

Board of Management

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 30th May 2017

PRESENT: Sarah Burton, Jaci Douglas, Louise James, Helen Miller, Fiona Neilson, Gabriel Starr, Steve Walsh

CHAIR: Louise James

APOLOGIES: Ryan McAdam, Gavin Ross, Kate White

ATTENDING: Depute Principal
Head of Curriculum
Head of Student Services
Secretary to the Board of Management

The Chair advised that an item would be considered under AOCB, namely Education Scotland Quality Arrangements

1. MINUTES

The Minutes of the meeting of the Learning and Teaching Committee held on 7 March 2017 were **AGREED** as a correct record, were **APPROVED** and signed.

2. SUPPORTING STRATEGIES

a. Research and Innovation

The Head of Research Development referred to the research and innovation strategy which was one of the supporting strategies which had been revised to ensure the strategic aims within the Strategic Plan were reflected in specific college strategies and then embedded in operational planning and activity.

The research and innovation strategy related to several strategic plan themes and included objectives relating to research excellence, widening staff engagement in research and scholarship, knowledge exchange and innovation and growing the postgraduate research community.

There was a brief discussion on the implications of Brexit and the Head of Research Development advised that no conclusion had been reached. The College was involved in collaborations beyond Europe and staff were maximising these networks and seeking funding beyond European sources.

The Committee **RECOMMENDED** the research and innovation strategy to the Board of Management for approval.

b. Access and Inclusion

A report by the Head of Student Services provided some background to the development of the access and inclusion strategy. Following the review of extended learning support undertaken by the SFC during 2015-16, each College was tasked to develop an evidence based access and inclusion

strategy as part of their Outcome Agreement for 2017-18. The content and format of the access and inclusion strategy had been driven by SFC and was quite distinct from other College strategies. It had been submitted to SFC in March 2017

The strategy had 4 elements:-

- Defining our approach to access and inclusion
- Financial overview of our spend
- Expected impact of the College's access and inclusion strategy
- Future enhancements around access and inclusion

The strategy supported all the work around this area of activity including e.g. the corporate parenting plan. The Depute Principal advised that SFC had considered the document to be the best they had seen across the sector.

The Committee thanked the Head of Student Services for all the work undertaken in pulling together the strategy and **RECOMMENDED** it to the Board of Management for endorsement.

3. UHI LEARNING AND TEACHING STRATEGY

A report by the Depute Principal highlighted the UHI learning and teaching enhancement strategy which had been approved by the University's Partnership Council following lengthy and productive consultation across the partnership.

The strategy was clearly informed by existing Academic Partner approaches, including the College's Framework for Excellent Learning and Teaching which was to be welcomed.

The Committee **NOTED** the UHI learning and teaching strategy.

4. EXTERNAL VERIFICATION SUMMARY 2016-17

A report by the Head of Curriculum provided an update of the external verification (EV) activity carried out in the College in 2016-17. Nineteen EV visits had taken place to date and a number of others were scheduled for later in May and in June. Significant strengths had been identified across a number of areas which was encouraging.

The Head of Curriculum referred to the good team working between the Quality Department and the programme teams. This supported the continual improvement process.

The Committee **NOTED** that a full report on all the EV visits would be submitted to the Committee in September 2017.

5. END OF YEAR STUDENT SURVEY

A report by the Quality Manager provided a summary of the high-level findings arising from the 2016-17 end of year student survey which encompassed the Scottish Funding Council's Student Satisfaction and Engagement Survey.

A detailed report which would include qualitative analysis would be submitted to the Committee in September 2017.

6. **STUDENT RECRUITMENT AND CURRICULUM PLANNING**

A report by the Depute Principal provided information on the student activity in 2016-17, the changes in curriculum for 2017-18 and student recruitment targets for 2017-18 as well as the progress toward them.

The key points to note in the report were

- FE activity was ahead of target and was on track to exceed target for the third year in succession
- HE funded Undergraduate activity was below target although it was higher than in any previous year
- Overall the College's HE student activity by FTE (including postgraduate taught and rest of UK./International students) had grown by 29% since 2013-14
- The planned student activity for 2017-18 (from the curriculum plan) was currently 29,769 credits. However, some Modern Apprentice groups were still to be confirmed and had not been included in the plan.
- The funded UG or PPF target for 2017-18 was 1,595.4 FTE, an increase of 49.8 FTE on 2016-17
- A number of changes to both FE and HE programmes within the curriculum plan
- The progress towards student activity targets for 2017-18

The Committee **NOTED** the report.

Jaci Douglas left the meeting.

7. **STUDENT PARTNERSHIP AGREEMENT UPDATE**

A report by the Head of Student Services provided an update on the progress made in the Student Partnership Agreement (SPA) across the 4 aspects of

- Student representation
Elections had been held for the four student officer positions and although ICSA had voted at the SRC meeting on 25th May to merge with HISA, the four positions would continue for the academic year 2017-18.
- Student community
The sense of student community had not grown as much as had been hoped. It had been identified as one of the LEAD management projects for the following academic year
- The college welcome
Induction sessions were planned for both FE and HE students. Fresher's Fair would be the main planned event at the start of the next academic year
- Learning and teaching
Students would continue to be invited to course committee meetings and to take part in a range of focus groups to allow students to feedback on their courses and programmes

8. **OUTCOMES REPORT FOR LOOKED AFTER CHILDREN & CARE LEAVERS 2015-16**

A report by the Head of Student Services provided a brief update on the Corporate Parenting plan and outlined the next steps for reporting outcomes for looked after children and care leavers for 2016-17.

The Committee **NOTED** that the first annual report would be presented to the Board of Management at its meeting in December.

9. RESEARCH REPORT

A report by the Head of Research Development provided an update on research activity since September 2016 across the following areas

- Staff inclusion in the research excellence submission
- Postgraduate research students
- Research –teaching links
- Staff – research profiles
- Research and innovation grant funding

The Committee **NOTED** that an annual report, together with a full breakdown of funding would be submitted to the Committee in September.

10. RISK REGISTER ANNUAL REVIEW

A report by the Depute Principal provided a summary of the risks on the College's risk register that related to learning and teaching to allow the committee to review the residual risks.

The Committee discussed the risks relating to learning and teaching and **NOTED** the residual risk score for each risk.

11. STUDENTS' ASSOCIATION UPDATE

A report by the Vice President Equality provided an update on the discussions for the potential merger of ICSA with HISA and on the successful vote which had been taken at the SRC meeting on 25th May. ICSA thanked the SMT for their support in the negotiating process.

The Committee **NOTED** the report

12. EDUCATION SCOTLAND QUALITY ARRANGEMENTS

The Depute Principal gave a brief update on the progress which was being made in implementing the new Education Scotland quality arrangements. This first year was described as a "year of development". Colleges were still waiting for the template of the report which would be populated.

The draft report would be submitted to the next committee in September and to the Board of Management in October. Thereafter, the report had to be submitted to Education Scotland by the end of October. The next stage would be a validation event where the report would be endorsed by both SFC and Education Scotland.

The Committee **NOTED** the position.

13. DATE OF NEXT MEETING

Tuesday 26th September 2017 at 8.30 a.m.

Signed by the Chair:

Sarah Burton

Date:

26 September 17