



**Curriculum, Student Affairs and Outcomes Committee Meeting**

**Monday 12 November 2017**

**Cumbernauld Campus**

**Ref: Agenda Item 7.1: Curriculum Update**

Paper tabled by T Edwards uploaded onto **OneDrive for HGIOC**

Awaiting update on **Plasma screens**

**School pupil feedback** to be included in newsletter first, then included in the Natter

**Funding** sourced for school competitions.

**Format and membership** of Learning and Teaching was reviewed and project groups established. (See separate paper re changing format).

David McShane (Motherwell campus) Initially planned on recruiting staff undertaking TQFE people of which there are 8 in Motherwell, however only 4 able to participate. Hopes to speak to other HoF to recruit to project group and will then include other support areas.

Matthew Smith (Cumbernauld campus) has established a group of 9 people, 3 doing TQFE, other teaching staff, e learning and libraries. Group came along with ideas for enhancing learning and teaching. Next meeting, how do we make it happen? This will be followed by what is the impact? Staff very enthusiastic. Plan to meet monthly.

Lorna McMullan (Coatbridge) 13 in group, including eLearning and library staff. Online Moodle forum. Have met and established a 2 year plan and prepared proposal. Plan to record and critiquing self then invite staff undertaking PDA to observe. Hope to establish - NCLAN TV.

**Moodle Ver3.1 upgrade in summer.** Now able to mark on-line. Upgraded Mahara. To date Moodle has had 90,000 logins, up from 75,000 last year. A total of 6,500 accounts created since August 2017.

**TeachMeet** planned for November. **PDA** starting 4.10.17. Considering offering a refresher course for staff who have been teaching for a while including **HN Using Technology** for Enhancing L&T but offering it this year without SQA certification.

Staff have undertaken 115 class visits and 39 general inductions. LLC have updated Moodle page to increase engagement and new Twitter account created. Laptops now available for loan.

**Freshers' event** went very well.

**Volunteer elections** - 40 applications for candidates with elections mid-October. Working on pertinent issues related to the Gender Action Plan and student partnership agreement.

**Inclusion Week** commenced on 26.9.17

Student Officers undertook **Sparqs training for class reps** and now are qualified as associate trainers.

**Safeguarding Training** - Moodle course about to be launched and will include college devised certification.

**Staff Induction Training and Staff Handbook** recently launched.

**SQA System Audit** – still awaiting report, but no actions required.

## Learning & Teaching – E Technology Team – 9 October 2017

**Assessment and Verification Policy and Procedure** will be considered to include info re digital activity and has been included in the Operational Plan for action in 17/18.

Alternative image optimiser not yet progressed.

Discussion on use of e-portfolio for SVQs for Childhood Practice. Demonstration from Learning Assistant on 10.10.17 as using a paper portfolio appears unmanageable.

Proposed pilot on proposed software for visible body is no longer viable as costs have tripled and no opportunity to negotiate a reduction.

**Moodle** – upgraded over the summer – additional functionality now available. Moodle usage up 12% on previous session.

**Mahara** – upgraded over the summer, but some bugs which required Mahara to be rolled back to the previous version. Usage has dropped by 37%.

**Turnitin** – undergoing testing period. Some issues with speech bubble that can't be reopened.

A number of **CPD workshops** are currently being planned: Scholar – how to get started, Food for Thought - Moodle Basics, Food for Thought – Mobirise, Turnitin and TeachMeet. Dates and times to be confirmed.

**Format and membership of Learning and Teaching** was reviewed and project groups established. Campus based groups established: David McShane (Motherwell campus), Matthew Smith (Cumbernauld campus) and Lorna McMullan (Coatbridge). Groups to include services that support learning and teaching. Examples of work to date discussed.

Plug-in not yet ready

**Innovation posts** finished in June 2017.

All staff to continue to promote the student survey

**Quality and eLearning to launch new safeguarding course on Moodle.** Excellent resource that has involved Faculty, Quality and eLearning staff.

Still awaiting an update regarding the **on-line IV toolkit**. Three year project plan will follow once implemented.

**SQA Systems Audit** – taking place on 20.9.17 at the Coatbridge campus. There will be 2 SQA verifiers in attendance and a number of meetings with staff and students have been organised. SQA have been able to access the required documentation since mid- July. Levels of sanctions available to the auditors include suspension as an SQA centre.

**Learner Survey** commences 26.9.17 for three weeks. Faculties asked to promote the survey which is hoped to achieve 94% response rate.

Reports tabled prior to meeting were discussed.

**Pre-endorsement meeting** taking place on 19.9.17. Some initial feedback from Janet Campbell (previously Gardner), had been very helpful.

Follow-up meetings have been organised by L Cowan to facilitate completion. Training sessions will be delivered as required.

**Remit discussed.** Greater emphasis on internal audit with support from the membership. Reviewed process mapping of Verification Procedure. Agreed that the current stages of Moderation, Standardisation and Sampling continue to be required. Some forms could be eliminated eg Discussion/Decision Log. Introduced at the request of two SQA QVs but rarely used. Discussion took place on the introduction of an Internal Verification audit and the role that QEAT members could play in auditing and supporting improved deployment where any gaps are identified. I McC will include this in the 2017/18 internal audit schedule.

### **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.

Healthy body, healthy minds

NCLSA currently working on promoting Mental Health Awareness across the College. Obtained leaflets and raising awareness on Mental Health. NCLSA also supporting Mental Health Awareness event in October and hope to achieve recognition at the NUS Healthy Body, Healthy Mind awards next year.

Staff CPD

NCLSA delivered sessions during CPD week. Positive feedback received.

Class Visits and Volunteering

NCLSA are attending a number of classes at the request of staff and students. Newly devised SA leaflets have been distributed.

NCLSA have started recruiting students for our new volunteer team, so far there are 4 applications in at the moment.

NCLSA are hoping to surpass the number of voluntary officers recruited in 16/17 – 36, and elections for officers to be held in early October.

The SAINTS's role will remain in place this year for out supported learners. To date NCLSA has recruited 2 new SAINTS officers at the Cumbernauld Campus.

### **Social Media**

Number of students engaging with our SA social media continues to rise. NCLSA has recently launched an Instagram account, enhancing the platform to students.

### **Be Engaged**

A number of certificates were sent out to learners and feedback received was very positive. Discussion on numbers of learners from each Faculty were requested.

Table below is the number of awards made. Please find information below regarding **Be Engaged Awards 2016/17** as requested.

	CB	CU	MO	KI	Faculty Total
Business Development	1	1			2
Business, Sport & Social Science	7	24	24	1	56
Care & Science	77	23	33		133
Computing & Creative Industries	4	11	6		21
Engineering & Automotive		3	1		4
Service Industries	46	1	20		67
Supported Learning	7	19	56		82
<b>Campus Total</b>	<b>142</b>	<b>82</b>	<b>140</b>	<b>1</b>	<b>365</b>

It was noted that there is a large number of known activity taking place on campus which would have been eligible for award recognition, however, remained unclaimed. Also, the number is the number of individuals participating, not the number of certificates issued which is a lot higher.

It is recognised area of improvement on our part to raise further awareness of the claims procedure and what activities are eligible for recognition.

Information session for staff has significantly raised the profile of Be Engaged.

Currently working in partnership with Home energy Scotland.

Planning for **Inclusion week** – commencing 26 September.

**Freshers'** jointly planned by NCLSA, Learner Engagement and Marketing. Annual Freshers' event ran from 29th August to 4th September. Subjects included SAMH, Dominos, Be Engaged, Karaoke, SA selfie-frame, choose your charity and a Caricaturist all attending this year.

Remit to remain unchanged until new Learner Engagement strategy put in place. Need to encourage student participation in meetings.

Learner Engagement will revisit the idea of having a Student Ambassador/Champion for each theme of Be Engaged or Faculty

SPARQS IAT training undertaken by NCLSA in Dundee from 23rd to 25th August 3 days to train as SPARQS Institute Associate Trainers, NCLSA are now fully trained to deliver class rep training to class reps.

Job role of class rep has been reviewed.

## Learning & Teaching Preparation Meeting – 9 August 2017

- Suggestion to create smaller groups, Campus based, with a specific lead.
- One group of TQFE on a Friday could meet (they are usually off timetable for those days in their own Campus).
- Big group meeting September, January and June – watching brief.
- Three groups in first instance – one in Motherwell, Cumbernauld and Coatbridge. Representation from each Faculty (not Head of Assistant Head).
- Leader facilitates group – group discusses and decides projects.
- People asked to volunteer for groups, although TQFE participants will be 'volunteered'. Meetings on a Friday (not day of Stirling attendance).
- Invites – representation from each faculty in each Campus LLC and e-learning staff in each group too.
- The groups will give an opportunity to sit and talk about the practice of L&T. Set them up as a project groups.
- D McShane to lead one group – Motherwell
- L McMullen to lead one group – Coatbridge
- Matthew Smith to lead one group – Cumbernauld
  - Meeting 1<sup>st</sup> input on aim etc.
  - Meeting 2<sup>nd</sup> – 2 weeks later – identifying possible projects.
  - Meeting 3<sup>rd</sup> and subsequent monthly, with lead checking progress in between.  
Lead attends the L&T team to feedback from group.
  
- Need a few more from Cumbernauld for that group.
- Representatives from BS, SI, SL needed at Cumbernauld.
- Representatives from Motherwell – CCI.
- Leads to confirm teams and slots to meet.

**Aim:**

- To investigate and share good practice from internal to external sources.
- To investigate to undertake a project that would enhance L&T.

