# City of Glasgow College

## Board of Management

## Meeting of the Learning & Teaching Committee

**Minute of 1st meeting held on 5 September 2018 at 1700 hrs (LTC1)**

| Present | |
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| Jim Gallacher (JG) (Convenor) | **Also in attendance:** |
| Tracey Howe (TH) | Jane Auld (JA) (Minute Secretary) |
| Milea Leone (ML) | Joanna Campbell (JC) |
| Jennifer Gordon (JG) | Paul Clark (PC) |
| | James Wilson (JW) |
| | Joe Wilson (JoW) |
| **Apologies for absence** | |
| Paul Little | |
| Sheila Lodge | |
| Kay Sheridan | |
| Siobhan Wilson | |
| **Absent** | |
| David Eaton | |

| Item LTC1-1 | Apologies for Absence | |
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| Paper No: | Lead: J Gallacher | Action requested: Note |
| Decision/Noted | Apologies were received from Paul Little, Sheila Lodge, Kay Sheridan and Siobhan Wilson. | |

| Item LTC1-2 | Declarations of Interest | |
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| Paper No: | Lead: J Gallacher | Action requested: Note |
| Decision/Noted | None noted. | |

| Item LTC1-3 | Minute of Learning & Teaching Meeting held on 24 April 2018 | |
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| Paper No: LTC1-A | Lead: J Gallacher | Action requested: Approve |
| Discussion/ Matters Arising | The minute was approved as a correct record of the Committee meeting on 24 April 2018.<br><br>**Matters arising**: TH noted that, historically, the Academic Board has not been a committee of the Board.  JC reported that the Depute Principal has put forward a proposal to reconfigure the Academic Board to have a different focus and greater rigour around academic matters, which would meet the obligations required for the College to be granted degree | |

awarding powers. The revised Committee would report to the Learning and Teaching Committee.

| Decision/Noted | The minute of the meeting on 24 April 2018 was approved. |

| Item LTC1-4 | Committee Annual Report 2017-18 | |
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| Paper No: LTC1-B | Lead: P Clark | Action requested: Approval |
| Discussion/ Matters Arising | PC introduced the Committee annual report for 2017/18 which outlined key activities from the previous year.  These will be included in the overall College annual report. It was agreed that the sections on How Good is our College and Education Scotland would be brought together. With this amendment, the annual report was approved.<br><br>It was noted that the Convenor, in liaison with PC, would look into attendance and membership of the Committee. | |
| Decision/Noted | The Committee annual report was approved.  PC to bring together the sections on How Good is our College and Education Scotland.  JG and PC to look into attendance and membership of the Committee. | |

| Item LTC1-5 | Committee Programme of Work 2018-19 | |
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| Paper No: LTC1-C | Lead:  P Clark | Action requested: Approval |
| Discussion/ Matters Arising | PC outlined the proposed programme of work for the Committee during the 2018-19 session.<br><br>TH suggested that work on degree awarding powers should be included in the programme, and this was agreed.<br><br>DD requested that any performance items other than the Curriculum Performance report be removed. | |
| Decision/Noted | Subject to the amendments outlined above, the Committee Programme of Work for 2018-19 was approved. | |

| Item LTC1-6 | Committee Terms of Reference | |
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| Paper No: LTC1-D | Lead: P Clark | Action requested: |
| Discussion/ Matters Arising | PC presented the Terms of Reference to the Committee for approval.  It had been agreed at the last meeting that articulation partnership arrangements should be part of the remit of this Committee.  This has now been incorporated into the revised Terms of Reference presented.<br><br>It was acknowledged that there may be areas where the remit of this Committee overlaps with that of the Students, Staff and Equalities Committee and reports might go to one committee for approval, and the other for information.  PC undertook to identify any such areas. | |

| Decision/Noted | The Terms of Reference were approved.  PC to identify areas of duplication between this and other committees. |
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| **Item LTC1-7** | **Faculties Update** | |
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| Paper No: | Lead: J Campbell | Action requested: |
| Discussion/ Matters Arising | This item was deferred to the November meeting of the Committee. | |
| Decision/Noted | Agreed that this item be deferred. | |

| **Item LTC1-8** | **Regional Curriculum Update** | |
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| Paper No: LTC1-E | Lead: J Campbell | Action requested: Note |
| Discussion/ Matters Arising | JC presented a report on regional curriculum activity.  In particular, she drew members' attention to the section on the Regional Outcome Agreement (ROA).  The outturn of the ROA for 2017-18 has reported the pre-audit activity levels of 183,300 against the College target of 183,290. | |

JC presented a report on regional curriculum activity.  In particular, she drew members' attention to the section on the Regional Outcome Agreement (ROA).  The outturn of the ROA for 2017-18 has reported the pre-audit activity levels of 183,300 against the College target of 183,290.

In terms of strategic priorities, the Scottish Government has advised the following areas continue to be a priority and should be reflected in the outcome agreements for each college region:
- Skills alignment
- 15-24 Learner Journey
- Access and Learning
- STEM
- DYW
- Early Learning and Childcare
- Digital Skills
- Health and Wellbeing
- Tackling Gender Imbalances

JC agreed to provide an update on the ROA measures.

Committee noted the proposals put forward by the GCG Learning and Teaching Group on the implementation of a new regional model of curriculum review.  The new model would focus on curriculum review, the assessment of demand and supply, and the development of recommendations for future provision.  The review is expected to conclude in March 2019.  JC will provide further information to Committee as the model develops.

JG highlighted the requirement for research into the factors preventing students articulating from one college to another, and he undertook to raise this with the Scottish Government in the context of the Learner Journey Review

A Regional Performance Action Group has been established and will have its first meeting in October.  The Group will look at:
- Completing desk research using SFC and college data
- Reviewing models of excellence in the rest of the UK
- Examining approaches to pedagogy and its impact on attainment

• Examining approaches to recognition of prior learning

A Regional STEM Hub, chaired by JC, has been established and met for the first time in June. The Hub will take forward the four key aims of the STEM Education and Training Strategy: excellence, equity, inspiration and connection. The first activity undertaken by the group is a gap analysis of STEM activity.

The STEM Assured process is underway and has progressed into the application production stage, with an anticipated submission date of 17 September.

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| **Decision/Noted** | The Committee noted the contents of the report. JC to provide an update on the curriculum review model, and on ROA measures. JG to raise the need for research into the factors preventing students articulate from one college to another with the Scottish Government ==in the context of the Learner Journey Review== |

| Item LTC1-9 | Industry Academy Update - Enterprise | |
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| **Paper No:** <br> **LTC1-F** | Lead: James Wilson | Action requested: Note |
| **Discussion/ Matters Arising** | JW's report provided a high-level overview of the development of the enterprise and innovation Start Up Space. In the first year of operation, 31 students and alumni enrolled as entrepreneurial start ups. In the first few weeks of this session, nine students have already enrolled. To date, six self-sustaining businesses have left the Start Up Space. The resident entrepreneur, Finn Elkington, is based in the Start Up Space one day per week and a Bridge2Business Programme Executive is also available to support students. <br><br> During 2017-18 14 business plans were submitted and eight students received £16,000 of start up funding. <br><br> The activity of the Start Up Space has been recognised by Enterprise Educators UK in their annual National Enterprise Awards where the College is one of three finalists in the FE Team Enterprise category of the 2018 competition. The Start Up Space also provides a locus for support to entrants to the John Mather Trust competition. <br><br> JW indicated that work remains to be done to raise awareness of the facility throughout the College. <br><br> The Committee noted its warm support for the continuation of the Start Up Space. | |
| **Decision/Noted** | The Committee noted the report. | |

| Item LTC1-10 | Pedagogy and Innovation – Digital Capabilities Survey | |
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| **Paper No:** <br> **LTC1-G** | Lead: Joe Wilson | Action requested: Note |

| Discussion/ Matters Arising | JoW described the opportunity, provided by Jisc, for the College to be part of a small number of institutions across the UK selected to pilot the Digital Capabilities Survey tool, at no cost to the College. Participation in the survey supports the development of the skills base to support CityLearning 4.0 and also key areas of the College Enhancement Plan. Staff members who undertook the survey (20%) fed back positively on the overall experience, which included receiving an individual report on their digital capability.

Whilst the College sits in an average position when compared to other digitally ambitious institutions across the UK, it scored slightly higher in capabilities around digital communication, digital proficiency and digital learning. Areas for improvement include digital creation, digital literacy and digital productivity.

Further work will be done to engage both staff, particularly teaching staff, and students to participate in the survey in future years and to link this with OD and COTPE to ensure a joined-up approach. In terms of engaging the workforce in their own CPD, TH suggested a portfolio that requires to be signed off to maintain professional registration. |
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| Decision/Noted | The Committee noted the report. |

| Item LTC1-11 | Interim Academic Performance Report | |
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| Paper No: LTC1-H | Lead: D Dickson | Action requested: Note |
| Discussion/ Matters Arising | DD's report provided an interim view of the College's performance indicators.

FTHE and PTHE are both strong, but FTFE and PTFE will require more focus over the year.

The Committee noted actions during 2017-18, including:
- each faculty devising and implementing an improvement plan and setting targets for each level and mode of student study;
- targeting specific course performance with the assistance of additional resources;
- participating in the Performance Action Group, with the Group making recommendations for performance improvement;
- engaging in further assessment work with students. | |
| Decision/Noted | The Committee noted the report. | |

| Item LTC1-12 | Report on Academic Appeals | |
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| Paper No: LTC1-I | Lead: D Dickson | Action requested: Note |
| Discussion/ Matters Arising | DD reported on the two appeals received during 2017-18, both concerning graded units, where university progression depended on the grade. | |

Following appeal, both results were unchanged.  It was proposed that in future the figures be presented as a percentage, and this was agreed.

**Decision/Noted**  The report was noted.  Future reports to express figures in percentages.

| Item LTC1-13 | Learning and Teaching Questionnaire | |
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| Paper No:<br>LTC1-J | Lead:  D Dickson | Action requested: Note |

**Discussion/ Matters Arising**

DD's report provided an overview of the College Learning and Teaching survey for the academic year 2017-18.  Areas where satisfaction is less than 80% are looked at in more detail by individual faculties.  DD outlined some of the specific actions that have been introduced based on survey results, including:
- Using the College's video screens to publicise the work of the Student Association;
- The assessment process has been enhanced to ensure feedback is offered and is visible to students;
- Revision to course meetings and further training of staff;
- Finger on the Pulse has been modified to ensure that there is a more effective feedback loop;
- A Student Partnership Agreement has been established to provide students with a more effective voice in giving feedback.

It was acknowledged that not all the results were in the range the College would want them to be.  In particular, some concern was expressed around question 6: "The way I'm taught helps me learn".  It was felt the results reflected issues with staff skills.  In order to begin to address this, DD was asked to run a focus group with one of the lower performing faculties and bring the results back to the Committee.

**Decision/Noted**  The report was noted.  DD to set up a focus group to address the issues relating to question 6, and bring the results back to the Committee.

| Item LTC1-14 | Developing Scotland's Young Workforce | |
|---|---|---|
| Paper No:<br>LTC1-K | Lead:  J Campbell | Action requested: Note |

**Discussion/ Matters Arising**

JC introduced her report and highlighted the significant growth in Foundation Apprenticeships and Senior Phase Programmes over the last few years.  In 2017-18, 105 Foundation Apprenticeships were supported and 228 school pupils were involved in Senior Phase Programmes.

Key actions and objectives for 2018-19 include:
- Conduct an annual review of Senior Phase Programmes across faculties ensuring a clear pathway for progression and link to economic sector priorities;
- Sustain enrolment targets on Senior Phase Programmes across all faculties, in particular on Foundation Apprenticeship programmes;
- Evaluate success PI on Senior Phase Programmes including Foundation Apprenticeships and work with the Regional Hub, local
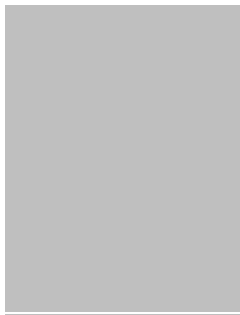
authority and schools to improve retention and success on College-based Senior Phase programmes;

- Continue to participate in events programmes with regional and local authority partners that engage and raise awareness with young people, teachers and parents in vocational and technical programmes at College;
- Develop capacity for Modern Apprenticeship – technical and professional levels and pathways to Graduate Apprenticeship.

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

| Item LTC1-15 | Any Other Notified Business | |
|---|---|---|
| Verbal | Lead: J Gallacher | Action requested: |
| Discussion/ Matters Arising | The Committee noted that JG may not be able to attend the next meeting as he is likely to be working in Beijing.  JG will discuss chairing of the Committee with the Vice Chair.  TH noted that she had attended the Creative Industries student show and wished to formally record how impressed she had been with the students' work, the general enthusiasm and the way the students presented themselves.  She had felt it was an amazing experience.  Committee noted that 7,000 students at Freshers' Week and congratulated the Student Association on their organisation of events. | |
| Decision Noted | JG to discuss chairing of the next meeting with the Vice Chair. | |

| Item LTC1-16 | Disclosability of Papers | |
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| Verbal | Lead: J Gallacher | Action requested: |
| Decision/Noted | Disclosability status of papers agreed as stated. | |

| Item LTC1-17 | Date of Next Meeting | |
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| Verbal | Lead: J Gallacher | Action requested: |
| Decision/Noted | The Committee is expected to meet next on 6 November 2018. | |

Convener's Signature _____

Date _____

## ANNEX TO THE MINUTE

## ACTION POINTS ARISING FROM THE MEETING

| Item | Description | Owner | Target Date |
|------|-------------|-------|-------------|
| LTC1-4 | PC to bring together the sections on How Good is our College and Education Scotland. JG and PC to look into attendance at and membership of the Committee. | PC/JG | |
| LTC1-5 | Committee Programme of Work to be amended as outlined. | PC | |
| LTC1-6 | Areas of duplication between Learning and Teaching and other committees to be identified. | PC | |
| LTC1-7 | Item on Faculties Update deferred to the next meeting. | JC | 06.11.18 |
| LTC1-8 | JC to provide an updates to Committee on:<br>• the curriculum review model<br>• ROA measures<br><br>JG to raise the need for research into the factors preventing students articulating from one college to another with the Scottish Government. | JC<br><br><br>JG | 06.11.18 |
| LTC1-12 | Future reports on academic appeals to include figures as percentages to add context. | DD | Ongoing |
| LTC1-13 | DD to set up a focus group to address the issues relating to question 6, and bring results back to Committee. | DD | |
| LTC1-15 | JG to discuss chairing of the next Committee with the Vice Chair. | JG | 06.11.18 |

## ACTION POINTS ARISING FROM PREVIOUS MEETINGS

| 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 | 06.11.18 |
| LTC4-5 | • SL to provide a report on changes to governance if the College assumes degree awarding powers. | SL | 06.11.18 |
| 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 | 06.11.18 |
| LTC4-9 | DD to provide a further report on progress from the Performance Action Group and bring toolkit to the next meeting | DD | 06.11.18 |
| LTC4-10 | SL to work with Roy Gardner and Michelle Watt to capture information on best practice in employer engagement. | SL | 06.11.18 |
| LTC4-11 | KS to prepare a report on the apprenticeship family/annual report for the next Committee meeting. | KS | 06.11.18 |