PAPER LTSEC1-A

Board of Management

Meeting of the Learning, Teaching & Student Experience Committee

MINUTE OF THE 4th MEETING HELD ON TUESDAY 27 MAY 2025 AT 1500 HRS (LTSEC4), VIA MS TEAMS

Present	
Audrey Sullivan (Convener)	Paul Little
Laura Heggie	Don MacKeen
Ewart Keep	
In Attendance	
David Finlay	Derek Robertson
Jon Gray	Polly Vaker
Lisa McGovern	Siobhan Wilson
Drew McGowan	
May Miller	Ann Butcher (Minute)
Observing	
Alison Sutherland	
Apologies for absence	
Ciara McCarthy	Charandeep Singh
Valeria Ramos	

A Sullivan welcomed to the meeting S Wilson, the interim Vice Principal Student Experience, L McGovern and D Finlay, who were presenting under item 4.1 and A Sutherland, Ayrshire College attending as an observer. P Vaker attended the meeting in the absence of C McCarthy and V Ramos.

Item LTSEC4-1	**Apologies for Absence**	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from C McCarthy, V Ramos and C Singh. R Gillespie was not in attendance.	

Item LTSEC4-2	**Declarations of Interest**	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	D MacKeen declared a connection to all items on the agenda.	

Item LTSEC4-3.1	**Minute of the meeting held on 12 November 2025**	
Paper No: LTSEC4-A	Lead: Convener	Action requested: Decision
Decision/Noted	That the minute was approved.	

Item 4.1 was taken at this time.

Item LTSEC4-4.1	**Faculty Presentation: Embedding Sustainability & Technology in**

	Learning and Teaching	
Paper No: Verbal	Lead: L McGovern/D Finlay	Action requested: Discuss
Discussion/ Matters Arising	L McGovern, Curriculum Head, Craft and Design and D Finlay, Lecturer, Design provided an overview of the Active, Blended and Connected learning initiatives aimed at enhancing the student experience in the jewellery design department. Key areas of development included the integration of sustainability and the adoption of technology to complement traditional craft techniques. Sustainable practices highlighted were the use of eco-conscious materials such as plant-based resins, in-house metal recycling, and natural materials. Technological integration involved the use of digital tools like CAD software, 3D printing, and laser cutters to modernise and enhance traditional processes. These methods not only support more environmentally responsible design choices but also ensure students keep up with current industry standards. These experiences have significantly advanced students' skills in both traditional and technical disciplines. Examples of key projects highlighted were: • Designing and producing an Art Medal for Glasgow 850 by combining heritage craft skills with digital modelling, with exposure through the British Art Medal Society. • Developing cutlery designs for The Cutlers Co Competition using industry-standard modelling software and 3D printed prototypes made from sustainable materials. • Participating in the Hammermen Project through collaborative group projects to design and manufacture Chain of Office links using Fairtrade gold. • Designing and creating a COP26 brooch worn by the First Minister, integrating both ethical material sourcing and modern production methods. A Sullivan thanked L McGovern and D Finlay for their informative presentation and noted the valuable insight it provided for the Committee by hearing directly from those working closely with students. L McGovern extended an invitation to all members to attend the upcoming End of Year Show on 10 June.	
Decision/Noted	To discuss the update on Embedding Sustainability, Technology and Digital Learning in the Jewellery Design Department.	

L McGovern and D Finlay left the meeting.

Item LTSEC4-3.2	Committee Schedule of Business 2025-26	
Paper No: LTSEC4-B	Lead: D McGowan	Action requested: Decision
Discussion/ Matters Arising	The Committee Schedule of Business for 2025-26 was submitted for review. The Committee reviewed the anticipated and planned activity for the year and noted that the schedule would remain adaptable to emergent issues and business as necessary.	
Decision/Noted	That the Committee Schedule of Business 2025-26 was approved.	

Item LTSEC4-3.3	CitySA Impact Report 2024-25	
Paper No: LTSEC4-C	Lead: P Vaker	Action requested: Decision
Discussion/ Matters Arising	The CitySA impact report, which provides an overview of the Students' Association's (SA) work throughout academic year 2024-25, was reviewed. A Sullivan highlighted a comment made by D McGowan in the report, agreeing that the Committee is consistently impressed by the commitment and contribution of its student Board members, who play a vital role in shaping leadership and direction. She requested that this appreciation be passed on to the SA. S Wilson expressed her thanks on behalf of all Faculties, acknowledging the increased student engagement through the refreshed class rep system, Faculty Boards and Ambassadors. She welcomed and appreciated their efforts and wished them well for the future.	
Decision/Noted	That the CitySA Impact Report 2024-25 was recommended for approval at the next meeting of the Board on 18 June.	

Item LTSEC4-3.4	Learning and Teaching Professional Development Policy	
Paper No: LTSEC4-D	Lead: D Robertson	Action requested: Decision
Discussion/ Matters Arising	D Robertson informed that the existing Teacher Training Policy and Procedure has been updated and renamed. Both have undergone considerable amendment and is guided by the timescales of the General Teaching Council for Scotland (GTCS) registration process. The Committee noted that the draft policy was shared with EIS-FELA representatives and was approved by the Senior Management Team in March 2025.	
Decision/Noted	That the Learning and Teaching Professional Development Policy was approved.	

Item LTSEC4-3.5	Careers Framework and Strategy	
Paper No: LTSEC4-E	Lead: D Robertson	Action requested: Decision
Discussion/ Matters Arising	D Robertson reported that there is currently no information in place outlining student entitlement to careers information, advice and guidance. The Careers Framework addresses this issue and outlines student entitlements, detailing how the service is delivered. It highlights that it is a cross-college function supported by the central support team, curriculum teams and external parties. A Sullivan commented that the Framework was well constructed, closely aligned with City Attributes and was presented in a clear and cohesive format. L Heggie noted that graduates can access services for up to one year following graduation and asked whether this was available to all students.	

	She also enquired about how well the service was being used. D Robertson confirmed that the service is available to all students for that period, though he was unsure about its current level of use. This information could be provided if required. D MacKeen asked whether further consideration had been given to implementing City Attributes below level 6. S Wilson confirmed that work is underway to adapt it for both higher and lower than level 6, with completion expected by September this year and added that she would confirm the timeline. A Sullivan thanked L Hardy and acknowledged that providing this level of specialist support was challenging particularly as the service is small for the size of the College. She asked that her thanks be passed on to the team.
Decision/Noted	That the Careers Framework was approved. Consider monitoring and reporting level of use for graduates. Confirm adaptation of City Attributes to higher and lower than level 6.

Item LTSEC4-3.6	**Student Success Framework**	
Paper No: LTSEC4-F	Lead: D Robertson	Action requested: Decision
Discussion/ Matters Arising	D Robertson reminded that the draft Student Success Framework (SSF) was submitted to the Committee in November 2024. The final SFF was developed following a pilot of the draft with 4 curriculum teams in Semester 2 of the academic year 2025-25. No further amendments have been made. A Sullivan noted that the SSF makes a positive contribution and adds value to all other work carried out across the College.	
Decision/Noted	That the Student Success Framework was approved.	

P Little entered the meeting at this time.

Item LTSEC4-4.2	**Review of Committee Terms of Reference**	
Paper No: LTSEC4-G	Lead: D McGowan	Action requested: Discuss
Discussion/ Matters Arising	D McGowan reminded members that committees are conduct an annual review of the Terms of Reference and agreed changes would be submitted to the Board in June. He advised that following the recent Board recruitment and new student members, the membership would be subject to change before the start of the next academic year. No amendments were proposed. L Heggie suggested that the schedule of business be aligned against the Committee's remit. D McGowan agreed to take this into consideration.	
Decision/Noted	The Committee's Terms of Reference was reviewed and agreed, with no amendments made. To consider cross-referencing the Terms of Reference and Schedule of Business in the future.	

A Sullivan left the meeting during the following discussion. E Keep convened the meeting in her absence.

Item LTSEC4-4.3	**2023-24 Student Leaver Destinations**	
Paper No: LTSEC4-H	Lead: Jon Gray	Action requested: Discuss
Discussion/ Matters Arising	J Gray provided a brief overview of the positive report to the College. The College surveyed the highest number of leavers in the sector. Of those who confirmed a destination, 97% were in a positive destination, above the sector average and the highest in the sector. Overall, the College performed better than most other similar sized Colleges. Specific destination outcomes by Faculties were highlighted, including the number of those moving into work related to their study. The report also identified curriculum areas within the College that performed above or below the sector average in terms of the proportion of qualifiers in a positive destination. It was particularly noted that progression to work-related study is underperforming compared to the rest of the sector. It was suggested that faculties be invited to discuss these findings in more detail. P Little commended J Gray and his team, noting that the strong response rate was highly credible and that a larger sample had clearly contributed to more positive outcomes. He considered that the College is primarily focused on Higher Education (HE), and while maintaining Further Education (FE) remains important, it is becoming increasingly challenging. This is due to the level of support required and the need for staff expertise to engage with FE learners. He noted that FE students are lowering performance indicators (PIs), which raises the question of whether the College should continue offering FE. However, he emphasised the importance of retaining some FE provision as they provide vital access routes into higher education for local communities.	
Decision/Noted	To discuss the 2023-24 Student Leaver Destinations. To consider inviting faculties to discuss findings.	

Item LTSEC4-4.4	**Student Academic Experience Strategy Progress Report**	
Paper No: LTSEC4-I	Lead: S Wilson	Action requested: Discuss
Discussion/ Matters Arising	S Wilson noted that, building on the work of her predecessor, some aims in the Strategy marked as complete are not finished or forgotten. These areas continue to be refreshed through ongoing updates, new initiatives and projects. She highlighted the importance of continuing this work as the Strategy progresses to 2030. As part of the portfolio review, a 'blue ocean' approach was recommended, focusing on reviewing current delivery and identifying new opportunities. This will be a key focus moving forward. P Little highlighted the need to consider reducing dependence on full-time provision in the future due to demographic changes and funding constraints. He suggested a shift toward part-time, possibly on a casual or block basis. This supports a broader move toward micro-credentials. He also noted that part of this provision will involve older learners, ie those who are upskilling, reskilling, retired, or lifelong learners. He emphasised that planning for this needs to begin now to ensure the College is ready in	

	five years. He informed that S Wilson is leading a resurgence in industry academies and centres of excellence. L Heggie considered the paper helpful and noted that it was encouraging to see recognition of long-term and ongoing nature of the work. She suggested that more detail be added to the status column or a signpost to relevant information in other reports be included. S Wilson agreed to take this on board.
Decision/Noted	To discuss the Student Academic Experience Strategy progress report. To update the report as agreed.

Item LTSEC4-4.5	**Learning, Teaching and Student Experience Update**	
Paper No: LTSEC4-J	Lead: S Wilson/D Robertson	Action requested: Discuss
Discussion/ Matters Arising	S Wilson noted that a full update on resulting could not be provided at this stage of the year, but current resulting and student success rates were positive. A programme of remediation is underway, and Faculties are reviewing the number of students still in the College with failed units. Catch-up sessions are being scheduled to maximise opportunities for resit assessments and support successful outcomes. Student recruitment is currently on target for 2025-26, with projections indicating a 4% increase compared to last year. However, 50% of current offers are conditional with a conversion rate of 53%. Faculties are continuing to recruit for courses with available spaces to ensure overall targets are achieved. The student welcome week schedule, planned for 14-21 August, is now in place to ensure incoming students are fully supported and integrated. Regular planning meetings will be held to support continuous improvement and apply lessons learned from previous years. D Robertson provided an update on engagement with the new Tertiary Quality and Enhancement Framework (TQEF). Annual engagement meetings with the Scottish Funding Council (SFC) and the Quality Assurance Agency (QAA) were positive, with good feedback received from both bodies and no action points identified. The Committee noted an increase in student demand for the Learning Support service which is consistent with trends across the sector. D Robertson informed that this remains an ongoing challenge due to funding constraints and the anticipated rise in demand next year. J Gray provided additional information on discussions with the SFC regarding the College Self-evaluation and Action Plan (SEAP). Positive examples of student engagement were highlighted, and it was felt that the action plan was strong and included appropriate measures. While the SFC suggested that more data could be included in the document, J Gray considered this would duplicate existing information. Further positive feedback on the actions was also received during the Institution Liaison Meeting (ILM) with the QAA.	
Decision/Noted	To discuss the Learning, Teaching and Student Experience Update.	

Item LTSEC4-4.6	Strategic Risk Review	
Paper No: LTSEC3-F	Lead: D McGowan	Action requested: Discuss
Discussion/ Matters Arising	The strategic risks reported to the Committee were submitted for review, with no changes to risk scores proposed during the quarterly review.	
Decision/Noted	That the Strategic Risk Register for risks reported to the Committee was approved with no changes proposed. To note the associated Risk Management Action Plans.	

Item LTSEC4-5.1	Academic Board Minutes – 5 March 2025	
Paper No: LTSEC4-L	Lead: P Little	Action requested: Note
Decision/Noted	To note the Academic Board minute of the meeting held on 5 March 2025.	

Item LTSEC4-6	Any Other Notified Business	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	None.	

Item LTSEC4-7	Review of Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Members highlighted several areas to be included in the Board Governance Report, including the review of progress of the SAES, the implications and changing nature of FE and HE students and the SEAP.	

Item LTSEC4-8	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

Item LTSEC4-9	Date of Next Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Tuesday 16 September 2025	

The meeting closed at 1640 hrs.

ACTIONS FROM MEETING

Item	Description	Owner	Target Date
LTSEC4-3.5 27 05 25	**Careers Framework and Strategy**: Report on level of use for graduates.	DR	ASAP
LTSEC4-3.5 27 05 25	**Careers Framework and Strategy:** Confirm adaption of City Attributes.	SW	ASAP
LTSEC4-3.5 27 05 25	**Review of Committee Terms of Reference:** Consider cross referencing Schedule of Business with Terms of Reference in the future.	DM	June 2026
LTSEC4-4.3 27 05 25	**2023-24 Student Leaver Destinations:** Invite Faculties to discuss findings.	SW	ASAP

ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTSEC1-6 17 09 24	**AONB, Committee Vice Convener:** Any member interested in taking on the role to contact D McGowan.	All Members	ASAP