

Meeting of the Learning, Teaching & Student Experience Committee

MINUTE OF 3rd MEETING HELD ON WEDNESDAY 27 FEBRUARY 2024 AT 1500 HRS (LTSEC3), CITY CAMPUS, ROOM C.06.106

Present	
Audrey Sullivan (Convener)	Charandeep Singh
Ewart Keep	Leo Subido
Don MacKeen	
In Attendance	
Claire Carney	Drew McGowan
James Davies	May Miller
Brian Deeley	Derek Robertson (Remote)
Jon Gray	
Sheila Lodge	Ann Butcher (Minute)
Apologies for absence	
Paul Little	Josh Taylor

A Sullivan welcomed J Davies, Associate Dean, English for Speakers of Other Languages (ESOL) & Communities (presenting under item 4.1) and B Deeley, Head of Student Recruitment & Funding (presenting under items 4.3 and 4.4) to the meeting.

Item LTSEC3-1	Apologies for Absence	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	Apologies were received from P Little and J Taylor. R Gillespie was not in attendance.	

Item LTSEC3-2	Declarations of Interest	
Paper No:	Lead: Convener	Action requested: Note
Decision/Noted	There were no declarations of interest.	

Item LTSEC3-3.1	Minute of the Learning & Teaching Committee meeting held on 21 November 2023	
Paper No: LTSEC3-A	Lead: Convener	Action requested: Approve
Decision/Noted	That subject to a minor amendment on SAAS funding implications due to the impact of industrial action, the minute was approved.	

Item LTSEC3-4.1	Faculty Presentation – ESOL and Communities	
Paper No: Verbal	Lead: J Davies	Action requested: Discuss

**Discussion/
Matters Arising**

J Davies provided an overview of the School of English for Speakers of Other Languages (ESOL) and Communities which comprises a blend of diverse subject areas including Widening Access and Communities, the TUC Education Centre and ESOL. While these may vary, their approach to collaboration remain similar and all are based on partnership working. The Committee noted that the School has the highest number of care-experienced and SMID10 students in the College and work with around 20 community and commercial partners. While assisting vulnerable students is both rewarding and complex this presents particular challenges including those faced with low learner experience and complex psychosocial and digital poverty.

Partnerships with organisations such as the Scottish Social Services Council, the Simon Community and NHS Scotland have fostered longstanding collaborations. Through these partnerships, tailored education initiatives have been implemented to address the unique needs of specific communities.

ESOL programmes cater to learners at every proficiency level, ranging from basic literacy to advanced language skills. The ESOL student body comprises students from 83 different nationalities with a significant portion hailing from conflict-affected regions such as Ukraine and primarily consisting refugees and asylum seekers. Often these learners arrive traumatised and with limited English proficiency which necessitates a comprehensive wrap-around support. Collaborative efforts and commercial activity with partners, such as BAE Systems and the Bridges Programme focus on developing English language resources tailored to specific contexts.

Key development priorities include introducing full time ESOL courses and progression routes for individuals who are currently ineligible for vocational courses, with plans in place to explore similar pathways in other areas. Another focus is to implement ESOL programmes in senior phase school pupils to facilitate the progression of more ESOL students in the College. Offerings through new partnerships and awareness of ESOL programmes across the College continue.

A Sullivan thanked J Davies for his insightful presentation and for his evident enthusiasm.

Decision/Noted

To note the update report.

J Davies left the meeting.

Item LTSEC3-4.2**Students' Association Update**

Paper No:
LTSEC3-B

Lead: L Subido

Action requested: Discuss

**Discussion/
Matters Arising**

L Subido presented an overview of the Students' Association (SA) representation system. The overall target for classes with elected class reps stands at 90% however disruptions during semester one impacted elected figures due to industrial action. The SA is collaborating with staff teams to achieve this target. The SA has also increased trained rep figures by 14% compared to figures in February 2023. A pilot phase of a Cadet Feedback System was also introduced with 9 cadet classes receiving representation training. Plans to review the pilot and enhance

	<p>engagement are ongoing with Faculty staff.</p> <p>A new Class Rep Reward Scheme was implemented to improve engagement, resulting in 50 reps being awarded Bronze level. Themed Class Rep meetings were organised in semester one, with 187 attendances across 29 sessions. Engagement with this year's Student Parliament members has significantly improved progress towards meeting KPIs for meetings held and attendance. Challenges persist in achieving KPIs for elected parliament positions and Faculties due to student withdrawals.</p>
Decision/Noted	To note the update report.

Item LTSEC3-4.3 Student Recruitment 2023-24 (Full Time January Start Programmes)		
Paper No: LTSEC3-C	Lead: B Deeley	Action requested: Discuss
Discussion/ Matters Arising	<p>B Deeley provided an update on progress with Full Time (FT) January start student recruitment for 2023-24. The Committee noted that enrolment targets for January 2024 were lower compared to the previous year, reflecting a 48% decrease in student numbers. This reduction is partly attributed to the decrease in credits. Despite this decline, it was observed that applications maintained a ratio of 4:1 in terms of first-choice applications received against places available.</p> <p>Enrolment activity for August 2024 is currently at 105% indicating a 9% increase in applications and offers compared to the previous year. This is being closely monitored by Faculties and curriculum teams.</p> <p>The student services team will continue to organise 'keep warm' and 'get ready for college' events to maintain regular communication with students and applicants to continue their engagement and readiness for College.</p>	
Decision/Noted	To note the update report.	

Item LTSEC3-4.4 Audited Student Funding Support AY 2022-23		
Paper No: LTSEC3-D	Lead: B Deeley	Action requested: Discuss
Discussion/ Matters Arising	<p>B Deeley provided an overview of the audited student support funds expenditure for AY 2022-23 which are regulated by the Scottish Funding Council (SFC) and the Students Awards Agency Scotland (SAAS) and are subject to annual audit. The internal audit report highlighted that although two recommendations were made, assurance was provided that the return was free from material misstatements.</p> <p>In AY 2022-23 the College student support funds expenditure was £11.5 million, reflecting an 11% decrease from the previous year due to discontinuation of additional Covid support funds. Support funds for Further Education (FE) students remains high and Colleges have the opportunity to claim additional funds or relinquish unused ones through the annual SFC in-year redistribution exercise.</p> <p>The primary form of support is provided through College bursaries with 61% of student support funds allocated to FE bursaries with additional</p>	

support also available through discretionary funding. The College also has the flexibility to transfer money within the FE funds and, over the past few years, this has been utilised to provide additional support to students, particularly those from disadvantaged backgrounds.

B Deeley reported that indications show students who receive a bursary are more likely to successfully complete their courses compared to those who do not and withdrawal rates are notably lower.

A Sullivan commended B Deeley's team, along with the Student Experience team for their significant contribution to the College's success, highlighting their efforts in monitoring credits, assessing the attainment of targets and tracking student progress.

Decision/Noted

To note the update report.

B Deeley left the meeting.

Item LTSEC3-4.5		Learning, Teaching & Student Experience Update	
Paper No: LTSEC3-E		Lead: C Carney/D Robertson	Action requested: Discuss
Discussion/ Matters Arising		<p>C Carney highlighted key elements in the Learning, Teaching and Student Experience update report. She reported that the curriculum areas heavily impacted by strike action are facing substantial challenges in catching up which has necessitated additional teaching. Extensive efforts are being made across Faculties to ensure student progression. Action Short of Strike (ASOS) also led to a resulting boycott but this issue has been resolved, ensuring the submission of all results and outcomes from 2022-23, enabling student advancement to further education and employment. Further ASOS has now been agreed by EIS-FELA to commence on 12 February 2024 with a plan to continue to 15 July 2024. Further discontinuous strike action is also anticipated with the first date for a national strike day notified as 29 February 2024.</p> <p>The next phase of work on City Attributes is currently underway. The funding submission to the Arm's Length Foundation was not progressed and funding will now be sought within the College to allocate resources towards academic staff time for course development and implementation across the College.</p> <p>The annual Learning and Teaching Conference on 23 January 2024 was highly successful and well attended. A variety of workshops were delivered by staff and the presentations from two keynote speakers were well received. The conference concluded with a performance by HNC/HNC acting and performance students centred around the theme of inclusion. This performance also contributed to student coursework and will continue at next year's Conference scheduled for 21 January 2025.</p> <p>D Robertson updated on lecturer development and learning support. In academic year 2023-24, several members of staff were on the College Personal Development Award (PDA) and TQFE programmes. The Learning Support Team provided increased assistance to students, offering support referrals and needs assessments. This year, they have assisted more students compared to previous years, collaborating closely with Faculty staff to enhance the student experience for those with</p>	

	<p>disabilities.</p> <p>Recognising the rising demand for learning support, E Keep expressed concerns regarding the resource implications and the adequacy of funding. C Carney confirmed that the college sector consistently communicates with the Scottish Government regarding the insufficient funding available. C Singh suggested that it would be beneficial to ascertain the College's capacity to support students effectively, emphasising the importance of informing the Scottish Government to allocate funds appropriately.</p> <p>The Committee also noted the recent launch of the new self-service long-loan laptop services and were encouraged to visit the area within the CitySA space where they are available.</p>
Decision/Noted	To note the update report.

Item LTSEC3-4.6 College Leaver Destinations AY 2021-22		
Paper No: LTSEC3-F	Lead: J Gray	Action requested: Discuss
Discussion/ Matters Arising	<p>J Gray provided an update to the Committee on the outcomes of the student destination survey for academic year 2021-22. The College surveyed the most leavers within the sector and among these leavers, 97% were in a positive destination, which was above the sector average and the third highest in the sector. This year, tracking leavers was more difficult and similar to trends across the sector where the number of confirmed destinations also decreased.</p> <p>The Committee noted that, overall, the College continues to perform well and above the sector on most of the performance indicators. Compared to the sector average, fewer leavers are unemployed or unavailable for work for both FE and HE leavers, however, there was a noted decline in the proportion progressing to work related to their field of study.</p> <p>Faculties have initiated the systematic recording of stakeholder engagement utilising PowerBi. This approach will ensure that the extent and nature of stakeholder engagement across Faculties is consistently assessed.</p>	
Decision/Noted	To note the update report.	

Item LTSEC3-4.7 My Student Experience Survey Outcomes		
Paper No: LTSEC3-G	Lead: J Gray	Action requested: Discuss
Discussion/ Matters Arising	<p>The results of the annual My Student Experience Survey (MSES) 2023 which took place in October were submitted for discussion.</p> <p>J Gray informed that this year's overall MSES response rate fell below that of 2022. The Committee noted that this outcome was satisfactory particularly in light of the challenging circumstances during the survey period, including ongoing industrial action affecting continuity of learning, assessments and timetabling. However, it was important to acknowledge that the response rate has declined each year since 2020. Acknowledging</p>	

	<p>the invaluable data provided by student opinion, this will be used as a barometer to prioritise and focus on areas for improvement over time and an action plan will be developed accordingly.</p> <p>J Gray reminded that the SFC continues to monitor satisfaction levels across the sector through the annual Student Satisfaction and Engagement Survey (SSES). While the College response rate remains high, it was concerning to note that satisfaction figures rank low. This highlights potential gaps emerging in some aspects of learning and teaching that may require attention. The SSES survey will launch during March and the Committee noted the potential need for improvement strategies should these figures fail to increase.</p>
Decision/Noted	To note the update report.

Item LTSEC3-4.8 SPFO Annual Complaint Report AY 2022-23	
Paper No: LTSEC3-H	Lead: J Gray Action requested: Discuss
Discussion/ Matters Arising	An overview of complaints received by the College from August 2022 to July 2023, summarising and expanding upon the College's Annual Report to the SPSO (Scottish Public Services Ombudsman), was presented. While the number of complaints received was an increase from the previous year, it is still a downward trend from its highest level in 2019-20. This report will also be submitted for review at the next meeting of the Audit and Assurance Committee.
Decision/Noted	To note the report.

Item LTSEC3-4.9 Strategic Risk Review	
Paper No: LTSEC3-I	Lead: D McGowan Action requested: Discuss
Discussion/ Matters Arising	The 4 strategic risks for the Committee's consideration were submitted for review. No changes to risk scores were proposed. While it was noted that the local industrial action dispute has now been resolved, the potential impact of the national industrial action continues, it was agreed that the Risk Score for SR17 (<i>Negative Impact of Industrial Action</i>) remain unchanged.
Decision/Noted	<ul style="list-style-type: none"> To approve the Risk Register for risks reported to the Committee. To note the Risk Management Action Plans for risks reported to the Committee.

Item LTSEC3-5.1 Academic Board	
Paper No: LTSEC3-J	Lead: P Little Action requested: Note
Decision/Noted	To note the Academic Board minute of the meeting held on 10 November 2023.

Item LTSEC3-6 Any Other Notified Business	
Paper No:	Lead: Convener Action requested: Note

Verbal		
Decision/Noted	None.	

Item LTSEC3-7	Disclosability of Papers	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Noted without change.	

Item LTSEC3-8	Date of Next Meeting	
Paper No: Verbal	Lead: Convener	Action requested: Note
Decision/Noted	Tuesday 28 May 2024	

The meeting closed at 1705 hrs.

ACTIONS FROM MEETING

Item	Description	Owner	Target Date
	None		

ACTIONS FROM PREVIOUS MEETINGS

Item	Description	Owner	Target Date
	None		