

West College Scotland
Learning, Teaching & Quality Committee
Minute of Meeting held on Wednesday 29 May 2024, via Teams

Present: E Cselik (SA VP) [EC]
L Connolly, Principal [Liz C]
Jillian Couto-Pheonix [JCP]
W Hatton, Ex Officio [WH]
G Hunt, Chair [GH]
J McKie [JM]
J O'Neill, Co-optee [JO]

In Attendance: S Gunn, Vice Principal Educational Leadership [SG]
C MacNab, Assistant Principal [CM]
N Taylor, Director of Communications, Engagement and Student Experience [NT]
S McDonald, Governance Manager [SM]
(Minutes)
S Docherty (Item LM586) [SD]
S Antoine (Item LM586) [SA]

LM582 Welcome & Apologies

Apologies were noted from G Rice.
The Chair welcomed everyone to the meeting, with particular welcome to Janie O'Neill, new co-opted Member of the Committee. Round table introductions were also made.

LM583 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.

LM584 Minutes of the Last Meeting

The minutes of the meeting held on Wednesday 7 February 2024 were approved as an accurate record of discussions.

LM585 Actions from the Meeting and Matters Arising

The Committee **noted** the updates provided on the outstanding actions since the last meeting. Completed actions can now be removed.

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

LM586 Active Campus Presentation

Sandra Docherty (SD), Student Wellbeing Manager, introduced Savannah Antoine (SA) who had been appointed as Active Campus Coordinator, aSports Scotland funded post for a fixed term of two years. The role's main purpose is to show people the benefits of being active and to get more females into sport. SD advised that SA was also this year's recipient of the staff award for Rising Star.

SA gave the Committee a full presentation on the activities undertaken during her first year in post (copy of the presentation has been added to the LTQC Teams channel). The presentation also highlighted her aims and objectives for her second year and the advantages that these activities bring to students and staff.

The presentation gave Members an insight into the role of Active Campus Coordinator. It also provided an update on the activities and initiatives now put in place, highlighting several ongoing college and national activities to be taken forward in future years.

The Committee thanked Savannah for her presentation and commended the outstanding work in this area and the positive impact made across all campuses around so many different strands of support. JCP offered her support, particularly within getting females into sport.

**LM587 Student Association Update
Student Association Budget
Student Association Constitution**

EC spoke to the paper previously issued, that had also been submitted to Education Scotland. He highlighted the following:

- Key achievements – securing funding; structure and constitution review; class representatives training and new framework; strategic planning and stakeholder involvement; and the Student Representative Council
- Challenge remains with on campus engagement. This has been recommended as a focus for next year's officers.
- Class representation reforms including recruitment process; training; engagement; and empowering students.
- National representation, with 13 students attending various national conferences.
- Great relationships with WCS staff.
- Financial Report – the increased budget made available allowed for a number of students to attend national conferences, as well as an increase in expenditure for campaigns and student social events, whilst still remaining under budget.
- Constitution – a revision to include increased information on duties of the roles. This has already been reviewed and agreed by NUS.

The Committee noted the significant achievements throughout the year and commended EC on his role within the Students Association. LC concurred with all comments and noted the powerful legacy EC leaves for his successors. CM further noted the input of Grant Taylor, who now has oversight of the Students Association as part of his role and the support he has provided throughout the year.

The Committee **noted** the insightful report and update provided and **approved** the budget spend.

The Committee further **approved** the revised Constitution and recommend it be submitted to the Board for final approval.

LM588 Student Survey 2023-2024 Feedback

CM updated on the results from the mandatory survey requested by Scottish Funding Council (SFC). She advised that the low response rates were like national trends, with survey fatigue noted as a factor. She noted that the areas with the best response were from classes who were on campus, with Curriculum Quality Leaders (CQLs) ensuring students complete whilst onsite. CQLs and Sector teams are working together to act at a local level and look to see how we can increase response rates to give a richer seam of data to show how the college operates.

CM noted that many of the categories on the satisfaction rates had slipped back to 2022 levels. However, she noted that 2023 had a lower response rate and that this would be further checked against next year's figures to highlight any trends. CM advised that EC has ensured a good handover plan now in place to take forward into next year's planning.

She advised that the results had now been returned to SFC and the benchmarking tables would be issued by December.

Members noted and sympathised with the response rates and suggestions of holding a 'survey day' across the organisation, or offering a prize, were noted. This would need to consider the mandatory 6 week opening for the SFC survey.

SG noted that some of the comments made were disheartening, however the Education Scotland Annual Engagement Visit report provided more positive feedback and results from student interviews. This would be submitted to the Board for information.

The Committee **noted** the useful report and update provided, being aware that there were other additional ways where student feedback was sought.

LM589 Safeguarding & Student Wellbeing

NT updated on the report provided noting the increase in demand for safeguarding, counselling and wellbeing support.

The Committee **noted** the detail within the report and the strategies being put in place to support students and staff with Mental Health issues. The following was highlighted:

- Trauma Informed Practice training provided to staff
- Counselling service now fully funded by the College. NT advised that this service was required in the College, and the crucial role of teaching staff in steering individuals towards support available.
- Still awaiting SG publication of a Student Mental Health Strategy.

LM590 Student Academic Support & Skills Development

CM updated on the report provided giving Members a high-level summary of the work carried out to support students in maximising their potential for attainment and enhance their learning experience. The following was highlighted:

- META Skills performance – a high priority area for both staff and students, embedding META skills within the curriculum to develop students’ skillsets.
- Enabling Services – Looking at ways to manage the service due to an increase in students requiring additional support, including complex cases as well as the provision to provide scribes, invigilators, separate rooms.
- Libraries – A good staff team across all campuses providing support to students on new technology and digital services. Staff also involved in working towards being copyright free.
- Education Pathways and Enhancement – enabling staff to support academic and skills development in students.

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

LM592 SFC Tertiary Quality Enhancement Framework and Enhancement Arrangements

CM spoke to the paper previously distributed explaining the proposals for the new quality assurance and enhancement framework for Scotland’s colleges and universities. She advised that a meeting had taken place the day before with SFC who were championing the implementation of the proposals.

It is proposed that Quality Assurance Agency (QAA) would be the single quality agency, with a peer review process to be implemented from next year. She further noted the need to streamline requirements to ensure no duplications across all the framework changes. A further meeting would take place to update on the requirements.

SG advised that a short report would be due by December 2024 to close off the achievements of the current Regional Outcome Agreement (ROA). She noted that future reports would be around achievements against outcomes, again to reduce any duplication (from the self-evaluation report).

GH noted the need for Boards to fully be apprised and understand the new process. He noted that CDN had now been charged with providing training and development across the sector on the Framework.

The Committee **noted** the useful paper explaining the proposed developments and noted that this would remain a major part of the Committee’s future discussions.

LM593 ELT Update

SG updated on the following items:

- National Industrial Action – EIS have notified of a further ten days strike action over the next few weeks. SMT are continually reviewing the impact on students over the last few weeks of term. LC updated on recent discussions with EIS/FELA on pay claim and proposals to try and resolve the dispute.
- CIVICA progress review and actions taken on areas highlighted as critical. The College is now comfortable with the progress made and continues to review and work with CIVICA on the implementation plan. SG noted confidence in being ready to start enrolment process later in June. A further update would be provided to the June Board meeting.

CM updated on the recent positive Education Scotland Annual Engagement Visit given the current challenges, and highlighted the following:

- Positive feedback on how well students are supported in their learning by teaching staff and our support services, with wellbeing support noted as very strong.
- Good examples of student involvement in college wide initiatives.
- Point for action around improving student representation and involvement with the SA.
- Need to address the below sector trend in HE full time success rates.
- Need to develop and embed a systematic approach to evaluating learning and teaching, which will also support GTCS registration.
- Good examples of curriculum redesign and flexibility to meet the needs of learners.
- Meta skills mentioned by all staff and students, reviewers were impressed with students' ability to articulate their skills development.
- The recent realignment of areas of responsibility is making a positive difference.
- The formal report would be received later in the summer.

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

LM594 Evaluation of Committee Remit

The Committee **noted** the paper submitted, providing a summary of the work undertaken by the Committee during 2023-2024, giving assurance on the fulfilment of its terms of reference.

LM595 Quality Standards Committee ***Draft Minute of Meeting held on 1 February 2024***

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

LM596 SPARQS Student Learning Experience Model

The Committee **noted** the report issued for information and referenced earlier on agenda. The Chair noted the importance of the document and urged members to review if they have not already done so.

LM597 Schedule of Business

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

LM598 Any Other Business

WH noted some good papers discussed at the meeting and asked how the full Board could see the impact of these initiatives? How to get the college more visible to the Board in order they can increase their understanding of the business and ongoing efforts across the college without overstepping into operations.

GH noted the importance of the Board having sight of the SFC Tertiary Quality Enhancement Framework and Enhancement Arrangements to be able to provide appropriate support. He noted looking at the Chairs' reports to further highlight these. JCP suggested the use of case studies for reporting to the Board, showing what the item is and the impact it has on the students.

SG noted that it is proposed to continue with presentations at each LTQ meeting, which all could be fed back to the Board. WH suggested sharing presentations with the Board over coffee before the start of the official business. She also noted an action on the Board Development Plan to arrange further team building with the Board and SMT.

LC noted the great opportunity for staff to present on their work to the Committee. She noted the need for balance of core business of the college alongside operations. She suggested that SMT review a way forward. **Action: SG/CM/SM/Chairs**

LM599 Proposed Dates for Committee Meetings 2024/2025

The Committee noted the proposed dates for 2024/2025. A full schedule of Committee and Board dates would be submitted to the June 24 Board meeting for approval.

Proposed Dates:

Wed 3 September 2024, 4pm Teams
Wed 13 November 2024, 4pm, Teams
Wed 26 February 2025, 4pm, Teams
Wed 4 June 2025, 4pm, Teams