

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 31 May 2016

PRESENT: Louise James, Helen Miller, Lizzie Munro, Diane Rawlinson, Steve Walsh

CHAIR: Louise James

APOLOGIES: Mick Longton, Ryan MacIntyre, Dominic Thierry, John Wilson

ATTENDING: Depute Principal
Head of Curriculum
Head of Student Services
College Secretary

1. MINUTES OF THE MEETING OF THE LEARNING AND TEACHING COMMITTEE HELD ON 8 MARCH 2016

The Minutes were **AGREED** as a correct record, were **APPROVED** and signed.

2. EDUCATION SCOTLAND EXTERNAL REVIEW OF INVERNESS COLLEGE UHI

A report by the Depute Principal referred to the external review report by education Scotland which found that the College

“...has in place **effective** arrangements to maintain and enhance the quality of its provision and outcomes for learners and other stakeholders. This judgement means that, in relation to quality assurance and enhancement, the college is led well, has sufficiently robust arrangements to address any identified minor weaknesses, and is likely to continue to improve the quality of its services for learners and other stakeholders.”

This was the highest level of assurance that Inspectors could provide. The report was overwhelmingly positive and a testament to the commitment, effort and expertise of staff and the energy and drive of the students' association. It also validated and recognised the significant amount of work that had gone on over the last few years to review all aspects of the College, and the improvements and progress that had been made. The report highlighted many strengths, had identified two areas of Excellent Practice and highlighted some areas for further development.

The three main points for action related to:

- improving successful completion rates on programmes where they were low;
- making sure that the arrangements for gathering learner views and using them to inform improvement at programme level were fully effective and;
- ensuring that bursary applications were managed effectively.

The College had provided a challenge to each of the last two main points for action as it was of the opinion that the College had provided extensive evidence

to back up the actions which were being taken in respect of the gathering of learner views and that the bursary point was outwith the control of the College.

Despite these two issues, the report was very positive and a real endorsement of the work of the college. It also provided, throughout the text, useful pointers to strengths and areas for development that would be used to inform the next stage of development.

The Committee welcomed the report and congratulated everyone involved, particularly as it reflected the hard work which had been carried out.

3. EXTERNAL VERIFICATION SUMMARY 2015-16

A report by the Head of Curriculum referred to the programme of external verification (EV) activity in 2015/16. The majority of the visits were much later this year and although the College had been verbally notified of significant strengths in a number of areas, the final written reports were still awaited.

The Committee **NOTED** the current position and looked forward to receiving a full report in September.

4. END OF YEAR STUDENT SURVEY

A report by the Quality Manager provided a summary of the key findings arising from the 2015-16 End of Year Student Survey which was broken down into the following categories:

- SFC national pilot survey questions
- Learning & teaching
- Assessment and feedback
- Support and guidance
- Organisation and management
- Student representation and engagement
- Customer Service.

The survey related to FE students only as the views of HE students would be captured in a UHI wide survey.

A number of areas had been identified as requiring a focus on improvement including, e.g. additional support needs arrangements, careers advice, reducing changes to timetables and student representation and engagement.

Based on responses relating to unsatisfactory and poor service, it was recommended that there be an increased focus on customer service within the following areas:

- Admissions
- Funding
- ASN
- ICSA
- Cash Office

The Committee **NOTED** the results and thanked the Quality Manager for a very comprehensive report.

5. STUDENT RECRUITMENT

A report by the Depute Principal provided a summary of student recruitment activity for 2015-16, and a summary of student recruitment so far for the 2016-17 session.

Current student activity against targets – 15/16

- FE - currently 1,189 credits above the year-end target.
- HE - currently projecting a total of 1,490 FTE against a target of 1,450.6 FTE: a projected variance of +39.4 FTE.

2016-17 Student Recruitment

- FE - running at a similar rate to the same time last year and about 17% above curriculum plan (CP) target overall.
- HE - running about 7% higher than the same time last year and about 17% above CP target.

The Committee **NOTED** the very positive positions for both 15/16 and 16/17.

6. UPDATE ON KEY OBJECTIVES FOR THE YEAR

A report by the Depute Principal provided an update on the key objectives relating to learning and teaching for academic year 2015-16.

1. Achieve FE and HE student activity targets for 2015-16 (**Achieved**)
2. Improve student retention and attainment rates for all full-time and part-time FE and HE programmes (**TBC**).
3. Improve student satisfaction rates at FE and HE levels (overall and in specific categories), as measured by the pre-exit student survey, and improve the NSS satisfaction rate overall (**Not achieved**)
4. Ensure the focus on learning and teaching has a tangible impact on professional practice and the student experience, including:
 - improved sharing of practice to support professional learning (**Achieved/ongoing**)
 - enhanced feedback and assessment practices (**Achieved/ongoing**)
 - increased student involvement in enhancing their own learning (**Partially achieved**)
 - improved support for learning (including additional support) and academic guidance (**Partially achieved**)
5. Receive a judgement of 'effectiveness' from Education Scotland following the external review in March 2016 (**Achieved**)

The Committee **NOTED** the excellent progress which had been made in achieving most of the objectives.

7. STUDENT PARTNERSHIP AGREEMENT

A joint report by the Head of Student Services and Student President provided an update on the very good progress made in the Student Partnership Agreement across the 4 aspects of: -

- Student Representation
- Student Community
- The College Welcome
- Learning and Teaching

The Committee **NOTED** the report.

8. STUDENTS' ASSOCIATION UPDATE

A report by the Student President provided information on the wide range of activities of ICSA in the final quarter of 2015-16.

The Committee **NOTED** the variety and volume of activities undertaken by the Students' Association.

As this would be the last attendance at the Learning and Teaching Committee before stepping down as Student President on 30th June, the Chair recorded her thanks to Lizzie Munro for her excellent contribution over the last two years as a student member of the Board of Management.

9. OUTCOMES REPORT FOR LOOKED AFTER CHILDREN & CARE LEAVERS 2014-15

A report by the Depute Principal informed the Committee of the findings from the Annual Outcomes Report for Looked After Children and Care Leavers for 2014-15.

The College had been awarded the Buttle UK quality mark in July 2014, and a great deal of work had been undertaken since then to embed the support for Looked After Children and Care Leavers (LAC/CLs) in college processes and practices. The college would continue that work under the auspices of its Corporate Parenting obligations for Care Experienced young people.

As part of the Buttle UK monitoring criteria, the College was required to complete an annual report which focussed on outcomes for Looked After Children and Care Leavers. Going forward and in line with new legislation, the college would produce a Corporate Parenting Plan, the first draft of which would be completed in the summer, and then report on progress against the plan annually.

The Committee **NOTED** the report.

10. MINUTES FROM MANAGEMENT COMMITTEES

The Committee **NOTED** the Minutes of the Meetings of the following Management Committees

- a) Academic Management Group – 25 February 2016
- b) Academic management Group – 24 March 2016
- c) Academic Management Group – 21 April 2016
- d) Student Support Committee - 16 March 2016
- e) Equality and Diversity – 10 March 2016

11. DATE OF NEXT MEETING

Provisional – Tuesday 20 September 2016 at 8.30 a.m.

Signed by the Chair: _____

C Louise James

Date: _____

20th Sept 2016