

Learning, Teaching and Quality Committee
Minutes of Meeting
held on Thursday, 15 June 2023
At 1330 hours in the Boardroom and via MS Teams

Present:

Hugh Hamilton (Chair)	Dave McCallum (via MS Teams)
Liz Hudson (via MS Teams)	Aaron Wappler (Student – via MS Teams)
David Patterson	

In Attendance:

Eleanor Melton (Clerk & Minutes)	Michele Smith
Kenny McAlpine	Rosemary McCormack
Katy O’Connor	Jodie Salmon
Heather Sharp	Lucy Huby
Sam Bright	Katy Beck (via MS Teams)
Jackie Andrews	Veronica Borseth (HISA)
Derek Duncan	

Item		Action	Date
LTQ.23.02.01	(i) Resignations		
1.1	Resignations have been received from Jackie Stevenson		
	(ii) Appointments		
1.2	There have been no new appointments		
	(iii) Introductions		
1.3	All committee members introduced themselves and briefly explained their job role.		
LTQ.23.02.02	Apologies for Absence		
2.1	Apologies for absence were received from Melissa Carr, Alistair Fowlie, Rebecca Dewis, Toni McIlwraith, Malcolm Clark, and Tami Wilson		
LTQ.23.02.03	Any additional declarations of interest including specific items on this agenda		
3.1	There were no additional declarations of interest.		
LTQ.23.02.04	Draft Minutes of Learning, Teaching and Quality Committee Meeting held on 16 March 2023		
4.1	The minutes of the Committee Meeting held on 16 March 2023 were accepted as a true and accurate record, Proposed: Rosemary McCormack Seconded: Kenny McAlpine		
LTQ.23.02.05	Matters Arising from Learning, Teaching and Quality Committee Meeting held on 16 March 2023		
5.1	All Matters Arising/Actions have been noted as complete.		

LtQ.23.02.06	Principals Report		
6.1	<p>David briefed members on the meetings that have been held to discuss the future composition of the committee. David supported the paper provided that outlines the committee membership proposal from AY2023-24. If agreed today, this will be taken to the full board for approval on 22 June.</p> <p>Once the committee restructure has taken place, the dissemination of information will be discussed further – SCT/Quality spotlight etc.</p> <p>The committee approved for this to be presented at full board for implementation in the new academic year.</p>		
6.2	<p>David briefly spoke about the cross-sector challenges currently being faced, although mainly financial. He highlighted some key points made throughout the recently published Withers Report – Fit for the Future: developing a post-school learning system to fuel economic transformation: Skills Delivery Landscape Review – Final Report (www.gov.scot). It is not clear whether this will be adopted by the Scottish Government, and there is no timeline for a response.</p> <p>It was also noted that the Hayward Review is due for publication w/c 19 June 2023.</p>		
6.3	<p>SFC guidance on 2023-24 credit funding was released on Monday. There is now going to be an aligned funding date for both HE and FE.</p> <p>Standard FE FT programmes are being reduced to 16 credits. On average, colleges are delivering 18 – 20 credits. This is going to be discussed further at SCT; however, all FE frameworks will need to be reviewed.</p> <p>Heather commented on the potential for kick back if the removal of NAMs (Non-Assessed Modules) is suggested.</p>		
	<i>Jackie A left at 2pm</i>		
	<u>Learning, Teaching and Research</u>		
LtQ.23.02.07	Learning and Teaching		
	(i) Learning and Teaching Update		
7.1.1	<p>Kenny spoke to members regarding the recent visit of Barbara, Education Scotland. Barbara has highlighted observations across the sector regarding figures/analytics/data.</p> <p>A meeting is due to be held to discuss further actions and proactive mitigations.</p>		
7.1.2	<p>As the Learning Coach, Jodie supported the paper provided, highlighting key points throughout.</p> <p>60 staff have engaged with the programme. These through 1:1 sessions and Team sessions either in person or online. This equates to 119 ½ hours. A year-on-year comparison is provided within the paper.</p>		

	Members discussed what can be done to encourage those teams that don't engage as much as others. Concern was raised that although we would like more to engage, that would increase the demand on Jodie and Heathers time. We need to be innovative in what and how we offer support.		
	(ii) Applications and Enrolments 2022-23		
7.2.1	Kenny supported the report provided. FE numbers are slightly ahead on this time last year. We are currently 61 FTE down for HE. This seems to be the situation at most colleges. Moray currently has a 6% reduction, it is 5-7% across the sector. Retention is currently 81.2%, this is up 6% compared to 2021-22.		
LQ.23.02.08	Research and Practice		
	(i) RIKE Report		
8.1	A paper was provided within the pack circulated to members. This had been prepared by Sam Scott and Malcolm Clark. Jackie supported the paper. However, a full update will be provided at the next meeting of the committee.		
	Curriculum		
LQ.23.02.09	(i) UHI2024 Curriculum Review Update		
9.1	A summary of the enhanced analysis was presented resulting in a full RAG rated list of the UHI curriculum. This will be presented as a positive and proactive view of the curriculum. Kenny summarised the next steps being taken with it looking to be fully launched in 2024-25. There is a planned meeting with the Deans on 16 June and a meeting due with Brian Williams to discuss the safeguarding of Fine Art programmes. An update will be provided at the next meeting of the committee.		
	(ii) Impact of Funding and Credit Reduction		
9.2	The credit target will be reduced from 19,000 to 17,100. This will be discussed in further detail with the Heads of Curriculum.		
LQ.23.02.10	CAMP Report		
10.1	Heather prepared and presented the report provided. A full analysis of the CAMP process has been undertaken. Most recent applications were for FE programme modifications. The non-degree approval process has been streamlined and EO are beginning to loosen the reins a little, meaning modifications don't require predicted enrolments.		

	<i>David left at 2.45pm</i>		
	Academic Standards		
L1Q.23.02.11	Quality Cycle		
	(i) Quality Cycle Update		
	(ii) MORAGGA Report		
11.1	<p>There is to be review of what has worked well and what hasn't. Going forward MORAGGA could look very different. The time could potentially be used for knowledge sharing, discussing challenges faced etc.</p> <p>We need to know if they are being held at the correct time in the cycle.</p> <p>As a standing agenda item, regular updates will be provided.</p>		
	(iii) Systems Verification (Interim Update)		
11.2	The data is currently being re-input to allow the report to be re-written.		
	(iv) External Verification Outcomes		
11.3	<p>There have been a significant number of external verification events. Non NQ outcomes have been mainly positive.</p> <p>Some of the issues raised around NQs include, over assessment or assessments not being up to standard. There have been 5 teams identified. Where significant issues have been identified, plans have been put in place to mitigate the same issues happening again.</p> <p>However, it has been noted that there is good practice across the college. We now need to identify how we can standardise and share this efficiently.</p>		
	(v) Credit Rating		
11.4	The panel met yesterday. Approvals are ongoing.		
	<i>Jackie A returned at 3.15pm</i>		
	(vi) Mitigating actions for Resulting Boycott		
11.5	<p>EIS recommended Action Short of Strike (ASOS), asking participating members to not input results.</p> <p>Resulting reports are being ran regularly. There are significant potential outcomes for students, these being;</p> <ul style="list-style-type: none"> - Non-certification - Non progression - Graduation cancellation - Complaints <p>Kenny explained that options are being explored to mitigate the impact of ASOS.</p> <p>Students progressing internally will be allowed to progress without the fear of the offer being retracted.</p> <p>An update was provided on how Course Academic Progression Boards (CAPBs) are currently being run.</p> <p>Veronica informed members that HISA have released a statement in solidarity of the lecturers although are hoping for a resolution.</p> <p>The plans for 2 Graduation are ceremonies are still moving forward, however, this will be continually assessed.</p>		

	(vii) SFC Performance Indicators		
11.6	The attainment figure for Moray is currently 66.5% against a sector average of 59% and retention being 73.8% against an average of 70.8%. Kenny highlighted well performing areas and areas that are requiring additional support. Additional analysis will be undertaken to identify sub-cohorts that are being disproportionately affected.		
	<u>Equalities</u>		
LTQ.23.02.14	Policies and Procedures		
	(i) Student Conduct Policy (ii) Student Conduct Guidance (iii) Student Disciplinary Policy (iv) Access and Inclusion Strategy (v) Student Induction Policy		
14.1	A summary of changes has been provided for each document, with Derek supporting as necessary. Members are being asked to support and approve all policies presented today. Members approved all policies.		
	<i>Jackie A and Derek left at 3.55pm</i>		
LTQ.23.02.12	Student Satisfaction and Experience Survey		
12.1	The dashboard has been included for information. The survey had to be provided through JISC. There was low HE engagement, but FE was above the target set. Next session we will be looking to strip back the surveys – there was over 100 questions on the regional survey. It was agreed that we really need to prioritise the surveys that matter going forward i.e. ones required by SFC		
	<u>Marketing</u>		
LTQ.23.02.13	Marketing Update		
13.1	A summary report has been provided for information. IT is felt that the most recent open day was affected by ASOS. There has been engagement with Charlottes team (UHI) regarding clearing applications and the marketing for this.		
	<u>Student Engagement</u>		
LTQ.23.02.15	(i) Student Engagement		
15.1	Aaron informed members of recent HISA updates.		
	(ii) Student Voice		
15.2	A report provided includes an overview of outcomes gathered from LDW takeover sessions. These have been well attended and good feedback has been received. Students have found the sessions invaluable. The hope is to hold these sessions annually – this initiative would be supported by LTQC members		

LTQ.23.02.16	Emerging Issues/Any Other Business		
	(i) Committee Composition		
16.1	Discussed and approved within item LTQ.23.02.06		
	(ii) Draft Committee Plan 2023-24		
16.2	The plan was approved for presentation to the Board.		
LTQ.23.02.17	Date of Next Meeting		
17.1	The date of the next meeting is 23 November 2023		
	<i>Meeting closed at 16.15pm</i>		