CITY OF GLASGOW COLLEGE

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 2nd meeting held on 6 November 2018 at 1700 hrs (LTC2)

Present	
David Eaton (DE)	**Also in attendance:**
Tracey Howe (TH) (Convener)	Joanna Campbell (JC)
Milea Leone (ML)	Paul Clark (PC) (Minutes)
Paul Little (PL)	Douglas Dickson (DD)
	Sheila Lodge (SL)
	Douglas Morrison (DM)
	Kay Sheridan (KS)
	Joe Wilson (JW)
	Siobhan Wilson (SW)
Apologies for absence	
Jim Gallacher (JG)	Jennifer Gordon (JG)
Absent	

Item LTC2-1	Apologies for Absence	
Paper No:	Lead: T Howe	Action requested: Note
Decision/Noted	Apologies were received from J Gordon and J Gallacher.	

Item LTC2-2	Declarations of Interest	
Paper No:	Lead: T Howe	Action requested: Note
Decision/Noted	None declared.	

Item LTC2-3	Minute of Learning & Teaching Meeting held on 5 September 2018	
Paper No: **LTC2-A**	Lead: T Howe	Action requested: Approve
Discussion/ Matters Arising	The Committee considered attendance of the Committee, noting that Faculty Directors and their responsibilities have changed. Accuracy: sp. Milea Leone Actions: LTC1-12 – Academic Appeal numbers are very low. Delete action. PC to clarify with JG re. required action LTC1-14. Actions LTC1-5 and 1-6 complete. LTC1-13 DD to share focus group results with colleagues then to the Committee at the next meeting.	

Matters arising: Considered under agenda items.

Decision/Noted	Approved

Item LTC2-4	Repurposing of the Academic Board	
Paper No: LTC2-B	Lead: S Lodge	Action requested: Approval
Discussion/ Matters Arising	SL introduced the proposals for repurposing the Academic Board, and for a new related College committee structure. The key drivers highlighted were transparency, specifically the aim of involving more people in decision-making, and raising awareness within the College of the academic issues involved. Coincidentally, it was noted that the structure as proposed will contribute to the required evidence of collegiate academic activity for the purposes of obtaining taught degree awarding powers. SL outlined the proposed structure including the renewed Academic Board with the Regulatory Committee to follow after the three other Committees are established. Each Committee would meet three times a year, with meetings to last no more than 90 minutes. It is anticipated that this approach will strengthen senior roles rather than diminish them. TH noted that this is similar to Committee structures employed at universities, and would mark a cultural shift for a college. It should be a vehicle for communication across the College, involvement, and sharing. DE welcomed the reporting link to the Learning and Teaching Committee, which had previously been absent. It was noted that members of staff, and students, may be co-opted on to any such Committee as required, and that Board members may attend if they wish. TH welcomed the opportunity for L&TC to become less operational and more strategic, as the Committees engaged with operational matters.	
Decision/Noted	Approved	

Item LTC2-5	Strategic Risk Review	
Paper No: LTC2-C	Lead: P Clark	Action requested: Approval
Discussion/ Matters Arising	PC introduced the Risk MAPs. It was noted that further updates would be included in the next Risk review cycle. TH noted the reference base for "sector-leading" with reference to pedagogical model (Risk MAP 1), and suggested some indicators for consideration at Committee level, as per agreed proposals (LTC2-4). PL highlighted the Education Scotland definition of "sector leading" of which any such consideration should take account. DD also highlighted sustainability and impact as key criteria for "sector-leading". Agreed to delegate to Academic Board.	
Decision/Noted	Approved.	

	Action: delegate consideration of "sector-leading" criteria to Academic Board (SL) and report back to L&TC.

Item LTC2-6	Student Experience Strategy – Outturn Report	
Paper No: LTC2-D	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	ML introduced the video presentation of students' views on their experience of the College, as previously seen by the Board of Management at its Planning Day. The video included references to both positive experiences and areas for improvement. TH intimated that the presentation provides pointers for discussion within the context of the SE Outturns report.

PC introduced the context for the 5 Strategies' Outturns report. JC provided a full explanation for each of the performance measures and outturns, noting progress and potential areas for improvement.

TH returned to the issue of student dissatisfaction with the sequencing of activity through the College day. TH emphasised that the Board was shocked, at the Planning Day, to discover that lunchtime was limited to one hour during the day, which is impacting negatively on the student experience as highlighted in the video. This was not considered satisfactory.

SL indicated that the simple way to resolve the issue would be to stagger lunchtimes, improving access for all to facilities, and improving resource utilisation. SL noted that a small number of staff had a contractual agreement to retain their lunch hour between 12noon – 1pm, however SL was confident that the matter might be resolved, given that the majority of staff have no such agreement in place.

SL indicated that the lunchtime arrangements would change in Block 2. SW suggested that students will have different preferences for the spread of teaching through the week, and suggested targeted timetabling. ML referred to some SA research undertaken among students, and noted the need for a more focused survey (e.g. needs of hairdressers to gain work experience on Fridays). JC noted the need for more flexibility.

DE suggested that there may be considerable resistance to extending the teaching day, but less towards varying lunch breaks. TH referred to the different ways of programme delivery at Universities and other organisations to reflect student need (rather than staff preference) and that this should be the driver for future provision.

PL referred to the restrictions placed upon employers by national bargaining considerations, and resistance to flexible working patterns.

TH emphasised that this issue is being driven by students, and it is the duty of the Board to respond.

Agreed actions: JC/SL to progress staggered lunch breaks, JC to consider longer term solutions regarding flexibility. |

Decision/Noted	Actions: JC/SL to progress staggered lunch breaks. JC to consider longer term solutions regarding flexibility.

Item LTC2-7	Faculties Update	
Paper No: LTC2-E	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC introduced the paper which was welcomed as a regular report to the Committee.	
Decision/Noted	Noted	

Item LTC2-8	Regional Curriculum Update	
Paper No: Verbal	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC noted that there has been little to report since the last meeting. There will be a new curriculum review model. Various Curriculum leads from the colleges have met to begin this process, at which meeting information was shared. Business and Childcare were noted as key areas which will follow the 5 step process. The ROA from 2017-18 has been closed with an evaluation noting credit target exceeded, with skills needs met. Areas still requiring work were noted as including student satisfaction, attainment, and inter-college progression.

Next year's ROA will be informed by a review of 2010-21 targets, and more specifics around mental health care action plans.

Curriculum update: the demographic funding model is to be reviewed, including recognition of the 24yr+ agenda, given the achievement of Developing the Young Workforce initiative, and taking account of changing demographics (i.e. fewer young people, and more older people requiring new skills). PL noted that this progress is a sign that he Colleges are delivering for the region.

TH referred to the need to note the needs of an ageing population given the demographic shift and development of second and subsequent careers. | |
| Decision/Noted | Noted | |

Item LTC2-9	Industry Academy Update - STEM	
Paper No: LTC2-F	Lead: D Morrison	Action requested: Discuss
Discussion/ Matters Arising	DM – the paper covers three points: • Feedback for STEM Assured validation • Regional co-ordinated STEM activity • Inpact of activity relating to project-focused STEM curriculum development Noted recognition of the College (and Region's) position as a STEM-assured centre by the STEM Foundation.

DM reported that the College had submitted an assessment to the STEM Foundation, and has been re-validated. The College is now recognised as the top performing STEM College in the UK, achieving "Best Practice" in | |

5 out of the nine assessment categories, with a further "best practice" assessment result to follow.

Some recommendations for improvement were noted,and agreed.
The Committee noted this very positive assessment, and that a full report will follow.

Regional developments include a STEM Hub, which is still in the early stages of development. Further resource and investment will be required. DM noted the city council-led "STEM Jam", which will be a celebration of STEM.

DM introduced a film describing a consortium - BCTG Construct, of which CoGC is a partner organisation. The project is funded by the construction industry, with over 80 industry partners, aimed at transforming training in construction. Skills gaps are identified with a view to appropriate curriculum development, which is a model of development following the Industry Academy model. The film was developed by a CoGC student who had developed the requisite film-making skills to complete the project.

TH welcomed the success of the STEM re-accreditation, and thanked those involved.

PL pointed to the value of sharing the lessons learned from this experience of success, e.g. tailored messaging, and recurring themes. TH advised that testimonials should be collected and shared and promoted via social media etc.

JC noted that some of the metrics associated with Industry Academies is captured within the Outturns report, and that as the IAs are to increase in number, practice will increasingly need to be shared (lessons learned).

DM explained the arrangements for protection and ownership of intellectual property (IP), which will need further development in future. JC to liaise with J McAfee on the issue of IP, and retention of control and protection of and exploitation of commercial possibilities.

JC noted that the Regional Stem Hub is run by CoGC not GCRB.

| Decision/Noted | Action: JC to liaise with JMcAfee on the issue of IP. |

Item LTC2-10	Pedagogy and Innovation – Digital Transformation Project	
Paper No: LTC2-G	Lead: Joe Wilson	Action requested: Approve
Discussion/ Matters Arising	JC provided context for the paper, which is concerned with the scoping of the Digital Transformation Project. JW outlined the nature of the possibilities and challenges associated with the new systems, and how and where value can be realised, for example via creativity rather than simple reliance on technology. JW highlighted the projects aims, aligned with College strategy, and project deliverables.	

DE pointed out that this initiative should be built in to all of the College strategies, however JW noted that this is a process with that end point in mind.

TH referred to normalisation process theory in health contexts, which enables the practical application of new ideas to normal practice.

It was noted that this paper required approval, which was agreed.

Decision/Noted	Approved

Item LTC2-11	**CoGC Full Time Leaver Destinations 2016-17**	
Paper No: LTC2-H	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	DD introduced the paper which outlined FT College Leaver Destinations (CLD) for City of Glasgow College, compared to the National sector for academic year 2016-17 as published by the Scottish Funding Council (SFC). DD noted the SFC requirement to reach destination data for 80% of graduates, however the College has achieved over 90%. The paper provides destination data for student graduates across all modes. TH requested that absolute numbers be provided as well as percentages. DE noted that the acquisition of taught degree-awarding powers may affect this data, however it was also noted that degree students would be a positive destination, and that degree graduates were included in the data set.	
Decision/Noted	Noted	

Item LTC2-12	**Evaluative Report & Enhancement Plan**	
Paper No: LTC2-I	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	DD info has been received from SFC re the How Good is our College model.	
Decision/Noted	Noted	

Item LTC2-13	**SFC Performance Indicators**	
Paper No: LTC2-J	Lead: D Dickson	Action requested: Note
Decision/Noted	Noted	

Item LTC2-14	**National Articulation Forum**	
Paper No: LTC2-K	Lead: J Campbell	Action: Note
Decision/Noted	Noted	

Item LTC2-15	Performance Action Group	
Paper No: LTC2-L	Lead: D Dickson	Action requested: Note
Decision/Noted	Noted	

Item LTC2-16	Developing Scotland's Young Workforce	
Paper No: LTC2-M	Lead: K Sheridan	Action requested: Note
Discussion/ Matters Arising	KS reported that this paper highlights the key points for noting for year 17-18 and progress made by City of Glasgow College at the start of year 18-19. This includes the contribution made by the College in the Regional response to Developing the Young Workforce. In 17/18, City of Glasgow College delivered 24% of the regional Senior Phase Schools programme activity. It is anticipated this percentage will have increased in 18/19 to nearer 35%, this is the result of the increased offering of Foundation Apprenticeship programmes and the delivery of the year 2 of existing programmes initiated last session for the first time. KS reported that schools ESOL has now started, and that Faculties have showed agility in responding to need. KS is meeting SDS to discuss graduate apprenticeships. PL will be meeting the CE of the Wheatley Group. PL commended KS for leading in this difficult area. KS pointed to the positive engagement by Faculties which has been very effective. M Strachan was highlighted as a key member of staff assisting.	
Decision/Noted	Action: Invite Modern Apprenticeship students to the L&TC. (JC/KS)	

Item LTC2-17	Any Other Notified Business	
Paper No: Verbal	Lead: T Howe	Action requested:
Discussion/ Matters Arising	PL – Reported that Chinese delegation in College for an international barista competition.	
Decision Noted	Noted.	

Item LTC2-18	Disclosability of Papers	
Verbal	Lead: J Gallacher	Action requested:
Decision/Noted	Disclosability status of papers agreed as stated.	

Item LTC2-19	Date of Next Meeting	
Verbal	Lead: T Howe	Action requested: Note
Decision/Noted	Tuesday 6 February 2019	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC2-5	Delegate consideration of "sector-leading" criteria to Academic Board (SL) and report back to L&TC.	SL	06.02.18
LTC2-6	1. JC/SL to progress staggered lunch breaks. 2. JC to consider longer term solutions regarding flexibility.	1. JC/SL 2. JC	1. 06.02.18 2. tbc
LTC2-9	JC to liaise with JMcAfee on the issue of IP.	JC	06.02.18
LTC2-16	Invite Modern Apprenticeship students to a future L&TC. (JC/KS)	JC/KS	tbc

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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 to clarify this action (6.11.18)	PC/JG	tbc
LTC1-5	Committee Programme of Work to be amended as outlined.	PC	**Complete**
LTC1-6	Areas of duplication between Learning and Teaching and other committees to be identified.	PC	**Complete**
LTC1-7	Item on Faculties Update deferred to the next meeting.	JC	06.11.18 **Complete**
LTC1-8	1. JC to provide an updates to Committee on: • the curriculum review model • ROA measures 2. JG to raise the need for research into the factors preventing students articulating from one college to another with the Scottish Government.	JC JG	06.11.18 1. **Complete**
LTC1-12	Future reports on academic appeals to include figures as percentages to add context.	DD	**Delete** 6.11.18
LTC1-13	DD to set up a focus group to address the issues relating to question 6, and bring results back to Committee.	DD	06.02.18
LTC1-15	JG to discuss chairing of the next Committee with the Vice Chair.	JG	06.11.18 **Complete**
LTC4-4	Risk 1 to be reviewed in consultation with TH and a report brought back to the Committee.	JC/PC	06.02.18 **Complete**
LTC4-5	• SL to provide a report on changes to governance if the College assumes degree awarding powers.	SL	06.11.18 **Complete**
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 Complete
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 Complete