

BOARD OF MANAGEMENT



Learning, Teaching and Quality Committee Wednesday 13 November 2019

Approved

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 13 November 2019 at 5.00pm in Room Y150, Gardyne Campus.

PRESENT:

M Williamson (Chair)	G Robertson
B Carmichael	A McCusker
G Ritchie	A Monks
H Honeyman	S Stirling

IN ATTENDANCE: S Hewitt (Vice Principal) S Taylor (Vice Principal / Secretary to the Board)
Hilary Tasker (DYW Dundee & Angus Team Manager)
Chris Ditchburn (Head of Curriculum & Quality)
Kirsty Crouch (Lecturer)
Tracey D'All (PA to the Principal & BOM Chair)

1. WELCOME

M Williamson welcomed Committee members and asked them to introduce themselves to Chris Ditchburn, Kirsty Crouch & Hilary Tasker.

2. APOLOGIES

Apologies were noted from Neil Lowden, Cher Meldrum & Steven Mill

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. ESRC RESEARCH PROJECT – INFORMED CONSENT

M Williamson confirmed that the ESRC project was still ongoing and acknowledged that Committee Members were aware of the project.

5. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 4 September 2019 was approved as an accurate record.

6. MATTERS ARISING

It was noted that these items were either on the Agenda for this meeting or were discussed at the Board Meeting in September 2019.

7. DEVELOPING SCOTLAND'S YOUNG WORKFORCE UPDATE

H Tasker noted that she had been in post since February 2019 and said that during this time there had been 2 rounds of recruitment for her team, with a full complement of staff now in place.

H Tasker stated that while the DYW project had a commitment to run until March 2021, the Scottish Government were committed to the strategy going forward and hoped there would be continuing funding support for the DYW Regional Groups beyond then.

H Tasker noted the good work with schools, industry and small businesses including increasing the “business base” that they work with as influencing partnerships. This included Team involvement in a number of careers event with the focus on gender balance for example in the Care, Land-based, and Digital sectors.

It was noted that DYW now have partnerships with all Dundee & Angus Schools, and regularly attend Networking Events, Business Events and have partner working on Foundation Apprenticeships.

H Tasker said that some schools were very proactive in their DYW activities, whilst others still need additional help. Work to develop toolkit to assist with work experience planning in the schools was noted.

H Tasker stated that she had been in contact with Craig Strachan (Head of Curriculum & Quality for Access & Supported Education at D & A College) seeking assistance in how to support better engagement and opportunities for young people furthest away from employment.

H Honeyman asked about ‘Scotland’s Biggest Parent Evening’ noted in H Tasker’s update. H Tasker confirmed that this would take place on 30 January 2020 and was a national event bringing together parent and pupils looking at careers. It is hoped that the Dundee event would also include events in the International Women’s Centre and the Al-Maktoum College.

Discussion took place around the DYW’s work on National Performance Indicators (PIs) – engagement in schools, number of apprenticeships, as well as the Regional PIs. It was noted that most of the targets set for DYW came from the national PI reporting requirements but that work was progressing to further develop qualitative measures and to create case studies that outlined the impact of the activities being supported.

M Williamson thanked H Tasker for her update and coming along to this meeting and wished the DYW Team and their new Chair best wishes.

8. CURRICULUM REPORT – ZOO ANIMAL BEHAVIOUR & WELFARE

M Williamson welcomed C Ditchburn and K Crouch to the meeting to deliver their presentation on the Zoo Animal Behaviour & Welfare course (copy appendix 1).

C Ditchburn noted his hopes for the development of a 1 year full-time programme that would have various options available including content to fulfil the Educational Activities requirement of the zoo’s licence.

G Ritchie praised the Team on this activity / project based programme. S Hewitt echoed this noting that the Zoo Animal Behaviour Course ticks every box in respect of modern integrated learning and that the recent launch event had blown everyone away.

M Williamson congratulated the Team and wishes them well in the upcoming SQA Star Awards where they have been shortlisted in the Innovation category.

9. STUDENTS' ASSOCIATION REPORT

A Monks provided a summary of the report to the Committee highlighting that all Class and Lead Reps were now in place with 7 training sessions completed and a mop-up session planned for 18 November 2019.

A Monks noted that this had included implementation of new Service Design methodologies, undertaken by Sarah Rennie, to increase participation of class representatives through interactive workshop training, including both NUS Scotland and Sparqs guidelines. This had ensured that the students attending were active participants in the creation of a strong and effective students' association and the promotion of the student voice of the College. A Monks showed the Committee examples of some of the design elements produced by the students.

A Monks summarised the responsibilities undertaken by each of member of the Students' Association Executive with her looking after Equality & Diversity; C Meldrum looking after the Training for Class & Lead Representative; and Colin Ogilvie looking after Learning & Teaching. Feedback received from recent events had informed updates for next session's Student Induction for example sign-posting toilet facilities for various student groups e.g. disabled, transgender etc. badging these facilities as "Accessible" rather than "disabled".

A Monks noted that (in discussion with students from across the College), the Students' Association endeavoured to ensure that students had a place to come, relax and do activities they enjoy. In collaboration with the students, the SA had started multiple clubs and societies across all campuses. Students run many of the clubs and societies themselves, and the SA had created the new role of Club Ambassador. This role would involve students taking control of running of the club, the setting up, tidying away, recording the numbers and encouraging more students to be involved. Each of the Club Ambassadors would gain hours towards their D&A Attributes as a result of their volunteering hours.

As part of the Charity work undertaken by the Students' Association A Monks highlighted the recent Charity Walk that raised £800 for Maggie's Dundee and Besties.

A Monks confirmed that various events have been planned including dates for the popular Pizza with the Principals as well as Cake with the Chair which will also include visits to the Forfar Outreach Centre where she plans to undertake a drop-in once a month just to have a regular presence at the centre.

A Monks noted that Sarah Rennie, Cher Meldrum and Celeste Robinson attended Dundee Pride 2019 at Slessor Gardens to represent the College and noted that it was one of the most fantastic days interacting with everyone and talking about the College; we had a huge amount of engagement with people and businesses across both Dundee and Angus. The group had taken away some ideas for a more successful D & A College presence at Pride 2020.

A Monk told the Committee about a very interesting project involving Support Education & ESOL students were they will produce a College Diversity map' which will involve making an art piece with students, from recycled materials showing where we are all from across the world. The ideas would be to develop language skills through conversations about where individual students come from or where their families are from.

M Williamson thanked A Monk and the Students' Association for a great report noting that there were very exciting things happening driving the group forward.

10. 2018/19 OUTCOME AGREEMENT EVALUATION REPORT

S Taylor outlined changes to the arrangements for reporting for colleges in Scotland, with the Scottish Funding Council (SFC) re-introducing an outcome agreement self-evaluation report for October 2019.

S Taylor highlighted some of the key points from his report, including:

- Overall student activity in 2018/19 was in excess of the original planned credit target as a result of the inclusion of an additional 1,500 Credits accepted partway through the year. This included delivery of ESF funded activity.
- Significant increases in senior phase, apprenticeship and care experienced learner numbers are noted.
- Care experienced learner numbers have also risen significantly, with a 230% increase (to account for 6.1% of all activity) between 2017/18 and 2018/19.
- The College's carbon reduction targets have been exceeded, with a reduction of 21.7% in carbon usage since 2016, and an over 50% reduction since 2009.

A discussion on the report and overall outcomes was held, with areas of improvement and areas where outcomes had declined discussed in some detail (see item 11). The overall progress and achievement relative to the national outcomes was welcomed.

11. 2018/19 PERFORMANCE INDICATOR REPORT

S Taylor gave a brief introduction to the paper prepared for the Committee highlighting that the PIs for full-time provision were down while the part-time was up.

A McCusker noted disappointment that full-time student performance had declined, and noted concern that the decline in attainment in a few areas was marked. This was discussed in detail and it was noted that overall retention levels had improved, but with an increase in partial, rather than full success. The reasons underpinning this were discussed in detail, and arrangements for Executive Review meetings with those teams where attainment had dipped below national average were outlined. In conjunction with discussions under item 14 it was agreed that details of the outcomes and actions from these reviews would be presented at the next meeting. **S Hewitt to progress.**

Outcomes within Engineering were highlighted as a particular concern, given previous discussions in respect of this area. G Ritchie noted that through the restructure there were a number of changes to the staffing of the Engineering Team who have some new ideas and fantastic opportunity with the Tay Cities Deal. It is G Ritchie's hope that he fully expects an increase in the PIs for the department.

12. STUDENT FEEDBACK

College Leavers (Post Course) Success

S Taylor noted that the Committee had previously seen this document which now had the national comparative data highlighting the College was slightly down on FE but up on HE.

S Taylor highlighted the great work undertaken by the Help Point and other staff getting in touch with students using various methods to complete the Post Course Success data which was really challenging. The group discussed the HMRC data sharing and noted that this was not yet available nationally.

M Williamson thanked S Taylor for the report and asked that he express the very positive feedback from the Committee to the staff involved in gathering the data for the survey.

S Taylor to progress.

College SFC Student Satisfaction Survey

S Taylor noted that the survey showed that feedback from students was that the College was in a very strong position, with very positive responses for the College.

A McCusker stated that this was a fantastic outcome and told a very positive story about the College. The positive feedback for the Students' Association within the survey was noted.

13. VP CURRICULUM AND ATTAINMENT REPORT

S Hewitt provided an overall summary of the report and highlighted that posts within the restructure had been filled and that the focus had shifted towards developing those post holders and ensuring that there was a clear understanding of responsibilities over the course of semester 1 and beyond.

S Hewitt noted that the new College website will be launch on 10 December 2019 to coincide with the publication of the College Prospectus 2020/21 and the Christmas Reception at Gardyne Campus.

S Hewitt noted the recent review of the Modern Apprenticeship in Electrical Installation by Education Scotland, supported by SDS. Feedback from the review was extremely positive with those leading it commenting on the quality of learning and teaching, the very positive relationship between students and staff, and the excellent levels of student success and progression.

S Hewitt highlighted the exciting partnership working that was being undertaken in College that include: ENABLE Scotland; Dundee science Centre; Robert Gordon University (RGU). The College has also secured University of West London (UWL) as the university of choice to validate the BA Dance Degree, noting that there may also be an opportunity to continue discussions around a possible BA Acting with UWL.

The update was welcomed.

14. STRATEGIC RISK REGISTER

S Taylor noted that following discussion at the Audit and Risk Committee in May 2019, the Board of Management agreed at its meeting in September 2019 that key strategic risks be allocated to each Board Committee for regular review and consideration.

S Taylor highlighted the draft Strategic Risk Register summarising the report noting no change to the Risks allocated to the Learning, Teaching & Quality Committee.

The potential impact of the drop in student performance on Risk 1.1 was discussed in detail and it was confirmed that no change to this would be suggested, but that the actions arising from the series of Executive Review meetings in mitigating this risk were very important.

A correction to Risk 2.1 was noted. The Committee approved the allocated areas of the Strategic Risk Register for progression to the next Audit and Risk Committee.

15. LEARNING & TEACHING METRICS

S Taylor noted that the paper outlined the usual range of standard LT&Q metrics/statistical data which are presented to Committee on a rolling quarterly and annual basis.

Changes in overall Credit generation between different modes of attendance were queried, and S Taylor noted that a number of short full time programmes had been moved to become full-time programmes as a result of feedback from students.

S Hewitt noted that some schools activity had also changed in terms of the mode of attendance.

16. DATE OF NEXT MEETING

The next Learning, Teaching and Quality Committee meeting will take place on Wednesday 12 February 2020 at 5.00pm, Room Y150, Gardyne Campus.

Action Point Summary

Action	Responsibility	Date
Outcome of Executive Reviews to be reported to LT&Q Committee to inform Risks	S Hewitt	12 February 2020
Thanks to be passed on to staff involved in data gathering for the Post Course Success report.	S Taylor	30 November 2019