Status: Approved

MINUTE OF MEETING HELD ON 26 MAY 2022 AT 16:00HRS, REMOTELY VIA MS TEAMS

Present

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

In Attendance

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

Apologies for absence

Paula Hainey	Gillian Pearce Will Dowson	Lorraine Grierson
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Item 1	Welcome and Apologies for Absence		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Note
Discussion	<p>The Chair welcomed everyone to the meeting, in particular Caroline Stuart, Chair of the Board of Management who had attended the meeting for the first time. Apologies for absence had been received on behalf Will Dowson, Paula Haney, Gillian Pearce, Lorraine Grierson and Eddie Black.</p> <p>The Committee were informed that Ian White and Amy Farley would stand down at the end of the academic session and the Chair thanked them for their service to the Committee. Special mention was made to Danielle Hughes who had been awarded the Bridge 2 Business Special Recognition award in April 2022.</p> <p>The Chair 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. One declaration was noted at item 8.</p>		

Item 3	Action Log		
Paper: LT05.22--A	Lead: Prof. Malcolm MacLeod	Action Requested	Note
Discussion	<p>All actions were shown to be complete.</p>		

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Action	Members noted the content of the action log and the verbal update provided.		
Item 4	Minute of the last meeting held on 24 February 2022		
Paper: LT05.22--A	Lead: Prof. Malcolm MacLeod	Action Requested	Approve
Discussion	The Minute of the meeting held on 24 February 2022 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	None was discussed.		

Item 6	Student Association Report		
LT05.22-C	Lead: Amy Farley	Action Requested	Note
Discussion	<p>The Student Association President provided details on a range of activity and the following was noted: -</p> <ul style="list-style-type: none"> ➤ Bridge to Business awards had taken place. ➤ A Memorial football match had taken place. ➤ The Above and Beyond Awards would take place in June 2022. ➤ Following the student elections, Danielle Hughes had been elected President and Andrew Ritchie and Rebecca Plant as Vice Presidents. ➤ Allyship events had taken place. ➤ Meet the principal and class representative meetings had taken place. <p>The Committee commended the level of activity, which was planned and had taken place. It was noted that the student association manifesto had sought to increase in-person activity on campus in the new session and several targets had been developed which would be extended into the new session with the aim to increase succession planning.</p> <p>The Committee commended the work undertaken by the President Amy Farley and thanked her for the work undertaken throughout the pandemic.</p>		
Decision	ACTION: An update on the student election result would be provided to all Board members. AE to arrange.		
Action	The Committee noted the content of the report.		

Item 7	Student Association Constitution		
LT05.22-D	Lead: Amy Farley	Action Requested	Note
Discussion	<p>The Committee were advised that the Constitution had been provided for noting and would be reviewed every 5 years. The document had been updated to reflect the introduction of two vice principal roles and new lead representative meetings.</p> <p>One-member queried representation for Stranraer Campus and the Committee were assured that changes to the SA structure and election process had ensured</p>		

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	<p>representation from Stranraer Campus. It was agreed that additional wording would be added to the Constitution to reflect this.</p> <p>The Committee also queried arrangements for the appropriate governance of the 2020/21 Student Association Accounts and an update was requested.</p>
Decision	<p>The Committee requested that an update be provided regarding the governance of the SA Accounts.</p>
Action	<p>ACTION: - AE to seek further information from the Board Secretary on the governance arrangements for the SA Accounts.</p> <p>ACTION: - The Constitution would be amended as discussed - AF</p> <p>The Committee noted the content of the report.</p>

Item 8	Student Survey Results		
LT05.22-E	Lead: Phil Storrier	Action Requested	Note
Discussion	<p>The Director of Student Experience and Academic Performance reported that challenges with student engagement and survey fatigue had been noted and explained the mechanism of the new lead representative system.</p> <p>A number of common themes had been identified from block one and two, from which a number of improvements had been implemented, a national survey had been circulated in block 3 and the content of the action log was noted.</p> <p>The Committee welcomed the report, in particular the commitment to IT investment and the development of the integrated plan and recommended that actions be supported with appropriate data.</p> <p>GB declared an interest and highlighted the survey results in response to College Academy student transition to College and acknowledged that increased support was required for this group. A discussion on the College strategy followed. The Director of Student Experience and Academic Performance responded and stated that increased evaluation would contribute to a single action plan which would include contributions from Senior Phase focus groups. It was noted that the lead rep system had improved responsiveness to several themes and many actions were in progress, a comprehensive plan would be developed.</p> <p>The Vice Principal Learning, Skills and Student Experience commented that the work undertaken by the student experience team had made progress to develop the priority list within the public procurement restraints. The classroom enhancement project had begun and alternative VLE systems had also been explored.</p> <p>JW Joined the meeting 16:25hrs</p> <p>One member commented on staff involvement in the action plans and recommended that appropriate communication be provided to staff. It was confirmed that a process was in place and an end of session report would be created and distributed to staff.</p> <p>The Principal highlighted the priorities of the Transformation project including increasing digital literacy skills whereby mandatory staff training and investment in training would be explored. The Chair commented on the ways staff adopt new digital technologies.</p> <p>It was widely agreed that improved communication was required and a measured approach to the digital training of staff.</p>		
Decision			

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Action	The Committee noted the content of the report.
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Item 9	Articulation Annual Report		
LT05.22-F	Lead: D. Dickson	Action Requested	Note
Discussion	<p>The Vice Principal Learning, Skills and Student Experience introduced the paper explaining the process of articulation. Data provided from the SFC National Articulation Database for 2019/20 had supported the need for an increase in level 7 qualifications within the region to support the skills base. It was noted that a pilot approach within business and cyber security was planned which would also include some creative industries qualifications. The SFC had chosen Dumfries and Galloway to pilot the SFC 'Pathfinder Project' and the College would explore opportunities with University of the West of Scotland to support this.</p> <p>Discussion centred on the sustainability of the model in particular involving Computing and several mitigations were detailed. The UWS/Lanarkshire model was noted which had been well supported by staff and it was stated that positive dialogue with Dumfries and Galloway headteachers would continue. The Principal noted that the Pathfinder Programme Board meeting had undertaken their first meeting in May 2022 where the project had been supported.</p> <p>Members voiced their support for the articulation model.</p>		
Decision			
Action	The Committee noted the content of the report.		

Item 10	Student Health and Wellbeing Update (inc Corporate Parenting and Safeguarding)		
LT05.22-G	Lead: Phil Storrier	Action Requested	Note
Discussion	<p>The Director of Student Experience and Academic Performance updated the Committee on plans to provide additional support for care experienced students as part of the College's Corporate Parenting (CP) responsibilities. Following the introduction of the new CP 'action plan' a 'DGCares' Team had been created with a launch planned in the next session. Existing data had shown improved success for care experienced students at 53.5% compared with a national average of 56.5% and further improvement would be worked towards.</p> <p>Safeguarding systems had been embedded and additional staff introduced to support the function. A welfare referral system had been introduced which included the introduction of lower-level interventions. The digital welfare reporting mechanism would enable trends to be identified and the legacy of the pandemic had been evident. Counselling referrals had also increased, and a report would be provided at a future meeting.</p> <p>The Committee noted the Education Scotland visit taking place on 7 June to undertake a safeguarding review, a report would be provided following the visit.</p> <p>PW left the meeting at 16:58hrs</p> <p>The Committee welcomed the report and made inquiry about students identified as refugees, it was stated that specific services for refugees had been discussed with staff and the restructure of the student service had included prior reporting of refugee status which would assist to support education and employment.</p> <p>The Committee welcomed the positive report and the improvements highlighted.</p>		
Decision			

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Item 11	Committee Self Evaluation		
LT05.22-H	Lead: Lorraine Grierson	Action Requested	Note
Discussion	It was confirmed that the Committee self-evaluation would be undertaken annually, and the Principal recommended the item be brought to the Committee later in November or early December 2022. The interim Board secretary would support this.		
Decision			
Action	The Committee noted the recommendation.		

Item 12	Strategic Risk Register		
LT05.22-I	Lead: Douglas Dickson	Action Requested	Approval
Discussion	<p>The Vice Principal Learning, Skills and Student Experience introduced the strategic risk register with risk 8,9 and 10 associated with the Committee. It was noted that deep dives into each risk had been undertaken at the behest of the Audit Committee.</p> <p>Risk 10 was discussed, and the following points noted: -</p> <ul style="list-style-type: none"> ➤ The risk had been impacted by Covid over the past 3 years. ➤ The student experience, which was measured with the SFC student satisfaction survey had shown a result at 90% satisfaction which had been impacted by an improved self-evaluation process. ➤ The HMI progress visit had identified good progress during the pandemic. ➤ The Risk appetite had been reviewed by the Principal and Independent Board member. ➤ Risk 10 had been introduced as a new risk following a request from the Board of Management. <p>The Committee discussed the broad definition of risk 10 and it was decided that future consideration would be made at the next meeting.</p>		
Decision	The Committee approved the risk appetite		
Action	ACTION: - Risk 10 would be discussed at the next Learning and Teaching Committee Meeting.		

Item 13	Academic Council Update		
LT05.22-J	Lead: Douglas Dickson	Action Requested	Noting
Discussion	The Committee were appraised of a number of items which had been promoted via the the Academic Council.		
Decision			
Action	Members noted the content of the report.		

Item 14	AOB		
Item 14.1	Curriculum Innovation and Classroom Project		
Verbal	Lead: Prof. Malcolm MacLeod	Action Requested	Noting

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Discussion	<p>The Director of Student Experience and Academic Performance provided an update on the Curriculum innovation classroom project and stated that digital innovation would be applied to all staff and shared practice would be a key focus. Staff would be encouraged to develop innovation and digital leadership within the pedagogy and key developments were noted with the enhanced classroom environment. Two learning technologists had been appointed to support the project and the utilisation of learning and teaching mentors was explained. Detail of the staged roll out of the enhanced classrooms was provided.</p> <p>The Chair highlighted the importance of 'digital champions' and recommended the provision of safe spaces to provide supportive environments for staff to develop practice.</p> <p><u>Agenda Cycle</u></p> <p>The Chair thanked the Committee for the contributions over the session and requested that attendees consider the agenda cycle and timing of reports, including any items which may require deeper discussion.</p>
Decision	<p>Members noted the content of the report.</p>
Action	<p>ACTION: Committee members will provide Feedback to DD on the agenda cycle and reportage. All.</p>

The next Learning and Teaching Committee Meeting is scheduled for 24 August 2022 at 15:00hrs.