

**West College Scotland**

**Learning, Teaching & Quality Committee**

**Minute of Meeting held on Wednesday 13 November 2024, via Teams**

<b>Present:</b>	L Connolly, Principal [Liz C] G Cooper [GC] J Couto-Pheonix [JCP] W Hatton, Ex Officio [WH] G Hunt, Chair [GH] J McKie (JM) J O'Neill (JO) G Rice (GR)	<b>In Attendance:</b>	S Gunn, Vice Principal Educational Leadership [SG] E Lemaire, Assistant Principal [EL] C MacNab, Assistant Principal [CM] S Rae, Assistant Principal [SR] N Taylor, Director of Communication, Engagement and Student Experience [NT] S McDonald, Governance Manager [SM] (Minutes)
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**LM616 Welcome & Apologies**

Apologies were noted from J McNicol and D Donaldson.

The Chair welcomed everyone to the meeting.

**LM617 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.

**LM618 Minutes of the Last Meeting**

The minutes of the meeting held on Wednesday 4 September 2024 were approved as an accurate record of discussions.

**LM619 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.

SG updated on the action relating to female enrolments. She noted that although there was an overall reduction in students, female enrolments proportions remained around the same level, and that they were now choosing different subject areas than just the more traditional female subjects where reductions in demand had been experienced. Further analysis on which areas they were moving to would be submitted to next meeting.

**Action: SG**

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

**LM617 Student Association Update**

In the absence of the Student President, a brief update had been provided which noted:

- Appointment to the post of Student Association Liaison Officer. This post would provide support to the Presidents and the Student Association.
- Recruitment to the vacant Student President role.
- Focus on recruitment to the Student Representatives and Liberation Officer roles.
- Planning for January 2025 Freshers' Week.

The Committee **noted** the update provided and wished Jamie well and hoped that he would be back at work in time to provide his enthusiastic report for the Board, including the focus on the external environment.

#### **LM618 Regional Outcome Agreement Self Evaluation and Case Studies**

SG spoke to the report previously issued. She advised that an extension had been provided to 31 January 2025, however, it was thought this would only be required should LTQ require changes to the report.

SG noted that this would close off Regional Outcome Agreement process and this would be overtaken with the Outcomes Framework. She further noted that reporting on learning, teaching and quality outcomes was now recorded in the Self Evaluation Action Plan (SEAP), coming up later on the agenda. A second case study is still to be added to the report, this would be forwarded to Members when finalised. A suggested change of wording was noted under Articulation & Transitions. **Action: SG**

The Committee noted the strong paper reflective on what the College is doing, despite the challenging environment faced. The need to share the pioneering news further across the sector was noted.

A summary paper to be provided to refresh Members on the use of credits and how we account to SFC at the next meeting. **Action: SG**

Subject to the comments noted above, the Committee **approved** submission to SFC.

#### **LM619 SFC Tertiary Quality Enhancement Framework (TQEF) and Enhancement Arrangements update**

CM provided the Committee with an update which included the four main strands of the new Framework:

Tertiary Quality Enhancement Review (TQER),

- This will replace the Education Scotland model.
- The pilot will be undertaken by Forth Valley College and St Andrews University (and not UHI as noted in paper).
- The first phase of Peer Review training has taken place, at which both CM and SR had attended.
- A guide has been provided to help institutions prepare.

- A schedule of reviews has also been published. WCS has been allocated May 2026. This has only recently been received and is still to be discussed with ELT and SMT following learning from the Peer Review training. A return date of 22 November has been noted to suggest an alternative date if required.

#### Scotland's Tertiary Enhancement Programme (STEP)

- First enhancement topic is Supporting Diverse Learner Journeys.
- Wendy Sheridan Price, Head of Sector for Health, Wellbeing & Care has been appointed as the STEP Network staff member for WCS. Student member has not yet been nominated.

#### Internally Led Quality Review (ILQR)

- Work continues to ensure our current internal processes align well to the principles of ILQR and to remove any areas of duplication. Further discussion required sector wide to look at staff resources available for supporting framework as changes evolve.

#### Self-Evaluation & Action Plan (SEAP)

- Next item on agenda.

The Committee **noted** CM's involvement in the process to date and the updates provided.

#### **LM626 Quality Standards Committee** ***Draft Minute of Meeting held on 10 October 2024***

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

#### **LM625 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.

#### **LM626 Any Other Business**

No other business raised.

#### **LM627 Date of Next Meeting**

Next meeting noted as Wednesday 26 February 2025 at 4pm via Teams.