

**MINUTES of the MEETING of the LEARNING, TEACHING AND RESEARCH COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 24 September 2019**

**PRESENT:** Tom Speirs, Robyn Kennedy, Kelly Mackenzie, Fiona Neilson, Tina Stones, Chris O'Neil, Vivienne Mackie, George Gunn

**CHAIR:** Tom Speirs,

**APOLOGIES:** Sarah Burton and Gavin Ross

**ATTENDING:** Depute Principal, Planning and Student Experience  
Depute Principal, Academic Development  
Director of Research and Innovation  
Director of Student Experience  
Director of Organisational Development  
Director of Curriculum  
Board Secretary

**1. MINUTES**

The Minutes of the meeting of the Learning and Teaching Committee held on 4 June 2019 were **AGREED** subject to one minor change, and were **APPROVED** for signature by the Chair.

*Tina Stones entered the meeting.*

**2. OUTSTANDING ACTIONS**

The Committee considered each of the actions and **AGREED** those that had been completed and could be removed from the list.

The Committee noted that Dr Gary Campbell, Vice-Principal (Strategic Developments) was due to attend the next Learning, Teaching and Research Committee meeting on 3 December 2019.

As it was some time since the College had been given an update on the Engineering Technology review it was **AGREED** that the Principal and the Depute Principal, Planning and Student Experience would identify topics for discussion with Dr Campbell in advance of the next meeting in December.

*The Depute Principal, Academic Development entered the meeting.*

**ITEMS FOR DISCUSSION**

*The Director of Curriculum entered the meeting.*

### 3. **POLICIES**

The report prepared by the Head of Education and Applied Sciences explained that the FE Essential Skills Policy was part of a suite of new policies and procedures to be drafted as part of the new Common Policy Environment. The committee **NOTED** it had been drafted by an across partnership group and already had IC UHI representation and endorsement.

After discussion, the Committee **AGREED** that the new FE Essential Skills Policy should be **RECOMMENDED** to the Board of Management for approval, subject to the policy being reviewed by the Committee later in the year.

### 4. **STUDENT SERVICES REPORT**

The Director of Student Experience spoke to her report. The report gave an overview of some of the key support services development and challenges experienced by Inverness College UHI.

The Director of Student Experience advised the Committee that front facing student support teams within the College had undergone significant internal review since 2017-18 and this had resulted in revisions to policy and procedure. The Committee **NOTED** that the review had been in response to many factors including a growing awareness at a national level around the importance of services to support learning in learner success.

The Director of Student Experience would prepare a paper re the annual safeguarding report for discussion at the next committee meeting in December.

### 5. **CURRICULUM DEVELOPMENT**

The Depute Principal, Academic Development spoke to a joint report prepared by him and the Director of Curriculum.

The report provided the Committee with an update as to ongoing developments for the management of the academic schools and included information regarding curriculum developments in the higher education arena alongside anticipated and actual numbers.

The Committee discussed the College's overall objectives and it was **NOTED** that there were a number of actions underway with a view to better managing the academic schools. Actions included focusing on further international student recruitment, improving business processes and undertaking the curriculum review process earlier in the year.

The Committee **NOTED** the contents of the report.

### 6. **RESEARCH REPORT**

A report prepared by the Director of Research and Innovations gave the Committee an update on the Research and Innovation activity against Inverness College UHI's strategy and Key Performance Indicators having particular regard to potential challenges in 2019/20.

The Committee **NOTED** that there had been a number of key staff changes and significant time had been spent trying to mitigating the impact on resources and services.

The Director of Research and Innovations advised that although funding for current research projects had been secured, there was considerable concern as to the implications for funding should there be a 'No Deal' BREXIT.

The Committee **NOTED** the contents of the report.

#### **7. STUDENT OUTCOMES AND SATISFACTION RATES 2018/19**

The report prepared by the Depute Principal, Planning and Student Experience provided the Committee with a provisional summary of high level performance indicators relating to student outcomes as well as a summary of student satisfaction rates for the academic year 2018/19.

The Committee **NOTED** that most of the outcomes had yet to be finalised and a comprehensive report was to be submitted to the Board in advance of their meeting on 10 October 2019.

#### **8. STRATEGIES - REVIEW OF PROGRESS**

The report prepared by the Depute Principal, Planning and Student Experience provided a summary of progress against the strategies overseen by the Learning, Teaching and Research Committee.

The Depute Principal, Planning and Student Experience explained that each strategy identified a number of Key Performance Indicators (KPIs) however, the data required to inform the KPIs was not yet available. It was **NOTED** that the KPI report would be presented to the Committee at the next Learning, Teaching & Research meeting in December.

#### **9. STUDENT ACTIVITY 2018/19 and 2019/20**

A report had been prepared by the Depute Principal, Planning and Student Experience which provided the Committee with a summary of student activity in 2018/19. It also provided an update on student recruitment to date in 2019/20.

During the meeting, a supplementary paper was tabled by the Depute Principal, Planning and Student Experience.

The Committee **NOTED** the contents of both reports and it was **AGREED** that the Board Secretary would circulate the additional paper via email.

#### **10. STUDENT PARTNERSHIP AGREEMENT**

A joint report prepared by the Director of Student Experience and the Student President provided an update on developments around student partnership and student engagement.

The Student President advised the Committee that this year HISA intended to be particularly proactive in working with the College to enhance the student experience.

The Student President informed the Committee that the Freshers' Fair had been extended by HISA from three days to five and had been very successful.

The Director of Student Services advised that student representative elections were ongoing and it was hoped that every class would eventually have two representatives. The Committee **NOTED** that the class representative training would begin on 7 October and would be run jointly between HISA and the Student Engagement Officer.

It was **AGREED** that the Committee would be updated as to the outcome of the elections at the next meeting in December.

**11. STUDENT ASSOCIATION HISA REPORT**

*The Student President reported on this matter as part of the joint report at Item 10 on the Agenda.*

**12. QUALITY ENHANCEMENT**

The report prepared by the Depute Principal, Planning and Student Experience provided an overview of the College's Enhancement Plan and activities to monitor progress and priorities for 2019/20.

The Depute Principal, Planning and Student Experience advised the Committee that in terms of the College Quality Arrangements for 2019/20, a Progress Visit by Education Scotland would be required. The College's Progress Visit was to take place on 27 and 28 November 2019. The Committee **NOTED** that the committee would be updated on the outcome of the visit at the next meeting in December.

*The following items were included in the agenda for noting only and therefore no discussion took place at the meeting.*

**ITEMS FOR NOTING**

**13. AUDIT REPORTS – RECOMMENDATIONS**

Research Governance

**14. REPORT BY THE DIRECTOR OF CURRICULUM**

The Director of Curriculum provided a summary of the external verification outcomes from the academic year 2017/18.

**15. COMPLAINTS ANNUAL REPORT**

A report by the Quality Manager provided an analysis of the complaints received in the academic year 2018/19.

**16. NATIONAL STUDENT SURVEY**

A report by the Quality Manager provided an analysis of the National Student Survey results 2019.

**17. RED BUTTON REPORT**

A report by the Quality Manager provided an analysis of the content of issues logged via the Red Button 2018/19.

**18. ANY OTHER BUSINESS**

None.

**19. DATE OF NEXT MEETING – TUESDAY 3 DECEMBER 2019 @ 4.30PM**

*Sarah Burton*

**Signed on behalf of the Chair:**

**Date:** 17/12/2020