City of Glasgow College

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 3RD MEETING HELD ON 23 FEBRUARY 2016 AT 1700 HRS (LTC3)

Present	
Jim Gallacher (JC) (Convenor)	
Ian Gilmour (IG)	Stuart Patrick (SP)
David Eaton (DE) (Vice Convenor)	
In attendance	
Alex Craig (AC)	Douglas Dickson (DD) (Performance)
Paul Clark (PC) (Board Secretary)	Marion McNab (MM) (Faculty Director)
Michelle Brand (MB) (Minute Secretary)	Kay Sheridan (KS) (Faculty Director)
Helen Milligan (HM) Academic Board	Shane Thomas SA VP (L&T)
Douglas Dickson (DD) Academic Board	
Apologies for absence	
Paul Little (PL)	

Item LTC3-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies received from PL (AC deputising).	

Item LTC3-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	None noted.	

Item LTC3-3	Minute of Learning & Teaching Meeting held on 17th November 2015	
Paper No: LTC3	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	Minutes approved by JG and seconded by (tbc) Noted: P3 amendment re-first impression questionnaire. LTC2-C & 6 relate to same subject. JG met with DD and CR in relation to the Data Dashboard and found it very helpful. LTC1-09 AC confirmed that a report will be presented at the next Committee on round 2 of the Faculty Performance Reviews. PRNC2-14	

DD explained sector wide benchmarking relating to complaints. It is estimated that within 6mths there will be fully benchmarked data on complaints across colleges in Scotland. This will permit the identification of themes across the sector.

Decision/Noted	The Committee approved the minutes subject to minor amendments.

Item LTC3-4	**Academic Board**	
Paper No: **Verbal | Presentation**	Lead: D Morrison	Action requested: Discuss
Discussion/ Matters Arising	DM provided an overview of the activities of the Academic Board during 2014-15 through into 2015-16. There were three emergent themes which were considered: 1. Research Academy; 2. Learning & Teaching Academy; and 3. Digital Academy. Martin Taylor (MT) | Head of OD has been working with DM to review and undertake a consultation with staff and external stakeholders with a view to revising the Board's proposals. Output will be prepared for March 2016. The Academic Board are considering the new three key areas of research: 1. City partners; 2. Improving industry based short courses; and 3. Improving the College alumni network. DM acknowledged that further business cases would be required for final recommendations to the SMT to gain feedback and approval where necessary. AC clarified that, where appropriate, some of the business cases may require to be considered and approved by the Board of Management Learning & Teaching Committee. DM clarified that in some cases these proposals are already being undertaken by some curriculum areas across the College. AC clarified that the Academic Board has evolved into a series of project working groups to develop and progress learning & teaching across the College.	
Decision/Noted	Agreed: Representatives from the Academic Board will be invited to attend the Committee meeting when there are items on the agenda relating to the Academic Board.	

Item LTC3-5	**Curriculum Performance Report**	
Verbal | Dashboard	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	DD demonstrated College Curriculum PI's via the College Data Dashboard. It was noted that the current focus is upon Early Withdrawals (EW) – i.e. students who have left the course and College. Further Withdrawals (FW) are students who have chosen to leave their programme from December, and before the end of the course. Currently the College's EW data is within national benchmarks/standards. In response to queries regarding the College's performance against benchmarks, DD reported that the CoGC HEFT EW rate is at 2.2%, with the national benchmark at 4%..	

	JG commended the use of the Data Dashboard and welcomed the continuous monitoring of this data. JG emphasised that the PI's only relate to students who attend for 160 hrs or more and not to the total number of enrolments.
Decision/Noted	JG thanked DD for update and noted progress. Any Committee member who would like to meet with DD to discuss the use of the Data Dashboard should get in touch with MB and she will co-ordinate.

Item LTC3-6	**Education Scotland Review Update**	
Paper No: LTC3-C	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	AC reported that Education Scotland undertook 59 staff classroom observations during their 5 days of Review in College. This Review takes place every 4 years and is the largest review of the College's learning and teaching by an external body. The draft report has been received for consideration, and PL and AC have met with Gill Ritchie and John Bowditch (Education Scotland). Amendments are now being considered by Education Scotland ahead of the final report being issued on 12 March 2016. Early indications are that the overall judgement of the organisation is "**Effective**" and that 6 areas of excellence are being considered (n.b the maximum for consideration is usually 2). There were some areas for improvement and these will be shared fully upon receipt of the full report.	
Decision/Noted	Noted: The full report will go to the full Board at its April meeting. Thereafter an action plan for any areas for improvement will be presented to the Learning & Teaching Committee (May).	

Item LTC3-7	**Regional Curriculum Update**	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	AC reported on 2016-17 "incoming courses", highlighting discussions with colleagues at Glasgow Kelvin College. These relate to students not staffing. HR colleagues are entering into TUPE conversations with staff regarding these potential transfers. KS confirmed that there will be a student welcome event on 21 March. KS is liaising with the Student Engagement Team in relation to this event.	
Decision/Noted	The Committee noted the update.	

Item LTC3-8	**Pedagogy & Innovation**	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	AC highlighted the Industry Academy update for noting, and consideration of a new Innovation Strategy/ This would relate to the whole organisation, not only learning and teaching. It was noted that the Strategy would	

complement and support work within the Academic Board.

AC reported that there would be a new post advertised for a Vice Principal (Learner Experience) representing continued investment in learning & teaching.

Decision/Noted	The Committee noted the update.

Item LTC3-9	**2014-15 College Performance Indicators**	
Paper No: LTC3-B	Lead: D Dickson	Action requested: Noting
Discussion/ Matters Arising	DD indicated that the SFC publish the college PI's in January annually and the figures compare us regionally (i.e with Glasgow Clyde/Kelvin Colleges) and nationally against the other colleges in Scotland. DD noted that CoGC has moved into 2nd place nationally. AC clarified that Education Scotland do not rank colleges. It was noted that the SFC have started to publish numbers of students into employment. JG noted that Board Members we should acknowledge success, however it is also appropriate to challenge in areas of poorer performance. DD confirmed that this is the purpose of performance reviews and Faculty improvement plans.	
Decision/Noted	The Committee noted the update.	

Item LTC3-10	**2013-14 College Leavers Destinations**	
Paper: LTC3-C	Lead: D Dickson	Action requested: Noting
Discussion/ Matters Arising	DD introduced the report, which deals with College Leaver Destinations for full time students in AY 2013-14. DD noted that this data reflects students leaving after 3-6 months. It was noted that the SFC has produced some KPI data on destinations and employment for Developing Scotland's Young Workforce. The time delay in reportage was highlighted; however it was acknowledged that the SFC now collect more information which will make these figures more helpful in future. The Committee discussed the range of positive destinations available to leavers, noting that this extended beyond the university option, For example, the College has links with banking chains who take CoGC HE students for guaranteed interview.	
Decision/Noted	JG and AC to meet offline to consider the issues these data raise for the College and the most appropriate form of future reportage to the Committee.	

Item LTC3-11	2014-15 SPSO Complaint Handling	
Paper: **LTC3-D**	Lead: D Dickson	Action requested: Note
Discussion/ **Matters Arising**	The report presents the College complaints for academic year 2014-15. Under SPSO guidelines this report will be published to our website.	
Decision/Noted	The Committee noted the report.	

Item LTC3-12	Developing Scotland's Young Workforce	
Paper: **LTC3-E**	Lead: K Sheridan	Action requested: Note
Discussion/ **Matters Arising**	KS presented this paper to update the Committee on the contribution made by the College in the context of the Regional response to Developing Scotland's Young Workforce. JG requested a continued focus upon progress in relation to Modern Apprenticeship pathways.	
Decision/Noted	The Committee noted the report.	

Item LTC3-13	Industry Academy	
Paper: **LTC3-F**	Lead: A Craig	Action requested: Note
Discussion/ **Matters Arising**	AC updated the Committee on the College's recent success in winning the "Employer Engagement Award" at the November CDN Annual Awards.	
Decision/Noted	The Committee noted the report.	

Item LTC3-13	Any Other Notified Business	
Verbal	Lead: J Gallacher	Action requested: Note
Discussion/ **Matters Arising**	There was no other notified business.	
Decision/Noted	None	

Item LTC3-14	Date of Next Meeting	
Verbal	Lead: J Gallacher	Action requested:
Discussion/ **Matters Arising**		
Decision/Noted	Date of the next meeting is confirmed as Tuesday 3 May 2016.	

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC3-3	**Complaints Reportage/Benchmarking** Once sector wide benchmarking around complaints is available, a full analysis report will be brought back to the Committee benchmarking CoGC against the other colleges in Scotland. (Dependency on SPSO)	Performance	1st Meeting 2017.
LTC3-4	**Academic Board** Representatives from the Academic Board to be invited to attend the Committee meeting when there are items on the agenda relating to the Academic Board.	AC	Ongoing
LTC3-5	**College Data Dashboard** Any Committee member who would like to meet with DD to discuss the use of the Data Dashboard to contact MB.	ALL	Ongoing
LTC3-6	**Education Scotland** Present an action plan for any areas for improvement, emerging from the Education Scotland External Review.	AC	03.05.16
LTC3-10	**2013-14 College Leavers Destination Report** JG and AC to meet offline to consider what would be the most appropriate form of reportage for the Committee.	AC/JG	03.05.16 meeting agreed 04.04.16

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
LTC3-C	DD to arrange to meet JG offline to consider what as a Board member would be a beneficial view of the Data Dashboard and set this up on iPad for ease of access.	DD	23.02.16 completed
LTC3-D	KS to provide update progress report to each L&T Committee using similar format/headings.	KS	Ongoing completed
LTC3-3	DD to meet with DE regarding communication plan re Performance Review/Data Dashboard.	DD	23 02 16 completed
LTC3-12	Action: JG and AC to have an offline discussion following the Academic Board on 27th November.	AC	23.02.16 completed
LTC1-09	**Curriculum Performance Reviews** Full report to be produced for March 2016 updating on outcome of 1st and 2nd rounds of curriculum reviews, and 1st round support reviews.	DD	March 2016 completed

PRNC2-14	**Complaints Report:** Investigate benchmarking figures against other Colleges.	AC/ Performance	~~Ongoing~~ Overtaken LTC3-3 (Early 2017)