

Board of Management

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 5 June 2018

PRESENT:	Ollie Bray, Sarah Burton, Robyn Kennedy, Helen Miller, Chris O'Neil, Gavin Ross, Chris Shaw, Tom Speirs
CHAIR:	Sarah Burton
APOLOGIES:	Jaci Douglas, Fiona Neilson, Gabriel Starr
ATTENDING:	Depute Principal Head of Curriculum Head of Student Services Quality Manager (Item 5) Secretary to the Board of Management
OBSERVER:	Andrew Bowie HISA Inverness President Elect

The Chair welcomed Robyn Kennedy, Teaching Staff Member to her first meeting of the Committee. She also welcomed Andrew Bowie, HISA Inverness Student President Elect.

The Chair advised that Jaci Douglas was stepping down from the Learning, Teaching and Research Committee and she thanked her for her contribution to the Committee over the last year.

The Chair was delighted to report that Ollie Bray, Vice Chair of the Committee (and head teacher of Kingussie High School) had been named a Fellow of the Scottish College of Education Leadership. This was a significant achievement and on behalf of all the Members, she passed on their congratulations.

1. MINUTES

The Minutes of the meeting of the Learning and Teaching Committee held on 6 March 2018 were **AGREED** as a correct record, were **APPROVED** and signed.

2. OUTSTANDING ACTIONS

The Committee considered each of the actions and **AGREED** that a number of actions had been completed so could be removed from the list. The outstanding actions would be completed as per the time line.

3. LEARNING AND TEACHING STRATEGY

The Depute Principal reminded the Committee that the Board of Management had agreed to adopt the UHI Learning and Teaching Enhancement Strategy (L&TES) and referred to the proposed minor amendments to the college's Learning and Teaching Strategy to reflect this decision.

The Committee **APPROVED** the revised Learning and Teaching Strategy.

4. **HIGHER MEDIA ACTION PLAN**

A report by the Depute Principal provided an update on the Higher Media action plan agreed by the Board of Management in December 2017. Good progress was being made against all actions with most now complete. He elaborated on the actions which were still being progressed, including the review of performance reporting and monitoring arrangements for all courses and the development of a peer review process for end of year evaluative reports.

The Committee was pleased to **NOTE** the progress being made.

5. **END OF YEAR STUDENT SURVEY**

A report by the Quality Manager provided an overview of the methodology used to gain student engagement with the survey, and a cross-organisation summary of the outcomes from the responses provided. She explained that the responses to the survey had been made available to curriculum and support teams to feed into self-evaluation activities.

The analysis of the data provided the basis for a number of recommendations and these were set out in the report, together with an outline of the next steps to be taken.

The Committee discussed the report and were pleased to **NOTE** the improvements to satisfaction levels across the majority of areas since last year. The Committee **SUGGESTED** that it would be helpful if raw numbers could be included in some of the tables, e.g. satisfaction by ethnicity and satisfaction – care leaver.

6. **STUDENT RECRUITMENT**

A report by the Depute Principal provided an update on student activity for 2017-18 and on student recruitment 2018-19.

2017-18 student activity

- FE activity was currently approximately 796 credits short but some activity was still to accrue and the year-end target was achievable.
- HE recruitment had exceeded the funded undergraduate target of 1,595.4FTE and stood at 1,611.9FTE at 28 May 2018. This represented a 30% increase in the last 5 years.

2018-19 student recruitment targets

FE provisional Credit target: 29,200

HE PPF target: 1,608 FTE

The UHI region had received an overall reduction of 1% in FE credits for 2018-19. The allocation of this reduction had still to be agreed: the provisional target represented 99% of the college's 2017-18 target. The PPF target for funded HE FTE reflected the current enrolment and the fact that the university as a whole had now reached its funded numbers allocation.

The Committee **NOTED** the student activity for 2017-18 and the recruitment for 2018-19.

7. STUDENT PARTNERSHIP AGREEMENT UPDATE

A report by the Head of Student Services provided an update on the progress made around student partnership and student engagement. As well as the continued progress with the formal Student Partnership Agreement, the College had also been working on other developments in this area, namely:-

- sparqs project – how we can engage students as partners to jointly evaluate what we do, and how well we do it, in line with the new How Good is our College (HGIOC) framework
- student experience project – engaging students as partners to broadly review the student experience; the Student Partnership Agreement; and the Learning Agreement

The Committee were pleased to **NOTE** the very positive developments emerging from both these projects.

8. HISA END OF YEAR UPDATE

A joint report by the Student President and the Student Association Co-ordinator provided a summary of HISA's activity throughout 2017-18.

The Chair thanked the Students for their informative report, which recognised the level of work which had been carried out by HISA during the year.

The Chair asked for the order of business to be changed so that items 14 and 15 on the agenda, Risk Register Annual Review and Audit Reports – Recommendations, be taken as the next items. This was agreed.

9. 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 and the remit of the committee.

The Committee considered the risks listed and **AGREED** to amend the following risks

1. College does not achieve allocated FE credit targets. Residual likelihood score to be changed from 2 (unlikely) to 3 (possible)
2. Research outputs are sub-standard. Residual impact score to be changed from 2 (minor) to 3 (significant)

10. AUDIT REPORTS - RECOMMENDATIONS

a. Student Support

The Committee considered the single recommendation in the report relating to the provision of services to all campuses, noted the Management response and following discussion, were assured that the recommendations were being addressed by actions that were appropriate and relevant.

Partnership Working

The Committee considered the two recommendations relating to a formalised feedback process and defined roles and responsibilities, noted the Management response and following discussion, were assured that the recommendations were being addressed by actions that were appropriate and relevant.

Ollie Bray left the meeting.

11. QUALITY ENHANCEMENT

The college maintained a Quality Enhancement Plan (QEP), which collated and monitored the range of actions taken to improve and enhance the college's provision. The actions were drawn from a number of activities and were informed by evidence from the college's ongoing quality monitoring and assurance activities.

A report by the Depute Principal provided a summary of progress against two key aspects, namely:

1. Actions to improve retention and attainment on programmes where they were low;
2. Actions to review and enhance self-evaluation and the effectiveness of actions for improvement.

A summary of the recent visit by Education Scotland inspectors, as part of their annual enhancement and scrutiny activities, was also provided.

The Head of Curriculum made a short presentation on the work of the group, which had been convened to review and revise the targeted intervention process in light of and in conjunction with the review of course performance reporting and monitoring. She advised that the outcomes would be submitted to SMT for approval.

The Committee **WELCOMED** the introduction of new processes, which were a significant change in the culture and approach to targeted interventions. It was also pleased to note that programme teams welcomed the support and development, which was provided.

12. RESEARCH REPORT

A report by the Head of Research Development summarised research activity in IC, and progress in the following key performance areas:

1. Research Excellence Framework
2. Postgraduate researchers
3. Research – teaching linkages, including research and scholarship actions
4. Knowledge exchange and innovation
5. Funding income

In addition, the report outlined the various established research funding streams and the Committee were assured that the level of income from the research excellent grant and from European funding was a relatively small portion of the overall research income.

The Committee thanked the Head of Research Development for a very good report, which was clear and easy to understand.

13. STAKEHOLDER ENGAGEMENT REVIEW

A report by the Depute Principal provided a further update on the progress on the development and implementation of the stakeholder engagement review. Over 800 questionnaires had been issued. Following the survey, the headline analysis would be carried out in the middle of June and a report would be submitted to the next meeting of the Committee in September.

The committee **NOTED** the position.

14. CORPORATE PARENTING

A report by the Head of Student Services referred to the update report, dated April 2018, which provided details of the progress made, the impact of actions taken and a flavour of the intended future priorities, since the Corporate Parenting plan had been published in October 2016.

The Committee were pleased to **NOTE** the significant progress as highlighted in the update report.

15. CURRICULUM DEVELOPMENT

A report by the Head of Curriculum highlighted developments that were being taken within the curriculum aligned with the strategic aims and objectives of the college.

The Committee were pleased to **NOTE** that the rationale for approving the majority of new programmes during 2017-18 was in response to industry requests.

16. LEARNING, TEACHING AND RESEARCH COMMITTEE SELF EVALUATION AND COMMITTEE CHAIR EVALUATION EXERCISES

To comply with the Code of Good Governance for Scotland's Colleges and good governance best practice, an annual evaluation of the Committee and of the Committee Chair required to be undertaken.

The Committee collectively, completed the annual committee evaluation exercise.

The Chair left the meeting

The Committee collectively, completed the annual committee chair evaluation exercise.

The Chair re-joined the meeting

The following item of business was included in the agenda for noting only so no discussion took place at the meeting.

17. MINISTERIAL LETTERS OF GUIDANCE

- a. Letter to SFC
- b. Letter to SDS

18. DATE OF NEXT MEETING

25 September 2018 @ 8.30am

Signed by the Chair:

Sarah Burton

Date:

25 Sep 18.