

**West College Scotland**  
**Learning, Teaching & Quality Committee**  
**Minute of Meeting held on Wednesday 26 February 2025, 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) 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 McDonald, Governance Manager [SM] (Minutes) A Dick, Economic Development Mgr, (Item LM632)
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**LM628 Welcome & Apologies**

Apologies were noted from J O'Neill and D Donaldson.

The Chair welcomed everyone to the meeting.

**LM629 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.

**LM630 Minutes of the Last Meeting**

The minutes of the meeting held on Wednesday 13 November 2024 were approved as an accurate record of discussions.

**LM631 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.

**LM632 Presentation on Regional Economy and Labour Market Intelligence**

Allan Dick, Economic Development Manager gave the Committee a presentation on the above.

He discussed the context on the impact of the labour market on the economy; demographic changes; the top employment industries; unemployment and inactivity and the reasons for these; job openings mid-term and long-term; and qualifications and upskilling required, including green element, and how to prepare for the future.

A copy of the informative presentation will be uploaded to the Committee's Teams channel.

The Committee noted the following:

- How the inactivity can provide opportunities for the College. Are our methods and types of delivery suitable for these individuals?
- The reasons behind the 'inactivity' and it not being economically justified to get into employment. The need for interventions to support the viability of this, including any commonalities on why inactive – access to transport / childcare / and these being linked to the employment and training opportunities available.
- The continuing decline in the demographics for the West of Scotland, with the trend set to continue.
- The top five industry employment areas do not include Hospitality. Further information to be sent on where this sits. **Action: AD**
- Is there any independent review of data before being published. Skills Planning team to be asked for process. **Action: AD**

The Committee thanked Allan for his interesting presentation. They offered him best wishes on his upcoming retirement and thanked him for his support to the College and the Committee over the years.

#### **LM633 Student Association Update**

The Committee welcomed Karam Mohamed, new Student President to his first meeting.

SG provided a brief update on the paper provided which noted:

- Laura Muetzelfeldt, new Student Association Liaison Officer, who would attend the next meeting to provide an update on the impact of her role.
- Further work being undertaken on the role of Student Presidents and how best these work across West College Scotland to encourage more involvement and visibility across all campuses while still allowing post-holders to continue in education. It was noted that there was a sector network in place. KM advised he continues to make connections with other Presidents and has also been visiting other colleges.
- The Student Association, with the participation of class representatives and the Student Representative Council, continue to make progress on setting up student clubs and societies. The Committee noted the recent success of the 5-side football team reaching the final in their first year of joining the event.
- NUS / SPARQS / CDN all provide support for Student Presidents across the sector.
- GH offered to provide support to KM and has arranged to meet prior to Board meetings.
- The success of the recent Freshers' Week. LTQ Members to be invited to join future events: **Action: Student Assoc**

The Committee **noted** the update provided

#### **LM635 Curriculum Strategy Progress Update**

SG spoke to the paper previously submitted, giving the Committee a high-level summary of the progress to date on the objectives of the Curriculum Strategy 2021-2026.

SG updated on key areas of progress over last session and the strategy priorities for 2024/2025. She noted that the next Curriculum Strategy would be brought forward and updated in 2025, in line with the new Corporate Strategy and Shaping Our Future Together programme now in place.

It was noted that collaboration with employers and stakeholders takes place at curriculum delivery level, and there continues to be a real drive for more involvement with work placements to allow student real practical experience.

The Committee **noted** the good report and were encouraged by the shifting landscape. They looked forward to the new Curriculum Strategy being submitted to a future meeting.

#### **LM636 Female Full Time Enrolments**

SG spoke to the paper provided giving additional information on the reduction of full-time female enrolments following a request at a previous meeting. This was mainly to check if there was an overall reduction in female enrolments, or if female students were choosing different subjects to study. It was reported that some areas included an increase in the number of female students, however, some also included a decrease in male students or overall student numbers.

The Committee **noted** the report and the interesting picture it shows.

#### **LM637 Tertiary Quality Enhancement Framework (TQEF) Update – Internally Led Quality Review**

CM spoke to the paper submitted providing an overview of the internal college developments and processes to support the actions as aligned to the implementation of the four principles of TQEF. Current actions and next steps include:

- A college internal Steering Group has been set up to provide oversight and monitor actions to take forward.
- Teaching Staff engagement and awareness sessions held recently using a shared presentation to ensure consistency.
- Good evaluation processes for curriculum are already in place across the College and how these would be tweaked to cover the principles of the new Framework.
- Checking the narrative, actions and progress from the Education Scotland Self Evaluation Action Plan (SEAP).
- Promoting awareness and understanding of TQEF and peer review process across all areas of the College.
- The terminology to be used to describe the quality of teaching and learning is to be agreed (gold- bronze or excellent to needs intervention, etc).

- Feedback awaited on the summary of responses which will be submitted to May 2025 meeting.
- Update on Scotland's Tertiary Enhancement Programme (STEP), with two emerging projects being taken forward that align well to corporate objectives.
- Student engagement and the presentation being shared during training sessions. A student-centred video is being developed as a shared sector resource.
- Engagement with the professional services teams will use the same consistent messaging, focussing on the TQEF principle supporting student success.

The Committee **noted** the paper providing detail and assurances of work going on across the College in preparation.

#### **LM638 Performance / KPI Reporting**

SG presented what had been discussed at the Strategy Day. The KPIs would be linked to meet the priorities of the Tertiary Quality Enhancement Framework (TQEF). KPIs would also be linked to the LTQ meeting themes with the focus on Student Satisfaction and Student Destinations.

GH noted the need to map the KPIs to data that is already being collected. It was agreed that at a future meeting there could be a discussion on any additional KPIs that may be required, with cognisance taken of work required in collating this, as well as the meaningfulness of the data being collated.

GH/JM/SG(AP) to meet with KM to get further update from students' perspective.

**Action: SG(AP)**

The Committee **noted and agreed** with the KPIs identified and the way forward on how they are prioritised. It was noted that an overall dashboard of KPIs would be developed for the Board.

#### **LM641 CIVICA Governance Internal Audit Report**

The recent audit report was available on the Board Teams channel for Members information.

#### **LM642 Quality Standards Committee** ***Draft Minute of Meeting held on 12 December 2024***

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

#### **LM643 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.

#### **LM644 Any Other Business**

GH noted the additional item on consideration of the Committee name to include 'Student Experience', whilst keeping the focus on Quality. SG to take forward discussions with the Education Leadership Team. GH to bring back options to the next meeting.

**Action: SM/GH**

GH, noting this would be the last meeting attended by Stephanie Gunn, thanked Stephanie for her work and input brought to the Committee, the College and the Sector over her many years of employment. The Committee noted she would be very much missed and wished Stephanie well for her retirement.

**LM645 Date of Next Meeting**

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

approved