

**GLASGOW KELVIN COLLEGE**  
**LEARNING AND TEACHING COMMITTEE**  
**MINUTES**

**Minute of the meeting held on Tuesday, 01 June 2021 at 5pm via Microsoft Teams**

**1. Sederunt:**

Dr.Marion Allison (Chair);  
Dr.Elaine Clafferty (Vice Chair);  
Derek Smeall (Principal);  
Ian Patrick;  
Stephen Birrell;  
Michael O'Donnell;  
Heather McNeil; and  
Colm Breathnach  
Sarah Loughran (Student Association President); and  
Lauren McLaren (Student Association President);

**In Attendance:**

Robin Ashton (Vice Principal, Curriculum and Quality Enhancement); and  
Andy Laszlo (Director of Digital Services);  
Deborah Friel (Committee Coordinator) for recording purposes.  
Lisa Clark (Director of Corporate Services) joined the meeting at 6.30pm to  
facilitate the Committee's Self Evaluation.

**2. Apologies**

Douglas Wilson (Clerk to the Board of Management);

**3. Terms of Reference**

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

**4. Declarations of Interest**

No declarations of interest were received.

**5. Minute of the Previous Meeting held on 16 March 2021**

The minute of the meeting held on 16 March 2021 was accepted as an accurate record of the business conducted, following amendment:

**Point 7 – Paragraph Seven.** The Principal noted that the minute reflected that he and I Patrick had attended meetings with the Employers Association “weekly”, he asked for the amendment to read “regularly” and not “weekly”.

**6. Matters arising from the Minute of Previous Meeting held on 16 March 2021.**

**Point 7 – Paragraph Nine.** Following a question from H McNeil, R Ashton reported that I Beach had been invited to attend the Learning & Teaching Committee to provide an update on the HMle Visit to the College. He advised that unfortunately I Beach was on annual leave so could not attend. Additionally, he noted that the final report had been delayed due to the Scottish elections. R Ashton agreed that he would bring the HMle report to a future meeting of the Committee.

**Point 12 – Paragraph Three**

I Patrick highlighted that it was expected that the CLD Review would be brought back to the Learning and Teaching Committee. R Ashton informed members that there was a CLD Delivery Update report on the agenda of the Board of Management meeting which was scheduled to take place on 7<sup>th</sup> June 2021.

The Principal clarified that the changes being made to CLD service delivery did not amount to a restructure of CLD but was an operational realignment that involved a relatively small FTE of staff and that the overall strategic direction of CLD would not be changing. Furthermore, he noted that the paper provided to the Board of Management at its 7<sup>th</sup> June meeting would provide further clarity.

M Allison noted that at a pre-meeting of the Learning & Teaching Committee attended by herself, R Ashton and E Clafferty it was highlighted that contingency planning for CLD would be useful, looking at how the College could take forward any shortfalls in external grants.

I Patrick, following on from the Principal’s comments, noted that it would have been beneficial for a paper regarding the CLD review to have been brought to this meeting of the Learning and Teaching Committee, under matters arising, in order to close off comments from the minute.

Colm Breathnach queried if discussions with the Trade Unions had taken place and if positive progress was being made. R Ashton responded that the Unions had provided feedback on the review and Management continued constructive dialogue with the Unions and staff involved. The unions have requested for VS to be reopened and this would have further consideration and discussion at the Board of Management meeting on 7<sup>th</sup> June 2021.

The Chair asked D Friel to note the amendments as discussed.

## **7. Learning, Teaching and Assessment Update**

The Vice Principal of Curriculum and Quality Enhancement informed members that the report sought to provide an update on a range of Learning, Teaching and Assessment matters.

R Ashton highlighted that the first section of the report provided an overview of achievements made by faculties, staff and students on the completion of courses. He highlighted that it was expected that the majority of non SVQ courses would complete this academic year and there would be limited deferrals. Additionally, it was hopeful to complete the 4<sup>th</sup> year SVQ Engineering students.

He continued to report on the Student Satisfaction Survey results. He advised that the results had just been received and felt it important that the Committee had first sight of these, however he explained that further analysis of the information would be required.

R Ashton continued to report on the final section of the paper, highlighting the forecast end of year position on credit delivery. He advised that the College was currently approximately 1,000 credits below target, however, had plans in place to bridge the gap.

H McNeil, noted that she found the format of the report easy to read. Additionally, she found that the Student Satisfaction Survey results and the College credit position were very positive. She queried the percentage response rate and asked for further clarification. Furthermore, she queried how the College would take forward the actions from the Student Satisfaction Survey.

R Ashton explained that the response rate was approximately 10% of students, however once additional breakdown figures had been received, he could provide further clarification on this. He added that Student Satisfaction Survey is a significant part of our quality enhancement activity over the year. Members noted that a detailed thorough report would be brought back to the Committee at a future meeting which would contain improvement actions withdrawn from the survey results.

R Ashton invited the Student Association President, L McLaren to speak of the additional funding received by the Student Association. L McLaren advised members that the additional funding received from the Scottish Funding Council (SFC) would be utilised to recruit an additional member of staff to give support in their social engagement work with students. She highlighted that this year had presented challenges in fully engaging with all students.

Members suggested that it would be helpful, in future, to have a report detailing the Stop and Check results and information pertaining to the Focus Group feedback, perhaps within the Student Satisfaction Results paper.

Following a question from E Clafferty, R Ashton explained that the College was successful in providing 1,200 laptops out to students/staff by August

2020, and were quick to deliver on training for MS Teams and had no major issues from students this year. He highlighted that positive feedback had been received on the question pertaining to their online experience.

M O'Donnell raised a question in relation to Curriculum Planning, and asked if there were potentially disadvantaged students resulting from some teaching staff not volunteering to assist with course completion this academic year. R Ashton responded that he had not seen evidence to suggest that there has been disadvantaged students resulting from non-volunteering teaching staff. He reassured members that the College was mindful of this and would take every action to ensure that students were not disadvantaged in anyway.

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

## **8. Power BI Curriculum Reporting Developments**

The Director of Digital Services provided a verbal update to members on the current developments of Power BI, which he highlighted was particularly important for curriculum reporting.

A Laszlo reported that a key element of the Digital Transformation Strategy was business intelligence and how the College could use this to inform and improve on student outcomes. He added that putting an analytical system in place to effectively analyse data would help provide more useful information reporting and support enhanced decision making. He added that the system would be key to performance management and using data relevant for reporting needs. Additionally, he highlighted that the system would embed quality and diversity information which would prove to be useful.

A Laszlo continued to provide a short presentation on how the system operated and invited comment or questions from members.

R Ashton informed members that he thought it important for the Committee to see the early stages of the Power BI System and the College's direction of travel in pulling down data to support reports being produced for the Committee and Board of Management. He noted that the system was not far off being able to produce live time information which was an extremely useful tool.

S Birrell asked if the College was aware of any other Colleges using Power BI. A Laszlo advised that the College had met with other colleges to discuss ideas and had continued with good collaboration with North Lanarkshire College. S Birrell noted that it was good to see data maturity and how the College sought to progress its development throughout areas of the College.

M O'Donnell thanked A Laszlo for his informative presentation. He asked if the data sourced by Power BI had been used by the Colleges Recruitment and Marketing Team. R Ashton explained that the first department to run with Power BI was Admissions. He said that the system would be used to

inform recruitment geographically and having a more informed understanding of what courses recruit better locally or not, he added that this would have a positive impact on College recruitment going forward.

Following a question from I Patrick, R Ashton advised that there was potential, in the future, for the system to develop live attendance information, both onsite and online.

I Patrick discussed the benefits of a covering report, in addition to verbal presentations, taking place at future meetings, especially as the papers are placed within the public domain. He continued to say that Power BI was a good example of the College raising its profile and a paper advertising such to the public would be advantageous.

The Principal emphasised his enthusiasm and highlighted that the Power BI system had the potential to be revolutionary. He advised that the College was in a good position to share the information regionally. Members agreed that it would also be useful in order to benchmark against our regional colleges, additionally providing information to HMIE when required.

## **9. Refreshed Learning and Teaching Assessment Strategy**

R Ashton informed members that the Committee had requested a revised Learning and Teaching Assessment Strategy to be brought back to the Committee, prior to the new academic session. He highlighted to members the incorporated changes that had been introduced to the Strategy. He informed members that the Strategy had been considered by the Academic Board and Union representatives.

I Patrick requested that the Strategy contain a stronger focus on assessment and its role in learning and teaching. R Ashton agreed to review the strategy and raise the profile of assessment within the draft document and bring back a revised version to the Board of Management Meeting in the new academic session.

H McNeil queried where the business and community needs fed into the Strategy. Additionally, she asked for confirmation that the KPIs were comprehensive enough to cover the whole Strategy.

R Ashton responded that the College has wider aspects of the Strategy in terms of business and community needs, and that these areas would be considered through the curriculum guidelines. In addition, he explained that the KPIs within the Strategy were a selection of a wider set of KPIs which would sit within the Regional Outcome Agreement (ROA).

A considerable discussion took place in relation to the mapping of KPIs. D Smeall discussed the concept of the new Strategic Framework which looked to reduce duplication. He explained that the College had 7 supporting Strategies that covered the full suite of KPIs.

The Chair thanked R Ashton for his report .

Members of the Learning and Teaching Committee agreed to:

- i) provide feedback on the draft Learning, Teaching and Assessment Strategy;
- ii) request that the strategy, subject to any amendment, is considered by the Board early in the new academic year.

## **10. Risk Management Update**

The Vice Principal informed members that as per the College's Risk Management Strategy, the Risk Register was considered annually at each Standing Committee meeting and that feedback would thereafter be provided to the Audit and Risk Committee.

He provided an overview of those risks identified that pertained to Learning and Teaching, he noted two which he advised was classed within the amber section of the Register.

- failure to recruit learners, ensure curriculum offer meets current and future needs of industry, learners and employers and achieve student activity target with associated reputational and financial consequences; and
- Learners are not appropriately supported during their enrolment or their course of study; the College fails to retain sufficient numbers, or they fail to make sufficient progress.

The Chair noted that it was helpful to identify those risks that primarily pertained to the Learning and Teaching remit.

Members suggested that the recent Voluntary Severance (VS) Scheme should be included in the risk appraisal of the risks related to loss of key staff. It was also suggested that the risks contained within the Register could be numbered to allow easier referencing.

D Smeall reflected on the style and presentation of the report. He gave reassurance to members that this was being considered by the Chair of the Audit and Risk Committee.

The Chair thanked members for their input to the meeting and asked that the minute reflect that the Learning and Teaching Committee members wished to thank D Wilson for his support over the years and wished him every success for the future.

Members of the Learning and Teaching Committee agreed to:

- i) note the contents of this report and its appendices; and
- ii) review the Risk Register and request any changes be considered by the Audit & Risk Committee.

**11. Academic Board Minute – 30 April 2021**

Members of the Learning and Teaching Committee agreed to note the Academic Board Minute provided for their information.

**12. 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.

**13. 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.

**14. 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.

**15. Closure**

The meeting closed at 7pm.

**16. Date of Next Meeting  
TBC**