CITY OF GLASGOW COLLEGE

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 4th meeting held on 24 April 2018 at 1700 hrs (LTC4)

Present	
Jim Gallacher (JG) (Convenor)	Paul Clark (PC)
Jack McAlister (JM)	Karen Corbett (KC)
Megan Cartwright (MC)	Douglas Dickson (DD)
Tracey Howe (TH)	Sheila Lodge (SL)
Paul Little (PL)	Douglas Morrison (DM)
Also in attendance:	Kay Sheridan (KS)
Jane Auld (JC) (Minute Secretary)	Siobhan Wilson (SW)
Joanna Campbell	
Apologies for absence	
None	
Absent	
David Eaton	

Item LTC4-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	There were no apologies noted. JG welcomed Karen Corbett and Sheila Lodge to their first meeting of the Committee.	

Item LTC4-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	None noted.	

Item LTC4-3	Minute of Learning & Teaching Meeting held on 6 February 2018	
Paper No:	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	Following amendments to include Joanna Campbell in the list of those present, and the adjustment to item LTC3-9 to read "expand to around 100, in line with the Blue Ocean Strategy", the minute was approved. **Matters arising:** It was noted that Stuart Patrick has confirmed he will attend the Development Committee and the Finance and Resources Committee.	
Decision/Noted	Subject to the amendments noted above, the minute from 6 February 2018 was approved as a correct record.	

Item LTC4-4	Strategic Risk Review	
Paper No: LTC4-B	Lead: P Clark	Action requested: Note/review
Discussion/ Matters Arising	The Committee received an update on the three Risk MAPs most relevant to its remit: • Risk 1 – Failure to support student success • Risk 2 – Failure to establish sector-leading pedagogical model • Risk 3 – Failure to achieve good student outcome/progression levels. In relation to Risk 1, TH proposed that the definition of student success within the College be reviewed. This definition would not necessarily be by attainment, but could include transferable skills, or other ways that students may view success, and which may be different from lecturing staff. It was noted that the student survey may provide some insight into this. It was agreed that TH, JC and DD would have a more detailed discussion outwith the Committee and bring back a report to a future meeting. PL explained that the reason for using the current student success measures is that these comprise various points on the Learner Journey, and are used by the Scottish Government to measure success and provide funding. JG confirmed that any changes to the measure should be carefully considered and evidence-based. The scores for Risk 2 (5/green) and for Risk 3 (10/amber) were approved. It was agreed that Risk 1 would be given further consideration and a report brought back to a future meeting of the Committee.	
Decision/Noted	The risk scores and Risk Management Action Plans for Risks 2 and 3 were approved as set out in the report. Risk 1 will be reviewed in consultation with TH and a report brought back to the Committee.	

Item LTC4-5	Committee Terms of Reference Review	
Paper LTC4-C	Lead: P Clark	Action requested
Discussion/ Matters Arising	PC introduced his report, providing the Committee its annual opportunity to review the terms of reference. It was noted that if the College was to assume degree awarding powers, the terms of reference for the Academic Board would require to be reviewed, as would all governance for learning and teaching matters. SL undertook to provide a report to the Committee on the changes that would be necessary when this occurs. It was proposed that it would be helpful to include information on the Academic Board in the annual report. In relation to the Committee's responsibility to undertake a high level review of arrangements for articulation and partnership, it was noted that SW has a role in keeping an oversight of these. PL proposed that the Committee commences discussion with Glasgow Clyde and Glasgow Kelvin colleges around articulation. It was agreed that the Committee will look at the question of how it ensures it has the oversight mentioned in the terms of reference around articulation and partnership. It was agreed that PC would bring back suggested wording to the Committee, in co-operation with TH and JC.	

Decision/Noted	The Committee noted the review report. SL to provide a report on changes to governance if the College assumes degree awarding powers.
	Action: Information on the Academic Board to be included in the Annual Report. (PC/SL)
	Action: Draft wording around articulation and partnership to ensure the Committee has oversight of these areas, to be considered by the Committee. (PC/JC).

Item LTC4-6	Student Experience Strategy Update	
Paper No: LTC4-D	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC's report provided an update on the three initiatives under the Student Experience Strategy: City Learning 4.0, Widening Access and the Student Partnership Agreement.	
	The paper highlighted the work of the Centre of Technical and Professional Education (COTPE) in supporting the implementation of City Learning 4.0. COTPE is currently in the process of ensuring that the various platforms available across the College are fully utilised to support students. COTPE has been working to develop communities of practice to share pedagogical practice to further enhance learning and teaching across and beyond the College. The College has been invited to present at the College Expo event in June.	
	In relation to widening access, a clearance system is now in place across the Region for applications/admissions. Information on recruitment and supply/demand is being shared to assist with any unmet demand for places on courses. Work is continuing to create a common application portal. A review of inter-college progression arrangements to City of Glasgow College has been undertaken and a number of pathways are now in place. A National Articulation Forum has been established and will provide an opportunity for colleges and universities to work collaboratively to address the recommendations from the Commission on Widening Access. In response to a question from TH, JC undertook to bring back a report to a future Committee meeting on the work the Forum, to source expert advice and research and development work, once that work has progressed.	
	The Students' Association is shortly to undertake an evaluation of the Student Partnership Agreement and the MyVoice platform to look at areas for improvement and ways to further integrate the process with student satisfaction and engagement. In this respect, PL noted that it would be important to map the trend of student survey evaluations against progress in the College.	
Decision/Noted	The Committee noted the update on the work taking place under the three strands of the Student Experience Strategy.	
	Action: JC to bring back a report on the National Articulation Forum's remit to source expert advice and research and development work.	

Item LTC4-7	Regional Curriculum 2018-19 – Regional Outcome Agreement	
Paper No LTC4-E	Lead: J Campbell	Action requested: Discuss
Decision/Noted	The Committee noted the draft 2018-19 Regional Outcome Agreement for the Glasgow region.	

Item LTC4-8	Pedagogy & Innovation – Social Media in the Curriculum	
Paper No:	Lead: D Timpany	Action requested: Note
Discussion/ Matters Arising	Derek Timpany attended to give a presentation on the role of social media in: • enhancing the curriculum; • promoting faculty of Business/CoGC activities; • facilitating industry engagement; developing stakeholder relationships; and • communicating with our market. Copies of the presentation were circulated.	
Decision/Noted	The presentation from D Timpany was noted.	

Item LTC4-9	Performance Action Group Output	
Paper No: LTC4-F	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	DD introduced a report which had been presented to the Senior Management Team (SMT). Following the curriculum planning review undertaken in October/November 2017, consideration was given to low performing courses, and how teams are approaching quality improvement. A small team was brought together to undertake some desk research and ask staff to complete a student journey to set out the end-to-end journey as experienced by a student. This information will now provide an opportunity to be used for evaluation purposes. DD's report identified four recommendations, all of which had been approved by SMT. They were: • Second experienced academic and service colleagues to the Performance and Improvement Directorate to further performance enhancement work; • Remove those PAG courses with 4 year consistently low PIs; • Develop a user-friendly Performance Analysis and Planning toolkit and associated training for staff; and • Optimise the use of predictive analytics and refresh the College Performance Dashboard. In response to a question from the Convenor, DD indicated that work on the toolkit had already commenced, and it is expected that it will be rolled out later this year.	

JG commented that this was extremely helpful and valuable work. DD will report back to the Committee, verbally in the first instance, and thereafter with a written report.

TH noted the innovative work undertaken by DD and his team in developing the dashboard.

Decision/Noted	The Committee noted the contents of DD's report. DD will report back to the Committee on progress in this area in due course.

Item LTC4-10	Industry Academy Update – Regional STEM Strategy Update	
Paper No: LTC4-G	Lead: Joanna Campbell/ Douglas Morrison	Action requested: Note
Discussion/ Matters Arising	DM's report provided an update on the Regional STEM Strategy. The report outlined the process leading to the College being awarded STEM assured status by the STEM Foundation in 2015, and the planned delivery schedule for the anticipate delivery of STEM assured status again later in 2018. DM noted that over the last three years since the award, industry has become increasingly digital and students have higher expectations. The challenge from the Scottish Government is for colleges to work more collaboratively to ensure a more sustainable talent pipeline, fit for purpose, and that can respond to future industry demand. The importance of employer engagement was emphasised, and SL will work with Roy Gardner and Michelle Watt to capture information on best practice around this.	
Decision/Noted	The Committee noted the content of DM's report. SL undertook to work with Roy Gardner and Michelle Watt to capture information on best practice.	

Item LTC4-11	Developing Scotland's Young Workforce	
Standing Item	Lead: K Sheridan	Action requested: Note
Discussion/ Matters Arising	KS provided a brief verbal report, outlining two successful bids for Modern Apprenticeships. Three new Foundation Apprenticeships will be delivered in the current academic year. Discussions are underway with SDS to try to ensure that the College is considered when bids for Graduate Apprenticeships are made. It was agreed to have a further update on the apprenticeship family of awards as a prominent item on the next agenda, alongside an annual report.	
Decision/Noted	The Committee noted the verbal report from KS. Action: It was agreed to receive a further report at the September meeting. (KS).	

Item LTC4-12	Academic Board (Standing Item)	
Paper No: **LTC4-H**	Lead: J Campbell	Action requested: Note
Discussion/ **Matters Arising**	The minutes from the most recent meeting were noted.	
Decision/Noted	The Committee noted the minutes from the last meeting of the Academic Board on 27 February 2018.	

Item LTC4-13	Any Other Notified Business	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	**Karen Corbett, HMI:** Karen was introduced to the Committee and spoke about her role. She noted that she was delighted to be working with the College, and that she would do this in a spirit of openness, being supportive as well as challenging. Karen noted that she and the Principal both sit on the steering group which is reviewing new arrangements in colleges. This work is focused on working collaboratively to move away from the culture of scrutiny. **Thanks:** JG thanked the committee, the student membership and visiting academic staff for all their work over the year.	

Item LTC4-14	Disclosabiity 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 Committee is expected to meet next on 18 September 2018. This will be confirmed following the Board meeting on 6 June 2018.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC4-4	Risk 1 to be reviewed in consultation with TH and a report brought back to the Committee.	JC/PC	18.09.18
LTC4-5	• SL to provide a report on changes to governance if the College assumes degree awarding powers. • Information on the Academic Board to be included in the Annual Report. • PC to bring back suggested wording within ToRs around articulation and partnership to ensure the Committee has oversight of these areas.	SL SL/PC PC/JC	18.09.18 Dec 2018 18.09.18
LTC4-6	JC to bring back a report on the National Articulation Forum's remit to source expert advice and research and development work.	JC	18.09.18
LTC4-9	DD to provide a further report on progress from the Performance Action Group.	DD	18.09.18
LTC4-10	SL to work with Roy Gardner and Michelle Watt to capture information on best practice in employer engagement.	SL	18.09.18
LTC4-11	KS to prepare a report on the apprenticeship family/annual report for the next Committee meeting.	KS	18.09.18

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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