

**Minute of the Learning & Teaching
Committee Meeting
Held at the Kilmarnock Campus,
On Thursday 2 June 2016**



Present: Barbara Graham (Committee Chair) (Paper 15)
Angela Alexander
Holly Bates
Nicki Beveridge
Julie Bradley
Heather Dunk
Alan McGregor
Juliana Pyper-McFarlane
Tom Wallace

In attendance: Michael Breen (VP)
Moira Birtwistle (Director, Hospitality)
Helen Canning (Director, Student Services)
Jackie Galbraith (VP)
Elaine Hutton (Director, Creative)
Julie Maxwell (Director, Care, Education & Sport & Fitness)
Bernadette McGuire (VP)
Michael McHugh (Director, Quality Enhancement)
Jane McKie (VP)
Carol Nisbet (Director, Access & Inclusion)
June Northcote (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: Bill Costley, Brendan Ferguson, Elaine Hutton, Bernadette McGuire, Gavin Murray, Donna Vallance and Director of STEM, Gavin Murray.

3 Minute of the Previous Meeting held on 25 February 2016 (Paper 1)

The minutes were approved as a correct record.

Proposed: Angela Alexander
Seconded: Nicki Beveridge

4 Matters Arising

Page 2, Matters Arising; Scottish Funding Council (SFC) Review of Extended Learning Support: H Dunk reported that both the ELS service and associated funding were subject to review. The Committee welcomed the information that the College would continue to keep a watching brief on developments.

The Committee wished to record concern at the potential implications of any change in funding. The Committee strongly oppose any decreased funding in Extended Learning Support, whilst awaiting more specific details.

5 Learning Technologies Update (*Presentation*)

B Lennox presented a brief update on learning technologies, on behalf of the Learning Technology Team, within which the correlation between learning technologies and increased attainment was noted. The Committee acknowledged evidence that ongoing investment into learning technologies was making a significant contribution to improved attainment.

The Committee welcomed the Learning Technologies presentation. The Committee thanked and commended the Learning Technologies Team and the College for continuing to embrace new technologies.

6 2015-16 Credit Report as at 12 May 2016 (*Paper 2*)

M Breen introduced Paper 2 and took members through it as presented at 12 May 2016. M Breen reported that the College was confident that it would meet its credit target for 2015/16.

The Committee noted the credit report and congratulated both curriculum and student support staff for their continued good efforts towards to achieving and maintain ongoing outstanding results.

7 2015-16 Student Support Funds as at 12 May 2016 (*Paper 3*)

M Breen took the Committee through the above standing item noting a significantly improved funding position, as reflected in Table 1. The issue of funding support for students over the age of 55, who wished to update skills, was highlighted. The Committee noted that student access to discretionary funds was a key contributory factor towards improving early withdrawals for those students who leave College due to financial challenges.

The Committee noted the above report.

8 2015-16 Applications status as at 6 May 2016 (*Paper 4*)

M McHugh presented Paper 4 addressing the main points to the Committee. M McHugh noted improved curriculum team response times from point of student contact, to offer and acceptance. The Committee welcomed information that the College was confident of meeting application targets and that figures would continue to be monitored on an ongoing basis.

The Committee noted the above report.

9 Schools Programme Applications Report 2016-17 (*Paper 5*)

M McHugh presented Paper 5 taking the Committee through the report in detail. The following points were noted:

- Planned joint partnership meetings between Colleges, local authorities and Skills Development Scotland (SDS).
- Online application option, successfully offered to schools for the first time.
- Late approval from SDS had impacted on three different foundation apprenticeships, as this led to delay in advertising. However, events were planned in schools throughout June, aimed to target opportunities.

The Committee noted the report and challenges outlined. This item was flagged for further discussion at a future Learning & Teaching Committee meeting once the College had an opportunity to analyse Semester 1 data.

10 2016-17 Student Support Funds Allocation (*Paper 6*)

M Breen took members through the paper and reported that the overall position was largely unchanged from the previous year and as such at this time no issues require to be noted. However, M Breen reminded members of the volatility of this budget which is demand led with funding responsive to student decisions in year e.g. attendance and retention. M Breen noted for completeness that the College has not yet received details of the allocation from SAAS.

The Committee noted the above report.

10 Nethermains Provision in North Ayrshire (*Paper 7*)

M Breen presented the above paper and took members through the background to this paper. M Breen reminded members of the need to improve facilities in North Ayrshire and that North Ayrshire Council are supportive of developing further partnerships with Ayrshire College. After discussions and questions the following recommendations were agreed.

The Learning and Teaching Committee approve the scope of work required to develop a modern industry standard facility for STEM in North Ayrshire.

The Learning and Teaching Committee approve the move of the Nethermains motor vehicle curriculum to the Kilmarnock Campus in session 2017-18.

11 The Craig Campus Relocation Report (*Paper 8*)

M Breen presented Paper 8, which outlined an exciting new partnership opportunity with key partners East Ayrshire Leisure, East Ayrshire Council and Ayrshire College. B Graham commended this positive project, of which the staff directly involved were very supportive.

The Committee noted the above report.

12 **Draft Outcome Agreement Addendum 2016-17** (*Paper 9*)

J Galbraith presented Paper 9, a summary plan for 2016-17 following on from the curriculum delivery plan, to the Committee for endorsement of the key issues within. B Graham commented on the high quality of the Addendum and expressed her thanks to J Galbraith.

The Committee welcomed the report and this will be commended to the Board.

13 **Quality Enhancement Priorities for 2016-17** (*Paper 10*)

J Galbraith and M McHugh summarised the main points in this paper for the Committee. Key areas for continued focus were highlighted and discussed including student retention, core skills, higher education provision and embedding of new arrangements. It was reported that Ayrshire College would set the pace in 2017-18, for other colleges in the sector. Questions were addressed and answered.

The Chair invited comment from the Student Association. A Alexander reported that throughout the year the Student Association had been involved in discussion on how best to support delivery of the curriculum and to make the student association more visible. A Alexander noted that feedback from engagement with 300 students, reflected that students were happy with their learning experience.

The Committee welcomed this report and approved the proposals outlined in the paper.

14 **Progress Report on Retention** (*Paper 11*)

Michael McHugh presented paper 11, noting that withdrawal challenges experienced last year had been taken forward for action this year. The resulting action points were reported:

- Formation of a short-life working group to agree priorities and establish consistency across a range of student correspondences.
- Although early withdrawals were higher year on year, it was felt this reflected a more realistic position from the previous year with improved systems for processing withdrawals.
- Weekly meetings with student services to identify students who are becoming disengaged at early stage, backed by Qlikview weekly attendance tracking.
- Workshops to encourage continued engagement throughout holiday periods.
- Focus on retention.
- Systems are now embedded for next year, creating confidence in meeting new targets.

Members commended the College and thanked the staff on the student focused approach being adopted and the improvement in student retention PI's. The Committee noted trend analysis reflected that critical periods had been successfully targeted.

The Committee noted the above report.

15 Student Services Report Interim Report 2016 (Paper 12)

H Canning presented Paper 12, reflecting measures implemented in support of students. Key points included:

- Increase in the number of students seeking one-to-one support.
- Successful integration of student learning and student services leading to positive outcomes in FE and HE.
- The College continues to engage with partners to develop new methods for supporting students with mental health issues. This remains a challenging area for staff.

Members discussed the contents of the paper and welcomed the update and the work being completed. Members wished to note the support being provided for students with mental health issues.

The Committee noted the above report.

16 Student Association Report (Papers 13, 21 and 22)

A Alexander introduced the above report and took members through it as written. It was reported that the new Student President Louise Welsh and Vice President Lainey McKinley would take up post in July. Other changes in office included creation of a care-experience Student Officer and removal of the Events Officer post. The Committee noted that in future the Learning & Teaching Committee and the Board would receive an accountability report presented by the Student President on behalf of the Student Association. This structure was proposed as a model of good practice, subject to amendment as required.

Members welcomed papers 13, 21 and 22. Congratulations were offered upon achieving the NUS Scotland Student Association of the Year Award, having been commended by peers.

The Committee noted the above report and the agreed the recommendation made.

17 Risk Register – Learning and Teaching Extract at February 2016 (Paper 14)

M Breen introduced the above extract taking members through the content and proposed alterations, as undernoted:

- L&T3 risk decreased to '12'.
- Rewording noted 'restrictions due to lack of resource availability'.

The Committee agreed the above changes to be taken forward to the Audit Committee.

The following section of papers were presented to members for information

18 Employer Engagement Strategy (Paper 15)

19 Directorate Update (Paper 16)

The Committee noted that in future all Board members would be given access to Directorate reports.

20 Business Development and Education Contracts Report (Paper 17)

21 University Partnerships (Paper 18)

22 2014-15 College Leaver Destinations Report (Paper 19)

23 Advanced Materials Laboratory (Paper 20)

24 Ayrshire College and Students Association Partnership Agreement (Paper 21)

25 Ayrshire College Student Association Constitution (Paper 22)

26 Date of Next Meeting – the date of the next meeting would be Thursday 8 September 2016 at the Kilwinning campus.