

**Minute of the Learning & Teaching
Committee Meeting
Held at the Ayr Campus,
On Thursday 15 November 2018**



(Paper 10)

Present: Nicki Beveridge (Chair)
Margarette Bryan
Fiona Fawdry
Chris Hall
Jack McCrindle
Fiona McQueen (Vice Chair)
Kevin Simpson
Tom Wallace

In attendance: Brendan Ferguson (Board Secretary)
Moira Birtwistle (Director – Business, IT, Sports Fitness and Social Science)
Michael Breen (Vice Principal Finance and Skills)
Elaine Hutton (Director – Creative)
Julie Maxwell (Director - Care and Early Years Education)
Michael McHugh (Director – Quality Enhancement and Business Improvement)
Gavin Murray (Director – Aero, Construction, Engineering and Science)
Jane McKie (Vice Principal – People and Skills)

Guest: Ian Beach (Education Scotland)

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 Heather Dunk, Gordon James, Juliana Pyper-McFarland, Alan Walker and Marri Welsh

3 Minute of the Previous Meeting held on 6 September 2018 *(Paper 1)*

Subject to some editorial amendment noted by the Secretary, the minutes were approved as a correct record.

Proposed: Jack McCrindle
Seconded: Chris Hall

4 Matters Arising

There were no matters arising that were not included on the agenda.

5 2019-20 Draft Curriculum Delivery Plan *(Paper 2) (R)*

M McHugh introduced the proposed Curriculum Delivery Plan 2019-20 (CDP) by way of a presentation (a copy of which was placed on Admincontrol). The Committee was aware that a key strategic objective of the College was to meet the annual credit activity target set by the Scottish Funding Council (SFC) and agreed as part of the Outcome Agreement process. The process for 2019-20 had not yet concluded, however, the draft CDP included a planning assumption based on the 2018-19 credit activity target agreed with SFC. To support the achievement of the credit activity target, a Curriculum Delivery Plan (CDP) was developed to ensure that the curriculum portfolio met the needs of the regional communities and employers.

The draft CDP, agreed by the College Executive and Senior Management Team, for 2019-20 had been developed following extensive engagement throughout the year with industry sector bodies, employers and stakeholders, a comprehensive team evaluation process reviewing delivery in 2017-18 and progress to date for 2018-19. Curriculum Managers, Heads of Learning & Skills, and Learning and Skills Directors had developed the scope and rationales for their portfolios with their teams and were proactively acting on intelligence to inform future CDPs.

A curriculum-planning workshop jointly facilitated with Skills Development Scotland was held in June 2018 for all Heads of Learning & Skills and Curriculum Managers. The workshop considered three-year activity trends and the forecasting data contained within the Ayrshire Regional Skills Assessment (RSA) published in December 2017.

Since merger and vesting in 2013, the College had operated with a 35-week curriculum calendar. Following visits to other colleges to identify best practice, and taking account of staff feedback, the Executive Management Team (EMT) agreed a proposal to reduce the number of core teaching weeks to 34, including a remediation week at the end of each semester. This week would allow staff to provide both group and individual support sessions to students to increase their opportunities to succeed. The proposal had been approved by EMT, and the revised curriculum calendar now formed the basis of the 2019-20 CDP.

The Committee also noted that, as in previous years, the preparation and content of the CDP was underpinned by the principal of inclusion and all courses were offered to ensure equality of access.

The Committee welcomed the presentation and commended the flexibility demonstrated by the College in responding to the needs of the community, students and employers. Members went on to discuss the draft at some length, with a number of questions being asked and satisfactory responses provided. In relation to the proposed change to the delivery calendar, members noted that evidence of room availability showed that the change could be achieved and that it would permit students to complete semester 1 before Christmas. It would also provide for a more efficient use of staff time. The Committee also noted that the rationale and drivers underpinning the content of draft CDP were improvements designed to enhance student performance and achievement.

The Committee welcomed and approved the draft Curriculum Development Plan 2019-20.

6 Student Association Report (Paper 3) (P)

K Simpson took the Committee through the content of Paper 4 as presented, adding that the graduation ceremonies had been wonderful occasions, enjoyed by the graduates, parents and friends.

The Committee noted the contents of the report and welcomed the progress being made. In response to a question J McCrindle, Student Association Vice President, confirmed that work was ongoing in relation to ensuring class reps were in place and that training of class reps was taking place. It was also confirmed in response that a question that the Student Association had supported the Student Satisfaction Survey, the results of which were in and would be brought to the next meeting of this Committee having been analysed.

The Committee noted and welcomed the above report.

The Committee looked forward to receiving the analysed out outcome of the Student Satisfaction Survey at its March 2019 meeting.

7 2018-19 Credit Report (at 5 November 2018) (Paper 4) (P)

M McHugh introduced Paper 4. The Committee noted that the report was as expected at this stage of the academic year and the indication, based on the information contained therein, that the College was on course to meet the credit target.

The Committee noted Paper 4.

8 2018-19 Early Withdrawals (at 15 November 2018)

M McHugh provided a verbal report on the position in relation to early withdrawals. The Committee welcomed the continuing pro-active efforts of the College to restrict the number of early withdrawals.

The above verbal report was noted

9 Industry Programmes Report (Paper 5) (P)

M Breen took the Committee through Paper 5, adding that while automotive sign ups were currently behind, the College was confident that numbers would increase. As reported previously, increased demand led to a request for additional apprenticeships in the area Hospitality and Tourism. Skills Development Scotland had authorised a further 37 places, taking total apprenticeships available to 39. In addition, a request for increased numbers in Construction Trades had also been submitted. M Breen added that in future reports, more information in relation to Business Solutions would be provided.

The Committee welcomed the above report. In particular, the Committee commended the number of 900 apprenticeships that the College continued to support on an annual basis.

The Committee also noted that the Scottish Apprentice of the Year Awards were taking place that evening in Perth and, in Fraser Wallace, Ayrshire College had a very strong shortlisted candidate in the Foundation Apprentice of the Year Category. The Principal would be attending the Awards Ceremony in support of the Ayrshire College student.

The Committee noted the above report and commended the information contained therein.

The Committee also passed on their congratulations to Fraser Wallace on his nomination and wished him good luck at the awards ceremony.

The Committee also noted and welcomed the case study presented and would welcome more such in the future.

10 2018-19 Student Support Funds (at 8 November 2018) (Paper 6) (P)

M Breen introduced Paper 6 as a standing paper for this Committee and noted that it would be the end of November before underlying trends for the year became evident. At that point, the figures will be further considered and a decision taken on whether, based on demand, an in-year application for additional funding support would be necessary.

The Committee welcomed the positive news concerning the increase in support available to care experience students and the active promotion of this additional support to the students.

The Committee noted Paper 6.

The Committee noted that the word “projected” should be inserted before “expenditure” in paragraph 1.3

11 2016-17 College Leaver Destinations Survey (Paper 7) P

M McHugh introduced Paper 7 and explained the various aspects of the paper for the benefit of new members, adding that the purpose was to provide an executive and strategic overview of leaver destinations in 2016-17.

The Chair welcomed the above report, stating that the Paper presented a positive picture with clearly defined positive trends. The Committee noted that while the data had improved significantly over the years following vesting, a difficulty remained in obtaining data on those students who do not complete their course of study.

The Committee noted the contents of Paper 7.

12 2017-18 Evaluative Report & 2018-21 Enhancement Plan (EREP) (Paper 8) P

The Chair noted that the draft EREP had been considered by this Committee and the Board in September and, following discussion, some changes had been made.

M McHugh took the Committee through the report and noted the addition of the graphs contained on page 21. In addition, the grades had been amended from that discussed at the Board in December to reflect the evidence contained within the document.

The Committee discussed the changes to the grades. A number of questions were asked and satisfactory responses provided. The Committee noted the view of the College that the EREP reflected a consistently improving journey and the grades sought to reflect that. Members noted the discussion and asked that College representatives be clear if they feel that the Committee is being overly optimistic in its interpretation.

The Committee noted the content of the 2017-18 Evaluative Report and the 2018-21 Enhancement Plan.

13 2018-19 Corporate Risk Register: LTC Extract (Paper 9) R

M Breen introduced the above extract and took the Committee through it. The Committee noted that in light of the College meeting its credit targets, the associated risk should be reduced accordingly. It was further agreed that all other risks should remain as currently recorded.

The Committee agreed that Risk LT1 be reduced to 9. All other Risks to remain as recorded.

Received for Information

14 Guidance for the development of College Outcome Agreements: 2019-20 to 2021-22

- <http://www.sfc.ac.uk/publications-statistics/guidance/guidance-2018/SFCGD222018.aspx>

15 College Region Outcome Agreements – Summary of Progress and Ambitions Report 2018

- http://www.sfc.ac.uk/web/FILES/outcome-agreements-1819/Colleges_Progress_and_Ambitions_Report_2017-18.pdf

16 Skills Development Scotland Regional Skills Assessment Summary Report - Ayrshire (published 1 October 2018)

- <https://www.skillsdevelopmentscotland.co.uk/media/44967/ayrshire-summary-report.pdf>

17 Date of Next Meeting: The next meeting will be held on Thursday 7 March 2019 at 4.00 pm in LT4, Kilwinning Campus

(C/P) Confirmed minutes will be published

(P) Papers will be published on the College website

(R) Papers will not be published for reasons of commercial sensitivity or for reasons of personal data confidentiality