

# BOARD OF MANAGEMENT

## Learning, Teaching and Quality Committee Wednesday 4 November 2020



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### Draft Confirmed by Chair

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 4 November 2020 at 5.00pm via Microsoft Teams.

**PRESENT:**

M Williamson (Chair)	G Robertson
B Carmichael	A McCusker
S Mill	A Monks
H Honeyman	S Stirling
C Meldrum	S Hewitt
M Thomson	

**IN ATTENDANCE:** S Taylor (Vice Principal / Secretary to the Board)  
J Carnegie (Vice Principal Corporate Services)  
J Grace (Director of Curriculum)                      K Murphy (Director of Curriculum)  
M Sanderson (Executive Secretary)  
C Calder (Academic Development Lead)

#### 1. WELCOME

M Williamson welcomed Committee members and Christine Calder to the meeting. The committee congratulated J Grace on her recent promotion to the role of vice Principal Curriculum and Attainment.

#### 2. APOLOGIES

Apologies were noted from N Lowden.

#### 3. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 4. MINUTE OF PREVIOUS MEETING

The minute of the meeting held on 2 September 2020 was approved as an accurate record.

#### 5. MATTERS ARISING

The close out of matters arising from previous meetings was noted.

## **6. COVID 19 ARRANGEMENTS FOR LEARNING, TEACHING AND ENGAGEMENT OF LEARNERS**

S Hewitt provided a verbal update to the Committee on COVID 19 arrangements and guidance.

S Hewitt noted that 5,200 full-time students had been recruited for this current academic year, 100 down on last year. This was a very positive position given the pandemic and S Hewitt noted that these had been achieved with 13 fewer streams.

S Hewitt noted that students would receive a survey during November to give feedback on how they were experiencing remote learning and to gain general feedback on how students were coping with their learning during the pandemic. J Grace added that students were receiving small weekly surveys to keep in touch with their lecturers and group tutors.

S Hewitt noted that staff had recently completed a 'pulse' survey to give their feedback on how they were coping working remotely. The response was positive and the Executive team were looking at how to support staff and their wellbeing during this time.

A McCusker asked what measures are in place to support staff. S Hewitt summarised areas being looked at and noted that there was a wide range of on-going support on remote and on-line learning (this would be covered under the next item). S Hewitt noted reference to the 'Corona Curve' which highlighted how different staff would be at different points in terms of accepting and working with the impact of the pandemic. S Hewitt noted that staff cannot go back to a normal process at the moment, whilst the pandemic is still going on and noted that discussions are taking place within the SLT to support and seek to normalise remote working.

J Carnegie noted that it was challenging to solve the anxieties of staff due to the impact the pandemic was having on everyday life and not just work life.

G Robertson asked if the guidance on the Tier system in Scotland had had an impact on the College, with Dundee and Angus being in different Tier levels. J Carnegie noted that students (and staff) could travel to campus for classes as this is classed as essential travel and the College was operating on a restricted blended basis on all campuses. As a result, it was felt that there would not be any major additional impact on the College.

M Williamson praised the team and staff for their hard work with the COVID 19 arrangements.

## **7. CURRICULUM REPORT – GROUP TUTOR & ON-LINE LEARNING DEVELOPMENT SUPPORT**

C Calder provide a presentation to the Committee, around Group Tutor Role and online learning development support.

C Calder highlighted to the Committee, the changes to the Group Tutor role and the impact of remote teaching.

S Taylor noted that Academic teams were sharing good practices between teams and giving colleagues support and ideas with the delivery of remote learning.

S Hewitt noted that teams were coming together to create engagement time between teams to share best practice and share feedback from their own students.

S Taylor noted that the demand placed on teams because of the move to remote delivery and remote assessment had been significant but that SQA had cancelled almost all graded unit assessments for HNC/D qualifications, reducing some of the burden placed on students and staff. It was noted that adapted assessment arrangements were also operating, with staff redesigning closed book and other assessments to better suit remote delivery. This allowed more freedom around arrangements for assessments, but did add an additional burden for staff.

S Hewitt highlighted that Colleges across Scotland are communicating to try to share practices with each other and share materials during this time, to try to connect Colleges together.

M Williamson thanked C Calder for the presentation.

## **8. STUDENTS ASSOCIATION REPORT**

C Meldrum summarised the written report to the committee.

C Meldrum highlighted that Lead Rep training had started that week and the team had received an overwhelming response to Reps joining the online training. C Meldrum noted that they had recruited Lead Reps from all departments, including ESOL and Motor Vehicle which previously didn't have any Lead Reps.

C Meldrum highlighted the team were trying to engage with students through social media channels, such as Tik Tok to emphasis important messages such as hand sanitising, wearing face coverings and staying at home.

C Meldrum noted that the team would like to introduce Board members to students, by publishing messages from the Board on social media channels so that Students could familiarise themselves with the Board of Management.

C Meldrum and A Monks noted they were planning to arrange an event around Christmas, similar to the Summer festival for students.

M Williamson and A McCusker praised the hard work from the team during this time and praised their enthusiasm, energy and passion.

## **9. 2019/20 PERFORMANCE INDICATOR REPORT**

S Hewitt provided a summary of the report and noted the PI figures were different this year due to the Cyber attack and COVID 19 pandemic.

J Grace noted that areas such as Hospitality had been hit disproportionately due to students losing their apprenticeships when lockdown started. It was noted that there were also some impacts because of students having to defer parts of their studies.

K Murphy highlighted that PIs for Engineering had improved compared to previous years. This was welcomed.

M Williamson stated that it was good to see that overall outcomes remained positive.

A McCusker welcomed the overall outcomes, but noted that a number of courses remained 'red lighted' with some areas almost 50:50 in terms of red and green/amber. S Taylor noted that these related to national average figures and noted that it was always a challenge to be above national average in all subject areas.

The impact of staff absences and other changes on some specific course areas were noted.

S Hewitt stated that the overall outcomes were at a similar high level to previous years and continued the consistent high performance of the College.

#### **10. CURRICULUM & ATTAINMENT REPORT**

S Hewitt provided a summary of the report. S Hewitt highlighted that the Executive are communicating with staff regarding COVID-19 guidance.

M Williamson asked if digital poverty remained a problem. S Hewitt noted that all staff now had laptop devices and the student allocation of laptops was keeping up with demand. There were, however, still issues for many students in terms of ICT access and having appropriate accommodation. The digital device funding had been utilised, with a small number of devices being retained to support new students in semester 2.

S Stirling noted that 250 laptops had been issued to students and COVID secure study zones had been busy every day.

#### **11. STRATEGIC RISK REGISTER**

S Taylor provided a summary of the changes made to the COVID 19 Risk Register and the Committee approved the risk register.

#### **12. LT&Q METRICS**

S Taylor provided a summary of the Metrics. These were noted

#### **13. DATE OF NEXT MEETING**

The next Learning, Teaching and Quality Committee meeting will take place on Wednesday 10 February 2021 at 5.00pm, Microsoft Teams.

#### **Action Point Summary**

<b>Action</b>	<b>Responsibility</b>	<b>Date</b>
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No action points noted.