

CSAO 13/11/2017 Item 4

Draft Minute: Curriculum and Student Affairs and Outcomes (CSAO) Committee

12.30 pm 4th September 2017 Boardroom Cumbernauld Campus

Present: Rosemary McKenna (Chair), Jean Carratt, Martin McGuire, Jacqueline McGarvey, Julia MacKenzie, Linda McTavish, Mellissa Mitchell, Daniel Moore, Matthew O'Hare.

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

1. Chairs Welcome

The Chair welcomed members to this meeting and extended a warm welcome to the new student presidents Daniel Moore (NCL) and Julia MacKenzie (SLC)

2. Apologies

There were apologies from Stewart McKillop and Brian Gilchrist.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 22nd May 2017.

4.1 The minute of the meeting was agreed with two typing corrections to the last point at 8.1 changing 2007 to 2017 and to 11.1 deleting prison from line 4.

5. Matters Arising

5.1 Student Support Review led by Jayne Anne Gadhia

5.1.1 Linda McTavish updated the committee that a consultation to inform the review had come out at the end of June with a closing date for responses of the 31st August 2017 which was not ideal given that this was over the holiday period. She informed the committee that Colleges Scotland had responded and she highlighted the following points from the response:

- they pointed to the Welsh system which has a sliding scale related to the household income
- they support a means tested as opposed to a universal benefit
- they would like a single point of application but appreciate that this is complicated
- they want more detail about processes
- they feel that the criteria for additional funds – e.g. hardship funds should be clearer
- there should be a prioritisation of postcodes from deprived areas to make sure that funds go out quickly to students from these areas
- the current support system should be easier to follow
- there should be digital innovation
- the message from the Cubie report re students not working more than 10 hours a week should not be lost
- students from outwith Scotland should be able to access hardship and child support funds

5.1.2 Linda McTavish will circulate the report when it is available on the Colleges Scotland web site.

5.2 National STEM Strategy Consultation

Linda McTavish informed the committee that she had not yet had a response to her letter offering participation from the Lanarkshire Board. Matthew O'Hare informed the committee that a resourcing process was currently underway and the committee noted this position. There will be further reports to the committee in due course.

5.3 Scottish Government's Learner Journey Review

Linda McTavish informed the committee that there was a College's Scotland Principal's meeting next week and that the review is on the agenda as one of the main topics. Any relevant update will be sent out to the committee.

6. Equality Reports

6.1 The NCL update reported on the SFC staffing return, Investors in Young People which the college is considering being involved with to signal its commitment to employing young people as part of its workforce development and succession planning, CPD week (21st to 25th August) and the Equality Mainstreaming report which is formally published on the college's website.

6.2 NCL Marketing Dashboard

The committee considered the marketing dashboard reports and the Chair commended the level of activity from the marketing team demonstrated in the reports.

6.3 SLC Equalities Report

Angus Allan highlighted the following from the minute of the SLC Equality Group Meeting on the 17th May 2017:

- provision and signage for gender neutral toilets
- Mental Health Awareness Week 8-14
- The Period Poverty Initiative which has been well publicised and SLC will be an example of good practice in the bill being presented to parliament. Rose Harkness is now on a Scottish Parliamentary working group and she has presented on radio on the initiative. Feedback from students is that this is having a significant positive impact and there are free vending machines in place in the college.
- There is now a bespoke breast feeding room in the college
- Equality Impact Assessments are ongoing and there are plans to involve the equality group as equality champions in the Equality Impact Assessment
- The Equality Group will review the Mainstreaming Action Plan at its next meeting.

The CSAO committee noted this report.

7. Student Reports

7.1 NCL Student Association Report

Daniel Moore presented his report to the committee and highlighted the following areas:

- NCLSA has started intensive planning for our upcoming, Events, Campaigns, Clubs and Activities. It plans to ensure engagement, representation and visibility across all campuses.
- Scottish Student Sport: NCLSA, will be working in partnership with Leo Howes from Scottish Student Support, looking to offer sporting clubs and activities for students.

- SPARQS IAT training: NCLSA, visited Dundee on Wednesday 23rd to 25th August 3 days to train as SPARQS Institute Associate Trainers. NCLSA are now fully trained to deliver class rep training to our class reps.
- Healthy body healthy minds: NCLSA, are currently working on promoting Mental Health Awareness across the College, and has been purchasing leaflets and raising loads of awareness on Mental Health. NCLSA is also looking to tie in a Mental Health Awareness event this year and aims to achieve recognition on our work, in promoting positive Mental Health and Wellbeing at the NUS Healthy Body, Healthy Mind awards next year.
- PRIDE: Student President Daniel, attended Glasgow Pride, on 19th to 20th of August.
- Staff CPD: NCLSA, delivered a session during this year's CPD week and received great feedback from Staff.
- Fresher's Week: The Annual Fresher's event kicked off across campuses this week starting from 29th August until 4th September. This year SamH, Dominos, Be Engaged, Karaoke, SA Selfie Frame, Choose Your charity and a Caricaturist all attended.
- Class Visits: NCLSA, are in demand again for class talks, after the success of last year. NCLSA will be continuing class talks commencing next week.
- Volunteer Elections/SAINT's Officers: NCLSA, will be starting the process of recruiting our new voluntary team during Fresher's week and is looking to hold the Elections for our officers some time during early October.
- Be Engaged: The Students Association and Learner Engagement team will continue to work in partnership on the Be Engaged programme.
- Social Media: Students engaging with our SA Social Media are continuing to rise with followers increasing to 1431 at the time of writing this report. The Twitter interaction and following has increased greatly over the year also. The SA always keeps their Social Media up to date.
- NUS Scotland: NCLSA attended NUS Lead and Change in Livingston for officer training. Luke Humberston NUS Scotland President attended NCL for a meeting with NCLSA to discuss the plan of work and strategic plan for the upcoming academic year. The NUS strategic plan and action plan will result in regional priorities this year, this will be reported to the Board in due course.
- NCLSA Upcoming Plans for the Year :
 - a. Come and Chillax.
 - b. Wear it Pink / Blue Day.
 - c. LGBT Focus Groups.
 - d. Mental Health Awareness.
 - e. Stop Smoking Day.
 - f. Stop Bullying Campaign.
 - g. National Volunteer Week.
 - h. Mouth Cancer Awareness.

7.2 SLC Student Association Report

- SLC Students' Association Operational Plan: During the Summer the SA have been working on the Operational Plan for the forthcoming year. It has focused work around the following themes; SA Management; SA Development; Engagement; Representation; Disseminating Information and Campaigning. From these themes it has identified a number of actions which will direct the SA focus and work for the coming year.
- SLC Students' Association 3-year Strategy: The SA is continuing to work towards developing a 3-year strategy, with a draft document to be available for consultation by the end of August 2017. This will provide a clear vision of where the SA wants to see itself in the future and help ensure the long-term sustainability and effectiveness of the SA.

- LGBT events and activities – Glasgow Pride Parade & Expo 19 August 2017: The SA has continued to focus on promoting and supporting the LGBT community. It has submitted our portfolio to be assessed for the LGBT Youth Scotland Charter Mark and hope to receive positive feedback on the Organisational Foundation Award soon. As part of the ongoing Charter work the SA has signed up for the Bronze Level Award. Once again, college staff and students took part in the Glasgow Pride Parade and Expo on Saturday, 19 August 2017. This was an excellent opportunity to show how inclusive SLC is as a college and demonstrates the importance placed on standing up for LGBT equality.
- No Period Poverty at SLC: As part of the College's health and wellbeing focus for students and staff; the College is providing free sanitary products to all women and girls. The cost of introducing this health and wellbeing initiative is around £800 per annum. SLC features in the recently published Government Consultation Bill 'Ending Period Poverty' which proposes free access to sanitary products, including in schools, colleges and universities. The College was praised as an example of good practice and for leading the way in this positive initiative.
- SLC Students' Association Welcome Newsletter: During the Summer the SA produced a welcome newsletter which was sent to all prospective students. The SA wanted to share success stories, highlight what college life would be like, what students can expect to look forward to, whilst raising awareness of the SA and student representation. The SA continues to aim to produce quarterly high-quality newsletters to help keep students informed about the SA, activities and forthcoming events. It is currently working on the first addition which will be available September 2017. This is crucial in raising the awareness and visibility of the SA and getting the student voice heard across the college campus.
- Learner induction process: The SA is looking forward to meeting as many students as possible and will be once again visiting classes to welcome everyone to the College. In addition to this, it has produced a short video which forms part of the learner induction process to promote student representation through the student association and class representative process.
- College Hoodies: The SA will continue to offer the SLC SA college hoodies, in a selection of colours and sizes. These are hugely popular and are significantly subsidised by the College and only cost students £5, which is widely appreciated. In addition, selling the SLC SA hoodies gives the SA a great opportunity to engage with our fellow students and find out how they have been enjoying their course.
- NUS 'The Gathering' – Glasgow Caledonian University 17 August 2017: The SA attended the recent NUS event held at Glasgow Caledonian University. The Gathering is NUS Scotland's first event of the academic year where presidents, vice presidents, student leaders and staff from students' associations across Scotland get together to celebrate everything that is great about the student movement. This was an excellent opportunity to network and share experiences with colleagues across the sector.
- NUS visit to the College: The SA were delighted to welcome Luke Humberstone - President of NUS Scotland and Fergus Boden – NUS Press and Influencing Officer to the College. The SA had a really positive visit and look forward to working with Luke and the rest of the NUS team in the future.
- Partnership with UWS: The SA have been working in partnership with the UWS Student Association to give our students access to the clubs and societies at the UWS. This will be used to provide relief from academic pressure, while also offering SLC students opportunities for alternative learning experiences.
- Student Officers for the SA Executive Committee: Plans are underway to commence the election process for Student Officers. The SA hopes to recruit enthusiastic students who want to make a difference and this process will commence as soon as all students are back. In preparation of this, Student Officer Induction Packs have been produced. This will feature the potential rewards available and highlight the importance placed on this role.

- Forthcoming events and activities:
 - a. Freshers' - 11 – 15 September 2017
 - b. Capital FM and fun activities i.e. caricaturist, balloon artist, photobooth, giant buzz wire etc.
 - c. Wide range of exhibitors to provide support, advice and lots of freebies
 - d. Prize draw for sharing what you think...
 - e. Climate Change Week - 18 – 22 September 2017
 - f. HE UCAS event - 8 November 2017
 - g. Volunteering event - 30 January – 1 February 2018
 - h. Sustainability event - 13 February 2018
 - i. LGBT History Month - 23 February 2018

7.3 The Chair thanked the Student Presidents for their reports and commended them on the level of activity and the plans for the year. The committee noted the report.

8. Report from Committees

8.1 Report from NCL Committees:

8.1.1 Heather Urquhart updated the committee that the format of the Learning and Teaching Team meeting had been changed so that there would now be three teams based one at each campus and these would be led by David McShane, Matthew Smith and Lorna McMullen. These teams would meet monthly with the intention of changing the campus-based team meeting into action groups rather than reporting meetings. The overarching Learning and Teaching team, will take place 3 times per year and will be a vehicle to review the good practice identified across the campuses.

8.1.2 She informed the committee that the Retention and Attainment Team (an NCL pilot with Inverness, West, Edinburgh, and Dundee and Angus Colleges) was reporting to the Scottish Government on a fortnightly basis via teleconferencing and submission of College Retention & Improvement: Status Updates and PDSA (Plan, Do, Study and Act) record sheets. Further follow up meetings are to be arranged with the Scottish Government to discuss reporting arrangements.

8.1.3 She updated the committee on the CDP week and noted that 500 staff had attended sessions and that there would be further workshops throughout the year.

8.1.4 She tabled the minutes from the Learning and Teaching Team meeting, the Learning and Teaching E Technology Team meeting and the Quality Enhancement and Audit Team meeting for the committees information.

8.2 SLC Development Committee Minute 9.05.17

Angus Allan updated the committee from the Development Committee Minute of the 9.05.17. He highlighted the following:

- The Quality report and the schedule and processes agreed with Education Scotland
- College Leaver Destinations – the 2015-16 data was returned to the SFC on the 28th February 2017.
- The complaints quarterly update 2016-17
- The Awarding Bodies Update – all external verification events that have taken place so far have been successful.
- The credit target has been achieved
- The Annual Report has been disseminated and this includes dissemination to the Lanarkshire Board.

- Recruitment and International Activity – the recruitment programme with partner colleges in China is underway and ERASMUS + activity continues for staff.

The Development Committee Minute is published on the SLC website.

8.3 The committee noted both reports.

9. Approval of the Publication of Papers

It was agreed that the following could be published:

- The minute of the CSAO meeting of the 22nd May 2017 when approved in the next Board cycle
- The minute of the 22nd May 2017 which is now approved
- NCL Equalities Report Item 6.1.
- The NCL Marketing Dashboards Item 6.2
- SLC Equalities Report – Item 6.3 link to SLC website to Minute of the Equality group meeting 17th May 2017
- NCL Student Association Paper Item 7.1
- SLC Student Association Paper Item 7.2
- SLC Development Committee –Item 8.2 link to SLC website

10. AOB

Linda McTavish updated the committee on the newly published SFC Triennial Review on Widening Access and copies were made available for Committee Members. She informed the committee of key findings for colleges as follows:

- there is good representation from those from deprived communities and a high proportion of students are under 25.
- Positive approaches to move away from a first come first served selection criteria to one which is more geared to the curriculum and the needs of the area the college serves
- Need for earlier interventions and deeper understanding of withdrawal rates. Holistic approaches from staff to supporting students.
- A need to more fully understand the interconnections between age and deprivation in relation to intake and success.
- Colleges are succeeding in delivering provision to those from the most deprived areas but there is a gender gap with more females than males and students from deprived areas are more likely to be female. More focus needed to ensure that those from deprived areas achieve as well as those from other non- deprived areas.
- High proportion of students in college are young and they are not achieving as well as those aged 25 and over.
- The proportion of students with a disability reflects the Scottish population with some potential under-representation among adult returners and within some categories of disability. But successful completions are lower in FE than in HE.
- There are good support systems for students in colleges but regional difficulties in transitional arrangements and data sharing.
- Good representation from ethnic minorities and there is a broadly equal gender balance in student intake. However, women are less likely to enter full time employment and study.

11. Date of the Next Meeting: The proposed date for the next meeting is Monday 13th November 2017 at 12.30 at 101 Park Street at the Coatbridge Campus.