



BOARD OF MANAGEMENT LEARNING, TEACHING AND QUALITY COMMITTEE MEETING

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 1 May 2019
at 5.00pm in Room Y150, Gardyne Campus.

PRESENT:

M Williamson (Chair)	G Robertson
B Carmichael	A McCusker
G Ritchie	N Lowden
H Honeyman	S Mill
D Humphries	

IN ATTENDANCE: S Hewitt (Vice Principal) S Taylor (Vice Principal / Secretary to the Board)
S Laing (Quality Liaison Officer) K Morton (Student Services Officer)
S Gregory (Course Leader - Social Sciences and Transition)
M Sanderson (Executive Secretary)

1. WELCOME

M Williamson welcomed Committee members including new Board Member B Carmichael who attended his first Committee meeting. M Williamson also welcomed S Laing, K Morton and S Gregory.

2. APOLOGIES

Apologies were received from C Clinkscale and S Watt.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ESRC RESEARCH PROJECT – INFORMED CONSENT

Board Members and those in attendance at meetings have completed the ESRC Consent Forms.

Filming for the ESRC Project will be limited to BOM Meeting with the videos being used for the purpose of research then destroyed. The videos will not be made public.

5. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 13 February 2019 was approved as an accurate record.

6. MATTERS ARISING

6.1 Recognition for PI Performance

Instead of events being organised for all staff, G Ritchie noted Executive decided to give all staff free tea / coffee and soft drinks for a full week as a thank you for their achievements.

G Ritchie noted that there was a positive reaction from this with staff emailing their thanks.

6.2 Collective Response to Scottish Government – Foundation Apprenticeship Plans

G Ritchie noted that he wrote to J Swinney regarding the Foundation Apprenticeship plans and is awaiting response.

7. CURRICULUM REPORT – SCOTTISH GOVERNMENT RETENTION PROJECT, YEAR 2

M Williamson welcomed S Laing, S Gregory and K Morton to the meeting and highlighted her interest in the Retention Project and the work being carried out by the project group.

S Laing outlined the approach taken by the College to create a Retention project and how this was making a difference to the student group involved.

S Laing showed the Committee the project video that the group have made to explain the Retention Project and summarised key points including:

- Before the project, withdrawal rates were steadily rising
- 75% of withdrawals were due to financial problems
- Financial sessions have been set up within the project to help students
- Retention and attainment have improved since project has been established
- Withdrawals have decreased from 20%+ to 8%

S Gregory noted that the partnership between Academic and Support teams was very strong and teams are extremely positive about the project, which is helping students to be retained and to successfully complete their courses.

S Gregory noted that Student Services are now within classrooms and are there to offer students first hand advice, without them having to go into the advice centres and ask. K Morton noted that students can receive one to one meetings in the classroom, if they are struggling.

S Laing explained that the project group are using Microsoft teams as a method of communication and this has been received very well with teams as it is an informal instant chat service rather than emailing.

M Williamson noted from the video it is a fantastic project. A McCusker also noted it is a fantastic achievement and asked if the financial reasons for withdrawal would be the same in other college's. S Laing noted that that not all colleges are working with the same approach or groups, so it was difficult to say.

A McCusker asked how the group are prepared for rolling out the approaches developed if there is a huge demand for the project. S Laing noted that the PDSA Cycle and Attainment Tracker will help with the project going forward.

K Morton added that not all classes will be under the project, only those classes at risk.

H Honeyman asked if the video could show personal stories from students who have used the benefits of the project to help them in their course. S Laing noted this is something the group was looking at.

N Lowden stated that this is an exceptional piece of work and asked how the group review PDSA. S Laing explained this is reviewed weekly.

A McCusker asked how the group were planning to keep communicating between Academic and Support teams. S Laing noted they will continue to use Microsoft teams to communicate as this has proven to be effective.

H Honeyman questioned the implications of Data Protection with using Microsoft Teams and asked if Students data would be secure using this. S Laing noted that personally identifiable data is shared beyond the direct team involved. S Hewitt noted that Microsoft Teams is all contained within the College's secure networks.

M Williamson noted that the video mentioned that the group have established a two-part interview process when interviewing students and asked what this meant. S Gregory explained that students could be applying for courses that they didn't know about and weren't interested in. The two-part process means that the first part will be diagnostic tests based on the subject area to demonstrate to students what the course entails before they come back for an interview. If they are interested, they will be invited back for an interview two weeks later. This had improved withdrawals.

M Williamson asked what the next stages for the project are. S Laing noted that the group are planning to use a quality improvement process to review the project and make further improvements.

M Williamson noted that the staff involved in the project are very committed and enthusiastic and were a credit to the College.

8. STUDENTS ASSOCIATION REPORT

D Humphries provided a summary of the report to the committee.

D Humphries noted that S Rennie and C Nicoll are working on the submission for the Healthy Body, Healthy Mind awards and are working towards gaining five stars this year. The work is being carried out as part of both NUS Scotland and Scottish Student Sport award (which gained four stars last year).

D Humphries noted that a Student Mental Health Agreement had been signed between the College, Student Association and Sports Union. The agreement is a pledge to ensure that mental health and wellbeing are at the forefront of everything the team do and will be highlighted as part of the College ROA.

Student Executive Elections are underway. There are 3 presidential candidates and 7 Vice Presidential candidates running in this year's elections. Last year there were a total of 240 votes in the election period and so far this year they have already exceeded that amount of votes.

D Humphries noted that a new role for the Vice Presidents in 2019/20 had been developed, with each focussing on certain aspects of the wider College. Each VP will be given roles such as Health & Wellbeing officer, where they will attend these key College committee meetings and work on a project to carry out throughout their term in office in conjunction with these committees. Each of the VP's will also be given a mentor from each of the committees to aid their new roles and to gain the most from their term in office.

D Humphries provided an update on the Strategic Plan review. The Student's Association will carry out a review of the Strategic Plan for the next Advisory Board Meeting to ensure that they are continually evaluating and reviewing their progress in line with the plan.

M Williamson noted that there had been great success evident during the year. M Williamson also noted that there is good engagement with the Student Elections this year.

A McCusker noted this year has the highest number of votes in the Elections.

S Hewitt noted it is a good approach with the new Vice President roles and looks forward to working with the Vice President for Learning and Teaching.

9. PART-TIME COURSE PERFORMANCE

S Hewitt summarised the paper outlining student retention and attainment for part-time provision.

S Hewitt noted that Part-time courses have caused slight concern over the last few years compared with full-time provision and noted that a significant amount of research had gone into the report.

S Hewitt noted that Higher Programmes have been analysed as curriculum teams were finding students were failing the main exam but still going on to do other programmes within the College.

S Hewitt also noted that that evening and distance learning provisions attainment was low and review had found that students who don't pay for these courses are not progressing or attaining compared to those who do pay.

S Hewitt noted that a small number of programmes had been set up in ways that limited the opportunity for achievement. For example, HNC Social Services had been set up as a roll on / off programme in which learners could start at any point in the year. The success measure for this programme was, however, a successful completion of 70% of the course units which isn't feasible for someone starting part-way through the year.

G Robertson asked if they were changing entry requirements for student's. S Hewitt confirmed that this wasn't the case and would be changing in house coding systems.

S Hewitt noted that assessment 'boot camps' were working well for full-time courses and would be adopted where appropriate for part-time courses as well.

G Robertson noted that there was good feedback from Distance Learners in the student survey. S Hewitt explained this was likely from student's who have to self-fund the courses and those using fee waiver tended not to complete the survey as they were more likely to have withdrawn by this stage.

M Williamson asked if there are other opportunities for students doing part-time courses whilst in employment. S Hewitt noted that they are working on a new Commercial Portfolio and this will be more condensed than previous years.

G Ritchie noted that success rates for part-time programmes are higher at some other colleges due having more employed part-time students funded as part of their career progression. This was less prevalent in the Dundee and Angus region.

10. DEVELOPING SCOTLAND'S YOUNG WORKFORCE

G Ritchie outlined the report to the Committee.

G Ritchie noted that A McCusker and G Ritchie had met with S Barlow (DYW Chair) to discuss DYW and how to take this forward in the next year. S Barlow confirmed the main focus was employer input for the next couple of years. G Ritchie noted it was an extremely positive meeting.

M Williamson asked if the Chamber were involved in these plans. G Ritchie confirmed they are and there will be partnership agreements with employers.

H Tasker to be invited to give an update on DYW progress to the September Committee meeting. **G Ritchie to action.**

11. STUDENT SURVEYS

11.1 LEARNING AND TEACHING SURVEY MARCH 2019

S Taylor summarised the report and noted that figures were consistently high and had improved, but had not changed dramatically year-on-year.

S Taylor noted that each curriculum team can view their results and analyse them down to individual stream level, using data dashboards. This supported reflection on the survey feedback and action planning at course level.

A McCusker asked if all students can complete the survey, or just full – time students. S Hewitt confirmed that all students are asked to complete, including School Pupils, but that the main focus was on full-time.

M Williamson noted a huge improvement in results within Engineering. G Ritchie noted there has been a huge improvement as a result of a sustained focus in this area in the last couple of years.

11.2 POST COURSE SUCCESS SURVEY

S Taylor summarised the survey results.

S Taylor noted that this survey tracked destinations of full-time students six to nine months after completing their course. However not all students will complete as some contact details may have changed since leaving the College.

A McCusker noted she has learnt from Cake with the Chair sessions, that students are applying for different courses each year instead of progressing in the one area and asked how long they can stay at College. S Taylor noted that data on this had been analysed, with this occurring in some cases but generally being limited. It was noted that funding was generally available for a maximum of 3 years.

N Lowden noted he is astounded at the positive numbers in the survey and noted this was a fantastic achievement.

S Hewitt noted there was a report released from the SFC on Articulation. The College are looking at new articulation agreements with a range of different universities in Scotland. The complexities of working with different institutions was noted, and the central role to be played in this by the academic partnerships team was welcomed.

12. VP CURRICULUM & ATTAINMENT REPORT

The VP Curriculum and Attainment report was noted. S Hewitt highlighted that lots of activity is going on within Good to Great.

S Hewitt provided an update on the academic restructure, highlighting that c.200 interviews will have been completed by 10 May.

G Ritchie noted this is the biggest Restructure since merger and with industrial action taking place at the same time, it was proving challenging. G Ritchie noted by summer the recruitment will be finalised going forward into next term.

S Hewitt noted that student recruitment is going well. Number have exceeded last year already. A slight decline in numbers at Angus in particular areas was noted.

A McCusker asked if there was confidence in reaching the additional credits target. S Hewitt noted he is, with around 1600 school pupils already registered to attend in June. Additional courses have been identified with a commercial Digital Skills course also being launched. S Hewitt noted that this was being supported for employees from Michelin.

S Hewitt noted that the Service Design Academy had developed plans to deliver provision in London through an agent.

13. LT&Q METRICS

S Taylor summarised the Metrics report.

S Taylor noted the revised 2018/19 credit target (109,307) was on target to be achieved.

14. AOCB

M Williamson noted that A O'Neill had been the Vice-Chair of the Committee and asked if there was any interest in this role to confirm this with S Taylor in advance of the next meeting.

15. DATE OF NEXT MEETING

Note change of Date

The next Learning, Teaching and Quality Committee meeting will take place on Wednesday 4 September 2019 at 5.00pm, Room Y150, Gardyne Campus.

<u>Action Point Summary</u>		
Action	Responsibility	Date
Invite H Tasker to give an update on DYW group activity.	G Ritchie	4 September 2019