

Item 4 CSA 22/05/2017 Minute

Curriculum and Student Affairs and Outcomes (CSAO) Committee

12.30 pm 27th February 2017 Room 1 101 Park Street, Coatbridge Campus

Present: Rosemary McKenna (Chair), Jean Carratt, Martin McGuire, Stewart McKillop, Linda McTavish, Matthew O'Hare (by telephone), Zorena Shanks.

In Attendance: Angus Allan, Brian Gilchrist, Rose Harkness, Diane McGill, Penny Neish, Heather Urquhart.

1. Chairs Welcome

The Chair welcomed Matthew O'Hare to his first meeting of the committee and also welcomed the other members to this meeting.

2. Apologies

There were apologies from Jacqueline McGarvey and Melissa Mitchell.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 21st November 2016

4.1 The minute of the meeting was agreed.

5. Matters Arising

5.1 Part Time Enrolment Gender Analysis 2012/13 to 2016/17

The analysis shows that part time learners are decreasing for both sexes at both colleges. The analysis does not show the impact on different age groups but there will be less choice available to older female returners.

Decision: The committee decided to postpone any invitation to the Scottish Government pending monitoring Lanarkshire figures against national statistics at an appropriate time in the coming months.

6. Equalities Reports

6.1 Brian Gilchrist highlighted the following from the NCL Equalities report:

- Equality and Diversity Policy: a short statement covering the equality and diversity approach at NCL has been developed to make this easily accessible to stakeholders and staff. A copy of the statement was included in the committee papers.

Action: the committee welcomed the statement and commented that it was very readable and accessible, as intended, for stakeholders and staff. The committee noted the statement.

- Work has been progressing on the Gender Action Plan. There was a further meeting between NCL and SLC on the 24th February 2017 and the colleges are on track to meet all statutory deadlines.
- In January 2017 NCL provided Applied Suicide Intervention Skills Training (ASIST) to approximately 20 staff from services and faculties across the college. This provides staff with

the intervention skills to keep an individual safe until further support is put in place. The college is considering how the delivery of the Mental Health First Aid Training can be extended to more staff and to the Students' Association. Matthew O'Hare asked if the ASIST training was open to all staff and what support there was for staff. The committee was informed that the training was open to all staff and that apart from the support given by the training there was also support available from Occupational Health.

6.1.2 The committee noted the report.

6.2 SLC Equalities Report

6.2.1 At the last CSAO committee meeting on the 21st November 2016, the committee received a report from the minute of SLC Equality Group meeting of the 2nd November 2016. Stewart McKillop highlighted the following from the minute which was noted by the committee:

- Upgrades to corridor doors to powered automatic doors.
- Gender neutral toilets sign competition is now closed and winner to be announced.
- The student counselling service is open for 3 hrs per day and 12 students are currently being counselled which is the maximum. SLC is looking to increase this service.
- There is a new mini bus with better wheelchair access and another will be added to give a twilight service for care students and their children.
- The Corporate Parenting and Safeguarding Group has two new members and will meet quarterly. The wording on the enrolment form has been changed and, thus, 70 students have now disclosed care experience as opposed to 13 last term.
- The staff development days ran on the 19th and 20th of December. NCL staff were welcome to attend.
- An Equality Timeline Profile had been requested for the next meeting of the Board. The statistics will be provided to Brian Gilchrist.
- Equality Impact Assessments are ongoing and will be available to the committee after the SLC Board meeting.
- SLC is talking to the unions about the start date for courses. The early start date is having an impact on the statistics for early withdrawals for courses.

6.2.2 The minute of the SLC Equality Group on the 2nd November 2016 was also the basis for the report to this meeting of the Curriculum and Student Affairs and Outcomes Committee which was updated as follows:

- The review of the student counselling service with a view to enhancing it is ongoing.
- SLC will also look to changing the deliverer of the unconscious bias element of the staff development training in the future.

6.2.3 The Chair of the committee commented that appended tables showing equality data for the SLC Academic Board were very clear and the committee noted the report.

7. Student Reports

7.1 NCL Student Association Report

7.1.1 Zorena Shanks presented her report to the committee and highlighted the following:

- The Student Association have been continuing to work in partnership with the Learner Engagement Team on the **Be Engaged Programme**. There has been a very good response to the Be Engaged programme with emails coming in regularly from students claiming rewards.
- **Children in Need:** the Students' Association were proud to support Children in Need this year with just over £1000 raised.
- **Chillax Event:** a Come and Chillax event was held from the 22nd to the 24th of November, promoting Positive Mental Health and Wellbeing with a wide range of organisations and students participating. Feedback gathered from the event was positive.
- **Christmas Fayre & Christmas parties:** the Christmas Fayre was held on the same day as the student Christmas parties with a wide variety of Christmas stalls and a raft of other festive activities.
- **Kirkintilloch campus not just for Christmas:** the Students' Association were invited to take part in the HND art class's recreation of a famous Da Vinci painting using the HNC make-up artistry students skills to transform the looks of everyone who took part in the recreation.
- **SA Class visits:** The Students' Association are continuing to visit classes' at all campuses. They have received a great response to the visits and are still regularly receiving requests. At the start of the first semester the SA visited the new January learners to welcome them to the college.
- **Social Media:** Students engaging with the SA Social Media are continuing to rise with followers increasing to 1255. The Twitter followers have increased from 229 to over 338
- **National LGBT Month:** the SA have been running a social media campaign to celebrate National LGBT month.
- **Health and Wellbeing Event:** Students were given a 'Health Check Passport' with ten checkpoints to visit during the and a smaller Health and Wellbeing event will be held in at the Kirkintilloch campus on the 7th of March.
- **Work Experience:** Two HNC Admin students are gaining valuable work experience with the SA and this experience will go towards their coursework work.
- **BE Heard Event:** The Be Heard event was held on the 13th of February at the Coatbridge campus giving students the chance to speak to the senior management team on any issues and concerns they may be having.
- **Forthcoming Events:** **Health and Wellbeing** day Kirkintilloch campus 7th March, **National Apprenticeship** week at the Motherwell campus on the 6th March, **Lend a Helping Hand Day** – volunteer events on the 14th, 15th and 16th with a range of organisations attending to offer students information on volunteering and how to get involved, Be Engaged will be hosting an **Environmental Week** at the end of March and, finally, the Students Association will be filming a short documentary on Men into Childcare.

7.1.2 Zorena Shanks reported to the committee on a presentation that was made at the Board's strategic event on the 9th/10th February 2017 on the ten things a perfect college should have as follows:

1. An efficient and fairer funding system for students
2. Good transport links & Sufficient and safe parking on campus
3. Graduation/awards, achievement ceremony or event for students that accomplish their qualifications at lower level.
4. Student all committees

5. Better communication working in partnership with students
6. Good resources, facilities and support services
7. Good links with employers, with work experiences as part of course
8. Good quality canteen facilities that cater for everyone, with low prices and healthy choices
9. Activities, clubs, events and volunteering opportunities within the college and community
10. A strong and effective Students Association

7.1.3 The committee discussed the list and noted that:

- There is a review of student support currently underway led by the CEO of Virgin Money – Jayne Anne Gadhia – and evidence is currently being taken. A report on progress of the review will be brought to the next meeting of the Curriculum and Student Affairs Committee.
- Extra parking has been provided at the Motherwell Campus
- There are students on a number of college committees including the Board, the CSAO committee and the Corporate Health and Safety Committee which reports to the Resources and General Purposes Committee.
- Communication is recognised by the college as a very important issue and there are a range of initiatives dealing with communication with staff and students including the website, the Natter and working closely with the Student Association.
- More computers are going into the library at the Coatbridge Campus.
- Most courses have work experience built in.

7.2 SLC Student Association Report

Rose Harkness highlighted the following from the SLC Student Association report which went to the SLC Board on the 6th December 2016:

- NUS Strategic Framework for Effective Students' Associations: work is continuing this academic session on the NUS Framework for Effective Students' Associations and towards achieving the objectives set in the SA Operational Plan for 2016/17. The SA will be drafting a three-year strategy report which will encompass our values and vision for the SLC SA in the future.
- LGBT Charter Mark: The SA is proud to be at the forefront of the campaign to achieve the LGBT Charter Mark and it is also setting up a Focus Group to help support LGBT students which will consider any barriers to learning and teaching and ensure that LGBT students have access to appropriate services and guidance, if necessary.
- Who Cares? Scotland: The SA wants to help students who are looked after or care experienced and help them enjoy college life and will be hosting with Who Cares? Scotland care experienced focus/support group sessions to hear about the experiences of care experienced students and find out how to better support them on their journey.
- Student Officers and Class Representatives: there are now three elected Student Officers in post, bringing the SA team to five. The SA have had a huge interest in students taking on the role of Class Representative and so far 250 class reps have attended training.
- Health & Wellbeing event 25 - 27 Oct 2016 :The SA had a stall outside the SA Office, 30 exhibitors provided guidance and support on a range of health and wellbeing issues, there were Health MOT's / Pamper sessions (delivered by Faculty of Care students) and Inspire Catering had healthy options available all that week.
- Pink Friday 28 October: the SA worked in partnership with HN Events Management in the organisation and promotion of the event and all students and staff wore something pink to

show their support for Breast Cancer, Prostate Cancer and Epilepsy Scotland with £640 being raised.

- HE UCAS event - 1 November 2016 : this was attended by Glasgow Caledonian University, Glasgow University, Opening University, Strathclyde University, SAAS, SDS and the University of the West of Scotland
- Student Association Newsletter: the SA aims to produce quarterly newsletters to help keep students informed about any initiatives, activities and forthcoming events.
- Sustainability Summit Newcastle: sustainability continues to be an important theme to the SA who want to help promote sustainable behaviours to all our students. The SA attended the recent Sustainability Summit Conference in Newcastle University and is working with the Campus Cycling Officer to promote cycling and with a view to becoming a Cycle Friendly Campus.
- Graduation Dinner, Graduation Ceremony and Construction Awards: Feedback from the students and staff attending was very good.
- Hoodies: selling the SLC SA Hoodies which are very popular gives the SA a great opportunity to engage with fellow students and find out how they have been enjoying their course.
- Forthcoming events: Volunteering event 23-25 January 2017, Period Poverty 30 January 2017, Sustainability Green Day 21 February 2017, LGBT Purple Friday 24 February 2017, Equality & Choices 28-30 March 2017.

7.3 The Chair thanked the Student Presidents for their reports and noted that both were undertaking similar approaches across a broad range of activities.

8. Awards and Achievements

8.1 Heather Urquhart gave a verbal update and informed the committee that the marketing team had been submitted for four CDN awards as follows:

- **Communications and PR** – for the communication and PR activity involved in the launch of the partnership between Clyde Football Club and the Faculty of Business, Social Science and Sport
- **Promotional Literature** – for the campaign focused on NCL modern apprenticeship programmes, which used case studies from across the College;
- **Students' Award for Website** –shortlisted by the NUS
- **Internal Communications** with the submission focused on the introduction of The Clan staff portal.

8.2 Stewart McKillop reported to the committee from two press releases that were included in the committee papers.

8.2.1 Student Attainment : Firstly, student attainment is at a record high for SLC 's Higher Education full time students with their average attainment rate the highest in Scotland at 77.4%.These students either go straight into jobs at the end of their course or progress to further study at the college or university. Secondly, students from the 20% most deprived areas achieve record high attainments rates at SLC: 76% against a Scottish average of 65%.Thirdly, SLC excels in its student progression to positive destinations at the end of a course: 92% progress to a positive destination with a higher than average number going into a good job.

8.2.2 SLC has won the UK Green Gown Award for the Built Environment 2016 for its new teaching accommodation which is the first building in the UK to be accredited as Outstanding BREEAM (2014) for design and construction.

8.3 The committee noted the success reported.

9. Report from Committees

9.1 Report from NCL Committees:

Heather Urquhart verbally updated the committee and reported on the minute from the Learning and Teaching Committee of the 1st December 2016. The Corporate Parenting Team, Learning and Teaching e-Technology Team, Learner Engagement Team, Quality Enhancement and Audit Team all feed into the Learning and Teaching Committee. Heather highlighted the following from this committee:

- There was an info point presentation to the committee. The info point system deals with registers and a number of developments to the system were highlighted.
- Skills update – DVD's on employability that were launched in June will be widely disseminated.
- **E-Learning** – Moodle users show a 24.45% increase from last year, Mahara shows a 14.83% increase and Turnitin shows a 71.23% increase from last year.
- **Learning and Teaching** – there was an induction for new staff on the 29th November 2016, a celebration of achievement on the 7th December 2016 and the ILM awards were starting also on the 7th December 2016. The Learning and Teaching Strategy was being further disseminated in the PDA class.
- **Schools/College Activities** –Meetings are planned with North and South Lanarkshire Councils and marketing roadmaps have been agreed for inclusion in the school college booklet.
- **Corporate Parenting:** a statistical overview of care experienced learners was given to the Corporate Parenting Team meeting in November and the next meeting is in January. The team is working well to meet outcomes and the corporate parenting strategy will be further promoted to staff.
- **Learner Engagement:** the report from the SA to the CSAO committee at 7.1 above sets out many of the activities in this area.
- **Prisons-** There was a paper to the team which set out a broad range of activities in this area.
- **Library and Learning Centres:** there is money left for the purchase of books. The library management system has been upgraded and links to Moodle and the college website for individual bookings and there is a list e-books being issued to Faculties.
- **Quality Update:** the Internal Verification System will be online from the 2017 session. There is ongoing work to embed the new quality arrangements.

9.2 Report from SLC Development Committee minute 17th November 2016

Stewart McKillop highlighted the following from the minutes:

- He informed the committee that SLC were committed to implementing the new Education Scotland quality arrangements for Scotland's Colleges but that there were issues with the timing requirements in the arrangements.
- Engagement with awarding bodies: the minute details issues with the approaches and reporting from the SQA. The City and Guilds visits were all successful. He commented that the support materials are better from City and Guilds.
- The new Colleges Self-Evaluation Process (CeSEP) was launched in October 2016 and feedback has been positive.
- International activity is still taking place at SLC but at a much reduced level due to changes in legislation. Four Chinese students are enrolled on the HND construction class and there was

a professional development summer school in China for teachers. ERAMUS has funded 12 members of staff to travel to France Spain and the Netherlands

- Total applications for 2016/17 have increased by 14% on 2015/16 and SLC will meet its credit targets. SLC is also considering shifting the start date of its courses to one week later in September. The earlier start date is impacting on attainment statistics on courses. Student accept places and then change their minds and take up other offers at this time of the year.

9.3 The Committee noted the reports

10. AOB

10.1 Linda McTavish circulated a table showing the numbers of articulating students in 2014-15 from Scottish colleges to Scottish universities. Lanarkshire students were in the main articulating to universities in the central belt of Scotland.

10.2 The committee noted the table.

11.00 Approval of the Publication of Papers

It was agreed that the following could be published:

- The minute of the CSAO meeting 27th February 2016 when approved
- NCL Equalities Report Item 6.1 and statement Item 6.2
- SLC Equalities Report – link to SLC website to Minute of the Equality group meeting 2nd November 2016
- NCL Student Association Paper Item 7.1 and 7.1(b)
- SLC Student Association Paper Item 7.2
- SLC Press Releases Item 8.2 (a) and (b)
- SLC Development Committee 17th November 2016 – link to SLC website

12. Date of the Next Meeting.

The proposed date for the next meeting is Monday 22nd May at 12.30 at the Motherwell Campus.