

## Board of Management

### Meeting of the Learning & Teaching Committee

MINUTE OF 3rd MEETING HELD ON 28 FEBRUARY 2017 AT 1700 HRS (LTC3)

| Present                            |                                      |
|------------------------------------|--------------------------------------|
| Jim Gallacher (JG) (Convenor)      | Paul Little (PL), Principal          |
| Douglas Dickson (DD) (Performance) | Joanna McGillivray (JM)              |
| Ian Gilmour (IG) Student President | Kay Sheridan (KS) (Faculty Director) |
| Tracey Howe (TH)                   | Jatinder Singh (JS)                  |
| Also in attendance                 |                                      |
| Paul Clark (PC) College Secretary  | Laura Sharp (Minute Secretary)       |
| Apologies for absence              |                                      |
| Stuart Patrick (SP)                |                                      |
| David Eaton (DE) (Vice Convenor)   |                                      |

| Item LTC3-1    | Apologies for Absence  |                        |
|----------------|--|------------------------|
| Paper No:      | Lead: J Gallacher  | Action requested: Note |
| Decision/Noted | Apologies were noted as above. JG noted that the matter of Committee attendance was to be raised at the Board of Management. |                        |

| Item LTC3-2    | Declarations of Interest |                        |
|----------------|--------------------------|------------------------|
| Paper No:      | Lead: J Gallacher        | Action requested: Note |
| Decision/Noted | None noted.              |                        |

| Item LTC3-3                    | Minute of Learning & Teaching Meeting held on 8 November 2016   |                           |
|--------------------------------|---|---------------------------|
| Paper No:<br>LTC3-A            | Lead: J Gallacher   | Action requested: Approve |
| Discussion/<br>Matters Arising | <p>Matters Arising:</p> <p>JM and Roy Gardner have met with SDS regarding graduate apprenticeships, for which funding has been awarded for 2016-17. JM will follow up with a funding application for 17-18. It was noted that at the Board planning event SDS had indicated the increasing importance of graduate apprenticeships. PL indicated that graduate apprenticeships should be a growth area for the College. JM will report on this area of activity for the next meeting</p> <p>The Committee noted the good work being undertaken with S5 and S6 schools pupils,</p> <p>Action: JMcG to report on graduate apprenticeships.<br/>Minute from 8 November were approved subject to minor amendments.</p> |                           |

| Item LTC3-4                    |  | Strategic Risk Review     |  |
|--------------------------------|--|---------------------------|--|
| Paper No:<br>LTC3-B            | Lead: P Clark  | Action requested: Approve |  |
| Discussion/<br>Matters Arising | <p>PC introduced the paper which included updated reviews of the following Risk Management Action Plans (MAPs) which are under the key areas of responsibilities for the Committee - Risk 1, Risk 2, Risk 3, and Risk 18.</p> <p>The current risk scores and RAG rating are as follows:</p> <p>Risk 1: Failure to support student success - Score 5 (Green)<br/>           Risk 2: Failure to establish optimal pedagogical model - Score 10 (Amber)<br/>           Risk 3: Failure to achieve good student outcome/progression levels -Score 5 (Green)<br/>           Risk 18: Failure to agree a sustainable level of grant-funded activity within the Region – Score 15 (Red)</p> <p>It was agreed that Risk 18 should remain at Red until further assurances are received from GCRB. Other risks scores were agreed.</p> |                           |  |
| Decision/Noted                 | Discussed and agreed   |                           |  |

| Item LTC3-5                    |   | Industry Academy Update   |  |
|--------------------------------|---|---------------------------|--|
| Paper LTC1-C                   | Lead: J McGillivray   | Action requested: Discuss |  |
| Discussion/<br>Matters Arising | <p>Industry Academy Papers (KPI Analysis and KPI Analysis – Charts) were circulated to each member of the Committee and content was discussed.</p> <p>JM provided verbal update on both papers.</p> <p>Members agreed the chart style was easier to understand.</p>                                 |                           |  |
| Decision/Noted                 | <p>Action: JG/JM/DD to meet with Carla Gethin to update IA papers. Carla Gethin to attend the next meeting of L&amp;T on 2 May.<br/>           Industry Academy Heads and some students to be invited to next L &amp; T meeting on 2 May. (JM/CG) Invite Douglas Morrison and Elspeth McCallum.</p> |                           |  |

| Item LTC1-6                    |  | Regional Curriculum Update |  |
|--------------------------------|--|----------------------------|--|
| Paper No:<br>LTC3-D            | Lead: J McGillivray  | Action requested: Discuss  |  |
| Discussion/<br>Matters Arising | <p>JM introduced the paper providing an update on progress of the Regional Outcome Agreement (ROA).</p> <p>The strategic ambitions of the 3 regional colleges in Glasgow for 2017-18. The following topics were discussed by Committee:</p> <ul style="list-style-type: none"> <li>• Childcare</li> <li>• Regional Skills Investment Plan</li> </ul> |                            |  |



- Funding Allocation
- Quality

Decision/Noted

No action.

**Item LTC1-7 Pedagogy & Innovation**

Paper No LTC3-E

Lead: Joanna McGillivray

Action requested: Discuss

Discussion/  
Matters Arising

JM provided verbal update on the excellent work being undertaken by the Libraries and Learning Technology Departments within City of Glasgow College. The following topics were discussed:

**My City**

The College is looking to recruit a Developer to support next phase of MyCity.

**Training & Support**

CoGC will be the first to develop PDA in Technology Enhanced Learning and Teaching. This will be launched 2018.

**Virtual Reality**

More than 30 classes were led on guided and variety of virtual field trips. Google Virtual Expedition was a huge success and will be launched again later in 2017.

**City Learning Hub**

Interior design students to redesign 3<sup>rd</sup> Floor Library space to incorporate needs and expectations of a broad range of stakeholders.

**Shared Service: Library Management System**

City of Glasgow College, Kelvin College and Clyde College have procured an Open Source Library Management. “Go Live” date is scheduled for 17 July 2017.

**City Library**

Pilot to be run on extending opening hours for City (Evening) – month to be chosen.

Decision/Noted

Paper on “The Learner Journey” to be presented to L&T in May (Sandra Gunn to be invited), and then to Full Board thereafter. Authors to be invited to L&T meeting on 2 May (JM)

**Item LTC1-8 Education Scotland – Quality Arrangements**

Paper No: LTC3-F

Lead: Douglas Dickson

Action requested: Discuss

Discussion/  
Matters Arising

DD provided verbal update on the College’s preparation towards the implementation of Education Scotland’s Quality Arrangements which was published December 2016 and the Impact and Implications of the Quality arrangements. The following was also discussed:

|                       |  |
|-----------------------|--|
|                       | <ul style="list-style-type: none"> <li>• Annual Evaluative Report to be produced annually by College – ‘How Good is Our College’ - report will be evaluated by Education Scotland and SFC.</li> <li>• Information training session for college staff have been organised on the new Education Scotland Quality Framework</li> </ul> <p>The Committee agreed that members be invited to attend an information session from Education Scotland</p> |
| <b>Decision/Noted</b> | Action DD/PC: arrange for L&T Committee members to attend an Education Scotland information session. Members of PRNC also to be invited.   |

|                                    |  |                        |
|------------------------------------|--|------------------------|
| <b>Item LTC3-9</b>                 | <b>Student Experience Strategy</b>   |                        |
| <b>Paper No: LTC3-G</b>            | Lead: J McGillivray  | Action requested: Note |
| <b>Discussion/ Matters Arising</b> | <p>JM provided brief verbal update on the paper and the following 3 Key initiatives of the Students Engagement Strategy:</p> <ul style="list-style-type: none"> <li>• Widening Access</li> <li>• Student Partnership Agreement</li> <li>• City Learning 4.0</li> </ul> |                        |
| <b>Decision/Noted</b>              | Paper was noted by the Committee   |                        |

|                                    |  |                        |
|------------------------------------|--|------------------------|
| <b>Item LTC3-10</b>                | <b>College Performance Indicators 2015-16</b>  |                        |
| <b>Paper No: LTC3-H</b>            | Lead: D Dickson  | Action requested: Note |
| <b>Discussion/ Matters Arising</b> | <p>The paper was circulated to members of the Committee and content discussed.</p> <p>DD introduced the City of Glasgow Performance Indicators paper and provided a verbal update. It was noted that SFC had released the final PIs for sector on 24 January 2016. Committee discussed the 4<sup>th</sup> year growth/decline in FT/FE; HE/PT and FE/PT.</p> <p>The Committee noted that City of Glasgow College is currently placed at number 2 in Scotland for overall student success, and is 1.2% from the top position in the sector.</p> |                        |
| <b>Decision/Noted</b>              | Paper was noted by Committee   |                        |

|                                    |  |                        |
|------------------------------------|--|------------------------|
| <b>Item LTC3-11</b>                | <b>SPSO Annual Complaint Handling</b>          |                        |
| <b>Paper No: LTC3-I</b>            | Lead: D Dickson                                | Action requested: Note |
| <b>Discussion/ Matters Arising</b> | There were no matters arising from this paper. |                        |
| <b>Decision/Noted</b>              | Paper was noted by Committee                   |                        |

|                                |  |                          |
|--------------------------------|--|--------------------------|
| <b>Item LTC3-12</b>            | <b>Academic Board (Standing Item)</b>  |                          |
| Standing Item                  | Lead: J McGillivray  | Action requested: Verbal |
| Discussion/<br>Matters Arising | JM provided a brief verbal update to the Committee on the activities of the Academic Board.  |                          |
| Decision/Noted                 | Action: Jim Gallacher and Tracey Howe are to be invited as observers to the next Academic Board which will be held on 8 June, User Education Library, 3 <sup>rd</sup> Floor, City Campus (JM). |                          |

|                                |  |                        |
|--------------------------------|--|------------------------|
| <b>Item LTC3-13</b>            | <b>Developing Scotland's Young Workforce (Standing Item)</b>   |                        |
| Paper No:<br>LTC3-J            | Lead: Kay Sheridan   | Action requested: Note |
| Discussion/<br>Matters Arising | <p>Kay Sheridan introduced the paper on Developing Scotland's Young Workforce, and provided a verbal update on the following:</p> <ul style="list-style-type: none"> <li>• <b>Foundation Apprenticeship Programmes</b></li> <li>• <b>Gender Balance Programmes</b></li> <li>• <b>Young people with disability</b></li> <li>• <b>Developing Young Workforce</b></li> </ul> <p>The Committee noted that figures for 1-3 Years School Senior Phase Vocational Programmes have increased as follows: Programmes have increased from 13 to 28; Places offered – numbers have increased by 309 over two year period; Foundation Apprenticeships have increased to 6.</p> |                        |
| Decision/Noted                 | <p>Meeting to be arranged with JM/TH/KS and Douglas Morrison to discuss Assistive Aids.<br/>Paper was noted by Committee</p>   |                        |

|                     |   |                   |
|---------------------|---|-------------------|
| <b>Item LTC3-14</b> | <b>Any Other Notified Business</b>  |                   |
| Paper No:           | Lead:   | Action requested: |
| Decision/Noted      | <p>The Convener requested that at least one item relating to a major learning and teaching issue be included on all Board of Management agendas. Suggested topics included: Developing the Young Workforce, Potential for higher learning (Degree level), City Learning 4.0, in-work training, the Learner Journey (as agreed above).</p> |                   |
| Action              | Include at least one L&T item on full Board agenda (JM/PC)  |                   |

|                     |   |                   |
|---------------------|---|-------------------|
| <b>Item LTC3-15</b> | <b>Disclosability of Papers</b>                   |                   |
| Paper No:           | Lead: J Gallacher                                 | Action requested: |
| Decision/Noted      | Disclosability status of papers agreed as stated. |                   |

|                     |                             |                   |
|---------------------|-----------------------------|-------------------|
| <b>Item LTC1-16</b> | <b>Date of Next Meeting</b> |                   |
| Verbal              | Lead: J Gallacher           | Action requested: |
| Decision/Noted      | Tuesday 2 May 2017          |                   |

Convener's Signature \_\_\_\_\_

Date \_\_\_\_\_

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

| Item    | Description   | Owner | Target Date   |
|---------|---|-------|---------------|
| LTC3-1  | <b>Apologies for Absence.</b><br>This matter is still Under Observation. JG will raise Committee attendance at the next full Board meeting  | JG    | 19 April 2017 |
| LTC3-3  | JG to report on graduate apprenticeships  | JG    | 2 May 2017    |
| LTC3-C  | <b>Industry Academy Update</b><br>JG/JM/DD to meet with Carla Gethin to update IA papers.<br>Carla Gethin to attend the next meeting of L & T on 2 May.<br>Industry Academy Heads and some students to be invited to next L & T meeting on 2 May. | JM    | 2 May 2017    |
| LTC3-E  | Paper on "The Learner Journey" for next Committee meeting. - Authors to be invited to L&T meeting on 2 May  | JM    | 2 May 2017    |
| LTC3-F  | Arrange for L&T Committee members to attend an Education Scotland information session.  | PC/DD | 2 May 2017    |
| LTC3-12 | <b>Academic Board</b> - JG & TH to be invited as observers to the Academic Board on Thursday 8 June.  | LS    | 8 June 2017   |
| LTC-13  | <b>Developing Young Workforce-</b> Meeting to be arranged with JM/TH/KS and Douglas Morrison to discuss Assistive Aids.   | JM    | 2 May 2017    |
| LTC3-14 | Include at least one L&T item on full Board agenda  | JM/PC | 19 April 2017 |

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

| Item   | Description  | Owner | Target Date        |
|--------|--|-------|--------------------|
| LTC2-6 | <b>Regional Curriculum Update</b> - JG to refer issues of national targets & setting at next board meeting.<br><br>This item is ongoing and will be discussed at a further meeting between JG and Stuart Thompson. | JG    | Next Board meeting |
|        | All action points from previous meetings have been completed   |       |                    |