

Board of Management Learning and Teaching Committee

Date of Meeting	Tuesday 19 September 2017
Paper No.	LTC1-C
Agenda Item	5
Subject of Paper	Committee Annual Report 2016-17
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	September 2017
Action	For Approval

1. Recommendations

1. To review the Committee Annual Report 2016-17
2. To approve the report (for noting by the Board) subject to any agreed changes.

2. Purpose of report

2.1 To provide the Committee and the Board with a high-level review of the activities of the Committee throughout 2016-17 within the framework of the Committee's Terms of Reference.

3. Context

3.1 In May 2014 the Committee agreed to a recommendation from the Internal Auditor to prepare "an annual report...for each sub-committee and that this is used as the basis for the preparation of the annual report for the full Board" (Ref. paper AC4-F, May 2014: "Internal Audit Report - Risk Management and Governance").

3.2 Referencing the Committee Terms of Reference, the summary schedule of work of the Committee for 2016-17, and the considerations and discussions undertaken by the Committee through the session, the attached report provides a summary report of the Committee's activities.

3.3 The benefits of such a review include the following:

- It provides a reference for progress and achievement, and an accessible update on the Committee's recent and current areas of focus, within the parameters of the Committee's areas of responsibilities. This is of value to new Committee members, other Board members, and other stakeholders.
- It provides a sound basis for the development of a College Annual Report, ensuring a robust governance framework and perspective for reportage.
- It reflects good governance practice.
- It facilitates reflection, vigilance, effectiveness and performance improvement, thereby supporting the College's Strategic Aims 5 and 6 - "To deliver excellence in performance", and "To be efficient, effective, innovating, and vigilant".¹

4. Impact and implications

4.1 The review process comprises a thorough review of the Committees activities in the previous academic session, informing strategic direction, and facilitating development and improvement.

¹ City of Glasgow College Strategic Plan 2017-25

4.2 It will provide further reassurance to the Board and its stakeholders, including the Regional Board, that the City of Glasgow College systems of governance review are robust, and delivered to a high standard.

Appendices:

Appendix 1: Learning and Teaching Committee Annual Report 2016-17.

LEARNING AND TEACHING COMMITTEE

CONVENER: Prof. Jim Gallacher

VICE CONVENER: David Eaton

MEMBERS: Prof. Tracey Howe, Principal Paul Little, Stuart Patrick, Student President Ian Gilmour, Student VP Jatinder Singh

Annual Report 2016-17

Introduction

The Learning and Teaching Committee performs a vital role on behalf of the Board of Management in matters relating to the curriculum, academic policies and procedures, quality and performance, and learning, teaching and support (ref. Appendix: Terms of Reference). Particular priorities are student recruitment, retention, attainment and achievement. The Committee's remit also includes the monitoring and review of student admissions, access and inclusion, as well as arrangements for articulation and partnerships with other providers.

The student experience as a whole is also a key focus for the Committee, which includes approaches to learning and teaching, resourcing - including the use of ICT, as well as student complaints handling and outcomes. Student support and discipline also falls within the scope of the Committee, as does the conduct of the academic appeals process.

The Committee also considers new and innovative developments in all aspects of learning and teaching, and seeks to ensure that the College is actively working to meet the needs of all stakeholders in presenting learning and teaching opportunities that meet current and future needs. Strategies for pedagogical and curriculum development are overseen by the Committee, as it seeks continuous improvement in the College's principal function.

Feedback from student engagement, such as surveys and academic fora, is considered by the Committee, and an overview of academic quality and improvement is maintained.

The Committee includes a number of key issues as standing items on its agenda, including a Regional Curriculum Update, Curriculum Performance Report, Pedagogy and Innovation, and Developing Scotland's Young Workforce.

Review of 2016-17

Curriculum Innovation and Strategy

The first two Strategic Priorities set out in the new College Strategic Plan are:

1. To be an inspirational place of learning, and
2. To enable individuals to excel and realise their full potential

The development of the new landmark College Campus sites is a highly visible statement of this intent, providing well-resourced, technology-enriched learning spaces within which innovative learning and teaching approaches are being constantly developed and refined in support of the Glasgow Regional Curriculum.

A new Student Experience Strategy with associated initiatives was developed in 2017-18 in support of the College Strategic Plan. The plan was developed in consultation with students and staff with the oversight of the Committee, and includes three key initiatives, all of which support the Regional Outcome Agreement (ROA):

- Widening Access
- Student Partnership Agreement
- City Learning 4.0

The Committee received regular reports on the further development of the College's innovative Industry Academy model, with a particular focus upon external placements with industry partners, Key Performance Indicators, three-year trend analyses and expansion plans relating to the Industry Academies. The Committee also approved the establishment of a new Learning and Teaching Academy for Technical and Professional Education.

The Committee received reports on the continuing review of College STEM provision to ensure that it anticipates future industry demand. The Committee approved proposals to develop a Scottish Institute for Innovation and Knowledge Exchange through partnership, and the drawing together of innovation activity throughout the College.

Curriculum performance reports relating to student retention and success were submitted to the Committee, which noted the efforts of staff to sustain student success. The ESOL area was commended for their contribution to the increase in part-time FE success. It was confirmed that CoGC was delivering the highest level of ESOL enrolment in the region.

The College library team successfully moved into new state of the art library facilities over four levels at the new landmark City Campus, with footfall increasing month by month, and substantial increases in student access to library services.

The My City virtual learning environment has evolved into a portal for all of the College's student-facing systems from 2011 to the present, and survey feedback has shown a significant increase in student satisfaction with the support My City has provided (from 58% to 85%). The College facilitated the virtual reality Google Expeditions Pioneer Programme, and more than 30 class groups were guided through virtual field trips.

Regional Outcome Agreement

Reportage relating to the regional curriculum was received, with senior CoGC staff chairing their respective Regional Curriculum Hub groups. It was noted that the Regional Outcome Agreement had been agreed and a curriculum review event was held in November 2016 to consider regional needs with industry partners (The Big Ask). Among the key ROA issues addressed by the Committee in 2016-17 were:

- Childcare
- Regional Skills Investment Plan
- Funding Allocation
- Quality

The three Glasgow Colleges also collaborated to procure an Open Source Library Management System. Following feedback and recommendations from the Scottish Library and Information Council funded 'U-Lib' project, which City of Glasgow College undertook on behalf of the sector, the move to an Open Source solution will facilitate a greater level of integration with other College platforms, particularly 'My City'.

Developing Scotland's Young Workforce

The Committee noted ongoing contact with SDS with a view to the further development of apprenticeships. The Committee noted progress in delivering Foundation Apprenticeships in terms of bids and success rates. SDS delivered a presentation to the Board of Management at its Planning residential event, and noted the increasing importance of graduate apprenticeships which the Committee recognised will be a growth area for the College. Senior College staff have engaged with University partners to discuss the establishment of regional skills hubs, which would encompass graduate level apprenticeships. The Committee also noted the activity undertaken by the College with S5 and S6 school pupils.

Education Scotland

The Committee welcomed Education Scotland who provided information sessions on the new quality arrangements for the sector, both for College staff and Board members. The Committee also discussed the Annual Evaluative Report to be produced by the College and evaluated by Education Scotland and the Scottish Funding Council.

Academic Board

The Committee received regular reports from the Academic Board, which comprises staff and students from across all curriculum areas of the College.

TEDx Award Winner

The Committee was delighted to celebrate the success of one of its members, Professor Tracey Howe, who won the inaugural TEDx Glasgow Award. The award aims to celebrate and showcase innovation from Scotland and help to bring these ideas to reality. Tracey's project focuses upon 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 World Health Organisation. As a follow up, Tracey worked with College students and staff on a range of products such as supported seating, standing frames, and spinal supports.

As well as serving on the College's Board of Management, Tracey is Professor of Rehabilitation Sciences at Glasgow Caledonian University and Director of Cochrane Global Ageing.

Risk Management

The Committee conducted a regular review of the College's strategic risks, particularly those risks most closely associated with the Committee's responsibilities to students, and to Learning and Teaching provision generally. The key strategic risks reviewed by the Committee were:

Risk 1 – Failure to support student success

Risk 2 – Failure to establish optimal pedagogical model

Risk 3 – Failure to achieve good student outcome/progression

Risk 18 – Failure to agree a sustainable level of grant-funded activity within the Region

Risk 18 was closely considered, and remained a high scoring risk throughout 2016-17 pending further assurances from the Glasgow Colleges Regional Board.

The impact of the consequences of national bargaining discussions between the Colleges (via Colleges Scotland) and EIS, were also considered. Towards the end of session 2016-17, EIS initiated strike action, and the financial cost to the College sector of the emerging settlement became apparent. As a consequence, a number of strategic risks relating to student success, performance, and finance were re-scored upwards by the Audit Committee, to reflect increased likelihood and impact upon the organisation.

The table below indicates these key Strategic Risks within the relevant strategic themes outlined in the College Strategic Plan, with RAG status reflecting risk scores for each risk (Red, Amber, Green) as approved by the Board of Management in June 2017.

Strategic Theme	Risk Name	RAG Status
Students	1. Failure to support student success	A
	2. Failure to establish optimal pedagogical model	A
	3. Failure to achieve good student outcome/progression levels	A
Finance	18. Failure to agree a sustainable level of grant-funded activity within the Region	R

Attendance

Learning and Teaching Committee Attendance					
Year	No. of Meetings	No. of Members	Total Possible Attendances	Total Actual Attendances	Percentage Attendance
2015-16	4	5	20	18	90%
2016-17	4	7	26	16	62%

Attendance levels were significantly lower than the previous session. It should be noted, however, that the Convener and the two student members recorded 100% attendances.

Appendix 1:

Learning and Teaching Committee Terms of Reference

1. To provide reports, advice and recommendations to the Board of Management on academic policies and procedures, on matters relating to the curriculum, quality and learning, teaching and support, and on the role and composition of the Academic Board.
2. To undertake high level review of:
 - key aspects of academic performance, including student retention, progression, attainment and achievement;
 - performance on admissions, access and inclusion;
 - arrangements for articulation and partnership
 - approaches to learning and teaching
 - the volume and themes of student complaints, and their handling and outcomes.
3. To reflect on trends in education and encourage innovation and curriculum development to ensure that the College is successfully serving the needs of its internal and external stakeholders and is preparing effectively to meet future needs.
- 4..To maintain an overview of academic quality assurance and improvement standards and outcomes by reviewing reports from the Academic Board and other relevant sources, both internal and external, including feedback and evaluation from student and stakeholder surveys.
5. To review student induction and support mechanisms.
6. To consider matters concerning student discipline.
7. To monitor the conduct of the academic appeals process.