



**Minutes – Meeting of Learning, Teaching &
Engagement Committee
held at 9.30 am on Thursday 12th December 2019 at Oban and Helensburgh**

Present: Andrew Campbell, Chair (AC); Amber Crowley (AmC), Danjana Ninkovich, HISA Depute (DN), Martin Jones

Apologies:

In Attendance: Elaine Munro (EM); Vicky Daveney (VD)(Secretary)

	Item	Action
19.4.1	Welcome & apologies for absence.	
19.4.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
19.4.3	Minute of previous meeting held on 30th May 2019. Minutes were approved and are to be signed.	Approved to sign
19.4.4	Matters arising: Schools Link KPIs EM stated that discussions are ongoing with the schools on how to improve retention rates. EM and MJ have had a meeting with HMIE who are aware of the overall KPI situation and are comfortable with the plans to improve retention. ACTION: EM to continue investigation and report back to a future LTE meeting.	EM
19.4.5	Education Scotland progress visit – updated enhancement plan and feedback following visit EM reported that the original enhancement plan was submitted to HMIE in 2018 along with the college’s evaluative report, and was updated in May 2019 and again in November, prior to the progress visit. The visit was positive, HIME team met and had discussions with SMT, staff, students, class reps and HISA. Positive verbal feedback was received with some areas noted for development. MJ spoke about HMIE supplying staff to assist with specific areas on an informal basis which could be useful. Awaiting report from HMIE.	Noted
19.4.6	Final KPSs 2018/19 EM explained that the full report had been supplied not just the extrapolated data. On page 1 the bar charts shows that the number of FE students successfully completing has dropped, with an increase in withdrawal and partial success rates. Although the number of students who didn’t successfully complete the group award increased, for some making it to the end of the course is a success in itself. EM stated that staff understanding of KPIs has improved and there is more focus on what staff and HISA can do to help students. AC commented that there is an upwards trend. MJ stated that this is the case and there are better systems in place to retain students including tracking student attendance. With small student numbers even 1 student leaving can have a big impact on the numbers. There is a push to encourage tutors to travel to other centres and meet their other student face to face, as this can have a positive impact on how students feel.	

	<p>AC asked what chart C was referring to. EM said it is a breakdown of the partial success numbers and does not relate to all students. AmC expressed surprise at the number of partial successes but EM explained that this included courses like ECDL where students have to sign up to the entire course but may only want to learn certain elements. MJ stated that these are standardised statistics produced for SFC, EM added that they allow sector and partnership comparisons which are useful.</p>	
19.4.7	<p>Update on progress towards targets – 2019/20</p> <p>a) FE Credits – EM stated that the credit targets remain much the same as last year. This is disappointing as the college over-achieved last year. On target to exceed target again this year.</p> <p>b) HE Credits – predicted to be slightly under target.</p>	
19.4.8	<p>Early Withdrawal KPIs for full time FE courses to date 2019/20</p> <p>EM reported that early withdrawal KPI has improved compared with last year.</p>	
19.4.9	<p>Early Student Satisfaction Survey – 2019/20</p> <p>EM stated that this is carried out throughout the region so the good practice can be shared and facilitating benchmarking. There has been a better response rate this year compared to last year. EM stressed how important it is to be able to hear student’s views so improvements can be made. AC pointed out that the lowest score seemed to be for fresher’s activities. DN said that it is challenging to reach all centres due to the large area Argyll College covers.</p>	
19.4.10	<p>Update on learning, teaching and enhancement items in last quarter:</p> <p>a) Graduation – EM confirmed that this had been a great success this year. MJ said the decision has been made to have it in Dunoon next year, there may be the facility for a live stream to enable staff to watch the ceremony too as MJ is keen for more staff to be involved.</p> <p>b) CDN Awards – Argyll College received 2 Highly Commended awards: one for video feedback, more staff will be encouraged to use this as it has proved popular with students. The other for an App developed by a student and tutor. MJ stated that it is important that there is innovative thinking within the college.</p> <p>c) Prospectus for schools provision – EM will bring copies to the Board Meeting.</p>	EM
19.4.11	<p>Date of next Learning, Teaching & Engagement Committee.</p> <p>The next meeting will be confirmed at the board meeting on Friday 13th November.</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	