

**CURRICULUM, STUDENT AFFAIRS & OUTCOMES COMMITTEE**  
**MONDAY 22 MAY 2017**

This report comprises the Learning & Teaching Team, Quality Enhancement & Audit Team, Learning & Teaching E-Technology Team, Corporate Parenting Team

**Learning & Teaching Team**

Report was given on the SMT visit to Dundee & Angus College visit. Items discussed included PIs, e-learning, merger, funding, systems development and sharing good practice.

This followed a successful meeting with the Principal and VPs to Ayrshire College.

The Essential Skills group reported on the Employability Conference taking place on 23 June in West Lothian College.

World of Work Ambassadors Project. Care in Motherwell, Sport in Motherwell, Highers in Cumbernauld and Business in Coatbridge are all taking part with Supported Learning showing interest also. This will also link to “Be Engaged”.

The draft Learning & Teaching Strategy was adopted by the team for circulation. A discussion took place on the Core Skills screening where it was reported that there was a need to revise this for next session. A team would be brought together to look at this.

There was a report on the SLWGs from D. McShane, HoF, Supported Learning who heads this up in his role as Associate Assessor and his remit as a support for the teaching staff. Some difficulties were reported in getting staff from all the campuses together at the same time. Online options are being considered.

C. Laird fed back on behalf a L. McMullen on her work with the teaching staff, including suggestions for staff induction.

A discussion was had on the loss of the SPS Prison Contract which had gone to Fife College.

A TeachMeet session was held in Motherwell Campus and attended by 50 staff between 5pm-7pm. It was facilitated by Kenji Lamb of CDN.

## **Quality Enhancement & Audit Team**

### **Quality Scotland**

NCL has undertaken three improvement projects which are undergoing a Quality Scotland Project Validation exercise. This is to provide us with feedback on the effectiveness of these three quality improvement activities, and to identify any learning points in the quality improvement process. This is important to the college as it is scrutiny from outside the education sector, which is an important validation and check of our quality improvement activities. The validation event is scheduled to take place on Tuesday 16 May 2017

The 3 improvement projects agreed are:

<b>Project 1</b>	Student Survey Project - Improve the method of surveying our learners in the 2016/17 Pre-Course and Induction Survey to reach a 50% target, in preparation for the 2016/17 End Of Session Survey.
<b>Project 2</b>	Student Admissions Lean Project - mapping out the admissions process and seeking improvements.
<b>Project 3</b>	Project 3 Student Funding Business Process - improve the efficiency of distribution of student funding.

### **Education Scotland and Quality Arrangements Self-Evaluation**

Members of the Quality Team attended the briefing session delivered by Education Scotland and SFC at CDN on 4 November 2016:

<http://www.collegedevelopmentnetwork.ac.uk/networks/quality-arrangements-event-04-11-16/>

The Quality Manager participates in meetings of the SFC College Quality Arrangements Steering Group. The NCL tripartite meeting took place on 8 February 2017. All staff briefings were delivered over 10 sessions over all three campuses by three members of the Quality Team 18 – 21 April 2017 and 268 staff attended. Briefings and updates have been delivered at three meetings of the Corporate Services Management Team in 2016/17 and one to one feedback is provided to corporate services teams in relation to their self-evaluations against HGIOC. The SMT carried out a facilitated self-evaluation 27 January and 24 February 2017 with improvement projects currently being prioritised. Course Team and Faculty self-evaluations are also underway and are being uploaded to the intranet. All self-evaluation has been aligned to the new model. The Quality team is drawing on the self-evaluations and other information to produce the Evaluative Report and Enhancement Plan for approval and submission to Education Scotland in October 2017.

On 8 June 2017, 5 Associate Assessors will be attending a one-day updating and training conference.

## **Education Scotland Aspect Reviews**

In 2016/17 NCL was reviewed in MA Motor Vehicle and SCQF Accreditation processes and records from pre-merger to March 2017. Both reviews identified good practice.

Have been advised that NCL is to be included in MA Aspect Review for IT.

## **Internal Audit Programme**

Pre-External Verification (EV) audits are carried out by Curriculum and Quality Managers prior to visiting External Verification events. Master Packs have been subject to audit for new delivery in 2016/17. These audits are carried out by the Quality Team.

## **Quality Audit and Enhancement Group**

Membership comprises representatives from each faculty and the Quality Team. Current quality issues and challenges are considered, particularly focussed on the use of nationally available data, improvement projects, internal audit and issues of concern to the faculties.

## **SCQF Accreditation**

NCL re-accredited the CDN Teaching in Colleges Today Award in October 2016. The Quality Team worked on this over a period of three months. The development was regarded by the college as a contribution to the college sector.

## **On-Line Self Evaluation Tools**

Annual Course Evaluation (ACE) – course teams carry out self-evaluations with three reporting points in the year: February, June and October. All required PI data is pulled straight through from MIS records and perception data is available for download from the on-line tool through on-screen buttons. The process is well established, and on-going one-to-one support is provided by the Quality team on demand.

Operational Planning Tool – used by faculties and corporate services areas (21 in total) to record annual self-evaluations and to document operational plans, with three reporting periods annually on progress against objectives. Dashboard style graphics show percentage completion of actions and completion of self-evaluations.

The self-evaluation and operational planning tools have been in place since merger in 2013/14, and with the more college-centred approach to the evaluation and reporting of quality to Education Scotland, NCL has the infrastructure to take this forward, with the focus now being on support for teams to meet the new Quality Indicators.

## **College Involvement in External Quality Enhancement**

Members of the quality team participate in the following external groups and activities:

1. CDN Quality Development Network Steering Group
2. CDN Complaints Handling Group
3. Quality Scotland Public Sector Network Meetings

4. Education Scotland Associate Assessor
5. SFC Statistical Advisory Group for Further Education
6. SFC College Quality Arrangements Steering Group

### Engagement with Awarding Bodies

The college delivers qualifications offered by 22 awarding bodies, and was subject to 106 External Verification (EV) events in 2015/16. Due to the end loading of much awarding body EV activity, on some days the college had up to 4 EV events running concurrently over three campuses.

### SQA – HN/NQ/SVQ

The number of holds was improved by 50%, with 6 holds in 2014/15 (the first year after merger of the three legacy colleges and 3 holds in 2015/16, reflecting a maturity in the quality assurance procedures

Campus	Number EV events successful at first event		Number of holds on certification		Percent non-compliance at first scrutiny	
	2014/15	2015/16	14/15	2015/16	2014/15	2015/16
Coatbridge	22	22	0	0	0%	0%
Cumbernauld	21	11	1	0	5%	0%
Motherwell	48	39	5	3	10%	8%

### SQA – New National Qualifications

The rate at which sanctions were imposed on the new national qualifications was also improved, although the sector-wide issues regarding establishment of standards for these qualifications continued to be an influencing factor.

Campus	Number EV events successful at first event		Number of SQA New National Qualifications with sanctions imposed	
	14/15	15/16	14/15	15/16
Coatbridge	0	1	1	0
Cumbernauld	1	1	0	0
Motherwell	3	4	3	2

## All other awarding Bodies

With 23 external Verification events from other awarding bodies resulting in a zero non-compliance rate in 2015/16 this gave us confidence in the development of the NCL teaching teams and the integrity of assessment.

Campus	Number EV events successful at first event		Number of SQA New National Qualifications with sanctions imposed	
	14/15	15/16	14/15	15/16
Coatbridge	0	1	1	0
Cumbernauld	2	6	0	0
Motherwell	19	16	2	0

Two managers from SQA meet with the Quality Team approximately three times annually to discuss and resolve operational issues, and this is found to be successful and productive.

The Quality Team meets with the SQA EV Planning Team annually to agree the EV schedule for the forthcoming year. The most recent meeting took place in August 2016 and this is found to be a useful exercise.

City and Guilds managers also meet with the Quality Team at least annually, mainly in order for City and Guilds to provide opportunities for the college to learn about new City and Guilds products and services.

## SQA National Exams

A number of SQA exams are scheduled for days of industrial action:

Wednesday 3 May – Spanish – Higher

Tuesday 9 May – History - Higher

Thursday 11 May – English - Higher

Tuesday 16 May - Computing Science – Higher and Nat 5

Tuesday 23 May – Biology/Human Biology - Higher

Wednesday 24 May – Sociology - Higher

Wednesday 31 May - Psychology - Higher

Quality team have been in regular contact with SQA and have been advised that in relation to national examinations and industrial action, additional measures are required by Quality to mitigate the impact:

- Onus on centre to ensure contingency plans are in place to ensure that the examination proceeds.
- Students not crossing a picket line does not count as an exceptional circumstance.

- SQA to explore additional communication with learners
- NCL quality team to discuss with marketing the communication to learners about exams proceeding on strike days, and add information to the website
- NCL to increase the number of invigilators registered with SQA.
- SQA recommended that NCL contacts all its invigilators to ensure that they are going to cross picket lines. Exam Officers have contacted invigilators and not all willing to come in on day of industrial action.

In relation to external verification visits, these are being dealt with on a week by week basis with some visits postponed and a few going ahead.

### **Student Survey – So Far, So Good....**

End of year survey includes the Student Satisfaction and Engagement Survey which is a national approach to monitoring student satisfaction and engagement. Responses to the ten survey questions and comment box will be forwarded to the SFC.

Survey closed on 5 May 2017. Overall response rate was 41.88%

### **Learner Engagement / Students' Association**

#### **Student Elections**

Elections were planned for week commencing 8<sup>th</sup> May 2017, however due to industrial action, decision was taken to change from paper ballots to online.

#### **Student Support Review**

Student Focus Group on student funding should have taken place on 4<sup>th</sup> May, but cancelled on 2<sup>nd</sup> May due to an unexpected and unavoidable clash in staff diaries from Scottish Government. Group hope to visit the College for a focus group in the coming weeks, date to be confirmed.

#### **SPARQS Awards**

Three entries submitted for sparqs awards

Category 2: An initiative led by a students' association in partnership with their college which has made the most impact on the enhancement of the student experience – Be Engaged – **Won the category**

Category 2: An initiative led by a SA in partnership with their college which has had the most impact on the enhancement of the student experience. – Walk this Way – **not shortlisted**

Category 6: Class Rep of the Year - Contributed to the enhancement of learning and teaching - Stuart Florence - **shortlisted**

## **Student Partnership Agreement**

Draft partnership agreement has been prepared that outlines the partnership between New College Lanarkshire and New College Lanarkshire Students' Association (NCLSA). Both parties want to build upon our existing strengths in working together to further enhance the student experience at the College by "encouraging and engaging learners in meaningful Learner Engagement activities which will ensure innovative, high quality and relevant learning experiences. The agreement details the agreed priorities for the academic year 2017 – 18 and future priorities. Agreement awaiting signature of Chair of Board of Management, Principal of New College Lanarkshire and Student President.

## **Learning and Teaching E-Technology meeting**

Use of Moodle has increased by 20,000; Turnitin increase – over double at this time compared to last year.

We are hoping to move to Moodle 3.1 in the summer, so we considered the changes that would be supportive for staff and learners. It will have an 'off-line' mode. The company will also use 'machine learning' to improve and develop for future versions. There will also be a new version of Mahara in the summer (bug fixes). We will offer CPD for staff on the changed system in August. We discussed the use of Moodle in pre-course activity. This will be discussed with Heads of Faculty, to see if any in their faculty want to volunteer to promote their programmes as 'keeping warm' activity.

The meeting discussed proposed items for next session, which will be incorporated into the e-learning budget. There is an appetite for innovative items that support learning and teaching.

The group had a discussion on SMART boards. Very few people report issues to ICT, even although anecdotally issues discussed. Not enough people use the SMART technology, using boards as projectors for PPT or Internet access. Boards at Coatbridge are at 'end of life', J Kyle reported, so we need to look at replacements. We requested ICT to have a rota system to check the function of Boards. Recognition that this is time- consuming but necessary to increase engagement. Having no specific audio-visual technician is contributory here. This will need to be progressed via J Quinn.

Feedback was given by a lecturer who holds an Innovation post on a survey on e-learning/e-assessment. 82 respondents. The majority use Moodle for Learning & Teaching. A paper was tabled on the results, which show a need for more CPD in the use of marking on-line. A lot has changed since survey took place at the end of last year, as some CPD has been carried out already. A similar survey will be repeated in due course (6 months).

Finally, we discussed the need to ensure our quality system allows for use of Turnitin feedback/confirmation of own work, instead of having to upload paper versions of front sheet etc. This will be discussed with the Quality Manager.

## **Corporate Parenting Team meeting**

Our current 2016/17 enrolments – 43 Care Experienced (18MW, 14CB, 2K, 9CU). 31 Care Experienced withdrawn. 56 still unconfirmed (no funding, SDS or social work information – unlikely to be CEL). 31 of 74 student withdrawn was recognised as too high a number. The working group to look at CE attendance report provided by MIS and look into how SDS can assist. Withdrawals are shared with SDS for follow-up.

SDS provided information on destination of last year's withdrawals. This list highlights 8 positive destinations, 7 unemployed or unknown and 6 unknown or not engaging with SDS.

A draft CE Funding guide produced by the funding team was considered positively for future use.

A proposal was agreed for Who Cares? Scotland to provide 2.5 hours training for managers at June and August 2017 CPD sessions. This would cover the Care journey, national outcomes and stats, barriers, care experienced testimony, legislative duties and local position.

2 laptops in each campus will be available for loan by CE students - these have now arrived.

Letters will be sent to those on HN courses to advise them of assistance with funding available for graduation gowns. These will be sent mid-May.

A CE Be Heard Event was planned for Tuesday 28<sup>th</sup> March 2017 12.30 – 13.30 in Motherwell Campus. Invitations were sent out by e-mail/post to Motherwell Campus students who are CE. The focus was to be 'The Learner Journey'. The team discussed format and arrangements. Unfortunately, due to lack of interest the event was cancelled. It is proposed we will have a CE Be Heard event for students in the future and make this part of Care Day 2018.

The team agreed to provide the atrium of Motherwell Campus free of charge for an NHS CE event, in our role as Corporate Parents.

We discussed a proposal for website amendments to ensure better access to corporate parenting information. This included layout, changes to pictures, links to external websites and funding guides added. We will also be working on using positive life stories.

New College Lanarkshire is now on Propel website (replaces CE college handbook).