

Board of Management

Meeting of the Learning & Teaching Committee

Minute of 1st meeting held on 05 November 2019 at 1700 hrs (LTC1)

Present	
Jim Gallacher (JG) (Convenor)	Sarah Erskine (SE)
Callum Cross (CR)	Paul Little (PL)
Dylan Duff (DDU)	Audrey Sullivan (AS)
David Eaton (DE)	Rebekah Widdowfield (RW)
In Attendance	
Paul Clark (PC)	Gillian Plunkett (GP)
Douglas Dickson (DD)	Jacqui Shaw (JS)
Roy Gardner (RG)	Cate Wilson (CW)
Tracey Howe (TH)	Siobhan Wilson (SW)
Aileen Ireland (AI)	Sharon Ritchie (SR) (Minutes Secretary)
Sheila Lodge (SL)	
Apologies for absence	
Karen Kelly (KK)	

Item LTC1-1	Apologies for Absence	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion	Apologies were received from K Kelly. JG welcomed everyone to the first Learning and Teaching Committee meeting for the academic year.	
Decision	Action: The apologies were noted.	

Item LTC1-2	Declarations of Interest	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Discussion/ Matters Arising	JG declared that Tom Duff, Associate Director COPTe was related to him (Brother-in-law).	
Decision/Noted	Action: Noted	

Item LTC1-3	Minutes of Previous Meeting – 23 April 2019	
Paper No: LTC1-A	Lead: J Gallacher	Action requested: Approval
Discussion/ Matters Arising	The minute of the meeting, 23 April 2019 was approved with no amendments. From Matters Arising: LTC1-8: JG indicated that he had no recollection on whether the historic item was completed; however, he would ensure that the question was addressed.	
Decision/Noted	Action: Approved.	

Item LTC1-4	Committee Annual Report 2018-19	
Paper No: LTC1-B	Lead: P Clark	Action requested: Approval
Discussion/ Matters Arising	<p>PC introduced the paper and indicated that the purpose was to provide the Committee and the Board with a high-level review of the activities of the Committee throughout 2018-19, within the framework of the Committee's Terms of Reference.</p> <p>He further highlighted that each sub-committee would produce these reports and that it would be used as the basis for the preparation of the annual report for the full Board. The full annual report would be published on the College's website.</p>	
Decision/Noted	Action: The annual report was noted and approved.	

Item LTC1-5	Committee Programme of Work 2019-20	
Paper No: LTC1-C	Lead: P Clark	Action requested: Approval
Discussion/ Matters Arising	<p>PC advised that the purpose of the report was to provide the Committee with a draft schedule of approvals and other work for 2019-20.</p> <p>JG indicated that the College was in the process of appointing a new Vice Principal for Student Experience, and that he did not believe that the programme would work for this Committee. JG suggested that once the new VP Student Experience commenced employment, a revised 'Programme of Work' be brought to the next meeting.</p>	
Decision/Noted	Action: Approved.	

Item LTC-6	Strategic Risk Review	
Paper No: LTC1-D	Lead: P Clark	Action requested: Approval
Discussion/ Matters Arising	<p>PC highlighted to the Committee an update on the Senior Management review of strategic organisational risks relating to the Committee's remit, via the Risk Management Actions Plans (MAPs).</p> <p>The Risk MAPs appended for consideration:</p> <ul style="list-style-type: none"> • Risk 1 - Failure to support successful student outcomes (Score 10, Amber). • Risk 2 - Failure to establish optimal pedagogical model (Score 5, Green). • Risk 3 - Failure to achieve good student outcome/progression levels (Score 10, Amber). 	
Decision/Noted	Decision: The rating of the risks was approved.	

Item LTC1-7	Student Experience Strategy – Outturn Report	
Paper No: Verbal	Lead: S Lodge	Action requested: Discussion & Decision
Discussion/ Matters Arising	<p>SL reassured the Committee that even in the absence of a Vice Principal Student Experience, a great deal of work has commenced. She indicated that steady progress was being made to catch up on targets.</p> <p>She advised that Tom Duff (Associate Director, COPTE), and Joe Wilson (Head of Digital Skills) would be driving forward digitalisation, and that the volume of digitised curriculum content available to students on the VLE would be increased.</p> <p>SL informed the Committee about the Teaching Fellowship Scheme, which would permit one Teaching Fellow per Faculty. This role would act as a liaison between COPTE (Centre of Professional and Technical Education), and the Faculty.</p>	
Decision/Noted	Action: Noted.	

Item LTC1-8	Graduate Apprenticeships	
Paper No: Verbal	Lead: R Gardner	Action requested: Discussion & Decision
Discussion/ Matters Arising	<p>RG indicated that the College was not eligible to apply for the Graduate Apprenticeships tender that was released over the summer. The College attempted to engage in a partnership with GCU, however nothing materialised, and this proposed partnership did not progress.</p>	
Decision/Noted	Noted, but it was also suggested that the issue of opportunities for the college sector to participate in the GA scheme should be raised with Colleges Scotland and the Scottish Government.	

Item LTC-9	ERASMUS Report	
Paper No: LTC1-E	Lead: R Gardner	Action requested: Discussion & Decision
Discussion/ Matters Arising	<p>RG highlighted to the Committee:</p> <ul style="list-style-type: none"> the activity relating to Erasmus+ and the value it brought to enhancing the student experience, curriculum development and the capacity to develop new approaches for technical and professional education. the risks and challenges associated with the United Kingdom’s anticipated withdrawal from the European Union, in sustaining European funding levels to continue to derive value from Erasmus+ activities. Erasmus+ can be used to support the implementation of college-wide initiatives such as City Learning 4.0, Industry Academies 4.0 and Taught Degree Awarding Powers, and by further developing quality assurance mechanisms in Tertiary Education with a view toward enhancing the student experience and job enrichment within Team City. 	
Decision/Noted	Action: Noted.	

Item LTC-10		Industry Academy Update	
Paper No: LTC1-F	Lead: J Shaw	Action requested: Discussion & Decision	
Discussion/ Matters Arising	<p>JS advised that the report was intended to provide the Learning & Teaching Committee insight into curriculum activity, by exploring development and progress within the curriculum areas of broadcasting, marketing, public relations and media.</p> <p>The report highlighted, via a presentation, how the curriculum areas were positively engaging both internally and externally, to provide high quality learning and teaching, industry engagement, and student work experience opportunities.</p>		
Decision/Noted	Action: JS was thanked for this insight into the range of valuable activities being undertaken and the report was noted.		

Item LTC-11		Faculties Update	
Paper No: LTC1-G	Lead: S Lodge	Action requested: Discussion & Decision	
Discussion/ Matters Arising	<p>SL stated that the purpose of the report was to provide an update on the range of activities within the Faculties at the City of Glasgow College.</p> <p>JG indicated that a 27 page document was not appropriate for the meeting. He stated that the role of the Committee was to undertake a high-level review of aspects of academic performance to potential progression, allowing the Committee to look at key issues, and high-level achievements.</p>		
Decision/Noted	Action: While details of the faculties activities could still be available to members of the Committee the format of the paper should change and highlight key issues of policy or strategy for members of the LTC to consider.		

Item LTC-12		TDAP Report	
Paper No: LTC1-H	Lead: S Lodge/T Howe	Action requested: Discussion & Decision	
Discussion/ Matters Arising	<p>SL introduced the report and explained to the committee that the achievement of Taught Degree Awarding Powers (tDAP) was the key objective within the next few years for the College. She indicated that if successful, the College would have the authority to award their own degrees (graduate and post-graduate level).</p> <p>The board was presented with three options for consideration:</p> <ul style="list-style-type: none"> • Option 1: Stop preparations for tDAP application now, • Option 2: Apply for tDAP circa summer 2021, • Option 3: Continue developments already in hand for deliverable benefits, but do not apply for TDAP. <p>TH declared a conflict of interest in the decision making and withdrew from the meeting.</p>		

Decision/Noted	Action: Option 2 was approved, however it was also noted that there would be a need to consider programmes for development within this initiative at future meetings.
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Item LTC-13	Pedagogy & Innovation	
Paper No: Verbal	Lead: S Lodge	Action requested: Discussion & Decision
Discussion/ Matters Arising	SL advised that Tom Duff and Joe Wilson would assist in driving forward Pedagogy and Innovation. She indicated that examples on progress would be presented to the Committee in the next 6/9 months.	
Decision/Noted	Action: Noted.	

Item LTC-14	Regional Curriculum Update	
Paper No: LTC1-I	Lead: D Dickson	Action: Note
Discussion	DD introduced the report and indicated that it provided an update on the Regional Curriculum planning process. The pilot project by GCRB in partnership with SDS aimed to provide a high level Glasgow Region Skills Training Plan for 2020-25.	
Decision/Noted	Action: Noted.	

Item LTC-15	Curriculum Performance Report	
Paper No: LTC1-J	Lead: D Dickson	Action requested: Note
	DD indicated that the report provided a view of the College's curriculum performance prior to SFC publication and after SFC audit. He advised that the College's performance indicators were audited in mid-September 2019.	
Decision/Noted	Action: Noted, but it was agreed that the agenda should be structured in a way to allow time for more detailed consideration of the issues raised in this paper.	

Item LTC-16	Learning & Teaching Questionnaire 2018-19	
Paper No: LTC1-K	Lead: D Dickson	Action requested: Note
	Paper was noted. To be discussed at the next committee meeting.	
Decision/Noted	Action: Noted – To bring forward at next meeting.	

Item LTC--17	Developing Scotland's Young Workforce	
Paper No: LTC1-L	Lead: G Plunkett	Action requested: Note
	Paper was noted. To be discussed at the next committee meeting.	
Decision/Noted	Action: Noted – To bring forward at next meeting.	

Item LTC-18	Any Other Notified Business	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision/Noted	It was agreed a new vice-chair would be appointed at the next meeting.	

Item LTC-19	Disclosability of Papers	
Paper No: Verbal	Lead: P Clark	Action requested: Note
Decision/Noted	PC indicated that there was no proposal to change the status of the papers at present. He reminded members that the Disclosability status is subject to review and change on an ongoing basis.	

Item LTC-20	Date of Next Meeting	
Paper No: Verbal	Lead: J Gallacher	Action requested: Note
Decision Noted	The date of the next meeting is Tuesday 04 February 2020.	

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC1-5	A revised 'Programme of Work' to be brought to the next L&T Committee meeting.	VP Student Experience/PC	4.02.2020