



**GLASGOW KELVIN COLLEGE
LEARNING AND TEACHING COMMITTEE**

MINUTE

**Minute of the meeting held on Wednesday, 23 November 2022 at 5pm
VIA MS Teams**

1. Sederunt:

Dr. Elaine Clafferty (Chair);
Derek Smeall (Principal);
Heather McNeil;
Ian Patrick;
Colm Breathnach;
Michael O'Donnell; and
Noma Dube (Student Association President).

In Attendance:

Robin Ashton (Vice Principal, Curriculum and Quality Enhancement);
John Gallagher (Head of Quality);
Linda Ellison (Secretary to the Board of Management);
Alastair McGhee (Business Development Director); and
Debbie Friel, Committee Coordinator (for recording purposes).

2. Apologies

Dr. Marion Allison;
Dermott Grenham;
Emma Leslie (Student Association President)

3. Terms of Reference

It was confirmed that the meeting was quorate with seven members in attendance.

4. Declarations of Interest

- a) Interest**
- b) Connection**

No declarations of interest were received.

5. Minute of the Previous Meeting held on 14 September 2022

Members accepted the minute as an accurate record of the business conducted at the meeting held on 14 September 2022.

M O'Donnell, followed by H McNeil proposed the minute.

6a. Matters arising from the Minute of Previous Meeting held on 14 September 2022

Members noted that there were no matters arising from the previous minute of 14 September 2022.

6b. Learning and Teaching Action Log as at September 2022

Member noted that there were two live actions on the log.

6c. Note of Meeting for Deep Dive

R Ashton clarified that the deep dive session would take place on 25 January 2023 and this would be tailored as to the needs of the Committee.

The Chair and I Patrick noted their support for the deep dive session and members agreed that this would be held via MS Teams.

7. Student Activity and Outcomes Review and Quality Enhancement Priorities

The Chair reported that the paper had been forwarded from the Board of Management Committee meeting to be considered by the members of the Learning and Teaching Committee. She explained that some of the data from the report had come from the time of Covid and that this data was very unpredictable. She added that the report showed that Part Time (PT) learners were more resilient and motivated and that there was an overall very high level of learner satisfaction. She requested that R Ashton provide members with an update on the financial implications of the clawback.

The Vice Principal reported on the year end credit data and advised members that the Scottish Funding Council (SFC) had requested that colleges achieve their target of Core Credits first, followed by the European Social Fund (ESF) and lastly the Deferred Targets. He referred to the shortfall in the Foundation Apprenticeship (FA) credits and said this was due to reduced levels of student demand and related to covid restrictions and on-campus learning with limited face to face learning. He continued to say that the financial risk due to the Clawback was approximately £900K, however the SFC had notified the College of a 2% leeway below target, this, he said, had resulted in a reduction to £428K of the clawback amount.

He drew attention to page seven of the report and provided a detailed overview of the quality improvement priorities which he highlighted focused heavily on retention. He requested that members endorse the highlighted Quality Enhancement Priorities for 2022-23.

H McNeil thanked R Ashton for his comprehensive report. She commended the listing of the Quality Enhancement Priorities and noted that it was clear and provided good mapping. Additionally, she commented that the figure of 92% of students satisfied with their college experience was an excellent achievement and the College should be proud of this statistic. She requested that a breakdown of the statistics to be placed within the minute for members information.

| Level and Mode | Enrolment | Percentage |
|----------------|-----------|------------|
| FEFT | 2,581 | 26% |
| FEPT | 5,354 | 54% |
| HEFT | 1,474 | 15% |
| HEPT | 583 | 6% |

M O'Donnell asked for further clarity around the sum of £900K clawback. The Principal responded and clarified that the amount of £424K was the amount that would be retained following the SFC allowing a 2% leeway. He noted that members would see this figure within the Quarter One Forecast at the next scheduled Finance and Resource Committee meeting and again thereafter at the Board of Management meeting. He said that this was positive news and would allow the College to offset against the College Operating Plan and the impact on staff.

C Breathnach welcomed the news on the reduced clawback. He drew members attention to the table on page three of the report in relation to widening access credit levels. He noted that there was a small reduction in the credit levels delivered for SIMD 10 learners and care experience students. He noted that R Ashton had included this area within the Quality Enhancement Priorities and reiterated that this was also the College's core mission and is what makes our college unique. He felt it important that the College does not lose sight and become distracted from this mission and have the ambition to increase to pre covid levels. R Ashton agreed and advised that both the Springburn and Easterhouse community hubs were continuing to increase in participation and that this was a huge priority for the College that this continues.

I Patrick commented he was pleased to hear that the College was proactive to ensure that community figures were increasing. He commented that it was significantly important to maintain our credit target by keeping students onboard as much as possible and to improve on our PIs. *He noted his interest in receiving feedback at some point as to what impact/difference the quality enhancement priorities had made. The Chair agreed with the comments made and suggested that this item be added to the deep dive agenda.*

The Chair asked members if they were content to approve item 07. Members of the Learning and Teaching Committee agreed to:

- i) consider the performance data and student feedback information provided; and
- ii) endorse the highlighted quality enhancement priorities for 2022-23.

8. Academic Board Terms of Reference

R Ashton informed members that the report sought approval on the Academic Boards Terms of Reference. He noted the paper had been considered by members of the Academic Board and the document suggested relatively minor amendments, which were denoted in red text.

C Breathnach made reference to a section of wording from the terms of reference;

“The Faculty and Support Staff representatives shall be elected by permanent members of staff”

Following discussion members agreed that the word “**permanent**” was not appropriate as it did not give total inclusivity and should be removed.

Members of the Learning and Teaching Committee agreed to:

- i) note the contents of this report and its appendix;
- ii) endorse the revised Terms of Reference, subject to the forementioned amendment.

9. Summary of Block 1 Learner Feedback Survey Results

The Head of Quality informed members that the Stop and Check survey, which was circulated annually to learners during block one in each academic year, had been created using Microsoft Forms and promoted to learners via their course tutor.

He advised that there had been a significant increase in responses with a total of 1,873 responses received. He highlighted that some of the questions remained unchanged from the previous year, however an additional two questions had been introduced. He continued to provide a detailed summary as to the questions and the results.

I Patrick asked, what the College used this data for. R Ashton responded that the information was for the Class Tutors and informed the classes going forward. He advised members that the new PowerBi platform was now used for this purpose and that each class would receive detailed information on the survey which pertained to their class group. He added that this information would additionally be considered at their course team meetings.

H McNeil suggested that the survey could be a good platform to include a further question to establish reasons why a student would consider early withdrawal from their course. R Ashton agreed that the College would consider including this into the survey for next year.

The Principal highlighted the importance of investing in our communications and Marketing and that courses are promoted effectively. He highlighted that members would be given an insight as to the new proposed website and branding for the College later in the agenda.

L Ellison noted the title of the survey, stop and check and asked if this term was used with students. She added that she felt that the title used could have a softer element to it. The Chair reminded members that this was raised at a previous Board of Management meeting and that it had been suggested then that the title be changed to pause and reflect.

Members of the Learning and Teaching Committee agreed to note the contents of the report.

10. Early Retention Report

The Head of Quality informed members that the report provided an indication of the level of early retention to date. He drew members attention to the graph on page one of the report and noted that the figures for the current session were based on the Unit-e report as at 3rd November 2022 and that these were likely to increase slightly as withdrawals were processed.

He summarised on the College's improvement targets and explained that class tutors had been asked to complete a report detailing the reasons for the withdrawals and also to outline what actions had been taken to assist the remaining students to complete their programme. He added that it was noteworthy that full time FE students who had attended the welcome sessions had an early withdrawal rate of 6.6%, compared to the overall withdrawal rate of 15.8%.

R Ashton reported that he was progressing on obtaining information from the students as to the reasons for their early withdrawal. He highlighted that those students had been contacted via email and text. He reported that the data so far informed of two prominent areas, and students had listed employment and health as the reasons given.

The Chair thanked R Ashton for his detailed report. She queried if there were options for full time students to complete their course on a part time basis, given the high level of students leaving for employment reasons. R Ashton said that the College could be flexible to provide this option. She asked if the students were aware of this option. R Ashton said that this could be an area to investigate and promote further.

The Principal highlighted that should a student revert to a part time course they would still show as early withdrawal from the full time course. He said that it was a very interesting point the Chair had made and felt that this option could be included into the conversation with those students who were being contacted.

M O'Donnell highlighted that the report showed two sets of improvement targets, he asked for the outcome levels to be quantified in order to measure against. He observed that both Early Retention and Early Withdrawals had been noted within the paper and asked if there could be consistency in the terminology used.

D Smeall highlighted that a presentation on PowerBi would be delivered at the Board Development session and this, would introduce a target line which would hopefully provide a quarterly breakdown in future.

Members of the Learning and Teaching Committee agreed to note the contents of the report.

11. Review of 2023-24 Curriculum

R Ashton informed members that a review of the curriculum to be offered for academic year, 2023/24 was underway. He noted this was in line with the College's

Operating Plan and a strong focus was on making progress to increase the average class sizes. Additionally, he advised that a Curriculum Review Advisory Group had been set up to provide a forum for Senior Staff, Unions and Student representatives to monitor and inform curriculum review activity for 2023/24. He added that the College would look to maintain the number of students whilst consolidating class groups.

C Breathnach said it was positive to hear of the Curriculum Review Advisory Group and that it had included both Student and Union Representatives. He did note concern that staff and students did require to know, at an early stage, what areas were to be cut and also be given the opportunity to partake in those discussion.

R Ashton informed members that the College was keen for discussion to take place and for the staff to be part of those discussions. He highlighted that it was predominately the course group teams that had reviewed their areas and decisions were taken by faculty staff. Additionally, the course teams had also been heavily involved in populating the website with course descriptions.

The Chair thanked R Ashton for his report.

Members of the Learning and Teaching Committee agreed to:

- i note the contents of the report; and
- ii request an update on the outputs of the curriculum review work at the next meeting of the Learning and Teaching Committee.

12. Student Association Priorities Update

The Student Association President, N Dube, spoke to the content of the report that sought to provide members with an update on the Student Association (SA) activities and progress to date.

She highlighted that the SA had been busy raising awareness and ensuring that the SA was available to students on campus and online. She highlighted that a dedicated MS Teams Page had been established and was useful to advertise and promote SA events and to encourage participation and discussion. She provided members with a summary of the activities that the SA had participated in, which included Black History Month, Dyslexia Awareness and Stress Awareness.

She advised members that the SA would continue to enhance their engagement in partnership work with services and organisations which impacted positively on the student experience.

I Patrick noted that it was interesting to hear that there was a staff/student consultation group that had been established and he looked forward to hearing more on this at future meetings.

The Chair thanked N Dube for her overview and praised her for the work undertaken in producing a comprehensive and positive report.

Members of the Learning and Teaching Committee agreed to note the contents of the report.

13. Development of a New College Website

A McGhee informed members that the report and presentation sought to update members on the progress of the design and implementation of a new College website.

He took members through the content of the presentation and highlighted that an effective website was a vital tool in marketing and promoting the College to potential students and commercial customers as well as engaging current students.

He highlighted to members that the new website would be operational by January 2023 and assured members that they would work to maintain the stability of the current website to ensure that there was a smooth operational transaction.

The Chair thanks A McGhee for his presentation and invited questions or comment.

I Patrick queried if the governance section of the website would be available to view in January 2023. A McGhee confirmed that the web developer would be transferring this information over prior to January 2023.

C Breathnach highlighted that the College should be aware that staff would question monies being spent on a new website whilst the College was struggling financially. Additionally, he noted that there were concerns over the change and the timescales and asked if there would be a form of consultation on this should there be any major concerns highlighted.

In response to C Breathnach's concerns, A McGhee advised members that a new website was a must for the College, especially at this time as it would make the College more attractive to students and new partnerships. He added that the Marketing Team were currently approaching all departments to talk on the branding and the website, this dialogue was happening at present and his team would be taking account of all feedback received. He added that there was a lot of activity in liaising with course teams to obtain course content at this time.

R Ashton advised members that the investment in this area was critically important, additionally he noted that the generated income from around ten additional students would cover the cost of the website. He also highlighted that the website could be accessed via mobile and this wasn't an operating feature of our current website.

M O'Donnell commented that he would temper the excitement of the new website. He said it was important to know how the College intended to drive and direct traffic to the site. He said a clear strategy was needed, additionally, he asked how the College intended to benchmark the success of the new site.

A McGhee informed members that the College had a Marketing Strategy and Framework and that the Marketing Team was currently looking at our branding and on progressing marketing to schools, students and commercial customers. A McGhee noted that he would be happy to return to the Committee at a later date to talk more on the general marketing approach. He highlighted that his team would generally benchmark traffic on the website and would continue to do this with the

new site in order to have a comparison. He added that he would expect the result would translate to an increase in student applications.

M O'Donnell queried if the new website would integrate with existing college systems. He also asked if the use of black on the website met accessibility requirements. A McGhee said that there was no risk of losing applications when transferring over to the new site and that the website designers have been made aware of the Triple A requirements.

Members agreed to invite A McGhee to a future meeting of the Learning and Teaching Committee to provide a further update on the College's general marketing strategies.

Members of the Learning and Teaching Committee agreed to note the contents of the report.

The Chair noted that the items to follow, 14 to 17 were external reports and were for noting.

The Chair also noted that as it was approaching 7pm, which called to suspend standing orders. L Ellison agreed to stop the Committee at this time.

14. HMIE Engagement in Scotland's Colleges 2021-22 Overview Report

R Ashton spoke to the content of the paper. He informed members that the report provided a summary of findings from Progress Visits carried out in all 27 Colleges during academic year 2021/22.

I Patrick highlighted that he was heartened to see that a section of the report had included partial success.

Members of the Learning and Teaching Committee agreed to note the contents of the report.

C Breathnach left the meeting at 19:00 hrs.

15. Skills Delivery Landscape: Call for Evidence

R Ashton summarised on the paper and highlighted that the College would submit a response prior to 23 December 2022 and would welcome views and suggestions from members of the Learning & Teaching Committee.

L Ellison asked that it be noted in the minute that the 2-hour period had elapsed. Members agreed to continue.

H McNeil referenced how the College Development Network (CDN) executive summary emphasised how critical it was for Colleges to respond to the economic challenges. She noted that it would be good to feedback and stress the equality of need and opportunity for the areas we are serving, which linked to the CDNs comments on economic recovery.

Members of the Learning and Teaching Committee agreed to:

- i. to note this report; and

- ii. provide any views or suggestions they would wish to be taken account of in the College response.

16. GTCS Consultation on Provisional Registration

R Ashton highlighted that this report sought to update members on consultation undertaken by the General Teaching Council Scotland (GTCS) on proposals to create a provisional conditional category or registration for college lecturers who have not yet achieved an appropriate teaching qualification. The creation of the proposed provisional registration category should allow all lecturers to be registered with GTCS.

Members of the Learning and Teaching Committee agreed to note the contents of the report.

17. Mixed Methods Research on the Perceptions, Strengths and Weaknesses of a College Education

The Chair noted that broadly the report seemed very positive.

R Ashton informed members that the research employed a mixed methods approach, comprising of a national survey and a series of focus groups and interviews. He added that the report split into three categories, respondents age 16-26, parents, and adults over 26. He commented that the report contained useful intelligence for the College.

I Patrick commented that the Executive Summary was very detailed and covered challenges and the need for change.

Members of the Learning and Teaching Committee agreed to note the contents of the report and its appendix.

Items for Information

18. Guidance for Outcome Agreements for Colleges and Universities

Members commented and voiced their disappointment that SFC had issued guidance late and that Colleges were effectively halfway through their first term.

Members of the Learning and Teaching Committee agreed to note the contents of the report and its appendix for information purposes.

19. Student Satisfaction and Engagement Survey 2021-22

The Chair advised that the report could see levels of satisfaction noted. No dramatic observations were noted for Glasgow Kelvin College. R Ashton reported that the figures for Glasgow Kelvin College compared well in comparison to the sector. However, would say that our response rate was very low and it was expected that over 50% returns should be received in order for the outcomes to be statistically robust.

Members of the Learning and Teaching Committee agreed to note the contents of the report and its appendix for information purposes.

20. Draft Academic Board Minute – 2 September 2022

Members of the Learning and Teaching Committee agreed to note the contents of the report and its appendix for information purposes.

21. Impact on Students – key issues to be considered as a consequence of the consideration of the above agenda items.

22. Risk Management – Risk Issues to be considered as a consequence of the consideration of the above agenda items.

Members agreed that no new risk management issues had arisen as a consequence of the business conducted at the meeting.

23. Equality Management – Equality Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no new equality management issues had arisen as a consequence of the business conducted at the meeting.

24. Data Protection – Data Protection Issues to be considered as a consequence of the consideration of the above agenda items

Members agreed that no new data protection issues had arisen as a consequence of the business conducted at the meeting.

The Chair thanked members for their attendance and contribution to discussion and to the Secretariat for their support.

Ian Patrick thanked the Chair, Dr. Elaine Clafferty for chairing at a moments notice.

25. Closure

The meeting closed 7.15pm

26. Date of Next Meeting
8 March 2023.