



DRAFT MINUTES of the MEETING of the LEARNING, TEACHING AND RESEARCH COMMITTEE held via Microsoft Teams on Tuesday 27 September 2022

PRESENT: Dee Bird, Russell Edwards, Chris O’Neil, Stephen Sheridan, Arvinder Kainth, William Campbell and Kelly MacKenzie

CHAIR: Dee Bird

APOLOGIES: Matthew Millward and James Millar

ATTENDING: Vice Principal – Academic and Research
Vice Principal – Student Experience and Quality
Acting Director - Scotland, Wales and Northern Ireland, QAA Scotland
Quality Enhancement Manager, QAA Scotland
Academic Registrar, Faculties and Academic Standards, UHI Executive Office
Governance Officer

The Governance Officer confirmed that this meeting was quorate.

The Chair welcomed everyone to the meeting and introduced the members from QAA and UHI Executive Office advising that they would be providing the Committee with a high-level overview of the work which QAA are undertaking.

There were no declarations of interests, statements of connections or transparency statements noted.

Confidential Closed Session – Committee Creative Space

A confidential closed session took place which provided the Committee with the creative space to discuss the work of QAA Scotland (Note of Session: CSN-LTR-092022).

Acting Director - Scotland, Wales and Northern Ireland, QAA Scotland left the meeting.

Quality Enhancement Manager, QAA Scotland left the meeting.

Academic Registrar, Faculties and Academic Standards, UHI Executive Office left the meeting.

1. MINUTES FOR APPROVAL

a.) Note of the Closed Session (CSN-LTR-062022) held on 14 June 2022

The Note of the Closed Session (CSN-LTR-062022) of the Learning, Teaching and Research Committee held on 14 June 2022 was **AGREED** and **APPROVED** for signature by the Chair.

b.) Minutes of the Meeting held on 14 June 2022

The Minutes of the Meeting of the Learning, Teaching and Research Committee held on 14 June 2022 were **AGREED** and **APPROVED** for signature by the Chair.

c.) Note of the Confidential Session (CN01-LTR-062022) held on 14 June 2022

The Note of the Confidential Session (CN01-LTR-062022) of the Learning, Teaching and Research Committee held on 14 June 2022 was **AGREED** and **APPROVED** for signature by the Chair.

2. OUTSTANDING ACTIONS

- Corporate Parenting Plan – The Governance Officer advised that Corporate Parenting Training will be included within the Board Development and Training Plan which is scheduled to be taken to the Board of Management for approval on 25 October 22.

- Confidential Discussion – The HISA Inverness President provided the Committee with an update in respect of HISA advising that:
 - HISA are looking to rectify the position of the Mental Health Co-ordinator.
 - Changes have been implemented within HISA and a full communications team are now in place to provide a focus on students, HISA are providing a full advisory service to students and HISA staff are now getting the support required.
 - Discussions are being undertaken in respect of the UHI Inverness stationery shop and there is potential that the running of this will be handed back to HISA Inverness.
 - The Committee noted that Head Office are committed to listening to local staff and take officers opinions into consideration before any decisions are made.

The Committee thanked the HISA President for this update.

Action: The Governance Officer, will liaise with HISA to attend the creative space session at the December meeting.

Decision: It was **AGREED** that this item could be removed from the list.

3. POLICIES FOR APPROVAL

The Vice Principal – Student Experience and Quality advised the Committee that all policies had been through our internal review process.

a.) Placement and Externally Supported Learning

The Vice Principal – Student Experience and Quality advised the Committee that there was a small error on the cover sheet of this policy. The Committee noted that it should specify that the Vice Principal – Academic and Research would be the lead officer for the policy with the Tertiary Education Leaders being the review officers.

Decision: The policy was **RECOMMENDED** for approval by the Board of Management.

b.) UHI Student Carers

The Vice Principal – Student Experience and Quality advised the Committee that this was a UHI common policy which had been subject to minor updates.

Decision: The policy was **RECOMMENDED** for approval by the Board of Management.

c.) UHI Student Conduct

The Vice Principal – Student Experience and Quality advised the Committee that this too was a UHI common policy and highlighted that we had been heavily involved in its refresh. The Committee noted that the policy had been updated so that its scope applied to both students and anyone acting on their behalf. The Committee was advised that this update was important in respect of apprentices.

Decision: The policy was **RECOMMENDED** for approval by the Board of Management.

4. SUB-STRATEGIES FOR APPROVAL

The Vice Principal – Student Experience and Quality advised the Committee that we would only be looking at strategies a, b, c, d, g and j from the agenda with the others going to the F&GP and HR Committees respectively.

The Committee was advised that the sub-strategies feed into our overarching strategy which was agreed by the Board of Management last year.

a.) Quality Assurance Enhancement Strategy

The Committee noted that this strategy sets out our arrangements in respect of Quality Assurance and Enhancement and has five broad aspects.

Russell Edwards left the meeting.

The Committee discussed:

- Each strategic objective
- Curriculum Review
- KPI's

Action: The Vice Principal – Student Experience and Quality to make updates to the strategy in respect of:

- Strategic Aim 3
- Reference to developments within the tertiary framework
- QAA.

Decision: Following the above changes the strategy was **RECOMMENDED** for approval by the Board of Management.

b.) Student Partnership and Engagement Strategy

The Vice Principal – Student Experience and Quality took the Committee through the strategy highlighting that we had purposely moved away from the term student engagement. The Committee noted that the strategy includes reference to SPARQS.

Decision: The strategy was **RECOMMENDED** for approval by the Board of Management.

c.) Access and Inclusion Strategy

The Committee noted that this strategy addresses the support which we are providing to priority learner groups. It was highlighted that support needs can change throughout the year.

Action: The Vice Principal – Student Experience and Quality to make updates to the strategy in respect of monitoring needs throughout the year.

Decision: Following the above change the strategy was **RECOMMENDED** for approval by the Board of Management.

d.) Digital Transformation Strategy

The Committee was advised that there had been much debate on the title of this strategy which is transformational as it spans across students, staff, campus infrastructure and the digitalisation of processes and systems.

Decision: The strategy was **RECOMMENDED** for approval by the Board of Management.

e.) Research and Innovation Strategy

The Committee was advised that this strategy had gone to the Research and Innovation Committee for discussion and had been put together with reference to the draft UHI Strategic Plan for Research and Knowledge Exchange. The Committee was advised that the strategy sets out our vision for tertiary education and the research environment which is being developed by our Tertiary Education Leaders and Directors of Research.

The Vice Principal – Student Experience and Quality left the meeting.

Decision: The strategy was **RECOMMENDED** for approval by the Board of Management.

f.) Tertiary Education Strategy

The Vice Principal – Student Experience and Quality joined the meeting.

The Vice Principal – Academic and Research took the Committee through this strategy.

Decision: The strategy was **RECOMMENDED** for approval by the Board of Management.

5. QUALITY ENHANCEMENT PLANNING AY 22-23

The Vice Principal – Student Experience and Quality advised the Committee that the feedback from the recent Education Scotland review has endorsed that we are focusing on the correct areas for the year ahead.

The Committee discussed the following themes within the plan:

- Student Voice – noting that we are working closely with the Quality Team to launch the Early Experience Survey with ambitious targets having been set in respect of response rates.
- The Committee noted that whilst retention and recruitment of students remains a focus it does not feature in the plan. However, the Committee was advised that we are looking positive in comparison with the sector.

The Committee welcomed this plan.

6. NSS 2022 UHI INVERNESS OVERVIEW

The Vice Principal – Student Experience and Quality advised the Committee that the NSS survey results provided information on student satisfaction and outcomes and that the return was for UHI as a whole.

The Committee noted that there had been a high response rate with satisfaction rated at 80%. The Committee was advised that the NSS is led by Executive Office and that whilst we encourage students to participate; the follow up and quality improvement areas highlighted from the survey are carried out by Executive Office.

The Committee welcomed the results from the NSS Survey.

7. ACADEMIC STRUCTURES

A confidential discussion around the Academic Structures took place (CN01-LTR-092022).

8. WORKING IN PARTNERSHIP REPORT

The Committee was advised that this report provided them with an overview of the activities that HISA and UHI Inverness are undertaking.

Russell Edwards joined the meeting.

The HISA Inverness President provided the Committee with the background to the enhancement themes highlighting:

- The activities that are taking place on campus to introduce students to HISA and to create a student community both online and on campus. The Committee noted that this includes a fresher's fayre and graduation ceremony.
- The impact on students in respect of the cost-of-living crisis with the cubby, digital poverty laptops, free breakfast and lunch, free travel, hardship funds and free sanitary products being promoted to students.
- The launch of the link newsletter.
- That nominations have closed for the two vacant officer roles within HISA Inverness.
- The priority of student voice representatives and the work being undertaken to restructure this area to increase the number of student representatives.

The Committee discussed the impact of poor mental health among students and were advised of the support which is being offered in respect of this.

The Committee commended the work which is being undertaken to support students.

9. COMMITTEE EVALUATION FEEDBACK

The Governance Officer spoke to her report advising that the Committee and Chair Evaluations had been carried out offline during the Summer. The Committee noted that no issues were highlighted from this exercise and that the feedback will be presented to the Board of Management on 25 October 2022 as part of the yearly report on evaluations.

10. ANNUAL COMPLAINTS REPORT

The Committee noted the contents of the Annual Complaints Report.

11. MINUTES FROM INVERNESS COLLEGE COMMITTEES

The Committee noted the minutes of the Student Journey and Enhancement Committee held on 21 June 2022.

12. DATE OF NEXT MEETING: TUESDAY 06 DECEMBER 2022 AT 4.30 P.M.

Signed by the Chair:



Date:

06 December 2022