



FINAL
VERSION

**Minute of Learning, Teaching & Engagement Committee
held at 10.30 am on Friday 24th May 2019 at Lorne Street, Lochgilphead**

Present: Andrew Campbell, Chair (AC); Martin Jones (MJ); Amber Crowley (AmC), Laura Hogg (LH) By VC (Hisa Depute)
Apologies: Stella Leitch (SL); Ailsa Close (AEC)
In Attendance: Elaine Munro (EM); Vicky Daveney (VD)(Secretary)

	Item	Action
19.2.1	Welcome & apologies for absence. Apologies from Stella Leitch and Ailsa Close.	
19.2.2	Declarations of interest & any items deemed to be confidential. There were no declarations of interest.	
19.2.3	Minute of previous meeting held on 1st Mar 2019. The minutes of the meeting were approved as an accurate record of the meeting and were signed by Andrew Campbell in SL's absence. ACTION: These will be taken to the Board for noting	VD
19.2.4	Matters arising: Schools Link KPIs (previously circulated) EM noted that school enrolments appear to have decreased but this is because of timetable changes in June, numbers are roughly the same as previous year. Concern was expressed over high withdrawal rates for all schools – Hermitage Academy and Oban High in particular. This has increased 5% from previous year. LH said that in Helensburgh this may be partly due to Foundation Apprenticeships (FA) being offered by West College Scotland as well as pupils leaving school to undertake a Modern Apprenticeship (MA). In Oban 'WorkingRite' are targeting school pupils to start MAs before they leave school and before they complete their schools link course with the college. Each school will be provided with the withdrawal data by course to allow further discussion on action that can be implemented to address this increased withdrawal of school pupils form college courses. ACTION: EM to investigate further.	EM
19.2.5	Early and further withdrawal for full time FE courses to date 2018/19 (previously circulated) Early withdrawal numbers increased but late withdrawal has reduced slightly. Overall withdrawal remains high at 23%. MJ noted that IT outages earlier in the year may have had an impact and even 1 or 2 students leaving a course can have a high impact due to the numbers on our courses. Some courses have had a particularly high drop-out rate, eg NC Social Science 8 out of 11 have withdrawn. There will be further discussion to investigate reasons. AmC asked whether there is a difference between withdrawals on face-to-face versus VC teaching. There did appear to be some correlation. There was some agreement that students on their own, particularly younger students, may struggle with VC delivery and the lack of a local peer group. ACTION: EM to check Further Withdrawal figure on table.	

	<p>LH said biggest student complaint is tutors not coming back with assessment feedback, this is demotivating for students. Sometimes the feedback is of a poor quality. She also mentioned getting class reps has been very difficult. MJ noted that class reps are very important as they can give the college ongoing feedback to deal with issues in real-time.</p> <p>ACTION: LH to produce a bullet point report of student feedback she has received.</p>	<p>EM</p> <p>LH</p>
19.2.6	<p>Update on progress towards targets - 2018/19 (previously circulated)</p> <p>a) EM confirmed that we are one of only two UHI regional colleges to date to have achieved and exceeded credit target.</p> <p>b) HE has achieved the ESR (early statistical return) of 199, current count 200.1 FTE.</p>	
19.2.7	<p>Update on learning, teaching and enhancement items in last quarter (previously circulated)</p> <p>a) Research projects undertaken by staff</p> <ul style="list-style-type: none"> • Transitional Experiences – Liz McFarlane interviewing students moving on to degrees. • How to use screen capture technology and video clips for feedback – Suzie Wilson presented at a recent seminar, will be presenting at forthcoming staff development training. <p>b) Brightspace – 2 champions helping staff and providing introductory training. MJ expressed concerns that staff are being slow to move over and there is a danger of losing their teaching material if not moved before the deadline. AmC suggested that staff may be waiting for current semester to end before reviewing and migrating their teaching materials. Some tutors have elected to have IT migrate their materials for them. The LT&E committee has expressed concerns and encourage staff to make the move to Brightspace.</p> <p>c) Skills for Work Project Pilot – project based rather than classroom based projects. DYW has identified a potential pilot in Dunoon. EM stressed the importance of being involved in the early stages in order to inform and influence its future direction.</p> <p>d) MA Boatbuilding and Repair – we are the only college approved to deliver this from Sept. Workplace based with classes delivered from CERC. Meets local training gap and an ageing workforce which needs replacing.</p> <p>e) Teaching and learning enhancement themes – EM noted the need to think outside the box, using project and theme based learning and the potential to allocate more teaching hours to more difficult units and fewer hours to ‘easier’ units. This may impact on student funding and may impact on tutor hours – discussions to be had with tutors.</p>	
19.2.8	<p>Academic Calendar 2019/20 (previously circulated)</p> <p>It was agreed that FE and HE holiday dates for 2019/20 should be aligned with local school holiday dates, as per option 3. Approved by committee.</p>	
19.2.9	<p>EREP action plan – update (previously circulated)</p> <p>The Enhancement Plan needs to be submitted to Education Scotland. A regional update is also to be submitted.</p> <p>ACTION: EM to submit to region and ES</p>	EM
19.2.10	<p>SFC Student Satisfaction and Engagement Survey (SSES) (previous circulated)</p> <p>High response rate achieved with 94.8% combined FE and HE overall satisfaction rate. EM noted that smaller class sizes allow tutors to engage with students and encourage them to complete the survey. AC suggested there may be a PR opportunity to putting up banners around college towns with survey results for increased visibility.</p> <p>ACTION: EM to speak to Mo about banners. VD to provide contact details at the council.</p>	EM

	<p>MJ expressed concern over the result of Q6 “The way I’m taught helps me learn” only 75% agree/strongly agree. Some of these will have been degree students taught by other UHI partners but there is a problem with these students feeling like they are on a distance learning course, which is not what they signed up for. LH mentioned the lack of clubs and other activities throughout Argyll & Bute, this is challenging due to the geographical distances between centres. The new Hisa rep is trying to link in with SAMS who have lots of activities. MJ suggested using VC technology to run groups like computer games society. Hisa are hoping to arrange fresher events at Oban and Lochgilphead to coincide with Course Inductions.</p>	
19.2.11	<p>Policies for approval (previously circulated) UHI Essential Skills Policy – This policy forms part of the UHI single policy environment. Within the policy every full time FE students will have 3 of 5 core skills certificated. The college will pilot the policy during 2019/20 in the following curriculum areas: SVQ hairdressing, NC Beauty Care & Make-up and NC Horticulture. Historically introducing core skills into courses has proved difficult and unpopular. Moving forward they need to be embedded properly into the curriculum and careful consideration given to the curriculum specific units that may have to be removed to accommodate the teaching of core skills units. AmC suggested mapping of existing units against core skill units to reduce the need for discrete teaching of the core skills units in NC Horticulture. Approved by committee.</p>	
19.1.12	<p>AOCB There is a need to recruit an additional member to the L, T & E committee and preferably someone with tertiary education experience.</p>	
19.1.13	<p>Date of next Learning, Teaching & Engagement Committee. The next meeting will be held on 30th August 2019</p>	
	<p>Signed by</p> <p>..... Date</p> <p>Chair of Learning, Teaching & Engagement Committee</p>	