



Board of Management

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 6 March 2018

PRESENT:	Ollie Bray, Sarah Burton, Jaci Douglas, Helen Miller, Fiona Neilson, Gavin Ross, Tom Speirs
CHAIR:	Sarah Burton
APOLOGIES:	Chris O'Neil, Gabriel Starr
ATTENDING:	Depute Principal Head of Curriculum Head of Student Services Director of Rivers and Lochs Institute Secretary to the Board of Management

The Chair referred to the recent resignation of the Teaching Staff Member on the Board, Kate White and on behalf of the Committee, recorded her appreciation of Kate's input to the work of the Committee.

1. MINUTES

The Minutes of the meeting of the Learning and Teaching Committee held on 5 December 2017 were **AGREED** as a correct record, were **APPROVED** and signed.

2. LEARNING AND TEACHING COMMITTEE TERMS OF REFERENCE

A report by the Board Secretary advised that a review of the Terms of Reference of the Learning and Teaching Committee had been carried out by the Chair, in consultation with the Depute Principal and the Head of Research Development. It was proposed that the name of the Learning and Teaching Committee be changed to Learning, Teaching and Research Committee and the remit be amended to reflect the important role of research activity in the College.

The Committee **AGREED** to **RECOMMEND** the changes to the Terms of Reference of the Learning and Teaching Committee to the Board of Management for approval.

3. OUTSTANDING ACTIONS

The Committee considered each of the actions and **AGREED** that a number of actions had been completed so could be removed from the list. The outstanding actions would be completed as per the time line.

4. RESEARCH

Professor Eric Verspoor, Director of the Rivers and Lochs Institute, gave a presentation on the work of the institute. He referred to its establishment in 2012, to its mission, its current staffing profile and its staffing model which included positions and secondments with academia, government, industry and non-government organisations.

There were a number of exciting research projects underway including AS3IG (Assessment of Salmon Stocks in Scotland: Integrating Genetics), Farm Wild Markers, AMBER (Adaptive Management of Barriers in European Rivers), and the development of DNA-based metagenomics methodologies for seabed monitoring and aquaculture management.

In addition, the Institute was involved in a number of outreach projects with STEM, local primary schools and would include secondary schools in the near future. There were a number of strategic research areas identified within the 2015-20 Research and Innovation Strategy and he outlined the 2016-20 development priorities, one of which was the establishment of the River Ness Centre, which would incorporate an integrated research centre including outreach for schools and a tourism centre.

The Committee asked a number of questions and the Chair thanked Professor Verspoor for his very interesting and informative presentation.

Tom Speirs entered the meeting during the presentation.

5. HIGHER MEDIA ACTION PLAN

A report by the Depute Principal provided an update on the progress being made with the various actions outlined in the action plan, which had been drawn up after the investigation into the failure of all students on the 2016-17 Higher Media award.

The Committee were pleased to **NOTE** that all actions were progressing well with several having been completed.

6. STUDENT RECRUITMENT 2017-18

A report by the Depute Principal provided an update on student recruitment in 2017-18. The current student activity indicated that

- FE recruitment was below target. Additional actions were being taken to ensure that target was met, and
- HE recruitment had exceeded the funded undergraduate target.

The level of 'over-trading' at FE (activity over and above our funded target) experienced in previous years had been pulled back and an effort had been made to ensure that no full-time programmes exceeded the 18-credit limit now imposed by SFC. FE recruitment in general had become more challenging, both in August and in January with, for example, a number of students enrolling directly onto HE courses and fewer Christmas school leavers starting courses in January. These factors had contributed to the current activity levels. However, although FE activity was below target at this point in the year, the college still expected the activity target to be met by the year-end. In addition to the activity still to recruit, the Head of Curriculum and PDMs were ensuring that all credits were accounted for on all FE programmes.

The only financial implications of not achieving FE target would be the loss of ESF funding.

The Committee **NOTED** the position.

Jaci Douglas left the meeting.

7. **QUALITY ENHANCEMENT**

A report by the Depute Principal provided a summary of quality enhancement and related activities taking place across the college including the progress against actions relating to underperforming programmes and Higher and National 5 Awards.

The Committee discussed the report and the following points were made:-

- Targeted intervention was in place for computing, art and design, social sciences, engineering craft, hospitality and care practice
- There were global pressures on computing programmes as a result of the level of provision from India
- There was a move to rename hospitality to a more meaningful title e.g. Hotel and Restaurant Management.
- A checklist was being used for staff teaching Higher and National 5 Awards, mentors had been allocated and a range of other measure were in place.

The Committee **NOTED** the range of activities and **REQUESTED** that in future reports, the number of enrolments be included in tables to put into context the percentage of withdrawals.

8. **STAKEHOLDER ENGAGEMENT REVIEW**

A report by the Depute Principal provided a description of the College's planned approach to ensuring that the quality and impact of its engagement with key stakeholders was systematically captured and evaluated. Because of the introduction of the Education Scotland quality framework "How Good is our College", the onus was now on colleges to collect this evidence themselves.

It was proposed that five common questions be asked of all key stakeholders and that the survey would provide the opportunity for free text responses. A Heat Map template would be used to provide an overall picture of the level of engagement and satisfaction across curriculum and support teams and would enable college level and team analysis, the identification of good practice and areas for development.

Having received assurance that information would be fed back in a timely manner to stakeholders through scheduled meetings with teams or groups, the Committee **AGREED** to the proposed approach to the stakeholder engagement review.

9. **STUDENT PARTNERSHIP AGREEMENT**

A report by the Head of Student Services provided an update on the progress made with the formal Student Partnership Agreement (SPA) across the 4 aspects of

- **Student Representation**

It was important that each of the three HISA Inverness posts (President, VP Education and VP Activities and Welfare) be contested in the forthcoming elections. It was also recognised by the HISA President that there would be the need for a handover with the newly elected student officers in advance of them taking up office.

- **Student Community**

Moving forward it would be important that students recognised which activities contributed to “student life and community” and to ensure that the activities were fully visible and understood.

Feedback would be sought from stakeholders who had participated in the recent Happy, Healthy You event to see if there were any key messages to be learned.

- **The College Welcome**

The welcome literature, which was circulated with all offers of a place, had been redrafted to engage with students from an early point and support them in preparing for study.

- **Learning and Teaching**

Student feedback on learning and teaching continued to come in through attendance at the course committee meetings (CCM), focus groups and the SRC.

The Head of Student Services also referred to the work which had begun with sparqs (Student Partnership in Quality Scotland) on a project around the “How Good is our College” framework.

The Committee **NOTED** the report.

10. **STUDENTS' ASSOCIATION REPORT**

A report by the Student President provided an update on the work of HISA in Inverness. The Head of Student Services advised that PDM's were attending meetings of the Student Representative Council (SRC) to provide feedback and close issues raised more quickly. The Student Satisfaction Survey had been launched on 5th March with an offer of a free breakfast roll or slice of pizza for each completed return. There had been a 10% return on day one and early analysis showed the student satisfaction rate at 90%.

The Committee **NOTED** the report

11. **GENDER ACTION PLAN – MID YEAR REPORT**

A report by the Head of Student Services provided an update on the Gender Action Plan which focussed on FE only and on areas/programmes which displayed a severe gender imbalance (greater than 75% in one gender), in either enrolments, retention or successful completions. HE programmes were encompassed within the UHI GAP which subject network leaders had devised across the partnership.

Gender recruitment targets (numerical targets) had been set for 2018/19 and these would act as a stepping stone to help the college achieve the ambitious aims and milestones set by the SFC for the sector.

It was fully recognised that a cultural shift was required and a long term project had begun with Inverness High School, along with feeder primary schools. Further developments were also underway or planned with school leavers, College front facing teams and with employers.

The Committee discussed the challenges ahead and **NOTED** the work being undertaken as part of the GAP.

The following items of business were included in the agenda for noting so no discussion took place at the meeting.

12. CUSTOMER SERVICES EXCELLENCE – REVIEW

A covering report by the Head of Student Services provided a summary of the findings of the recent Customer Service Excellence review which took place in December 2017 and shared the review report. The College had retained the award and had 11 areas which were recorded as being “compliant plus”.

13. HALF YEARLY COMPLAINTS REPORT

A report by the Quality Manager provided an analysis of complaints covering the period 1 August 2017 to 31 January 2018.

14. 2016-17 COLLEGE PERFORMANCE INDICATORS

A report by the Depute Principal provided a summary of the college sector performance Indicators (PI) for 2016-17, published by SFC on 28 February.

15. GLOBAL CHALLENGES RESEARCH FUNDING: REQUEST FOR 3 YEAR STRATEGIES

The Committee were provided with the link to the SFC announcement on Global Challenges Research Funding: request for 3 year strategies.

16. HOW GOOD IS OUR COLLEGE?

Education Scotland had published the first set of reports based on the new quality framework for colleges.

17. DATE OF NEXT MEETING

Tuesday 5 June 2018 at 8.30 a.m.

Signed by the Chair:

Sarah Burton

Date:

5 June 18

