

Board of Management

Meeting of the Learning & Teaching Committee

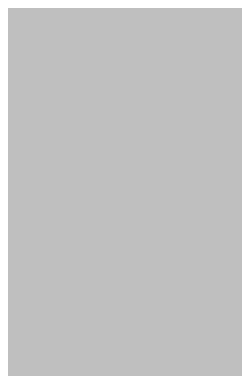
Minute of 2nd meeting held on 7 November 2017 at 1700 hrs (LTC2)

Present	
Jim Gallacher (JG) (Convenor)	Also in attendance
Tracey Howe (TH)	Jane Auld (JA) (Minute Secretary)
Jack McAllister (JMCA)	Paul Clark (PC)
Megan Cartwright (MC)	Joanna McGillivray (JMcG)
	Douglas Dickson (DD)
	Marion McNab (MMcN)
Apologies for absence	
David Eaton	Carla Gethin
Stuart Patrick	
Paul Little	
Kay Sheridan	

Item LTC2-A	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: To note
Decision/Noted	Apologies were noted as above.	

Item LTC2-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: To note
Decision/Noted	There were no declarations of interest.	

Item LTC2-3	Minute of Learning & Teaching Meeting held on 19 September 2017	
Paper No: LTC1-A	Lead: J Gallacher	Action requested: To approve
Discussion/ Matters Arising	Agreed as a correct record.	
	Matters arising:	
	<p><i>Centre for Technical and Professional Education:</i> JMcG reported that the person recently appointed to the Head of Centre for Technical and Professional Education post had subsequently withdrawn. Joe Wilson has now been appointed to cover the post on an interim basis while the post is</p>	



re-advertised.

Focus on older learners: TH suggested that skills for older people is an important issue for the College to consider. Glasgow is one of the WHO Age Friendly cities, and with an aging population there are likely to be many opportunities in this area. TH is keeping aware of what is happening in this area through the Glasgow City Council initiative. JMcG noted that the output from the Learner Journey was due to be reported in the Autumn and, once available, the College will look at how it could adjust its curriculum. JMcG to meet with TH and JG to discuss this in the first instance.

Decision/Noted

JMcG to arrange to meet with TH and JG.

Item LTC2-4 Strategic Risk Review

**Paper No:
LTC2-B**

Lead: P Clark

Action requested: To approve

**Discussion/
Matters Arising**

The Committee received an update on the Senior Management review of strategic organisational risks relating to the Committee’s remit.

At the previous Committee meeting it had been proposed that the wording of three risks be amended. The outcome of the Committee’s discussion was as follows:

- Risk 1: “Failure to support successful student outcomes” – this was agreed.
- Risk 2: It was agreed that JMcG and PC would discuss this further and bring back a proposal to the next meeting, incorporating, at TH’s suggestion, the phrase “evidence based”.
- Risk 3: “Failure to achieve a positive post course destination” was put forward, but a decision on this was postponed, pending DD reporting back on the result of a query on the database for part-time students. It was noted that, in the longer term, it may be possible to capture data through alumni activity.

Decision/Noted

Amendment to Risk 1 agreed. Further discussion on Risks 2 and 3 to take place at the next Committee meeting.

Item LTC2-5 Evaluative Report and Enhancement Plan

**Paper No:
LTC2-C**

Lead: Douglas Dickson

Action requested: To note and endorse

**Discussion/
Matters Arising**

DD presented the College’s Evaluative Report and Enhancement Plan. DD sought the Committee’s endorsement of these documents, prior to their submission to the Scottish Funding Council and Education Scotland. It was noted that the final endorsement of the plan by Education Scotland will take place in early December. The outcome of that meeting will be reported to the Board of Management on 6 December 2017.

DD drew the Committee’s attention to the key areas of work taking place in the College to effectively manage quality enhancement.

The Committee noted that the reporting mechanism for progress on the Enhancement Plan would be monitoring at the Student Experience

Leadership Group and at the Senior Management Team, and the outcome of these discussions presented to Committee. This will assist the Committee to focus on the key issues.

JMcG noted that a report would be brought back to the Committee and the Board of Management on under-performing areas and disinvestment.

TH noted that on page 9 of the Plan, there is a reference to counselling services for students, but that this is also relevant for staff.

In response to a question from the Chair, JMcG noted that training for teaching staff to provide practice in line with City Learning 4.0 would be provided through the Centre for Technical and Professional Education.

The Committee thanked DD for the excellent documents he had produced.

Decision/Noted

The Evaluative Report and Enhancement Plan were noted and endorsed by the Committee.

A report on under-performing areas and disinvestment to be brought to the Committee in due course.

Item LTC2-6	Pedagogy & Innovation	
Paper No: LTC2-D	Lead: J McGillivray	Action requested: To discuss
Discussion/ Matters Arising	<p>JMcG's report provided an overview of current activity.</p> <p><i>Innovation Catalyst Fund:</i> 40 bids to the Fund have been received and are currently progressing through a two-stage assessment process, with successful projects due to be announced next week. These range from cryptocurrency, the Internet of Things, and digitising learning. The key aims of the Fund include:</p> <ul style="list-style-type: none"> • supporting initiatives that address key priorities of the City of Glasgow College that cannot be supported through existing resource allocation mechanisms; • providing opportunities to trial currently untested potential practices of the future; • encouraging staff at all levels to become involved in innovation and action research; and • creating networks and mechanisms with the City of Glasgow College for sharing and transferring innovative practices. <p>It was noted that a discussion on evaluation of the projects will take place once the final projects are selected. An update on progress will be reported back to the Committee.</p> <p><i>National Manufacturing Institute for Scotland (NMIS):</i> The College is currently investigating the development of a skills academy to support the NMIS. The NMIS is expected to secure investment commitments of approximately £100million. Plans are currently being progressed by six core teams with construction of a physical facility in Renfrewshire expected to start in late 2018. The College is represented in the "Skills" Core Team, and is the only College with specific representation at this stage. The Committee noted that some of the Innovation Catalyst Fund projects feed</p>	

into this activity.

STEM: Following the publication of the Scottish Government’s STEM manifesto, it had been agreed at the Glasgow Colleges Group (GCG) Learning and Teaching Group, that the City of Glasgow College would lead on the revision of the STEM manifesto for the Glasgow region. The College has also recently become involved in the STEM ambassador network, with 55 students currently signed up.

Curriculum Planning: Six regional curriculum hubs are currently working on curriculum plans and curriculum maps. They are seeking to harmonise entry qualifications onto programmes. They will also ensure that the curriculum offer in each college is aligned to regional economic needs and other key priority areas.

Partnership with the Open University (OU): The OU has indicated that it would wish to work with the College on a number of franchised degrees, particularly around health care.

European Vocational Skills Week: The College is participating in the Skills Week when there will be a range of demonstrations from Erasmus Plus students and WorldSkills students. The timetable for the Skills Week to be circulated to Board members and to Megan.

New Routes into Teaching Project: initial discussions have been held with Strathclyde University on an accelerated teacher training programme to explore a potential pathway from the College into the PGCE programme in subject areas where there are teacher shortages (STEM, Home Economics, Design and Technology).

Beacon Awards: The College has been shortlisted for the AoC Beacon Awards under the widening participation category. The submission is based on the Women into Engineering programme. The Committee congratulated all those involved.

Decision/Noted

The contents of the report were noted. The timetable for the European Vocational Skills Week to be circulated to Board members.

Item LTC2-7		CoGC PIs 2016-17	
Paper No: LTC2-E	Lead: D Dickson	Action requested: To note	
Discussion/ Matters Arising	DD’s report outlined the College PIs for 2016/17. Discussions are ongoing with all faculties regarding performance and targets for the next academic year. Those who have made improvements will be participating in a buddy system to support others. JMG has also been promoting a shared teaching practice model to assist with staff development.		
Decision/Noted	The Committee noted the contents of the report.		

Item LTC2-8	Industry Academy Update	
Paper No:	Lead: J McGillivray	Action requested: To note
Discussion/ Matters Arising	<p>JMcG reported that KPIs have been very successful around the number of industry projects, the number of stakeholder forums, and the level of European engagement. The College now needs to look at the next iteration of Industry Academies, and this will be reported to the Board meeting in December, with further information being available to the Committee at its next meeting.</p>	
Decision/Noted	The Committee noted the report.	

Item LTC2-9	Regional Curriculum Update	
Paper No:	Lead: J McGillivray	Action requested: To note
Discussion/ Matters Arising	<p>JMcG reported that the six curriculum hubs are due to report on the regional curriculum by the end of this week. The possibility of running a regional curriculum hub conference, bringing together curriculum staff from the three colleges, is being investigated.</p> <p>The Committee noted that ESOL funding is due to change and may compromise the College's ability to deliver courses. The College has written to the Funding Council concerning this, and is awaiting a response.</p> <p>It was noted that there had been very limited uptake from employers to the Flexible Workforce Development Fund, and that the mid-December deadline may be extended.</p>	
Decision/Noted	The Committee noted the report.	

Item LTC2-10	Early Years Expansion	
Paper No: LTC2-F	Lead: J McGillivray	Action requested: To note
Discussion/ Matters Arising	<p>The Committee noted the College's response to meeting the Scottish Government's pledge to increase the provision of free early learning and childcare. The College curriculum in this area had increased by 100% last year, with a further 500 credits being allocated this year. An additional 847 FTE childcare workers will be required for the Glasgow region by 2020. An expansion plan is being developed and implemented to meet the needs of the sector and employers. There are, however, risks around the recruitment of staff and physical resources to deliver the plan.</p> <p>TH raised the possibility of inter-generational projects which could provide an opportunity to mix early years and older learner journeys, such as locating nurseries with care homes for older people. JMcG undertook to discuss this further with KS.</p>	
Decision/Noted	The Committee noted the report. JMcG to discuss inter-generational projects with KS.	

Item LTC2-11	Developing Scotland's Young Workforce	
Paper No:	Lead: J McGillivray	Action requested: To note
Discussion/ Matters Arising	JMcG reported that the College had expanded to 486 places for the senior phase programme, but had only recruited to approximately half of this. A bid for the next round of Foundation Apprenticeships has been submitted, increasing the College's offer into healthcare and early years. The College is seeking to develop two Foundation Apprenticeship frameworks – in food manufacturing and cyber security. Discussions are taking place with Caroline Stewart regarding support from Police Scotland in cyber security. The College is also recruiting five Foundation Apprentices as levy payers including one place at Reception and another for Student Records, with the remaining places still to be filled.	
Decision/Noted	The Committee noted the update from JMcG.	

Item LTC2-12	Any other notified business	
Paper No:	Lead:	Action requested:
Discussion/ Matters Arising	There was no other business raised.	
Decision/Noted	No other business raised.	

Item LTC2-13	Disclosability of Papers	
Paper No:	Lead: J Gallacher	Action requested:
Decision/Noted	Agreed that the paper under item 7 – City of Glasgow College PIs 2016-17 is not disclosable.	

Item LTC2-14	Date of Next Meeting	
Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	The Committee will meet next on 6 February 2018.	

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC 2-3	Matters arising: Focus on older learners – JMcG to arrange a follow-up discussion with TH and JG.	JMcG	
LTC 2-4	Further discussion on Risks 2 and 3 to be brought back to the next Committee meeting.	PC	06.02.18
LTC 2-5	A report to be presented to the Committee on under-performing areas and disinvestment.	JMcG	tbc
LTC 2-6	<ul style="list-style-type: none">• A progress report on the Innovation Catalyst Fund to be brought to a future meeting of the Committee.• The timetable for the European Vocational Skills Week to be circulated to the Board and to Megan.	JMcG	Tbc
LTC 2-10	JMcG to discuss the possibility of inter-generational projects with KS.	JMcG	

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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