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**Learning, Teaching and Quality Committee**

**Wednesday 8 February 2023**

***Draft Confirmed by Chair***

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 8 February 2023 at 5.00pm via Microsoft Teams.

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| **PRESENT:** | M Williamson | A Monks |
|  | K Ditcham | S Stirling |
|  | B Carmichael | S Hewitt |
|  | S Middleton | D Fordyce |
|  | L Strukanova | A Mawhirt |
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| **IN ATTENDANCE:** | S Taylor (Vice Principal / Secretary to the Board) |
|  | J Grace (Vice Principal Curriculum & Attainment) |
|  | J Roscoe & S Toms (Directors of Curriculum and Attainment) |
|  | A Mawhirt (Head of People & OD) |
|  | C Calder (Academic Development Lead) |
|  | P Muir (Board Administrator) |

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|  | **WELCOME**M Williamson welcomed Committee members.  |
|  | **APOLOGIES**Apologies were received from H Honeyman, N Lowden and L O’Donnell |
|  | **DECLARATIONS OF INTEREST OR CONNECTION**There were no declarations of interest or connection. |
|  | **MINUTE OF PREVIOUS MEETING**The minute of the meeting held on Wednesday 2 November 2022 was approved as an accurate record. |
|  | **MATTERS ARISING**The matters arising were included in the agenda and closed. |
|  | **CURRICULUM REPORT- LEARNING & TEACHING DEVELOPMENT PROGRAMME** Abi Mawhirt and Christine Calder stated there was a wide ranging CPD plan created for different staff groups and roles across the College, with this building from learning and teaching development through to course leadership and line management training for promoted roles. A range of CPD opportunities had been developed by the Academic Development team, with the paper highlighting various CPD developments within the College. Internal resources have been used to develop staff skills which is very cost effective. The Leadership Development Forum (LDF) had undertaken work around college values, line management, college practice and policies, with this being welcomed by managers. This work would continue to develop, combining CPD opportunities with peer support and networks.In addition, staff were undertaking coaching for their developmental needs and more support had been given for Curriculum and Quality Leaders (CQLs).Student Behaviour has been highlighted as a priority within the Learning & Teaching Development Programme, given issues arising during the pandemic and being seen as more students have returned to campus. The behaviour management training matrix was noted, with basic training and awareness provided for all staff, and more advanced training provided for those in specific roles or in areas where behavioural management interventions were required more often. The feedback for this had been positive, highlighting that the training had been excellent and skills learned provided staff with means and ways of de-escalation. It was confirmed that the training was ongoing.A Mawhirt highlighted that professional learning was continuing to be supported through the Academic Development team, with new pathways of learning supported including new professional categories and support through teacher training and General Teaching Council of Scotland (GTCS) registration. In addition to this, a blog had been created to share practice and opportunities. M Williamson asked about the expectation and entitlement that staff would have in terms of CPD and how this fitted with time available. A Mawhirt noted that staff had requirements for CPD as part of their GTCS registration, supported by one-to-one and in-team discussions on CPD needs. It was noted that time availability was always a factor and that sessions were offered at different times and places to seek to meet needs as best as possible. A Mawhirt stated there were a variety of training development days within the college and all staff had access to these. M Williamson asked if they completed this within their own time or whilst attending the college. A Mawhirt stated that a budget was available to cover additional time input to attend CPD for part-time staff.The Committee welcomed the update and the developments planned to support enhancements in learning, teaching and leadership. |
|  | **STUDENTS ASSOCIATION REPORT**A Monks presented the report presentation to the Committee.Training for Class and Lead Representatives was well underway, with changes made to the training approach and materials based on feedback and reflection on previous years.The festive break provided a positive impact on students. A survey, using the Two Stars, One Wish approach had been used to investigate how students were feeling about the Festive break, with very positive feedback.Students class and department representatives had held an online Q&A with the Executive, raising questions, providing feedback and having queries answered. This was part of a series of these events and proved popular and useful.  The Students Association are continuing their initiatives under the Thrive Project to support students and staff, with a new Thrive Shop opening at Gardyne. M Williamson and other Committee members thanked A Monks for her presentation and noted the amazing work that was being carried out by Students’ Association and thanked them for their hard work. A Monks stated that the new Esports society launched a survey in Dec 2022 with around 50 staff and students interested in creating a team. This event will be sponsored by Corsair and will be launched at the end of February 2023. K Ditcham stated how amazing the Student Association are doing, building the community together and thanked them for their contribution. |
|  | **EDUCATION SCOTLAND ANNUAL ENGAGEMENT VISIT REPORT**The Annual Engagement Visit (AEV) held by Education Scotland in November 2022 had involved over 60 staff and students. The report back from this was very positive, showing numerous strengths and highlighting good practice in the links between the College and our regional employers and between the college and our community and third sector groups. The areas for development were also noted, with work continuing to progress on these. Positive press coverage received as a result of the publication of the AEV outcome was noted. M Williamson praised this report from Education Scotland, stating it was incredibly impressive. |
|  | **LEARNER SATISFACTION SURVEY NOVEMBER 2022**The Learner Satisfaction Survey undertaken late Autumn 2022 had achieved high levels of participation and S Taylor noted the excellent work undertaken by staff across the College to support students to engage with this. Survey outcomes were also strongly positive, with the student satisfaction rate increasing over time and remaining at a high level 88%. And S Taylor summarised how the survey outcomes were used at individual team and course level to inform reflection and evaluation.M Williamson welcomed the report and the excellent results achieved and asked about the use of the word cloud in respect of the ‘one more thing’ comments. It was noted that this did not really reflect the range of comments received and it was agreed this would be reviewed for the next survey.S Middleton asked if there were common themes arising across the sector in terms of student feedback. J Grace highlighted the VP Curriculum network shared information like this and noted that there were common themes around attendance, disruption to learning and deteriorating health / wellbeing. Good practice was shared around responses to issues raised.The report and survey outcomes were noted. |
|  | **VP CURRICULUM & ATTAINMENT REPORT**January recruitment figures were highlighted by J Grace, with c440 students starting new courses and a further 16 starting in the next couple of weeks. J Grace noted concern continued around student retention, with over 100 students not returning after the Christmas break. Retention calls and other work was continuing with this group and 57 of the 100 had returned to class and a further 8 were working with student services in terms of support to re-engage.S Hewitt highlighted the close work with Dundee Football Club to create partnership links to benefit the club and the College. The development of the new Foundation degree in Esports – the first of its type in Scotland – was noted.  |
|  | **STRATEGIC RISK REGISTER**Developments to the Strategic Risk Register were discussed and it was noted that there were no changes proposed to the risks allocated to the Committee.  |
|  | **LT&Q METRICS**The range of LT&Q metrics were noted.J Grace noted that Young Persons Guarantee (YPG) funding had been confirmed by the Scottish Funding Council and would be used to support re-engagement and attainment activities including assessment centers, targeted drop ins and other work to support students to pass and progress. This funding would also support the delivery of the RISE course and continuation of the Child Poverty Project work. |
|  | **DATE OF NEXT MEETING**Wednesday 26 April 2023, Gardyne Campus, Room Y150. |

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| **Action Point Summary** |  |  |
| **Action** | **Responsibility** | **Date** |
| No action points noted |  |  |