Board of Management

Meeting of the Learning & Teaching Committee

MINUTE OF 2nd MEETING HELD ON 17 NOVEMBER 2015 AT 1700 HRS (LTC2)

Present	
Jim Gallacher (JC) (Convenor)	Ruta Simonyte (RS) (Student VP)
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)
Apologies for absence	
Paul Little (PL)	Stuart Patrick (SP)
Ian Gilmour (IG)	David Eaton (DE) (Vice Convenor)

Item LTC2-1	Apologies for Absence	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	Apologies received from PL, SP, IG.	

Item LTC2-2	Declarations of Interest	
Paper No:	Lead: J Gallacher	Action requested: Note
Decision/Noted	None noted.	

Item LTC2-3	Minute of Learning & Teaching Meeting held on 8th September 2015	
Paper No: LTC2	Lead: J Gallacher	Action requested: Approve
Discussion/ Matters Arising	Minutes approved by RS and seconded by MM. Re. LTC1-07: The Committee noted that Performance Reviews are on-going within all Faculties to ensure all layers of faculty staff are fully aware of what is required of them in relation to performance. Introduction of the Data Dashboard has helped spread the word. DD agreed to meet with DE to discuss any further communication plan for SLs which might be useful.	
Decision/Noted		

Item LTC2-4	Strategic Risk Review	
Paper No: LTC2-A	Lead: P Clark	Action requested: Approve
Discussion/	PC highlighted the 4 strategic (level 1) risks which fall under L&T	

Matters Arising	Committee's review:
	• Risk 1 – Failure to support student success;
	• Risk 2 – Failure to establish optimal pedagogical model;
	• Risk 3 – Failure to achieve good student outcome/progression levels;
	• Risk 18 – Failure to agree with SFC a transition plan to deliver 210,000 wSUMs.
	AC updated the Committee the significant improvement in PI's since 2012/13 and that the challenge will be to continue this upward trajectory.
	AC reported that SFC figures will be published in Jan 2016 and we will not know where we rank across the other colleges in Scotland. AC also reported that the College expects to receive the full 210000 wSUMS/Credits equivalent over a planned period. Risk 18 is covered under LTC2-7 / Regional Curriculum Update.
	JG noted and commended the ongoing improvement in students success PIs JG emphasised the need to maintain an awareness of the regional position.
Decision/Noted	Approved.

Item LTC2-5	Learning & Teaching Strategy	
Paper No: LTC2-B	Lead: A Craig	Action requested: Approve
Discussion/ Matters Arising	AC updated the Committee on the new L&T Strategy developed with J Weatherall and Faculty Director (FD) colleagues. The strategy includes indications of how the strategic objectives are to be measured. AC reported that the strategy has been approved with some very minor amendments by SMT. JG noted that the commentary is very helpful, and commented that some of the 2019 targets may be challenging. However AC, and MM noted that ambitious targets were required to match the College's strategic ambitions. JG commended this commitment.	
Decision/Noted	Approved	

Item LTC2-6	Curriculum Performance Report	
Paper No: LTC2-C	Lead: D Dickson	Action requested: Discuss
Discussion/ Matters Arising	DD updated the Committee on changes to curriculum performance reviews highlighting that Curriculum Heads are now included in review meetings. DD demonstrated the Data Dashboard to evidence what was being considered during the review process. The colour schemes and terminology is identical to that used by SFC to report data. The College's Data Dashboard displays a 3 year trend, which may be drilled down to course level, as well as early warning indicators around early withdrawal / further withdrawal / partial success. Along with curriculum PI's dashboard information on finance / projected income targets is now included. DD explained highlighted the City Learning audit which was also discussed during the review, and that this has been beneficial prior to the Education	

Scotland review in January, enabling the College to evidence progress in relation to City Learning. MM noted that from a faculty perspective the Dashboard is exceptionally useful, having such information accessible to all lecturing staff.

DD reported that the student First Impressions questionnaire results are available on Dashboard. DD highlighted that toilet facilities on new campus are reported as a concern by 80% of BEE Faculty students. It was noted that some of this concern may be the result of cultural / gender issues and it was important that these should be addressed as a matter of urgency.

Decision/Noted	Noted. Action: JG and DD to meet offline to review the Dashboard in relation to Board Member access, using College iPad.

Item LTC2-7	**Regional Curriculum Update**	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	AC reported that the TUPE transfer from Glasgow Kelvin College re TU Studies did take place,. KS reported that the new staff were being successfully integrated in CoGC AC reported on the proposed transfer of further activity from Glasgow Kelvin College, highlighting the proposed curriculum areas that may be involved. This was discussed in the context of the planned growth at CoGC. The Committee also considered the potential impact of such transfer upon staffing, and the continuing effectiveness and efficiency of delivery. The Committee also considered the potential difficulties which students and staff would face, noting that students transferring into a second year at CoGC may experience particular difficulties.. The potential negative impact upon course PIs at CoGC was also noted, as was the matter of class sizes. However AC emphasised that there has been no formal agreement as yet on the detailed transfer of activity, and that discussions were ongoing involving Martin Fairbairn (GCRB) in addition to staff from the two colleges. RS reported that the Students Association (SA) at Kelvin contacted the SA at CoGC regarding induction of transferring students however the Committee agreed that this should be managed and delivered at CoGC.	
Decision/Noted	JG thanked the Committee for the open discussion.	

Item LTC2-8	**Developing Scotland's Young Workforce**	
Paper No: LTC2-D	Lead: K Sheridan	Action requested: Discuss
Discussion/ Matters Arising	JG thanked KS for the succinct paper on Developing Scotland's Young Workforce, following a verbal update provided at the last meeting. KS reported to the Committee that Foundation Apprenticeships (FAs) are a discussion point at the moment, i.e. regarding what framework to use. JG noted the importance of CoGC extending its involvement in FAs and Modern Apprenticeships given the Colleges size/scale.	
Decision/Noted	JG asked that KS provide an update progress report using similar headings at each L&T Committee meeting.	

| Item LTC2-9 | SFC Performance Indicators | College | |
|---|---|---|
| **Paper No: LTC2-E** | Lead: D Dickson | Action requested: Discuss |
| **Discussion/ Matters Arising** | DD explained that this paper provided an update on the 14/15 final return to the SFC on student complete successes. JG noted that it may be beneficial to display the PI figures in number value as well as % value. It was noted that the figures are from the final FES return, and that these will be included in the College Annual Report. JG noted that we need to ensure we have consistency when reporting figures. PC noted it would be helpful to always reference the source of these figures. | |
| **Decision/Noted** | Discussed and noted. | |

Item LTC2-10	Pedagogy & Innovation	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	JG agreed that this item had been covered during discussions under items: LTC2-4 / 6 and 7.	
Decision/Noted	Noted.	

Item LTC2-11	Education Scotland	
Verbal	Lead: A Craig	Action requested: Discuss
Discussion/ Matters Arising	AC updated the Committee on the College's preparations for the Education Scotland External Review in Jan 2016. AC reported that HMI Gill Ritchie (GR) met with Principal and Interim Chair on 16.11.15 and that the meeting went well. GR will be in meetings with staff this week to communicate what the expectations will be during the review. SG, JW, DD, GM and Eric Preston (EP) have all been working closely to prepare a timeline of communication and workshops to ensure staff are ready and looking forward to welcoming Education Scotland in to their Faculties. The review will commence 11th Jan 2016 and run over 4 days to Thursday 14th, with feedback the following Tuesday 19th. The full report will be available in March 2016.	
Decision/Noted	JG commended the good work that has taken place so far.	

Item LTC2-12	Academic Board	
Verbal	Lead: A Craig	Action requested: Note
Discussion/ Matters Arising	AC reported that the first meeting of the Academic Board was scheduled for 27th November, noting that that the College is retaining the current membership for a 2 year period from 2014-15. All three innovations that were developed last session have be been progressed and expanded, and	

will now be considered by SMT in the context of the new Blue Ocean Strategy. JG suggested that some of the members of Academic Board may want to be involved in the next stages of these initiatives.
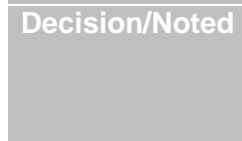
Decision/Noted	Noted: Action: JG and AC to have an offline discussion regarding the work of the Academic Board, and the most effective ways for this to be reported through the LTC following the Academic Board on 27th November.

Item LTC2-13	Any Other Notified Business	
Verbal	Lead: J Gallacher	Action requested: Note
Discussion/ Matters Arising	No other notified business.	
Decision/Noted	None	

Item LTC2-14	Date of Next Meeting	
Verbal	Lead: J Gallacher	Action requested:
Discussion/ Matters Arising		
Decision/Noted	Tuesday 23rd February 2016	

Convener's Signature _____

Date _____

ANNEX TO THE MINUTE

ACTION POINTS ARISING FROM THE MEETING

Item	Description	Owner	Target Date
LTC2-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
LTC2-D	KS to provide update progress report to each L&T Committee using similar format/headings.	KS	ongoing
LTC2-3	DD to meet with DE regarding communication plan re Performance Review/Data Dashboard.	DD	23 02 16
LTC2-6	JG and DD to meet offline to review the Dashboard in relation to Board Member access, using College iPad.	DD	23.02.16
LTC2-12	Action: JG and AC to have an offline discussion following the Academic Board on 27th November.	AC	23.02.16

ACTION POINTS ARISING FROM PREVIOUS MEETINGS

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 **Deleted (Ref: Action at LTC2-3)**
LTC1-08	**Education Scotland – AEV & External Review** AC to report update on preparations for the January visit of Education Scotland	AC	17.11.2015 completed
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 completed
PRNC2-14	**Complaints Report:** Investigate benchmarking figures against other Colleges.	AC/GMcV	Ongoing