CITY OF GLASGOW COLLEGE

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 4th meeting held on 23 April 2019 at 1700 hrs (LTC4)

Present	
Jim Gallacher (JG) (Convenor)	David Eaton (DE)
Milea Leone (ML)	

In Attendance	
Joanna Campbell (JC)	Paul Clark (PC)
Douglas Dickson (DD)	Sheila Lodge (SL)
Joe Mulholland (JM)	Gillian Plunkett (GP)
Mark Stagg (MS)	Callum Ross (CR)
Siobhan Wilson (SW)	Michelle Brand (MB) (Minutes Secretary)

Apologies for absence	
Jennifer Gordon (JG)	Paul Little (PL)

Absent	

Item LTC4-1	Apologies for Absence	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion	Apologies were received from J Gordon and P Little. JG welcomed Mark Stagg (MS), Joe Mulholland (JM), Gillian Plunket (DYW), CR (VP elect L&T).	
Decision	Action: The apologies were noted.	

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

Item LTC4-3	Minutes of Previous Meeting – 5 February 2019	
Paper No: LTC4-A	Lead: J Gallacher	Action requested: Approval
Discussion/ Matters Arising	The minutes were approved with minor amendments. From Matters Arising LTC3-7: once established, the Graduate Apprenticeship update would come from the VP Commercial Development & Innovation.	
Decision/Noted	Decision: The minute of the meeting, (5 February 2019) was approved. Action: VP Commercial Development & Innovation to provide an update paper at the next L&T meeting (10 September 2019).	

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Item LTC4-4	Strategic Risk Review	
Paper No: LTC4-B	Lead: P Clark	Action requested: Approval
Discussion/ Matters Arising	PC introduced the paper, which provided the Committee with updated commentaries on the relevant Risk Management Action Plans relating to the committee's remit. The risk impact of EIS industrial action was discussed, and the Committee noted the mitigation strategies to support student success during this time. It was noted that in similar circumstances previously, student success was not significantly impacted. The Committee highlighted its awareness of this risk and expressed content that College management was sufficiently engaged in mitigating this risk. It was agreed to leave the relevant risk scores unchanged.	
Decision/Noted	Action: The risks were noted and remain unchanged.	

Item LTC4-5	Committee Terms of Reference	
Paper No: LTC4-C	Lead: P Clark	Action requested: Discuss
Discussion/ Matters Arising	There were no proposed changes to the current Terms of Reference and the Committee approved these without change.	
Decision/Noted	Action: Approved.	

Item LTC4-6	Faculty Update	
Paper No: LTC4-D	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC introduced the paper which was welcomed and discussed. JC commended the Faculties for their extensive record of highlights illustrating the range of excellent work which is being carried out across the entire College. There was an extended discussion concerning 'How the College is responding to climate change?'. PL reassured the Committee that City of Glasgow College considers this issue very seriously, and reported that all colleges and universities in Scotland have to meet targets and report to the SFC on progress within Annual Reports. PC directed the Committee to the College's Sustainability Strategy and the progress report submitted to the Board in October. Other examples of progress: the new campus buildings harvest rainwater; the Students' Association encourage recycling, and have built a greenhouse on the 4th floor; students are encouraged to exchange their Strathmore water bottles for reusable water bottles; The College has reduced the number of College vehicles; the College recently participated in the Clean Campus event, run collaboratively with the three Glasgow Colleges. The College has a large cycling store and encourages cycling to and from work for both staff and students.	

Decision/Noted	Decision: JG thanked the Committee for the updates and is reassured by what the College is doing.

Item LTC4-7	Regional Curriculum Update	
Paper No: LTC4-E	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC introduced the report which provided the Committee with the final version of the ROA. This has now been to the relevant committees, including the SFC and GCRB, and will be published by the end of May 2019. JG informed the Committee that the Scottish Government is now placing more emphasis on 'post 24 education', and JG indicated his hope that the ROA will reflect this emphasis in future, to include the upskilling and reskilling of the 'older' age groups i.e. 24+. PL reminded the Committee that we have 3 government ministers attending the College over the next few weeks, and this issue will be raised.	
Decision/Noted	Action: The paper was noted.	

Item LTC4-8	Industry Academy Update – Electrical, Automation & Digital Technologies	
Paper No: LTC4-F	Lead: J Mulholland	Action requested: Discuss
Discussion/ Matters Arising	JM introduced the report, which provided the Committee with reports of work undertaken within the area of Electrical, Automation & Digital Technologies within the Faculty of Nautical & STEM. To reflect future manufacturing and engineering practice, the Faculty now has digital twin back-up systems. The College is working with City and Guilds to establish Electrical and Installation apprenticeships this, and this will include EV Charging training for students. JM also reported on progress with the Digital Software Hub including live projects. Industry partners will be sending their employees to gain CPD, JM outlined other collaborations. JG thanked JM for his informative report.	
Decision/Noted	Noted	

Item LTC4-9	Pedagogy & Innovation	
Paper No: Verbal	Lead: J Campbell	Action requested: Discuss
Discussion/ Matters Arising	JC updated the Committee on the next phase of innovation funded via £1/2m from SFC. The Innovation Group will evolve from the Skilled Workforce Group. DM and JC are working with a number of partners to support the work of the Data Lab, collaborative links are established with Oracle.	

Centre of Professional and Technical Education (COPTE):– SL still in the process of recruiting for the new Asst Director COPTE. SL highlighted that COPTE will have a large role to play in the process of staff development moving towards tDAP. ITE provision is sitting within Education & Humanities and this is also progressing.   The College's TQFE is located within COPTE.

Decision/Noted	Action: Noted.

Item LTC4-10	Employer Engagement Update	
Paper No: LTC4-G	Lead: S Lodge	Action requested: Note
Discussion/ Matters Arising	SL introduced the report, which provided the Committee with an overview of employer engagement. SL reported confidence that the College will meet the DYW targets.	
Decision/Noted	Noted	

Item LTC4-11	Developing Scotland's Young Workforce	
Paper No: LTC4-H	Lead: G Plunkett	Action requested: Note
Discussion/ Matters Arising	GP introduced the report, which provided the Committee with an update, and explained the advantages of having DSYW within the Student Experience Directorate. JG welcomed this new support for the students.	
Decision/Noted	Noted	

Item LTC4-12	Curriculum Performance Report	
Paper No: LTC4-I	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	DD introduced the report, which provided the Committee with a reassurance the College is currently within target. DD explained to the Committee that regular updates are provided at both Senior Management Team and Student Experience Leadership Group meetings. SW noted that the new layout was more meaningful and helpful to curriculum teams by relating it to exact student numbers. PL these analytics will be used to enhance the Dashboard.	
Decision/Noted	Noted	

Item LTC4-13	Performance Action Group Output	
Paper No: LTC4-J	Lead: D Dickson	Action requested: Note
Discussion/ Matters Arising	DD introduced the report, which provided the Committee with an update from the October/November outcome of the curriculum planning meetings. This included active planning with lower performing teams. Faculty Deans will revise their curriculum portfolio where they have areas of low performance. The individual Performance Action Groups (PAGs) which	

include Deans, Associate Deans and Curriculum Heads, will focus upon interventions to improve overall performance.

SL suggested there is a clear correlation between areas where CAIMS have not taken place and poor performance. DD expressed concern that if the CAIMS are not taking place then the curriculum teams are not meeting with the students to gain their input towards course improvement.

JC suggested the process could be streamlined and potentially automated, as the current process is time consuming. PL requested that Curriculum Heads be brought to the curriculum planning meetings to explain the areas of poor performance. PL reminded Deans that it is completely unacceptable for staff not to be completing CAIMS.

It was agreed that JC would have an urgent meeting with the Deans to progress this issue. PL emphasised the importance of FT HE and PT HE. JC noted that until peer observation is undertaken then we will not be able to fully understand the student experience.

Decision/Noted	Noted Action: JC to meet with Deans and provide recommendations to ELT on the continuation or closure of low performing courses. CH's to be included in the Curriculum Planning meetings.

Item LTC4-14	**National Articulation Forum**	
Paper No: LTC4-K	Lead: J Campbell	Action: Note
Discussion	JC introduced the report, which provided the Committee with an update of the workplan of this group, noting that it should conclude by November 2019. After that point a decision will be taken to establish future action. JC also informed to the Committee that universities are further widening their access routes.	
Decision/Noted	Noted	

Item LTC4-15	**Academic Board – Minute of Meeting held on 5 March 2019**	
Paper No: LTC4-L	Lead: S Lodge	Action requested: Note
	SL introduced the report, which informed members that the first round of the new Academic Board, and its standing Committees, has now taken place. The next round of meetings is in May, and thereafter the Board and Committees will revert to their usual round of meetings.	
Decision/Noted	Noted	

Item LTC4-16	**Any Other Notified Business**	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	JG personally thanked JC for the excellent work done in her 3 years at the College, and for the support provided to himself.. JG referred to JC's	

significant contribution to the College, and wished JC every success in the next stage of her career as Principal at Dumfries & Galloway College.

JG thanked ML for her positive involvement in the Committee and wished ML a success future.

Item LTC4-17	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	It was agreed that the disclosability status of papers as described on the respective cover sheets be retained at present, except paper LTC4-LTC4-J and I, to be changed to non-disclosable.	

Item LTC4-18	Date of Next Meeting	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision Noted	The date of the next meeting is Tuesday 10 September 2019.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC4-3	Graduate Apprenticeship update paper to be brought to the next L&T Committee.	RG	10/09/2019
LTC4-13	JC to meet with Deans and provide recommendations to ELT on the continuation or closure of low performing courses.	JC	Completed

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC3-4	Delegate consideration of "sector-leading" criteria to Academic Board (SL) and report back to L&TC.	SL	Completed
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	Completed
LTC3-4	SL to work with Roy Gardner and Michelle Watt to capture information on best practice in employer engagement.	SL	Completed
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	Completed
LTC3-7	New report to the Committee once the Graduate Apprenticeship partnership with GCU is established.	DYW LEAD	Superseded LTC4-3
LTC1-8	JG to raise the need for research into the factors preventing students articulating from one college to another with the Scottish Government.	JG	**06.11.18**