

## Board of Management

### Meeting of the Learning & Teaching Committee

#### MINUTE OF 1<sup>st</sup> MEETING HELD ON TUESDAY 27 SEPTEMBER 2022 AT 1500 HRS (LTC1) VIA MS TEAMS

Present	
Audrey Sullivan (AS) (Convenor)	Megan McClellan (MMcC)
David Eaton (DE)	Josh Taylor (JT)
Ewart Keep (EK)	
In Attendance	
Alison Bell (AB)	Sheila Lodge (SL)
Claire Carney (CC)	Derek Robertson (DR) (Items 1 – 3.3)
Michael Cross (MC)	Penny Robertson (PR) (Items 1 – 4.5)
Jon Gray (JG)	Ann Butcher (Minute)
Apologies for absence	
Paul Little (PL)	Rebekah Widdowfield (RW)
Gillian Plunkett (GP)	

Item LTC1-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	<p>Apologies were received from RW.</p> <p>AS welcomed members to the first meeting of LTC session 2022-23, in particular MM in her new role as Student President and JT, VP Learning and Teaching to his first meeting of the Committee.</p> <p>AS congratulated the College on achieving the EFQM 7 Diamonds level of recognition and the Outstanding Achievement Award for Driving Innovation. She praised SMT and all staff involved for the exceptional effort and work required to attain this significant achievement.</p>	

Item LTC1-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item LTC1-3.1	Minute of the Learning & Teaching Committee meeting held on 10 May 2022	
Paper No: LTC1-A	Lead: Convener	Action requested: Approve
Decision/Noted	Subject to one amendment, the minute was approved.	

Item LTC1-3.2		Programme of Work 2022-23
Paper No: LTC1-B	Lead: M Cross	Action requested: Approve
Discussion/ Matters Arising	The LTC Programme of Work for 2022-23 was submitted for review. It was agreed that the 'Faculty Presentation' standing item be amended to 'Faculty/Directorate Presentation'. MC will also discuss submission of Graduate Destination Report at the December meeting with JG.	
Decision/Noted	Subject to agreed amendments, the Programme of Work 2022-23 was approved.	

Item LTC1-3.3		Learning Capture Policy
Paper No: LTC1-C	Lead: D Robertson	Action requested: Approve
Discussion/ Matters Arising	<p>DR introduced the Learning Capture Policy which has been developed to clarify the rights and obligations involved in the production and sharing of audio and video material. The Policy provides clarification on learning capture requirements including copyright and data protection and helps support the move to blended learning as part of the Student Academic Experience Strategy (SAES).</p> <p>DE requested additional clarification on the requirement to record classroom activity particularly for lecturers working from home which could potentially impinge on their employee rights. DR reminded of the similar ongoing requirement to make recordings for students with Personal Learning Support Plans (PLSP) which has remained unchanged. Whilst recording content as a routine part of learning is not mandatory, there are a number of methods that can be put in place should staff feel uncomfortable recording within their home environment. DR further confirmed that the Data Protection Officer has been fully consulted and an EQIA has been approved.</p> <p>Members were assured that effective use of Panopto and any concerns raised by staff and students will be closely monitored and addressed as blended learning is rolled out across the College.</p> <p>CC added that a volume of video material has already been developed by staff during lockdown through the blended learning fund. As this continues to evolve beyond students with PLSPs, guidance will be provided to staff on security and protection matters.</p>	
Decision/Noted	To approve the Learning Capture Policy.	

*Item 4.8 was taken.*

Item LTC1-4.8		Strategic Risk Review
Paper No: LTC1-I	Lead: S Lodge	Action requested: Discuss
Discussion/ Matters Arising	The five strategic risks closely relating to the LTC remit were submitted for review. Members noted the agreement made at PNC to reduce the Risk Score for Risk 1 – <i>Failure to support successful student outcomes</i> , from 10 to 5. No additional adjustments to the risk scores were proposed.	

**Decision/Noted**

- To endorse the reduction of Risk 1 Risk Score to 5.
- To note the Risk Scores and associated Risk Management Actions Plans.

*Item 4.2 was taken.*

<b>Item LTC1-4.2</b>		<b>Learning and Teaching Update 2022-23</b>	
<b>Paper No: Verbal</b>	Lead: C Carney	Action requested: Discuss	
<b>Discussion/ Matters Arising</b>	<p>The Committee was saddened to hear of the tragic news that a staff member, David McCallum, lost his life in a road accident last Friday. David was a dedicated lecturer to all his students and will be a great loss to the College community. Members passed on their deepest condolences to his family, friends and colleagues.</p> <p>Members were informed that Alison Bell has been successfully appointed as Dean of Creative Industries.</p> <p>CC provided an update on student induction and transition for session 2022-23 which is has been extremely busy. A significant number of students are now back on Campus following lifting of COVID restrictions. Overall impressions have been extremely positive however anxiety in students was recognised.</p> <p>For the first time, Freshers 2022 was embedded with induction week and provided a positive start to the year with large volumes of students signing up for clubs and societies. A 'lessons learned' exercise will be undertaken and any concerns raised will be addressed to aid planning for next year including provision of timetables and timetabling for blended learning.</p> <p>CC reported that 98% of enrolments have been met for the August intake. Full Time FE courses are close to target however Full Time HE enrolments in particular 'Year 2' enrolments are down. The Student Services team are contacting relevant students to provide advice and support. The Committee noted that January applications will open on 6 October 2022.</p> <p>Blended learning guidance has been developed for 2022-23 based on three principles of pedagogically driven; inclusive and accessible and; student centred. Curriculum teams will agree the right blend for each student cohort. Further enhanced guidance will be developed for Block 2. The Learning and Teaching Academy will help support lecturers with design and delivery. Members noted that Canvas is now fully operational with no technical issues raised.</p> <p>Results from the My Student Experience Survey will be available in October and will be a good indicator to measure student satisfaction so far. The College continues to work closely with the Students' Association and CC has regular monthly meetings with MM and JT.</p> <p>CC further reported that a small working group is reviewing the structure of the academic year. To maximise efficiency through Active and Blended Learning, changes to the College course delivery pattern, with the option of moving to a 2-semester system, is being investigated. The work will be complete by January 2023 for implementation during session 2023-24. Full consultation with staff will be undertaken.</p>		



**Decision/Noted** To note the update report.

*Item 4.1 was taken.*

<b>Item LTC1-4.1</b>		<b>Students' Association Update</b>	
<b>Paper No: LTC1-D</b>	Lead: J Taylor	Action requested: Discuss	
<b>Discussion/ Matters Arising</b>	<p>JT provided the Board with an update on the new Student Presidential Team and brief overview of the Vice President's current Plan of Work for 2022-23. He referred to previous discussion on the recent Freshers event held on 16-19 August and reported that over 3500 students attended.</p> <p>JT reported that following a review of the existing Class Rep System, engagement with the role and CitySA have been further enhanced with induction sessions offered on Canvas and increased interaction established. In line with feedback received from the recent Education Scotland visit, improvements to Class Rep communications and wider student understanding of the system are being addressed through an agreed Plan of Action including development of a dashboard system, methods to improve return figures for student wide surveys and development of the 'You Said We Did' campaign. Members noted that lecturing teams will support class groups during the Class Rep election process which closes on 14 10 22.</p> <p>AS praised the enhancements as outlined within the report. She further encouraged positive messaging and support from the SA on the move toward a more blended and connected learning approach.</p>		
<b>Decision/Noted</b>	To note the breakdown of the Class Rep Journey and proposed plan of action.		

<b>Item LTC1-4.3</b>		<b>Student Academic Experience Strategy (SAES): Progress</b>	
<b>Paper No: LTC1-E</b>	Lead: C Carney	Action requested: Discuss	
<b>Discussion/ Matters Arising</b>	<p>CC provided the Committee with an update on implementation of the SAES. She reminded of the ambition and drive to enable City Students to gain more than qualifications and technical skills with the development of a series of personal skills and attributes. City Learning and Teaching will be based on three key principles of Active, Blended and Connected and the Student Journey pillars: Readiness; Resilience and Ready will ensure students receive the support they need from application to graduation and, employment or articulation to further study.</p> <p>Members reviewed the Strategic Aims Action Plan and the following key areas were highlighted:</p> <p><i>Conduct a full portfolio review to ensure delivery of a relevant work-related portfolio meeting employer and sectoral demands – Faculties are leading in partnership with support services to refresh the portfolio and develop short courses and microcredentials;</i></p> <p><i>Progressively develop all formal learning spaces on campuses as</i></p>		

*collaborative, technology-rich and learner-focused spaces* – A working group led by DR are redesigning general teaching rooms for collaborative and active learning. By November 2022, 3 rooms will be completed;

*Provide and implement the best possible Virtual Learning Environment* – Delivery of the new VLE (Canvas) is now complete;

*Create the Library of the Future* – Work to develop library spaces for increased collaboration and social learning has commenced through partnership working with Library staff, Faculties and students. An update presentation will be provided under item 4.5.

*Development of a Student Success Framework* – A review of guidance information commenced in January 2020. Delivery of a framework mapping all aspects of the Student Journey is being progressed by a cross college working group which links to development work for the CoGC student attributes.

The College continues to deliver on performance measures including attainment and outcomes from student satisfaction survey results.

Decision/Noted

- To circulate the SAES progress presentation to members.
- To note the update report.

Item LTC1-4.4	City Student Attributes	
Paper No: LTC1-F	Lead: A Bell	Action requested: Discuss
Discussion/ Matters Arising	<p>AB provided the Committee with an update on the progress made towards creating a set of CoGC student attributes. The development work is being undertaken by a working group which consists of a wide range of both academic and support staff from across the College.</p> <p>The concept was launched at the Learning and Teaching Conference held in June and consultation with staff on key priority attributes and how these can be embedded into course work was undertaken. Students were also consulted through a questionnaire (devised around the SDS Meta Skills) developed by the Students Association to gain further insight on the attributes they felt would be important to develop as part of their Learner Journey.</p> <p>Feedback from staff and students was gathered and analysed with initial indication showing that the City Student attributes should be constructed from a balance of both personal/social and professional attributes. A draft framework will be developed by the end of October. Methods of evidencing attributes within Canvas is also underway. The Committee noted that student subject expertise and skills will be evidenced through qualifications and certifications achieved.</p> <p>Reviewing the feedback data, AS suggested that the working group focus on highest scoring attributes particularly in advance of consultation with employers. Additional areas such as professionalism (ie behaviour in the work place, timekeeping, etiquette, etc) and experience (ie part time jobs, volunteering, etc) should also be considered.</p>	

Members commended the significant progress made to date.

**Decision/Noted** To note the update report.

*AB left the meeting.*

**Item LTC1-4.5 Library Presentation**

**Paper No: Presentation** Lead: P Robertson Action requested: Discuss

**Discussion/ Matters Arising** PR provided the Committee with an update on progress towards creating the Library of the Future. City Library is currently working towards creating Library spaces for increased collaborative and social learning. Individual online spaces on Level 3, City Campus are being developed for hybrid learning and a collaborative learning space for students and staff is available through the Virtual Learning Lab. A blend of digital services including subject specific guidance for all courses and integration of library content with Canvas is also being progressed however challenges with access to content (based on evidence of use and cost) was reported.

A layered approach to the Library service which includes both traditional and blended services (with online real time chat) continues to increase. The Library team have also upskilled as digital creators, developing video guidance for both staff and students on all aspects of the library service. Work continues on development of expertise on pedagogy and further understanding of content requirements from teaching teams.

AS thanked PR for her presentation and praised the library team for their valued contribution to help enhance the overall student experience.

**Decision/Noted** To note the update report.

*PR left the meeting.*

**Item LTC1-4.6 SFC Student Satisfaction Results Report**

**Paper No: LTC1-G** Lead: J Gray Action requested: Discuss

**Discussion/ Matters Arising** JG reported that the Student Satisfaction and Engagement Survey (SSES) for 2021-22 was carried out over a ten-week period between 07 03 22 - 13 05 22. The College results presented will be submitted to the SFC for comparison across the sector.

The Committee noted that the average College response rate has reduced from 2018-19 however the satisfaction rate of the overall student experience has increased. CC reported that similar response rates have been experienced across the sector. A number of recommendations to increase responses have been agreed and will be progressed with Faculties. EK raised the point of general 'survey fatigue' and suggested that different approaches should be piloted within the College sector.

DE highlighted the issue of increased student email communication with lecturing staff particularly out with working hours. A communications protocol has been developed with the SA and is available on MyConnect and will continue to be sent to students at the start of term. Communication with class groups can also be set up through Canvas and City Life. Methods of communication will be further addressed within the

	recommendations.
	The performance team will lead a full investigation of response rates and overall satisfaction outcomes once the sector results are published.
<b>Decision/Noted</b>	To note the SFC Student Satisfaction and Engagement Survey results for 2021-22.

<b>Item LTC1-4.7</b>	<b>Education Scotland Evaluative Report &amp; Enhancement Plan</b>	
<b>Paper No: LTC1-H</b>	Lead: J Gray	Action requested: Discuss
<b>Discussion/ Matters Arising</b>	<p>JG presented the outcome of the 2022 Progress Visit by Education Scotland and highlighted the College Enhancement Plan including the required list of actions and controls. AS suggested that this list be cross-referenced to the SAES. CC and JG will further discuss this matter.</p> <p>A full presentation was provided by Education Scotland at the Board meeting held on 24 August and members congratulated the College on the positive outcome.</p>	
<b>Decision/Noted</b>	To consider cross-referencing list of enhancement plan actions within the SAES.	

<b>Item LTC1-5.1</b>	<b>Academic Appeals</b>	
<b>Paper No: LTC1-J</b>	Lead: J Gray	Action requested: Note
<b>Decision/Noted</b>	To note the number of Academic Appeals submitted for 2021-22 and grounds for appeal, alongside the recommendations for Faculty/courses as a result of the appeal investigation.	

<b>Item LTC1-5.2</b>	<b>Academic Board - Minute</b>	
<b>Paper No: LTC1-K</b>	Lead: P Little	Action requested: Note
<b>Decision/Noted</b>	To note the Academic Board minute of the meeting held on 25 May 2022.	

<b>Item LTC1-5.3</b>	<b>Learning and Teaching Academy Update</b>	
<b>Paper No: LTC1-J</b>	Lead: C Carney	Action requested: Note
<b>Decision/Noted</b>	To note the update on activity of the Learning and Teaching Academy.	

<b>Item LTC1-6</b>	<b>Any Other Notified Business</b>	
<b>Paper No: Verbal</b>	Lead: Convener	Action requested: Note
<b>Decision/Noted</b>	None.	

<b>Item LTC1-7</b>	<b>Disclosability of Papers</b>	
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Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

<b>Item LTC1-8</b>	<b>Date of Next Meeting</b>	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Tuesday 22 November 2022.	

*The meeting closed at 1700 hrs.*



## ACTIONS FROM MEETING

Item	Description	Owner	Target Date
LTC1-4.3 27 09 22	<b>SAES:</b> Circulate the SAES progress presentation to Committee.	CC	Complete
LTC1-4.7 27 09 22	<b>ES evaluation Report &amp; Enhancement Plan:</b> Consider cross-referencing actions within the SAES.	CC/JG	Ongoing

## ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC4-3.2 10 05 22	<b>Committee ToR Review:</b> Provide update on progress of SAES objectives.	CC	27 09 22 <b>Complete</b>
LTC4-4.5 10 05 22	<b>Canvas Implementation Update:</b> LTA to be added as Standing Item.	CC/DR	Ongoing <b>Complete</b>
LTC4-4.5 10 05 22	<b>Canvas Implementation Update:</b> Arrange Library update next session.	CC/DR	Ongoing <b>Complete</b>
LTC4-6 10 05 22	<b>Timing of Future Meetings:</b> LTC meetings to commence at 1500 hrs.	MC/ABu	Ongoing <b>Complete</b>