



LEARNING, TEACHING AND QUALITY COMMITTEE
Draft Minutes of Meeting held on
Thursday, 23 November 2023
At 1.30pm in the Boardroom and via MS Teams

Present:

David Patterson
 Dave McCallum
 Elizabeth Hudson
 Kenny McAlpine (from 14:30pm)

In Attendance:

Derek Duncan
 Eleanor Melton (Clerk)
 Alex Hastings (Minutes Secretary)

Item		Action	Date
LTQ.23.03.01	(i) Resignations		
1.1	Resignations were received from Hugh Hamilton and Melissa Carr.		
	(ii) Appointments		
1.2	Dave McCallum was appointed as Chair of the Committee and Alex Hastings appointed Minutes Secretary.		
	(iii) Introductions		
1.3	There were no further introductions.		
LTQ.23.03.02	Apologies for Absence		
2.1	Apologies for absence were received from Heather Sharp and Rebecca Dewis.		
LTQ.23.03.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	There were no additional declarations of interest.		
LTQ.23.03.04	Draft Minutes of LTQC Meeting held on 15 June 2023		
4.1	The minutes from meeting held on 15 June are to be circulated and approved by email.		
ACTION	Clerk to circulate minutes for approval via email	EM	
LTQ.23.03.05	Matters Arising from LTQC meeting held on 15 June 2023		
5.1	There were no Matters Arising or actions discussed.		
LTQ.23.03.06	Principals Report - Verbal		
6.1	David notified the Committee that Kenny McAlpine has begun his secondment at Executive Office, enabling him		

	<p>to focus on securing the Moray Growth Deal funding for MAATIC, and leading the first stages of its development post-funding. SLT are currently working on a plan to cover the workload as a result of this.</p> <p>David updated the Committee on the FE status; the College has reached its target of enrolments. It was noted that whilst this is largely positive, exceeding our target does not financially benefit us due to fixed funding.</p> <p>The College has received overall very positive reviews from students, resulting in its highest student satisfaction rate. The Committee noted that it would be beneficial to see the negative comments as well as positive, in order to further improve.</p>		
	<u>Learning, Teaching and Research</u>		
LTQ.23.03.07	Learning and Teaching		
	(i) Learning and Teaching Update		
	(ii) Enrolments Update		
7.1	<p>David provided a brief update in Kenny's absence. As stated previously, the FE target position has been achieved. The Committee discussed the popularity in PT study over FT, and agreed for an analysis to be completed on why it has been more successful, as it would provide further information as an area to promote.</p> <p>David explained that withdrawal rates from students were running below last years figures. David and Derek answered questions based on the reports and it was agreed that an analysis into withdrawal reasons would be undertaken, citing the top three reasons for withdrawal in red rated areas as the focus in future reporting.</p>		
ACTION	Heather Sharp to conduct analysis on withdrawing students and the reasons why.	HS	Next meeting
LTQ.23.03.08	Research and Practice		
	(i) RIKE Report - Verbal		
8.1	David provided a brief update in the absence of Heather Sharp and Samantha Scott. The Committee agreed that an email update on RIKE is requested.		
ACTION	Clerk to request RIKE update be provided via email.	EM	
	<u>Curriculum</u>		
LTQ.23.03.09	CAMP Report		
9.1	Derek supported the paper provided by Heather, this included an update on recent non-degree level approvals and modifications.		

	Academic Standards		
LTQ.23.03.10	Quality Cycle		
	(i) Quality Cycle Update		
	(ii) MORAGAA Report		
10.2	<p>Derek provided an update on the changes made to the MORAGAA process this year, following consultation with staff members across the College.</p> <p>Rather than focusing on individual students across all full time FE provision, a more targeted approach has been taken, using Curriculum Area Monitor Reports.</p> <p>MORAGAA meetings will now take place during pre-planned quality spotlight meetings attended by promoted posts across academic areas.</p>		
	(iii) Systems Verification (Interim Update)		
10.3	<p>A Systems Verification visit took place on 31 October conducted by the Quality Enhancement Manager at SQA. As a result of reviewing the evidence and discussions with staff, one area was increased from an Amber rating to a Green rating, meaning the College is fully compliant. The Committee noted the contribution of Heather Sharp resulting in this positive outcome. Dave highlighted that the green level of compliance is very positive, noting that actions are still required in order to maintain high standards.</p> <p>The Committee discussed the internal verification process and whether it should be included in the Audit Committee plan. It was noted that an audit of this area is considered as overdue.</p>		
	(iv) External Verification (Update)		
10.4	<p>All but one of the External Verification outcomes from the last academic year have been resolved, with engineering apprentices to be notified to reattend for examination and following that, resubmission of all assessment evidence to the SQA. The Committee discussed measures taken by the engineering team to learn and develop from this so it can be used as a case study. It was agreed that a short report should be published on lessons learned and actions taken following this incident.</p>		
ACTION	Sam Bright to conduct report on lessons learned and actions taken from engineering team.	SB	Next meeting
LTQ.23.03.11	Early Student Experience Survey Report		
11.1	<p>The Committee discussed the report prepared by Heather Sharp. Points of discussion were the figures of responses from students resulting in a high satisfaction rate. Dave queried what the curriculum staff doing with</p>		

	<p>the positive feedback, indicating that it could be used for marketing strategies.</p> <p>Red button reporting was discussed, with the Committee querying whether these reports are published to the Board or the Committee. It was agreed that this will be investigated.</p>		
ACTION	Derek and El to investigate Red button reporting to the Board	EM/DD	
	<u>Marketing</u>		
LTQ.23.03.12	Marketing Update		
12.1	The Committee discussed the report provided, with Dave querying the hit rate of our social media channels and asking if performance analytics data can be collected and provided in the next meeting.		
	<u>Equalities</u>		
LTQ.23.03.13	Policies and Procedures		
	(i) Academic Quality Policy		
	(ii) Malpractice and Maladministration Policy		
13.1	Derek supported both policies, both of which have been reviewed by Heather Sharp. It was noted that the changes made to both policies were minor. Committee members approved the updated policies. David will report this back to the Board. The next step is for the documentation to be uploaded to the intranet.		
	<u>Student Engagement</u>		
LTQ.23.03.14	HISA Update - Verbal		
14.1	There was no HISA representative present to provide an update to the Committee.		
LTQ.23.03.15	Emerging Issues/Any Other Business		
15.1	The attendance of the LTQC Committee Meetings was discussed, with the Committee agreeing that the membership be amended to include 4 Independent board members, the Academic staff member, the student member, the 3 Heads of Curriculum, the Head of Academic Partnerships, and the Learning coach. In the event that a committee member is unavailable, a substitute can be arranged to attend, however, this should only happen in exceptional circumstances.		
LTQ.23.03.16	Date of Next Meeting – 14 March 2024		
	<i>Meeting closed at 14:45pm</i>		