BOARD OF MANAGEMENT

Learning, Teaching and Quality Committee

Wednesday 11th February 2026 at 5.00pm **Room K-TO-624, Kingsway Campus** (MS Teams option available)

Minute of the Learning, Teaching and Quality Committee meeting held on Wednesday 11th February 2026 at 5.00pm in Room K-TO-624 Kingsway Campus and via Microsoft Teams.

PRESENT:
Neil Lowden
Adele Lawrence
Stephen Oakley
Ged Bell
Kirstin Marsh
Sally Middleton
Connor Pithie
Laurie O'Donnell
Colin Smith

IN ATTENDANCE:
Steve Taylor (Vice Principal / Secretary to the Board)
Julie Grace (Vice Principal Curriculum and Partnerships)
Jane Roscoe, Lee Lapin & Steph Toms (Directors of Curriculum & Partnerships)
Leann Crichton (Director of Student Experience)
Sarah Rennie (Student Retention and Success Officer)
Megan MacQueen (Executive Coordinator)

1. WELCOME

Neil Lowden opened the meeting by welcoming members to the LTQ Committee.

2. APOLOGIES

Apologies received from S Hewitt and D Smith.

3. DECLARATIONS OF INTEREST & CONNECTION

There are no declarations of interest or connection.

4. MINUTE OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 12th November 2025 were approved.

5. MATTERS ARISING

Matters arising were covered in Paper B. An update on the progress of the CSDN Elevate CPD project will be provided by L Lappin in May 2026.

6. CURRICULUM REPORT – DEVELOPING LEARNER SURVEYS AND ACTIONS

S Rennie attended the Committee. The presentation focussed on the recent learner survey from autumn, and the survey results were shared.

S Rennie noted there was strong competition from departments with who could get the best completion result. This was positive as it meant the survey was being completed within departments. S Rennie collated feedback for Support Teams, as in previous years staff have had to scroll through around 20,000 comments to find feedback relevant to their area. Support teams were given spreadsheet with comments that were relevant to their department.

S Rennie outlined changes made to help to engage students in the survey process in areas including Supported Education and ESOL. This work had significantly improved survey response numbers in both of these areas.

The visibility of the survey outcomes reinforces to the learners that their feedback is valued and listened too and acted on. For example, some students noted that they were struggling with digital aspects such as MS Teams so LDR put on extra sessions to help students. S Rennie monitored comments every day whilst the survey was open, redacted any confidential information and pulled through any concerns.

S Oakley noted the positive results of the survey and anything that keeps students on a course is a positive outcome.

K Marsh noted the effort in engaging with groups who are difficult to reach out to and welcomed the effort the team have gone too.

K McIntosh noted word cloud on page 18 and felt that that there are too many words pulled through and that without context this was difficult to assess. K Marsh highlighted to the team to take themes drawn from the analysis as that might be more helpful than a word cloud. This would be considered although S Rennie noted that the SFC are changing the wording of their survey and College will need to update their questions at that point so it may make sense to wait and do this at one time.

S Oakley asked if any of the data used in spring survey can also be used in the autumn survey, in terms of following the student's journey. S Taylor noted that these results go to individual teams and that they are encouraged to identify actions and share these with their students.

Committee thanked Sarah and her team for the presentation.

7. STUDENTS' ASSOCIATION REPORT

C Pithie and A Lawrence presented a comprehensive update on Student Association activities. Student congress and department rep training was merged this year, and a day was spent training the students, in a service design style workshop. Student Association then asked for feedback at the end of the session.

The Open Day took place at Gardyne Campus in January. Around 20 student reps were volunteering at the event and gave potential future students an insight to life of a student at the College.

Student feedback responses highlighted a want for increased social and out of hours opportunities to enhance the student experience. The Student Association had sent out information how Students can set up their own clubs out with College hours. There is also a collaboration with Abertay University so College students can attend their clubs and societies outside of College hours.

Student engagement continues to grow across campuses, with increased interest in clubs and social activities. The Kingsway Office if always busy and they are looking to expand the space for Student Association activity.

The Thrive Project continues to provide essential wellbeing and cost-of-living support to students. The Thrive shops are popular and were showcased at the open day. Looking at partnerships with supermarkets and hoping to stock up the larders at all campuses.
The DISHED project tad also been progressed. This was a community project to look at partnerships with restaurants in Dundee.

N Lowden thanked C Pithie and A Lawrence for their presentation. S Oakley praised the collaboration with Abertay regarding social clubs and societies. Abertay have over 30 clubs and societies and membership prices will be at a low cost for our students.

S Toms noted the impact of the student helpers at the open day was huge. Feedback from potential students was positive.

N Lowden asked the question of how to triage the students starting up their own clubs and is there governance behind it. C Pithie noted it is open and Student Association team monitor the admin for these clubs through MS group chats etc. A member of the Student Association team is always available at the time the clubs are running. 12-4pm clubs is a small group and aimed at students who are not timetabled at this time. The sessions are also drop in for students who are in class over lunch time.

The presentation was welcomed by the Committee.

8. SECTOR QUALITY ARRANGEMENTS – SELF EVALUATION AND ACTION PLAN (SEAP)

S Taylor highlighted the SEAP Document is part of the new quality arrangements. The documents are distillation of evaluation activity across the whole College and written in a specified approach, that is limited with the word count. The D&A College SEAP document has been recognised as good practice across the sector.

S Taylor noted that the Student Association were given the student partnership section to gather feedback from students and draft the section. This meant students had the opportunity to lead on this section of the evaluation. The action plan at the end of the document has actions from this current year and last academic year, this will then go to the Quality Strategy Group to review and close out.

G Bell asked if this has been handed over to SFC for feedback and if they will report back.
S Taylor confirmed they would, although feedback was very high level and not detailed.

N Lowden asked how observations get recorded through the SEAP. S Taylor noted there is work to be done in tightening up the observation recording but information around key themes or needs was shared rather than specific individual outcomes.

S Taylor noted the observation cycle has changed, due to covid and the savings plans in the last six years, noting it has been a challenge to get fully operating again.

S Taylor noted an example of shared practice is the ESOL team, they share practice continuously. N Lowden noted that J Roscoe's work with Positive Behaviour project didn't come through as prominently as thought. This was noted.

9. CURRICULUM AND PARTNERSHIPS REPORT

J Grace summarised the report and highlighted that several January programmes were removed due to the savings plans. Some courses have been removed, and this could impact on elements of August recruitment. Around 200 fewer students could be accommodated on a course in January due to the cuts. Those who didn't get a place in January are encouraged to apply in August and work was ongoing with Skills Development Scotland to support those young people without a positive destination.

J Grace noted that a quiet hour was introduced at the open day for applicants who are Neurodiverse and needing support with their application to College.

G Bell noted the impact of the savings that were made, with only half the students who applied in January receiving a place. G Bell asked if the College could track their journey since being rejected. L Crichton noted that data is shared with SDS to track them and follow their journey but that the cuts required by the College would only result in these young people needing to be supported elsewhere in the system.

The update was welcomed and concern at the loss of places noted.

10. STRATEGIC RISK REGISTER

The Strategic Risk Register was noted and no changes to the risks delegated to the Committee were proposed.

K Marsh asked is there a risk connection with those students who didn't get a place in January due to financial savings, this is flagged number 1.1 on register. S Taylor noted this remains under review.

11. LTQ METRICS

Metrics were presented for noting. S Taylor noted that the cuts in courses would impact on the overall credit target but that this was forecast to be within the 2% tolerance level set by SFC. L Crichton stated she was positive that the college will hit the required target.

12. DATE OF NEXT MEETING

Wednesday 13 May 2026, Room K-TO-624, Kingsway Campus

Action Point Summary

Action	Responsibility	Date
No actions noted		