CITY OF GLASGOW COLLEGE

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 3rd meeting held on 5 February 2019 at 1700 hrs (LTC3)

Present	
Jim Gallacher (JG) (Convenor)	Milea Leone (ML)
In Attendance	
Joanna Campbell (JC)	Paul Clark (PC)
Douglas Dickson (DD)	Demi Inglis (DI) (Modern Apprentice)
Sheila Lodge (SL)	Freya Murphy (FM) (Modern Apprentice)
Kay Sheridan (KS)	Derek Timpany (DT)
Siobhan Wilson (SW)	Helen Young (HY) (ESRC)
Michelle Brand (MB) (Minutes Secretary)	
Apologies for absence	
Jennifer Gordon (JG)	Paul Little (PL)
Absent	
David Eaton (DE)	

Item LTC3-1	Apologies for Absence	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion	Apologies were received from J Gordon and P Little. PC advised the Committee that a significant Board recruitment process is currently in progress. It was noted that T Howe has stepped down from the Board and the L&T Committee. JG requested that PC prepare a note of thanks to T Howe for all her work while on the Committee.	
Decision	Action: PC to prepare a note of thanks to former Board Member T Howe. Action: The apologies were noted.	

Item LTC3-2	Declarations of Interest	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	None declared.	

Item LTC3-3	Welcome and Introduction	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion	JG welcomed everyone to the meeting with a special introduction and welcome to Dr Helen Young (HY) from the University of Stirling. HY is part of a 3-year research project. The College is one of a select number of colleges participating in this four-nation study of the processes and practices of governing in FE colleges. HY assured the Committee that anything recorded from the meeting will remain within the research team and nothing will be published at this time. JG also welcomed to the meeting two Modern Apprentices who are working in the College: Freya Murphy (FM) who is working with the Reception staff and Demi Inglis (DI) who is working within the Corporate Development Team.	
Decision/Noted	Noted	

Item LTC3-4	Minutes of Previous Meeting – 6 November 2018	
Paper No: LTC3-A	Lead: J Gallacher	Action requested: Approval
Discussion/ Matters Arising	JG explained that he was not present at the previous meeting and asked the Committee to review the minute of the previous meeting. The following updates were provided on the outstanding actions: LTC2-5 SL will report at the next meeting. LTC2-6 complete. JC updated the committee that this will be implemented from block 3. LTC2-9 complete. JC did discuss with JM about protecting our Intellectual Property (IP) on some our innovation. Provided we use the standard City of Glasgow College contract, we will be protected. LTC4-6 JC to bring back to the next meeting. LTC4-10 SL to bring back to the next meeting. The minutes were approved with two minor amendments.	
Decision/Noted	Approved	

Item LTC3-5	Developing Scotland's Young Workforce	
Paper No: Verbal	Lead: K Sheridan	Action requested: Discussion
Discussion/ Matters Arising	KS provided context and explained that G Plunket will take the lead for DSYW following KS's early retirement. KS re-introduced the two Modern Apprentices present: FM and DI. It was noted that since the last update in November, the bid has been submitted for MAs and the College has once again bid across all frameworks. In addition, the College has submitted a bid for the 1-year financial services and business skills. This last year has provided evidence that the 1-year framework appears robust with good retention.	

Credit transfer for students from some other College courses is being investigated, and discussions are underway between the College and Skills Development Scotland (SDS).

Clarity is being sought from SQA around the definition of 'placement'. Some courses accept VQ simulation work e.g. kitchens, workshops where the workplace practice is simulated to the same level as industry; other courses will only accept physical placement of the student in a workplace.

Nationally SDS are looking at the IT framework and why are young people not being engaged onto these frameworks.

Senior Phase across the College has grown sufficiently to feed our own application pipeline.

The College is supporting:

- 5 Modern Apprentices
- 116 year-1 Foundation Apprentices
- 42 continuing onto year 2 Foundation Apprentices; and
- 521 in total on senior phase across all frameworks including our ASN delivery.

The Committee discussed the improvement over previous years with regard to the Foundation Apprenticeships. School programmes are at SCQF level 5, the Foundation Apprenticeships currently are at SCQF level 6, and not all young people are working at that level. There are discussions externally about the creation of Foundation Apprenticeships at SCQF level 5.

It was noted that governance arrangements within Glasgow are challenging and the Depute First Minister has asked for feedback on how Foundation Apprenticeships are progressing. Once this report has been fed back to the Scottish Government a report will be brought back to this Committee.

KS updated the Committee that 2018-19 is the first year in which Private Training Providers have been allowed to bid into the Frameworks in the Glasgow area.

Both FM and DI outlined their experiences of their Modern Apprenticeships, in Reception and Corporate Development respectively, and gave an overview of their very positive experiences. Both are supportive of the MA programme and their College experience to date.

As this will be KS's final Committee meeting, JG thanked KS for all her contributions over the years to the Committee and the College on the subjects of DYW and many others areas.

KS, FM and DI left the meeting.

Decision/Noted

Action: An update report on Foundation Apprenticeships to be brought back to the Committee once the feedback has been returned to the Scottish Government.

	FM and DI to be invited to the full Board meeting to provide the Board with an account of their experiences.	

Item LTC3-6	**Faculties Update**	
Paper No: LTC3-B	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC introduced the report as a new regular report which will be on the agenda going forward for each meeting. The purpose of the report is to provide the Committee with regular reports of the good practice and student and staff successes in each of the new Faculties. The Committee noted one notable success for one of our HND Law students who had secured a place at Oxford University to read Law. 7th March – Creative Industries Symposium coming up. The College has also secured some funding from the Scottish Government to develop material on Cyber Security. Development work continues with HND Hospitality and Professional Cookery students and the University of Strathclyde to on a PGDE, which should commence in September 2019. During discussions, the Committee received an update on the new structure. Staff in attendance confirmed that the CPD Management sessions, which are provided every Thursday is helping to embed the structure and develop staff teams. This represents a considerable investment by the College. Two Deans of Faculty in Education & Humanities and Hospitality & Leisure are now in position, with a third to start on 25 February as Dean of Nautical & STE. Final stage recruitment for the final Dean Creative Industries is under way. JG thanked JC for the report and commended all the examples of good student learning and experience. The Committee endorsed the style of the report.	
Decision/Noted	Noted	

Item LTC3-7	**Regional Curriculum Update**	
Paper No: LTC3-C	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC introduced the paper, which was welcomed and discussed. The draft ROA will require to go to our Board for sign-off (March meeting) before going to the GCRB Board. Some strategic mapping is required to align the College's Strategic Plan against the Regional Board aims and objectives. The Committee discussed the report and the targets in detail. JC updated the Committee on an early stage strategic partnership for graduate apprenticeships between the College and GCU and will update the Committee at a later meeting when more information is available.	
Decision/Noted	Decision:	

The Draft ROA to go to the March meeting of our Board of Management. It was agreed that the final ROA would come back to this Committee for noting once signed-off.
New report to the Committee once the Graduate Apprenticeship partnership with GCU is established.

Item LTC3-8	Industry Academy Update - Business	
Paper No: LTC3-D	Lead: D Timpany	Action requested: Discuss
Discussion/ Matters Arising	DT presented a very detailed report on the Industry Academy activity within the Business and Management area of the Faculty of Education & Humanities. DT highlighted the way in which the team is responding to opportunities and adding value to the curriculum through links with employment. DT also provided a brief update from the latest meeting of the Regional Business Skills Hub. JG led an extensive discussion around developing high quality units and courses to meet employer demand. JC updated the Committee that we have been approached by Barclay's Bank via SDS to up-skill the staff and are working collaboratively with Edinburgh College on this project. It was noted that there would be significant numbers of places allocated to SIMD students.	
Decision/Noted	Noted	

Item LTC3-9	Pedagogy & Innovation: COPTE	
Paper No: Verbal	Lead: S Lodge	Action requested: Discuss
Discussion/ Matters Arising	SL updated the Committee that responsibility for COPTE has now moved under SL. The recruitment process for the post of Associate Dean COPTE is being progressed. Work is underway to develop the College's own teaching qualification. Development and validation is planned to run from 2019. It is expected that by 2022 the College will be in a position to add a PG Certificate qualification, and Advanced HEA fellowship status. A business case has been prepared and SL is working with ST to develop a new finance template for business cases. The College was approached by General Teaching Council for Scotland (GTCS) to help create a pipeline for Initial Teacher Education (ITE) provision in Home Economics. A business case is being prepared and is at the financial planning stage at this time.	
Decision/Noted	Noted	

Item LTC3-10	Curriculum Performance Report	
Paper No: LTC3-E	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC provided context for the paper. KS is preparing desk research to help create a 10-year Curriculum Plan and there are various meetings taking place in the run up to a larger Dean and Associate Dean meeting scheduled for the 21 February to look in more detail at this. The Region have agreed they will commit to the 5 Step Skills Planning Model. This work is in early stages with the pilot phase focussing on Business / Administration and Early Years Childcare.	
Decision/Noted	Noted	

Item LTC3-11	Curriculum Performance Report	
Paper No: LTC3-F	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	DD introduced the report and informed the Committee on measures which are being undertaken to continue to improve Faculty performance levels. DD is working closely with the new Associate Deans and Student Engagement Teams to help target specific areas of lower performance, with the aim to build engagement and improve performance. JG expressed reassurance that actions have been taken to improve performance.	
Decision/Noted	Noted	

Item LTC3-12	Learning & Teaching Questionnaire: Think Tank Evaluation	
Paper No: LTC3-G	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	DD introduced the report, which provided the Committee with further information received from students following a 'Student Think Tank'. This was based upon Question 6 from the College Learning & Teaching Questionnaire, i.e. "The way I'm taught helps me learn". This question forms part of the SFC Student Satisfaction and Engagement Survey (SSES).	
Decision/Noted	Noted	

Item LTC3-13	SPSO Annual Complaint Handling Report AY 2017-18	
Paper No: LTC3-H	Lead: D Dickson	Action requested: Note
Discussion	The Committee noted the report.	
Decision/Noted	Noted	

Item LTC3-14	My Student Experience Questionnaire 2018-19	
Paper No: LTC3-I	Lead: D Dickson	Action: Note
Discussion	DD presented the report, which provides the Committee with an overview of the results from the 2018-19 My Student Experience questionnaire. There are overall high levels of satisfaction identified by our students. The improvement across all questions is 1-3%. It was noted that the questionnaire was administered to 10,628 full time and part time HE and FE students.	
Decision/Noted	Noted	

Item LTC3-15	Any Other Notified Business	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	No other notified business	

Item LTC3-16	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	Retain the disclosability status of papers as described on the respective cover sheets at present.	

Item LTC3-17	Date of Next Meeting	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision Noted	The date of the next meeting is Tuesday 23 April 2019.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC3-1	PC to prepare a note of thanks to former Board Member T Howe.	PC	Completed
LTC3-4	Delegate consideration of "sector-leading" criteria to Academic Board (SL) and report back to L&TC.	SL	23.04.19
LTC3-4	JC to bring back a report on the National Articulation Forum's remit to source expert advice and research and development work.	JC	23.04.19
LTC3-4	SL to work with Roy Gardner and Michelle Watt to capture information on best practice in employer engagement.	SL	23.04.19
LTC3-5	An update report on Foundation Apprenticeships to be brought back to the Committee once the feedback has been returned to the Scottish Government.	DYW LEAD	23.04.19
LTC3-7	New report to the Committee once the Graduate Apprenticeship partnership with GCU is established.	DYW LEAD	23.04.19

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC3-5	Delegate consideration of "sector-leading" criteria to Academic Board (SL) and report back to L&TC.	SL	~~06.11.18~~ **23.04.19**
LTC3-6	1. JC/SL to progress staggered lunch breaks. 2. JC to consider longer-term solutions regarding flexibility.	1. JC/SL 2. JC	**1. Complete** **2. Complete**
LTC3-9	JC to liaise with JMcAfee on the issue of IP.	JC	**Complete**
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	**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**
LTC1-13	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 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~~ **23.04.19**
LTC4-10	SL to work with Roy Gardner and Michelle Watt to capture information on best practice in employer engagement.	SL	~~06.11.18~~ **23.04.19**