

**Minutes of the Learning, Teaching & Engagement Committee
held at 10.30 am on Friday, 24th November 2017 at Lochgilphead campus**

Present: Martin Jones, Chair (MJ); Amber Crowley (AC); Andrew Campbell (AGC)
In Attendance: Elaine Munro (EM); Fraser Durie, (FD); Ailsa Close (AEC); Fiona Fenn-Smith (Secretary).

	Item	Action
17.4.1	Apologies & declarations of interest. Apologies received from Stella Leitch & Shannen Calderwood (soon to be appointed HISA representative to board). No declarations of interest.	
17.4.2	Minutes of meeting of 8th September. Governors asked for the following to be noted & corrected: <ul style="list-style-type: none"> • 17.3.9: EM confirmed that college staff are all allocated a college email address that was very secure but the college would provide guidance to staff accessing emails remotely. • Archiving: SQA – policy completely compliant, so no need to change. The minutes were then signed by the Chair as an accurate record of the meeting.	FS
17.4.3	Matters arising. (a) <u>Organizational chart:</u> Staff to be encouraged to have their photo on work email profile. (b) <u>Policies:</u> (i) Malpractice. Page 5 – governors said it should be more than just “awareness” of security. EM reported this has now been changed to “very aware” and governors agreed this can now go to board for approval. (ii) Storage & transportation. Small typo on P3 under 4.1.1 now reads “are stored”; P5 4.1.3 extra bullet point to be removed; P8 is missing information on SharePoint platforms. P4, under 4.1 under 5 th bullet point, add in the word “immediate”. Governors expressed concern about staff accessing the college network once they have left employment with the college. A flow chart to be included to ensure a clear procedure removing access to college systems after a member of staff has left the employment of the college. EM to ask Quality Officer to devise.	EM
17.4.4	Self-evaluation, <i>How Good is Our College:</i> (Previously circulated.) EM reported the feedback received from the board was valuable. There will be a more planned approach to the next year to ensure	

	<p>wider staff engagement and input to the HGIOC process. EM confirmed that our HMI, Peter Connolly has been very helpful in this process. MJ emphasised the importance of staff engagement with the self-evaluation process and that it motivates and inspires.</p> <p><u>Enhancement plan</u>. EM will report to the committee on progress on a periodic basis.</p> <p>MJ indicated he was overall very pleased and expected the next iteration to be a smoother process with wider involvement of staff. AMG said board was pleased with the self-assessment and said it provided an accurate reflection of where college stands. EM confirmed that this would be an annual exercise and that the action plan covers 3 years.</p> <p>The committee said this was a good piece of work and acknowledged the hard work involved.</p>	
17.4.5	<p>Update on progress towards targets – 2017/18. FE credit target remains the same, but slight increase in full-time students enrolled this. 441 schools link students enrolled. Credit count as expected at this time in the academic year.</p> <p>For HE students, college has achieved predicted target: prediction were 189FTE, at 11th November FTE value was 206.1. Final FTE value for year expected to increase to 220. Governors asked if the increases were because of new or existing courses, and the answer was a mixture of both. EM said college is limited by how many students college can physically accommodate and college will need to make capital investment if numbers continue to rise. AEC to send AMG email re: empty buildings that might be put to use. Noted that college provides real progression routes for students from school based activity, through FE and HE. In addition to RAM FTE values, there are 13 FTEs enrolled on PGDE primary teaching and 2 enrolled on PGDE secondary (1 studying business and 1 technical subjects).</p>	
17.4.6	<p>Learning & teaching strategy. (Previously circulated.) The committee agreed the next step for the strategy was to consult with teaching staff. Following the consultation, the strategy will be amended and presented to a future committee meeting, possibly May.</p>	
17.4.7	<p>Policies (previously circulated).</p> <p>(a) <u>Assessment & verification</u>. Complies with SQA and other awarding bodies college is involved with. Very lengthy policy – committee suggested a flowchart for ease of staff referral. MJ expressed concern about the number of acronyms - EM reassured that staff will know these. AC indicated staff will welcome a concise flowchart and can access the policy for more detail. Changes in job roles following the college restructure – quality officer is working through policies and updating changes to job titles. Agreed policy to be submitted to board for approval.</p> <p>(b) <u>Data management procedures</u>. Produced by Liz Richardson,</p>	FS

	Head of Student Services. Governors asked about the new Data Protection law coming into force in May 2018. EM expressed concern about the work required between now and May to ensure the college complies. EM to make correction to small typos and the procedure can go to board for approval.	EM FS
17.4.8	ACOB. The committee agreed to consider what other information they would benefit from receiving to aid the progression of the committee. AMG asked EM to pass on thanks to staff for the great work done.	
17.4.9	AOCB. None	
17.4.10	Date of next Learning, Teaching & Engagement Committee. 23rd February 2018.	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	