CITY OF GLASGOW COLLEGE

Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 1st MEETING HELD ON 8th SEPTEMBER 2015 AT 1700 HRS (LTC1)

Present	
David Eaton (DE)	Ian Gilmour (IG)
Jim Gallacher (JG)	Ruta Simonyte (RS)
In attendance	
Janis Carson (JC)	Alex Craig (AC)
Paul Clark (PC) (Minute)	Sandra Gunn (SG)
Kay Sheridan (KS)	
Apologies for absence	
Paul Little (PL)	Stuart Patrick (SP)

Item LTC1-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies were received from Paul Little (PL) and Stuart Patrick (SP).	

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

Item LTC1-3	Minute of the Learning & Teaching Committee held on 5 May 2015	
Paper No: LTC1-A	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	With minor amendments the minutes of 5 May 2015 were approved.	
Decision/Noted	The minutes were approved.	

Item LTC1-4	Committee Annual Report 2014-15	
Paper No: LTC1-B	Lead: P Clark	Action requested: Approve
Discussion/ Matters Arising	PC presented this report and updated the Committee that this report forms part of a fuller governance based report which will be included within the Annual Report. JG noted that this report was a good reflection of the Committee's work over the past year.	
Decision/Noted	The Committee approved the report.	

Item LTC1-5	Committee Programme of Work	
Paper No: **LTC1-C**	Lead: P Clark	Action requested: Approve
Discussion/ **Matters Arising**	PC presented the Committee Programme of Work which provides a reference for Committee members and the Board as a whole, as well as any other party interested in the work of the Committee. It was noted that the programme of work is subject to change and further development.	
Decision/Noted	The Committee approved this paper with the understanding that the phrase "including the use of ICT" in paragraph 2 of the Committee Terms of Reference is deleted as this is implicit within Learning & Teaching.	

Item LTC1-6	City Learning (NCNL) & Industry Academies Update	
Paper No: **LTC1-D**	Lead: A Craig	Action requested: Discuss
Discussion/ **Matters Arising**	AC reported that NCNL has now moved to the next stage of improving our pedagogy, and has transitioned into "City Learning". In advance of the Education Scotland External Review in Jan 2016 the College is undertaking an audit of City Learning within all FT curriculum courses. All faculty teams have been made aware of the City Learning model and the expectation is that students will be able to explain the model to Education Scotland during the External Review. It was noted that Industry Academies are expected to contribute to income generation; reviews have been concluded with agreement of robust and challenging targets which will be embedded within each Industry Academy's operational plan and KPI's.	
Decision/Noted	The paper was discussed and noted.	

Item LTC1-7	Interim Academic Performance Report 2014-15	
Paper No: **LTC1-E**	Lead: A Craig	Action requested: Discuss
Discussion/ **Matters Arising**	Early indications indicate increased student success as follows: FT FE 72% PT FE 78% FT HE 75.3% The College is currently above the sector average for FT FE and continuing to make progress. AC highlighted a significant initiative from Faculty Director KS and team, concerning team delivery methodology, noting that this has helped to improve student success by 3% in PT FE ESOL. DE suggested that Senior Lecturers would benefit from some development relating to this approach.	
Decision/Noted	JG congratulated everyone on the progress. GM to liaise with DE offline to discuss SL communication action plan.	

Item LTC1-8	Education Scotland: AEV & External Review	
Paper No: **LTC1-F**	Lead: A Craig	Action requested: Discuss
Discussion/	AC reported that week commencing 11 January 2016 will be the week of	

Matters Arising	Education Scotland's 4 yearly External Review. Considerable work has been undertaken across the College since the last review, paying particular attention to areas of development noted at the last visit.
	A cross-College project team of students is working on a marketing strategy / social media strategy to deliver our important key messages to ensure our students know.
	One of the key differences this time round is that we are required to have an experienced SMT member, preferably an experienced Associate Assessor to act as a conduit between Education Scotland and the College during the review process.
	AC noted that Education Scotland is on the agenda at every team meeting across the College to ensure communication flows.
Decision/Noted	JG thanked everyone for their preparation work and asked that an update be provided to the November meeting of the Committee

Item LTC1-9	Curriculum Performance Reviews	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	The first round of curriculum reviews will commence in November and the introduction of support area reviews will commence early 2016. A full report will be presented to the Committee at their meeting in March 2016.	
Decision/Noted	Full report to be produced for March 2016 meeting updating on outcome of 1st and 2nd rounds curriculum reviews and 1st round support reviews.	

Item LTC1-10	Regional Curriculum Update	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	This item was covered under Matters Arising.	
Decision/Noted	JG was content that this matter had been covered already.	

Item LTC1-11	Developing Scotland's Young Workforce	
Verbal	Lead: K Sheridan	Action requested: Discuss
Discussion/ Matters Arising	KS gave a verbal update ahead of producing a paper for the next committee meeting in November. The College is fully supportive of the Scottish Governments DSYW initiative and has robust partnerships which they are continuing to develop.	
Decision/Noted	JG requested a written report be presented to the next Committee meeting in November.	

Item LTC1-12	Pedagogy & Innovation	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/	This item was covered under LTC1-D.	

Matters Arising	
Decision/Noted	JG was content that this item had covered earlier in the meeting under LTC1-D.

Item LTC1-13	Report on Academic Appeals	
Paper No: LTC1-G	Lead: G McVerry	Action requested: Note
Discussion/ Matters Arising	GM reported that the College receives very few academic appeals. This session there have been 2: the first one was upheld and the second one was in relation to a resit upgrade from B-C grade. Both appeals were handled effectively.	
Decision/Noted	The Committee noted the paper.	

Item LTC1-14	Reflections Questionnaire	
Paper No: LTC1-H	Lead: G McVerry	Action requested: Note
Discussion/ Matters Arising	GM updated the Committee on the work that has been done and noted that there is a review underway in conjunction with the faculties of all questionnaires to reduce the questions being asked and questionnaires issued. JG was pleased with the increase noting that the 56% response rate is good, and that there were a number of positives, and actions, to highlight.	
Decision/Noted	Paper noted.	

Item LTC1-15	Academic Board	
Paper No: LTC1-I	Lead: A Craig	Action requested: Note
Discussion/ Matters Arising	AC reported that a revision of the election process has been to ELT, to propose that elections move to every 2 years instead of annually. AC noted that the Academic Board undertook effective work this session and have focussed on 3 main areas: Digital Infrastructure; Research Hub; and Learning & Teaching Academy, highlighting that this work all links with City Learning and Industry Academy development.	
Decision/Noted	The Committee noted the paper.	

Item LTC1-16	Any Other Notified Business	
Paper No:	Lead: J Gallacher	Action requested:
Discussion/ Matters Arising	There was no other notified business.	
Decision/Noted		

Item LTC1-17	Date of Next Meeting	
Paper No:	Lead: J Gallacher	Action requested: Note
Discussion/ Matters Arising		
Decision/Noted	Tuesday 17 November 2015	

Convener's Signature   _____

Date   _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC1-07	**Academic Performance Indicators** GM to liaise with DE offline to discuss SL communication action plan in relation to continued improvement of our Performance Indicators / Student Outcomes.	GM	17.11.2015
LTC1-08	**Education ScotlaND – AEV & External Review** AC to report update on preparations for the January visit of Education Scotland	AC	17.11.2015
LTC1-09	**Curriculum Performance Reviews** Full report to be produced for March 2016 updating on outcome of 1st and 2nd rounds curriculum reviews and 1st round support reviews.	DD	March 2016
LTC1-11	**Developing Scotland's Young Workforce** Full progress report to be returned to Committee	KS	17.11.2015

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
PRNC4-03	**MA, Industry Academies Progression Against Targets Report:** Provide further detail on progress of Industry Academies.	AC	Sept 2015 completed
PRNC4-03	**MA, Corporate Development Strategy:** Provide Strategies to Board.	AC	Sept 2015 completed
PRNC2-14	**Complaints Report:** Investigate benchmarking figures against other Colleges.	AC/GMcV	Ongoing