

West College Scotland
Learning, Teaching & Quality Committee

Minute of Meeting held on Wednesday 7 February 2024, via Teams

Present: E Cselik (SA VP) [EC] L Connolly, Principal [LC] Jillian Couto-Pheonix [JCP] W Hatton, Ex Officio [WH] J McKie [JM] (Acting Chair) G Rice [GR] R Binks, Co-optee [RB]	In Attendance: L Coutts, Assistant Principal S Gunn, Vice Principal Educational Leadership [SG] N Taylor, Director of Communications, Engagement and Student Experience [NT] S McDonald, Governance Manager [SM] (Minutes) S Thompson (Item LM573)
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LM569 Welcome & Apologies

The Chair welcomed everyone to the meeting and noted apologies from G Hunt.

LM570 Declarations of Interest

The standing declarations of interests of members, as available on the [Register of Interests](#) on the College website, were noted as current. There were no specific interests declared with regard to the items on the agenda for the meeting.

LM571 Minutes of the Last Meeting

The minutes of the meeting held on Wednesday 29 November 2023 were approved as an accurate record of discussions.

LM572 Actions from the Meeting and Matters Arising

The Committee **noted** the updates provided on the outstanding actions since the last meeting, with two actions still to be taken forward.

There were no further matters arising not otherwise covered on the agenda.

LM573 Pharmacy Presentation

SG advised that as part of sharing areas of good practice and innovative approaches at the College, Suzanne Thomson was joining the meeting to give a presentation on the new pharmacy services qualifications being delivered by the College.

This was the development of a Diploma in Pharmacy Services that learners completed within their own workplace over two years. The first graduation had taken place this year with employer feedback noting that this qualification provided learners with greater professionalism and preparedness for registration.

Suzanne advised that the qualification had been designed following new standards published by the professional council as well as full engagement with employers on their delivery requirements. She noted that the qualifications were delivered by distance learning and involved work-based assessors who were already located within the workplace. This allowed trainees to undertake the course at a time suitable to them and their employer, as well as increasing access to qualifications for those in remote and rural areas.

It was noted that the College had been the first to offer this and initially delivered to four health boards. The College now delivers to every health board across Scotland. She updated on the benefits to learners, employers and the College, as well as the future plans for developing additional modules and qualifications, using a similar delivery model, to be added to the College curriculum.

A copy of the presentation has been uploaded to the Teams Channel.

The Committee noted the excellent and interesting presentation showcasing WCS at the forefront of such an exciting opportunity. LC noted this being one good example of staff responding to challenges and looking at different ways of delivery. She noted this would be shared with other areas across the College to help facilitate flexible and innovative delivery models.

The Committee thanked Suzanne for her presentation and commended the outstanding work in this area.

LM574 Student Association Update

EC spoke to the paper previously issued, highlighting the following:

- There are currently 353 class representatives now in place, with another c.80 to be appointed from January start programmes.
- Training for class representatives continues.
- 17 students had already been recruited to the new Student Representative Council, which had been set up to ensure the Students Association officers were fulfilling their roles, (over 300 students had initially responded to the request for membership).
- Student feedback and the key areas for further consideration.

SG noted that the feedback provided had been similar to that received from staff. She noted that the areas raised were being reviewed and changes made where this was possible. It was also noted that these areas were suffering due to the reduced funding available. More effective communication to help to manage expectations would be taken forward on the feedback provided. It was also suggested to involve students to look at ideas for where any efficiencies and savings could be made. **Action: SG**

SG noted the increased visibility of the Student Association across all campuses. NT further advised of the increased communications working alongside the SA. He noted that students were part of the group currently looking at renewing the Website.

The Committee noted the excellent work in the establishment of the Student Representative Council and congratulated EC and the SA team. The Committee looked forward to receiving further updates on the work of the Council. **Action: EC**

JM asked if the class representatives were evenly spread across the College. EC advised this information was available in a previous Board report and he would report back, however checks were made with the numbers of classes within each area and contact was made if any areas looked low in number for representatives. **Action: EC**

The Committee **noted** the report and update provided.

LM575 Curriculum Planning and Review 2023 Outcomes

SG spoke to the paper distributed providing the LTQ Committee with a high-level summary of the 2023 Curriculum Planning & Review (CPR) focus and outcomes.

She advised that the Curriculum Planning Review process in place works to ensure ongoing review of the portfolio to identify areas that may require further work or adjustments.

This ensures the curriculum best meets demand and regional skills needs. She noted that there was not much change from the previous year, mainly due to improved student recruitment and curriculum adjustments made the previous year.

She advised that discussions were now taking place on how to meet demand in lower-level courses at SCQF Level 4, with the introduction of pathways and 'transitions to' programmes. The curriculum planning process also looks at team challenges, areas where there was difficulty recruiting staff, as well as areas that were becoming overstaffed due to the curriculum changes.

The Committee noted and appreciated the ongoing work of staff and teams to ensure the gradual process of any required changes.

The Committee **noted** the paper and update provided.

LM576 Curriculum Strategy Progress Update

SG spoke to the paper providing LTQ Committee with a high-level summary of progress to date on the objectives of the 2021-26 Curriculum Strategy.

She highlighted the following:

- Development of the design principles to include META skills and inter-disciplinary working.
- Portfolio review running just now, to look at delivery for 24/25.
- Implementation of the META performance tracker, which would be showcased at a future LTQ meeting. **Action: SG**
- The rebranding of all SCQF level 4 vocational courses.
- The first KPIs progress report.

JM noted the lower number attached to the SCQF level 4 programmes, however, it was advised that this was now on the increase.

WH welcomed the addition of the KPIs, however, requested that additional narrative, or balanced scorecard, is included in future reporting. **Action: SG**

The Committee agreed that the Curriculum Planning Review and the Curriculum Strategy outcome papers should be submitted to the full Board of Management. This would be added as an agenda item for the February meeting. **Action: SG/SM**

LM577 ELT Update

SG updated on the following items:

- The Assistant Principal Improving Life Chances & Skills post had now been appointed and an announcement would be made as soon as the HR process had been completed.
- CIVICA system was now live, with over 5000 applications uploaded in the last three weeks. SG noted that work continues in overcoming teething challenges with the new system. NT noted the Students Services Team was working hard to go through the applications to get students offered places as quickly as possible.
- As well as the action short of strike notification, EIS had now advised of a full strike day on Thursday 29 February 2024.

The Committee **noted** the report and further update provided.

LM578 Quality Standards Committee *Draft Minute of Meeting held on 16 November 2023*

SM advised that a further meeting of the Committee had taken place this week and the draft minute issued had now been approved.

The Committee **noted** the minute of the meeting issued for information.

LM579 Schedule of Business

The Committee **noted** the 2023-24 Schedule of Business. This would be kept under review to ensure best engagement and effectiveness of the Committee.

LM580 Any Other Business

The Committee noted this was the last meeting that Ruth Binks would attend. The Chair thanked Ruth for her attendance and contribution to the Committee as a co-opted member over the last five years and wished her well for the future. RB noted that her work with WCS would continue to take things forward for the young people of the West of Scotland.

LM581 Date of Next Meeting - Wednesday 29 May 2024, 4pm via Teams