

**Minute of the Learning & Teaching
Committee Meeting
Held at the Ayr Campus,
On Wednesday 29th November 2017**



(Paper 1)

Present: Barbara Graham (Committee Chair)
Julie Bradley
Margarette Bryan
Lora Miller
Gordon James
Fiona Fawdry
Nicki Beveridge

In attendance: Brendan Ferguson (Board Secretary) (From item 5 onwards)
Michael Breen (VP – Finance and Skills)
Jane McKie (VP – People and Skills)
Jackie Galbraith (VP – Strategy and Skills)
Michael McHugh (Director – Quality Enhancement and Business Improvement)
Julie Maxwell (Director of Learning and Skills - Care and Early Years Education)
Lesley Russell (Executive Assistant) (Minutes)

1 Welcome and Declarations of Interest

The Chair welcomed everyone to the meeting. There were no declarations of interest.

2 Apologies

Apologies were received from committee members Alan McGregor, Heather Dunk, Douglas McIvor, Lainey McKinley, Juliana Pyper-McFarland and Tom Wallace. Apologies were also received from EMT member Donna Vallance.

3 Minute of the Previous Meeting held on 7 September 2017 *(Paper 1) P*

The minutes were approved as a correct record.

Proposed: Margarette Bryan
Seconded: Lora Miller

4 Matters Arising

Revised Terms of Reference *(Paper 2) P*

B Graham took the Committee through the points to note on the revised version of the Terms of Reference.

- **Committee Membership**
The third paragraph relating to service of at least one year on the Learning and Teaching Committee during a Board member's appointment was duly noted by the meeting.

- Duties
The meeting's attention was brought to the first amendment which is new to the Terms of Reference and detailed the annual Evaluative Report and Enhancement Plan.

Also to note was the point concerning an annual report on student complaints and what the college has learned from these and going forward how these will be addressed.

- Reporting Arrangements
The new addition under reporting arrangements was the restrictions from each Committee to be agreed at the end of each meeting of the matters that should not go on the College website due to the reasons given.

The paragraph concerning 'Staff Briefing Note' should be removed from the Terms of Reference. However, the Committee raised concern over whether the Internet was the most effective way to reach all staff and whether the minutes should go on the Intranet as well.¹

The Committee noted the amendments and commended the revised terms of reference to the Board for approval.

Student Satisfaction Survey (Paper 3) P

M McHugh introduced Paper 3 and stated that the paper compared Ayrshire College Student Satisfaction Survey outcomes with sector averages. It was noted that 93.7% of respondents were satisfied with their overall experience of Ayrshire College (1% fewer than in 2015-16). The comparable sector average was 91%. M McHugh added that there would be a focus on improving those aspects with lower ratings as follows:

- | | |
|---|-----|
| • Student suggestions being taken seriously | 74% |
| • Students being treated equally and fairly | 77% |
| • Students' Association influencing change for the better | 49% |

M McHugh added that the paragraph under Table 1 in relation to the engagement question "*The college Students' Association influences change for the better*" was an important statement, and currently the College was undertaking work in partnership with Students' Association to ensure that the tremendous amount of work undertaken by and the achievements of the Students' Association were made much more visible on all campuses.

The Committee raised the question as to what other areas the Student Association influences the classroom and were these areas included in any report. It was agreed that J Galbraith, M McHugh, L McKinlay and L Miller would meet to discuss this topic further and report back at the next meeting.

¹ The Board Secretary was not present during this discussion and later clarified that Agendas, Minutes and Papers were also available on the intranet.

It was noted that there was a typing error on Page 1 under the heading Purpose: the years should read 2016-17 and not 2015-16.

The Committee noted the analysis of the Student Satisfaction Survey responses and the work undertaken to date.

The Committee agreed that a report back on the meeting between College and Student Association Representatives to discuss the other areas in which ACSA influences the classroom be brought to the next meeting of the Committee.

The typographical error noted above be corrected prior to the publication of Paper 3 with the Papers for this meeting.

5 Draft Curriculum Delivery Plan (CDP) 2018-19 (*Presentation & Paper 4*) R

This item will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality.

6 Quality Enhancement – Evaluation Report & Enhancement Plan (*Paper 5*) P

J Galbraith took the meeting through the background of the Evaluation Report and Enhancement Plan. The requirement by Education Scotland and SFC is to report on areas of positive practice, areas of possible improvement and areas for development. However, due to timescales set by Education Scotland, this report could not be submitted to the Board before a scrutiny meeting between the Colleges, SFC and Education Scotland representatives on 5th December 2017. The outcome of this meeting will be reported to the Board.

The Committee also noted the very significant time commitment associated with the production of this annual report, and associated opportunity cost. It was felt that it would be more appropriate if this were to be extended to a three-year report and that this suggestion should be discussed with the Board with a view to putting it forward as a Board suggestion to Education Scotland.

The Committee noted the contents of Paper 5 and commended the 3 year plan suggestion to the Board for consideration.

7 Student Association Report (*Paper 6*) P

L Miller took the Committee through the report as written, with the Committee noting how busy the Student Association had been with both the Executive Committee Election and the roll out of the class rep training programme.

L McKinlay had also delivered peer mentoring training to the Access to Nursing class at the Kilwinning Campus.

The Committee was pleased to hear of the success of the Reclaim the Night event which aims to eradicate gender based violence against women. This was the third year of the event organised by Student Association.

The Committee welcomed the above Report and commended the work undertaken by the Student Association.

8 Credit Report 2017-18 (position at 15 November 2017) (Paper 7) P

M McHugh introduced Paper 7 and took the Committee through the current situation. There was a shortfall in August recruitment targets due to several factors and this would mean an increased emphasis on improving January's intake and identifying any other additional activity which might be delivered.

M McHugh added that the College requested that seven courses be excluded from our one-plus activity but only one had be omitted to date. A decision was awaited from SFC on the other courses.

The Committee noted the contents of the above Paper.

9 2017-18 Student Support Funds Position October 2017 (Paper 8) P

M Breen took the Committee through Paper 8. The College had requested supplementary funds but, SAAS cannot process this request until January 2018. In the interim, funds had been provided from the Principal's Discretionary Fund to support the most urgent cases.

The Committee noted the above Paper.

10 Industry Programmes Report (Paper 9) P

J Galbraith introduced Paper 9 and drew attention to the Flexible Workforce Development Fund. The college was allocated £475,000 from the Flexible Workforce Development Fund for 2017-18 and marketing activity had been undertaken by email and social media to raise awareness of the fund to potential levy-paying companies in Ayrshire. There were currently 35 companies engaged in this process with others currently being contacted.

The Committee welcomed and noted the contents of the paper.

11 College Leaver Destination Survey 2015-16 (Paper 10) P

M McHugh introduced the College Leaver Destination Survey paper to the Committee. It was noted that this was the third year of the College conducting this survey to submit to the SFC.

M McHugh noted that the college achieved a return rate of 90.6%, exceeding the SFC survey completion target of 80%. It was also noted that the survey did not take account of part-time students, many of whom progress directly into employment.

Table 1 was discussed at length. Given the brief period available to compare the Ayrshire College survey results with the national outcomes and averages, the Committee asked that the comparison figures be double checked and circulated to members before Paper 10 was published

The Committee noted Paper 10 and asked that the comparison figures with the national averages reported be double checked and the paper recirculated to members before Paper 10 is published.

12 Risk Register – Learning and Teaching Extract (Paper 11) R

This items will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality.

13 Innovating for Learning Fund Progress Report (Paper 12) P

B Graham informed the meeting of the excellent response to the Innovating for Learning Fund. The applicants had invested a lot of time into their applications and seven proposals out of a possible 26 applications had received a total of £56,225.80.

The next round of applications will be promoted to staff in December and reviewed in January/February 2018.

14 Awards Update (Paper 13) P

J Maxwell briefly took the meeting through the awards the College had won in 2017 and the awards for which the College had been shortlisted for and which have still to be decided. The Committee congratulated students and staff on an outstanding array of awards won.

15 Date of Next Meeting – Thursday 8 March 2018 at 4pm in the Kilwinning Campus.

Publication

This paper will be published on the College website.