

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 4th meeting held on 2 May 2017 at 1700 hrs (LTC4)

Present	
Jim Gallacher (JG) (Convenor)	Tracey Howe (TH)
David Eaton (DE) (Vice-Convenor)	Joanna McGillivray (JM)
Ian Gilmour (IG) Student President	Jatinder Singh (JS)
Also in attendance	
Jane Auld (Minute Secretary)	Carla Gethin (CG)
Eddie Carr (EC)	Douglas Morrison (DM)
Paul Clark (PC)	Kay Sheridan (KS)
Douglas Dickson (DD)	
Apologies for absence	
Douglas Dickson (DD)	
Paul Little (PL)	
Stuart Patrick (SP)	

Item LTC4-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies were noted as above.	

Item LTC4-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	TH noted her employment with Glasgow Caledonian University.	

Item LTC4-3	Minute of Learning & Teaching Meeting held on 28 February 2017	
Paper No:	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	<p>Following a minor amendment at item LTC3-5, the minute was approved.</p> <p>Matters arising:</p> <p><i>Graduate apprenticeships:</i> JM reported that she and Roy Gardner are pursuing a conversation with Diane Greenlees at SDS to develop a bid for the graduate apprenticeship places for the next academic year.</p> <p>JG noted that he would like to be more involved in this area of work. CG informed the Committee that universities have drawn down the funding and that, thus far, there has not been engagement with colleges. CG, RG, and</p>	

	<p>KS have attended a meeting at Strathclyde to discuss the establishment of regional skills hubs, which would encompass graduate level apprenticeships.</p> <p><i>Attendance:</i> JG commented that attendance at the Committee has been variable. Definitive figures will be available within the Board Committee Evaluation Report to the Board.</p> <p><i>Academic Board:</i> An invitation to be extended to JG and TH to the rearranged Academic Board meeting in June.</p> <p><i>Assistive Aids:</i> The Committee congratulated TH on being selected as a finalist at TEDx Glasgow for the work done on customised assistive products for people with a disability. It is hoped to use Glasgow as a model that could be replicated elsewhere in the world. Many professional bodies are involved in the project, including the WHO.</p> <p><i>Board agenda:</i> It has been agreed that there will be at least one Learning and Teaching Committee item on each full Board agenda. It was agreed that JM will prepare a paper on the Learner Journey for the June Board.</p>
Decision/Noted	The minute from 8 November was approved subject to minor amendments. JM to prepare a paper for the Board on the Learner Journey.

Item LTC4-4	Pedagogy & Innovation	
Paper No: LTC4-B	Lead: D Morrison	Action requested: Approve
Discussion/ Matters Arising	<p>Douglas Morrison attended to provide some additional context around the STEM and College innovation project. He described the next steps as:</p> <ul style="list-style-type: none"> • The creation of a partnership with UK IKE through a Scottish Institute for Innovation and Knowledge Exchange. This would involve an annual fee of £10k and profit share on future activity; • To complete a full review of STEM activity across the College curriculum to ensure it remains fit for purpose and anticipates future industry demand; • To refresh the College’s STEM manifesto; the Institute would bring together innovation activity throughout the College through the Innovation Strategy and would provide structured support to that activity; • To examine how the curriculum could be structured around innovation. 	
Decision/Noted	The recommendations in DM’s report were approved. DM to provide a further update at a later date.	

Item LTC4-5	Committee Terms of Reference Review	
Paper LTC4-C	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	The Committee Terms of Reference, as they currently stand, were approved. The issue of where “location of responsibility of matters relating to research” should sit will be referred to the Board of Management.	

Decision/Noted PC to refer the issue of where research should sit in the college infrastructure to the Board of Management.

Item LTC4-6	The Learner Journey	
Paper No: LTC4-D	Lead: J McGillivray	Action requested: Discuss
Discussion/ Matters Arising	<p>JM's report highlighted the current activity within the Scottish Government's review of the Learner Journey and also the opportunity to develop a regional skills hub for the Glasgow region.</p> <p>The first stage of the Learner Journey review is due to report in September, and will be followed by an implementation phase. The regional skills hub proposal is being developed and will be submitted to the Scottish Funding Council.</p>	
Decision/Noted	The Committee noted the contents of JM's report.	

Item LTC4-7	Industry Academy Update	
Paper No LTC4-E	Lead: D Morrison	Action requested: Discuss
Discussion/ Matters Arising	<p>DM's report provided an update on Industry Academy performance, activity and growth. The Committee noted performance faculty highlights for 2015/16, KPI targets, reportage and action plans, a three-year trend analysis and IA expansion. It was agreed that the information expressed in percentages be shown in actual numbers, and that this be mapped into operational plans. TH suggested that it would be helpful to add the employer satisfaction survey, the student satisfaction survey and the impressions survey into this. It would also be useful to understand the impact of IA on the wider stakeholder.</p> <p>It was agreed to invite an IA head and a student to the next Committee meeting.</p>	
Decision/Noted	The Committee agreed the recommendations set out in DM's report and approved the additional suggestions above.	

Item LTC4-8	Regional Curriculum Update	
Paper No:	Lead: J McGillivray	Action requested: Verbal
Discussion/ Matters Arising	<p>JM reported on the increase to full-time childcare places across Scotland, due to the recent extension to the right to childcare by the Scottish Government. The Scottish Funding Council has approved 650 places. In Glasgow, this would translate to 385 extra HN learners. It was agreed to ask Kay Sheridan, who is leading on the strategic plan for childcare, to provide an update to the next meeting.</p> <p>The Executive Director for the Regional Board is seeking nominations for leading each of five areas:</p> <ul style="list-style-type: none"> • DYW • Student Experience • Curriculum and Quality 	

	<ul style="list-style-type: none"> • HR • MIS <p>The College has put forward nominations for the DYW and Student Experience leads and is awaiting the outcome.</p> <p>Gender action plans will be collated into a regional action plan, and will go back to the Funding Council.</p>
Decision/Noted	The Committee noted the information provided by JM.

Item LTC4-9	City Learning 4.0	
Paper No: LTC4-F	Lead: E Carr	Action requested: Note
Discussion/ Matters Arising	<p>The current City Learning initiative is to be reviewed and a new model developed to align with the eight aims set out in the Student Experience Strategy. The key aims of City Learning 4.0 would be to:</p> <ul style="list-style-type: none"> • Guide students in defining and achieving their own learning; • Develop new models of partnership between students and lecturers; • Prepare students and lecturers to be lifelong learners; • Embrace technology as an enabler in the delivery of Learning and Teaching; • Be reactive/adaptive to internal and external drivers. <p>Consultation will be conducted through a series of planned meetings including a forum on MyCity to progress the draft framework. City Learning 4.0 is expected to be launched for the next academic session.</p>	
Decision/Noted	The Committee noted the contents of the report.	

Item LTC4-10	Impressions Questionnaire 2016/17	
Paper No: LTC4-G	Lead: D Dickson/J McGillivray	Action requested: Note
Discussion/ Matters Arising	<p>DD's report provided an overview of the College Impressions survey for the academic year 2016/17. The purpose of the survey is to identify the initial impressions of the College from new and continuing students. It focuses on College processes prior to students starting their courses, introduction to the course, initial learning and teaching and resources, and equality, diversity and inclusion.</p> <p>Faculty Directors were asked to discuss the outcome of the questionnaire and to include improvement actions in their operational plans for any area showing satisfaction below 80%. Feedback on College facilities, particularly toilets and catering was less than satisfactory, and a number of actions will be put in place to address this.</p>	
Decision/Noted	The Committee noted the overview of the survey.	

Item LTC4-11	Developing Scotland's Young Workforce	
Standing Item	Lead: K Sheridan	Action requested: Verbal
Discussion/ Matters Arising	<p>KS reported on the rapid growth in DYW over the last two years and the increasing information and awareness about career pathways, rather than courses, available for pupils, teachers, carers and guidance staff. Current programmes include:</p> <ul style="list-style-type: none"> • Foundation apprenticeships; • Modern apprenticeships (including employment by the College); • Offering an HNC in computing to S5 and S6 pupils, followed by the HND at the College. 	
Decision/Noted	The Committee noted the information provided by KS.	

Item LTC4-12	Academic Board (Standing Item)	
Paper No: LTC4-H	Lead: J McGillivray	Action requested: Note
Discussion/ Matters Arising	JM outlined recent discussions at the Academic Board meeting held on 23 February 2017.	
Decision/Noted	The Committee noted the minutes from the Academic Board.	

Item LTC4-13	Any Other Notified Business	
Paper No:	Lead:	Action requested:
Decision/Noted	There was no other notified business.	

Item LTC4-14	Disclosability of Papers	
Paper No:	Lead: J Gallacher	Action requested:
Decision/Noted	Disclosability status of papers agreed as stated.	

Item LTC4-15	Date of Next Meeting	
Verbal	Lead: J Gallacher	Action requested:
Decision/Noted	The provisional date for the next meeting is 26 September 2017. Dates will be confirmed at the Board meeting in June.	

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC4-3	A paper on the Learner Journey to be submitted to the next Board meeting.	JM	21.06.17
	JG and TH to be invited to the rearranged meeting of the Academic Board on 15 June 2017.	JA	15.06.17
LTC4-4	A further update on Pedagogy and Innovation to be provided to the Committee at a later date.	DM	tbc
LTC4-5	Refer the issue of where research should sit in the College infrastructure to the Board of Management.	PC	21.06.17
LTC4-7	An IA Head and a student to be invited to the next Committee meeting.	JM	26.09.17
LTC4-8	A report on plans for childcare to be presented to the next Committee meeting.	KS	26.09.17

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
	All action points from previous meetings have been completed		