



**Final Version – Learning, Teaching &
Engagement Committee
held at 12.00 pm on Friday 27th November 2020
via Webex Teams**

Present: Rosemary Allford, Chair (RA); Andrew Campbell (AMC); Faye Tudor (FT); HISA Depute (FD); Martin Jones (MJ)

Apologies: Elodie Nowinski (EN); Vicky Gunn (VG)

In Attendance: Elaine Munro (EM); Ailsa Close (AEC); Vicky Daveney (VD)(Secretary); Susie Wilson (SW) part of meeting

	Item	Action
20.4.1	Welcome & apologies for absence. The Chair welcomed all governors to the meeting. Apologies received from Elodie Nowinski and Vicky Gunn.	
20.4.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
20.4.3	Minute of previous meeting held on 18th September 2020 To be signed by Chair.	Approved RA/VD
20.4.4	Outstanding Actions <ul style="list-style-type: none"> Note of thanks to go in next newsletter. Policy update completed. 	
20.4.5	Matters arising: Covid-19 impact – MJ confirmed that online teaching is continuing. Practical elements of some courses are returning with changes, the Health & Safety Consultant has produced Covid safe systems of working practice. A limited number of students with IT or connectivity issues are being allowed into the centres, as well as teaching staff who cannot teach from their own domestic environment. SQA guidance is being followed for placements which may possibly commence in semester 2. Invigilated assessments will follow awarding body guidance, with some closed book assessments being rewritten as open book to facilitate online learning. Six teaching staff continue to support lecturers: incorporating digital teaching tips, techniques and CPD activities. RA asked whether SQA have decided on whether exams will take place. EM confirmed that there will be no National 5 exams, but Higher exams are going ahead, although contingency planning is ongoing. A moderation partnership has been set up with Inverness College, providing additional peer support for our staff delivering national courses. RA asked if Argyll College is planning to continue on-line delivery beyond the end of 2020/21. EM replied that discussions would be on-going within the college as well as across the UHI partnership. RA asked the committee for any comments. FD asked if there was information regarding exams for HNC/D. EM stated that SQA guidance would be followed, there was a consistent approach to HN graded units agreed across the UHI partnership and students will be updated on the processes to be followed.	

20.4.6	Update on the Education Scotland Approach To be rearranged for next committee meeting.	
20.4.7	Presentation – Online Teaching by Susie Wilson, Curriculum Lead National Qualifications SW's presentation has been delivered to HMIe twice and to Dundee & Angus College and outlines the difficulties in delivering teaching online and the mechanisms adopted by college staff to overcome the issues. The key issues are the loss of support from the centres and the loss of control over the teaching environment, including the loss of engagement with some learners. To counteract these problems high levels of interaction are required with information being continually reiterated using various methods. RA thanked SW and asked the committee for any comments or questions. AMC agreed that engaging with the audience is very important and commented on how powerful the presentation was. RA agreed that using multiple channels to communicate is important and extra preparation and planning is required to achieve this. RA asked FD for any comments on behalf of the student body. FD confirmed that it is easy to be distracted when working from home, but he would have further information relating to this for the board meeting. SW outlined the new induction programme for teaching staff that was introduced at the start of this academic year. RA asked EM for any comments on resourcing this function. EM confirmed that it has been challenging, but new ways of supporting teaching staff have been developed.	
20.4.8	Updated Enhancement Plan EM confirmed that the Enhancement Plan has been updated and the existing points will continue to be progressed and new actions added. Student wellbeing has been further supported by the recruitment of a part-time counsellor and centre staff are regularly contacting students to provide pastoral care. RA was hopeful that this would be reflected in the student satisfaction scores and asked FD for any student comments. FD said that awareness and applications for the Digital Poverty Support Fund had increased due to HISA's input. RA asked FT for comments. FT stated the importance of sharing with students the support resources available to them, as previously centre staff would have been available to support them. RA agreed the importance of pastoral care. AEC confirmed that the student counsellor has agreed an increase to 3 days. RA stated this was very positive in providing a good student experience.	
20.4.9	Teaching Staff – self-reflection and evaluation questionnaire EM explained that this year teaching staff have been asked to submit individual self-reflection and evaluation reports rather than as a team. The aim is to better understand changes teaching staff have implemented with the move to completely on-line learning; identify and share good practice and identify staff development activities that can be facilitated. RA asked EM when the information was expected to be collated. EM confirmed it would be available for the sub-committee meeting, decisions on CPD would then be made for the start of semester 2.	
20.4.10	Early Student Satisfaction Survey – 2020/12 EM explained this is very brief, early analysis regarding the student pre-entry to college, from initial enquiry through the application and enrolment processes and the first few weeks of learning and teaching. Argyll College has had the highest response rate throughout UHI at 59%. Satisfaction rates are high, with 99.1% of FE and 88% of HE students indicating that overall they are satisfied or very satisfied with their early experience at college. Further detailed analysis will be undertaken.	
20.4.11	Early retention KPIs for full time FE courses to date 2020/21 EM stated there are fewer full time FE student enrolments compared to last year (17 less) mainly due to courses with significant practical elements not going ahead because of limited space in college premises to ensure covid social distancing measures could be adhered to. 11 students have withdrawn before the 25% date of 1 November, giving an	

	<p>early retention KPI of 93%. Retention is 3 percentage points lower than last year. Indications are that overall across the college sector student retention is lower than previous years. As figures become widely available the college will be able to benchmark its performance more clearly.</p>	
20.4.12	<p>Update on progress towards targets 2020/21</p> <p>a) FE - EM confirmed that an extra 119 credits have been allocated to Argyll College this year. 75% of the target has been achieved to date, it is possible the target will not be reached this year.</p> <p>MJ stated that decisions were taken not to run some courses due to Covid-19 and health & safety restrictions. RA suggested it would be interesting to see how different parts of the curriculum have been affected and asked when UHI figures will be available. EM confirmed that they would be available for the next committee meeting.</p> <p>b) HE – EM confirmed that the college is currently 15 FTEs over target, this is likely to increase further.</p>	
20.4.13	<p>Terms of Reference – for review</p> <p>RA asked the committee for comments on the existing Terms of Reference - there were none.</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	



Outstanding Actions

		Responsibility	Deadline
September 2020			
Note of thanks	<i>RA asked that a note of thanks be sent to admissions, finance and student services.</i>		11 Dec 2021 <i>(carried over)</i>
Policy approval: UHI Safeguarding policy	Inform Head of Student Services that policy is approved.	VD	21 Sep 2020 Completed
November 2020			
Note of thanks	To be included in marketing newsletter w/c 30 Nov.		4 Dec 2020
Teaching Staff – self-reflection and evaluation questionnaire	Details to be collated for Dec board meeting	EM	11 Dec 2020