# **GITY** OF **GLASGOW COLLEGE**

## **Board of Management** Learning and Teaching Committee

Date of Meeting	Tuesday 8 September 2015
Paper No.	LTC1-B
Agenda Item	4
Subject of Paper	Committee Annual Report 2014-15
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	1 September 2015
Action	For Approval

## 1. Recommendations

- 1. To review the Committee Annual Report 2014-15
- 2. To approve the report (for noting by the Board) subject to any agreed changes.

## 2. Purpose of report

2.1 To provide the Committee with a high-level review of the activities of the Committee throughout 2014-15 within the framework of the Committee's Terms of Reference.

## 3. Context

3.1 In May 2014 the Committee agreed to a recommendation from the Internal Auditor to prepare "an annual report...for each sub-committee and that this is used as the basis for the preparation of the annual report for the full Board " (Ref. paper AC4-F, May 2014: "Internal Audit Report - Risk Management and Governance").

3.2 Referencing the Committee Terms of Reference, the summary schedule of work of the Committee for 2014-15, and the considerations and discussions undertaken by the Committee through the session, the attached report provides a summary report of the Committee's activities.

3.3 The benefits of such a review include the following:

- It provides a reference for progress and achievement, and an accessible update on the Committee's recent and current areas of focus, within the perameters of the Committee's areas of responsibilities. This is of value to new Committee members, other Board members, and other stakeholders.
- It provides a sound basis for the development of a College Annual Report, ensuring a robust governance framework and perspective for reportage.
- It reflects good governance practice.
- It facilitates reflection and performance improvement, thereby supporting the College's Strategic Aim 5. "With a high performance focus, be the best we can be in the way we operate and work together".

## 4. Impact and implications

4.1 The review process comprises a thorough review of the Committees activities in the previous academic session, including Committee evaluation, informing strategic direction, and facilitating development and improvement.

4.2 It will provide reassurance to the Board and its stakeholders, including the Regional Board, that the City of Glasgow College systems of governance review are robust, and delivered to a high standard.

## Appendices:

Appendix 1: Committee Annual Report 2014-15.



**Board of Management** 

Learning and Teaching Committee

Annual Report 2014-15 (Draft)

AUDIT COMMITTEE 2014-15	
CONVENER:	Jim Gallacher
VICE CONVENER:	Lesley Woolfries
MEMBERS:	David Eaton, Sanjay Lago, Mark McCafferty, Paul Little

## Introduction

The Learning and Teaching Committee performs a vital role on behalf of the Board of Management (ref. Appendix), in matters relating to the curriculum, academic policies and procedures, quality and learning, teaching and support, and specifically, student recruitment, retention, attainment and achievement. The Committee's remit also includes the monitoring and review of student admissions, access and inclusion, as well as arrangements for articulation and partnerships with other providers.

The student experience as a whole is also a key focus for the Committee, which includes approaches to learning and teaching, resourcing - including the use of ICT, as well as student complaints handling and outcomes. Student support and discipline also falls within the scope of the Committee, as does the conduct of the academic appeals process.

The Committee also considers new and innovative developments in all aspects of pedagogy, and seeks to ensure that the College is actively working to meet the needs of all stakeholders in presenting learning and teaching opportunities that meet current and future needs.

Feedback from student engagement, such as surveys and academic fora, is considered by the Committee, and an overview of academic quality and improvement is maintained.

### **Review of 2014-15**

#### Curriculum

Throughout 2014-15 the Committee received reports at each of its meetings on progress in developing a curriculum and estates plan for Glasgow, with the Regional Curriculum and New Pedagogy and Innovation being adopted as standing agenda items. Ongoing discussions between College Executive staff and SFC, regarding the new grant funding allocation model under the new "credit" scheme, were also reported to the Committee. In May 2015, the Committee noted that the latest

Regional Outcome Agreement had been agreed and signed, and that the College was now working towards the ROA targets.

The Depute Principal reported that the Education Scotland Aspect Review on Curriculum for Excellence had been a success, with recognition on the part of Education Scotland that "New Campus New Learning" had embedded CfE.

The Curriculum Performance Report was presented to the Committee, following the first two rounds of the performance Reviews for Academic Year 2014-15. It was noted that management of the curriculum would include taking notice of courses with a long-term performance trend (3 yrs) below the sector benchmark, although there would be no courses removed prior to AY 2016-17.

#### **Industry Academies**

The Committee welcomed regular updates on the development of the College's new Industry Academies. Six new Industry Academy Curriculum Heads were appointed at the beginning of the session, each of whom developed an Industry Academy (IA) development plan. The Committee noted that the IAs had received high level attention at regional and national level. This recognition had come notably from the Scottish Government, who had invited the College to present the IA model to the SG Holyrood 2015 Conference, and the Funding Council, who had commended the initiative as a model for future developments.

In May 2015, the Committee received a detailed report from all six faculty Directors, on the activity being undertaken in each faculty in relation to Industry Academies and New Campus New Learning. The Committee commended the progress made, noting that these two initiatives were a genuine catalyst for change.

#### Learning and Teaching Strategy

Following the internal audit review of Industry Academies, the Committee received reports on the updating of the College Learning and Teaching Strategy from the Depute Principal, in alignment with the College Corporate Development Strategy. It was noted that the "New Campus New Learning" approach would be fully embedded by August 2016.

#### **Developing Scotland's Young Workforce**

This key Government priority was discussed by the Committee, and a report on the work of the College in this context, both internally and regionally, was discussed. The Committee was pleased to note that all six Faculties were to be involved in the

schools-college programme, and that there were important opportunities for the College to become involved in the developing Advanced Modern Apprenticeships. In particular the Committee noted that there are a number of areas where there exist skills shortages which the College is well-placed to address, e.g. bricklaying and construction generally.

The Committee noted that some of this work had been underway for some time, while some had been a direct response to the Wood Commission report: Developing Scotland's Young Workforce.

#### **Performance Indicators**

The College's student PI data was considered by the Committee, placed in the context of recent published SFC data. As well as noting the successful PIs for 2013-14, which had been recognised externally by HMI among others, the data considered by the Committee included current indicative data prior to audit, to give the Committee early sign of expected performance across the modes of delivery (part/full-time, HE and FE). The Committee recognised that funding is now linked to performance, specifically student success, and that this would increasingly be a focus for the Committee and for the Board of Management as a whole.

With regard to the audited PIs, significant improvements were noted over the period 2012-13-14, within both FE and HE provision. The Committee was pleased to note that the College is now ranked 3<sup>rd</sup> in Scotland, and that for further progress to be achieved, there requires to be a focus upon performance improvement in FE. The Committee noted particular areas in which the College was below sector average: Care, Construction, Hospitality and Tourism, and Languages and ESOL.

Reports early in the session included improvement action plans focusing on particular areas of comparative weakness, such as part-time FE, in particular ESOL provision. The work of the Faculty Directors in addressing such matters was also recognised.

#### **Student Feedback**

The Committee was pleased to note from the First Impression Questionnaire, that 92% of students were "overall satisfied with the arrangements for Learning and Teaching" (L&T minutes, 2/12/14).

The Learning and Teaching Questionnaire was noted as containing many positives, however the areas for improvement were notes as: Appeals, WiFi provision, absence reporting, and guidance. It was also noted that only 45% of respondents reported

that they had been contacted if absent from the College. The new "Finger on the Pulse" initiative had received very positive comments from students.

#### Academic Board

The College Academic Board, comprising staff and students from across the curriculum areas of the College, had once again been reconstituted and become active in 2014-15, following a period or re-organisation for the College. The Academic Board reported to the Committee, which noted that the Board's focus would be upon three key components, with task/working groups created for each of the following areas:

- Technologies
- Research
- Innovation

#### **Risk Management**

The Committee conducted a regular review of strategic risks, particular those risks most closely associated with the Committee's responsibilities to students, and to Learning and Teaching provision generally.

#### **Evaluation of the Committee**

Following a recommendation from the Internal Auditor to conduct "annual selfassessments of sub-committees...on an annual basis" (Ref. paper AC4-F, May 2014) and in line with the new Code of Good Governance for Scotland's Colleges, the Board of Management agreed a proposal and format for Board Committees' selfevaluation as presented by the College Secretary. Self-evaluation forms were distributed to all Board members for completion in October/November 2014. Following a detailed review of the returns, individual Committee evaluation reports were presented to the respective Committees, and the full Board, through the latter part of the 2014-15 session.

The key findings provided to the Committee from the evaluation were:

• Average attendance in 2013-14 to the point of report (March 2015) is 65%, and requires to be monitored. A noted improvement in student member attendance is noted this session.

- Members recognised that training could, and should, be provided. The Board should define more specifically the type of training that would be most appropriate.
- Matters relating to Terms of Reference and Compliance scored highly among those members who had attended the first meeting of the Committee (at which the Terms of Reference were presented, along with the Committee Programme of Work).
- Good practice with regard to Internal Control scored highly, as did Administrative matters – although one member thought that more time for reading papers would be useful.
- Excellent evaluation of convener, with positive expressions of the added value, knowledge and experience brought to the Committee and Board. Care to be taken to avoid being operational at times. A greater focus upon teaching strategies was suggested.

#### **APPENDIX : COMMITTEE TERMS OF REFERENCE**

- 1. To provide reports, advice and recommendations to the Board of Management on academic policies and procedures, on matters relating to the curriculum, quality and learning, teaching and support, and on the role and composition of the Academic Board.
- 2. To undertake high level review of:
  - key aspects of academic performance, including student retention, progression, attainment and achievement;
  - performance on admissions, access and inclusion;
  - arrangements for articulation and partnership
  - approaches to learning and teaching, including the use of ICT;
  - the volume and themes of student complaints, and their handling and outcomes.
- 3. To reflect on trends in education and encourage innovation and curriculum development to ensure that the College is successfully serving the needs of its internal and external stakeholders and is preparing effectively to meet future needs.
- 4. To maintain an overview of academic quality assurance and improvement standards and outcomes by reviewing reports from the Academic Board and other relevant sources, both internal and external, including feedback and evaluation from student and stakeholder surveys.
- 5. To review student induction and support mechanisms.
- 6. To consider matters concerning student discipline.
- 7. To monitor the conduct of the academic appeals process.