

## Board of Management

### Meeting of the Learning & Teaching Committee

Minute of 1st meeting held on 19 September 2017 at 1700 hrs (LTC1)

Present	
Jim Gallacher (JG) (Convenor)	<b>Also in attendance</b>
Paul Little (PL)	Jane Auld (JA) (Minute Secretary)
Jack McAllister (JMcA)	Paul Clark (PC)
	Alistair Denovan (AD)
	Douglas Dickson (DD)
	Joanna McGillivray (JMcG)
	James Wilson (JW)
Apologies for absence	
David Eaton	
Tracey Howe	
Stuart Patrick	
Megan Cartwright	

Item LTC1-A	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies were noted as above.	

Item LTC1-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item LTC1-3	Minute of Learning & Teaching Meeting held on 2 May 2017	
Paper No: LTC1-A	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	<p>Under item LTC4-3, it was agreed to delete the sentence "SDS has expressed... this input at the design stage." Subject to this amendment, the minutes were approved.</p> <p><b>Matters arising:</b></p> <p><i>Graduate apprenticeships</i> – JM noted that the bid came out shortly after the last meeting.</p> <p>JG noted that this was an important area for the college sector to be involved in, and PL undertook to follow this up with the relevant Scottish</p>	

	Government official. Currently, Kelvin College is the only college involved. However, the Committee noted other possible partnership options.
<b>Decision/Noted</b>	Subject to the amendment outlined, the minutes were approved.

<b>Item LTC1-4</b>	<b>Industry Academy Update - Enterprise</b>
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<b>Paper No: LTC1-B</b>	Lead: J Wilson	Action requested: Note
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<b>Discussion/ Matters Arising</b>	<p>JW described the background to his presentation, noting that he had undertaken the Enterprise Educator's programme in 2015. Significant monies were secured from the John Mather Trust, funding an Innovation and Enterprise Competition. £40,000 was awarded to the competition winner. An innovation and enterprise start-up space was established. This space provides a range of tools and expertise to students who have completed their studies, alongside a community of supportive peers and access to a series of innovation and enterprise events. There are five recent graduates currently using the space. JW introduced AD, a sculptor and former student, who described how he had used the space and has now set up his own business. He was able to access funds to invest in tools and material and to develop his business plan.</p> <p>Students are offered assistance for a period of six months to help them become self-sustaining businesses and then move on independently. The College has an entrepreneur in residence - a former student who now has his own business, who attends the College every Wednesday.</p> <p>In terms of longer term funding, discussions are ongoing with the Royal Bank of Scotland and other institutions.</p> <p>JW undertook to send information on the project to the Principal's office, for inclusion in a Principal's briefing.</p>
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<b>Decision/Noted</b>	JW's report was noted.
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<b>Item LTC1-5</b>	<b>Committee Annual Report 2016-17</b>
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<b>Paper No: LTC1-C</b>	Lead: P Clark	Action requested: Approve
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<b>Discussion/ Matters Arising</b>	PC reported that each of the Board committees is provided with a report of the previous year's activities, and these Committee reports provide a basis for the College Annual Report narrative. The Committee approved the high level review of the Committee's activities during 2016-17, subject to a minor amendment in the section on graduate apprenticeships.
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<b>Decision/Noted</b>	The contents of the annual report were approved.
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<b>Item LTC1-6</b>	<b>Committee Programme of Work</b>
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<b>Paper No: LTC1-D</b>	Lead: P Clark	Action requested: Approve
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<b>Discussion/ Matters Arising</b>	PC presented the Committee programme of work, noting that this is adjusted as priorities change and develop.
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	JM noted that the College is in its first year of the new Education Scotland
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	<p>review format, and that a report will be brought to the November meeting providing feedback on the enhancement report and action plan.</p> <p>It was agreed that a Curriculum Innovation heading be added, as well as the Education Scotland review.</p>
<b>Decision/Noted</b>	Approved, subject to the additions mentioned above.

<b>Item LTC1-7</b>	<b>Strategic Risk Review</b>	
<b>Paper No LTC1-E</b>	Lead: P Clark	Action requested: Approve
<b>Discussion/ Matters Arising</b>	<p>PC introduced this report which provided the Committee with an update on the senior management review of strategic organisational risks relating to the Committee’s remit. He drew Committee’s attention to the risk scores and the management action plans relating to these.</p> <p>PL proposed some changes to wording, specifically:  Risk 1: change “student success” to “student progression”.  Risk 2: reconsider use of “optimal” as this suggests no further improvement;</p> <p>PL asked that the wording of risks 1-3 be reviewed to ensure they are worded in the most helpful way in terms of identifying key issues.</p> <p>Risk owners will review risks at the next review cycle, and a further report will be brought to the next meeting.</p>	
<b>Decision/Noted</b>	A further report to be brought to the next meeting of the Committee.	

<b>Item LTC1-8</b>	<b>Pedagogy and Innovation</b>	
<b>Paper No: LTC1-F/G</b>	Lead: J McGillivray	Action requested: Note
<b>Discussion/ Matters Arising</b>	<p><b>City Learning 4.0:</b> JM reported that City Learning 4.0 will go live in November. Through a series of consultations, the following actions have been completed:</p> <ul style="list-style-type: none"> <li>• Review of aims from Student Experience Strategy in alignment with CL 4.0</li> <li>• Evaluation of current City Learning Model content</li> <li>• Creation of a new framework for City Learning 4.0.</li> <li>• Work is continuing to be carried out through the MyVoice forum.</li> </ul> <p>A working group has identified further actions as follows:</p> <ul style="list-style-type: none"> <li>• Increase staff engagement with City Learning 4.0, and more generally the Student Experience Strategy aims;</li> <li>• Create baseline position of current City Learning model within each curriculum team;</li> <li>• Roll out Catalyst Fund;</li> <li>• Signpost LT work plans to demonstrate direct support for aims of City Learning 4.0;</li> <li>• Analyse staff skill set;</li> <li>• Support the embedding of Careers Management into Curriculum/Course guidance;</li> <li>• City Learning 4.0 conference.</li> </ul>	

PL suggested that a DVD be made to help reinforce embedding City Learning in classroom practice.

**STEM and Innovation:** DM attended to provide an update on a selection of activity that has taken place. The Knowledge Exchange was launched in August and is proving successful. An innovation council (Team X) has been appointed, and has been asked to support the work of Professor Tracey Howe.

The Committee noted that the College has a growing reputation as a STEM centre of excellence. A STEM ambassador programme has been developed. Sixty students, who will all go through advanced disclosure, will promote STEM subjects in schools.

Awareness raising events are planned, and an invitation has been received to present to the European Commission. DM agreed to contact Claire Gallacher to liaise on invitations to this event.

PC undertook to liaise with Roy Gardner with a view to presenting some of this information to the Board, possibly on their planning day.

PL noted that the College is moving far ahead of other colleges and thanked DM and Roy for their excellent work.

Decision/Noted

The Committee noted the contents of DM's report.

**Item LTC1-9**

**Regional Curriculum Update**

Paper No:  
LTC1-H

Lead: J McGillivray

Action requested: Note

Discussion/  
Matters Arising

JM provided an update current position in relation to the regional curriculum for Glasgow due to launch on 30 October. JM highlighted regional leads for Glasgow, the Curriculum Hubs membership, changes to funding of ESOL, and the flexible workforce development fund.

Decision/Noted

The Committee noted the update provided by JM.

**Item LTC1-10**

**City of Glasgow College PIs**

Paper No:  
LTC1-I

Lead: D Dickson

Action requested: Note

Discussion/  
Matters Arising

DD provided an early indication of the College PIs for 2016-17. He noted that the figures will be audited this week, so are currently non-disclosable. It is expected that the Principal will be asked to sign off on the figures with the next couple of weeks. Areas for improvement will be addressed through the new curriculum planning process which will ensure faculties develop appropriate improvement plans to address low performance.

Decision/Noted

The contents of the report were noted.

<b>Item LTC1-11</b>	<b>Academic Appeals</b>	
Paper No: LTC1-J	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	DD reported on a small number of appeals, all directly connected to Higher National graded units where students have had a unit graded at B or C and the require an A to secure a place at a university. DD emphasised that staff spend a significant amount of time ensuring the grades are correct.	
Decision/Noted	The Committee noted DD's report.	
<b>Item LTC1-12</b>	<b>Learning and Teaching Questionnaire 2016-17</b>	
Paper No: LTC1-K	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	DD described the actions and enhancements put in place following the two student questionnaires in 2016-17. The Impressions questionnaire was undertaken in November, and the Learning and Teaching questionnaire in May.	
	It was noted that where satisfaction levels were less than 80%, faculties are asked to put plans in place to address this. It was agreed that the Student Association can influence change, and JMcA noted that as part of his role he had visited 13 classes earlier in the day to speak to students about class reps. It is expected that MyVoice will also help improve awareness.	
Decision/Noted	The Committee noted the report.	
<b>Item LTC1-13</b>	<b>Early Years Expansion</b>	
Paper No: LTC1-L	Lead: K Sheridan	Action requested: Note
Discussion/ Matters Arising	Kay Sheridan's report informed the Committee of the progress made by the College to meet the Scottish Government pledge to increase the provision of free early learning and childcare.	
	The College has an action plan for growth and expansion in the curriculum to meet the objectives. Capacity is being created within the Education and Society faculty to allow for this.	
	It was agreed that KS would report back on the regional position and the College's allocation at the February Committee.	
Decision/Noted	Report noted.	
<b>Item LTC1-14</b>	<b>Centre of Technical and Professional Education</b>	
Paper No: LTC1-M	Lead: J McGillivray	Action requested: Note
Discussion/ Matters Arising	JM provided an update on progress with the establishment of a Centre of Technical and Professional Education. The Head of the Centre has now been appointed and will take up post in the next month or so. The Centre will incorporate the learning technologies and the library. It was agreed to invite the new Head of Centre to the February Committee to provide an update.	

**Decision/Noted** The Committee noted the report.

<b>Item LTC1-15</b>		<b>Developing Scotland's Young Workforce</b>	
<b>Paper No:</b> <b>Verbal</b>	Lead: K Sheridan	Action requested: Note	
<b>Discussion/ Matters Arising</b>	PL noted that this initiative has now been in place for five years, and the Government is now considering a scheme for older learners. It was agreed that the Committee would return to this issue shortly.		
<b>Decision/Noted</b>	The current position was noted.		

<b>Item LTC1-16</b>		<b>Academic Board</b>	
<b>Paper No:</b> <b>LTC1-N</b>	Lead: J McGillivray	Action requested: Note	
<b>Discussion/ Matters Arising</b>	The Committee noted the minutes of the Academic Board meeting on 15 June 2017.		
<b>Decision/Noted</b>	The minutes were noted.		

<b>Item LTC1-17</b>		<b>Any other notified business</b>	
<b>Paper No:</b>	Lead:	Action requested:	
<b>Discussion/ Matters Arising</b>	There was no other business raised.		
<b>Decision/Noted</b>			

<b>Item LTC4-18</b>		<b>Disclosability of Papers</b>	
<b>Paper No:</b>	Lead: J Gallacher	Action requested:	
<b>Decision/Noted</b>	Disclosability status of papers agreed as stated. Papers 8.2, 10 13 and 14 are non-disclosable.		

<b>Item LTC4-19</b>		<b>Date of Next Meeting</b>	
<b>Verbal</b>	Lead: J Gallacher	Action requested: Note	
<b>Decision/Noted</b>	The Committee will meet next on 7 November 2017.		

## ANNEX TO THE MINUTE

### ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC1-3	<ul style="list-style-type: none"><li>Amend minute of meeting on 2 May 2017</li><li>PL to contact Scottish Government regarding Graduate Apprenticeships</li></ul>	JA PL	20.09.17
LTC1-6	<ul style="list-style-type: none"><li>Amend Committee Programme of Work to include Curriculum Innovation and Education Scotland Review</li><li>Report to next meeting on Education Scotland review – enhancement report and action plan</li></ul>	PC JMcG	07.11.17
LTC1-7	<ul style="list-style-type: none"><li>Wording to be amended/reviewed.</li><li>Further report to be brought to the next meeting.</li></ul>	PC PC	07.11.17
LTC1-8	DM to contact Claire to liaise on invitations to the awareness raising event at the European Commission	DM	
LTC1-13	Kay Sheridan to report back to the next meeting on Early Years Expansion.	KS	07.11.17
LTC1-14	The new Head of Centre to be invited to the February 2018 meeting of the Committee to provide an update.	JMcG	06.02.18
LTC1-15	Further discussion required on a scheme for older learners.	JM	tbc

### ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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