

**Item 4 CSAO Committee 26/02/2018**

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

**12.30 pm 13<sup>th</sup> November 2017 101 Park Street Coatbridge Campus**

Present: Dave Winning (Chair), Jean Carratt, Martin McGuire, Jacqueline McGarvey, Stewart McKillop, Linda McTavish, Mellissa Mitchell, Daniel Moore, Matthew O'Hare (by telephone).  
In Attendance: Angus Allan, Brian Gilchrist, Rose Harkness, Diane McGill, Penny Neish, Heather Urquhart.

**1. Chairs Welcome**

Dave Winning chaired this meeting as the new incoming Chair to this committee.

**2. Apologies**

There were apologies from Rosemary McKenna and Julie MacKenzie.

**3. Declaration of Interest**

There were no declarations of interest.

**4. Minute of the CSAO Meeting 4<sup>th</sup> September 2017.**

**4.1** The minute of the meeting was agreed

**5. Matters Arising**

**5.1 Student Support Review led by Jayne Anne Gadhia:** Linda McTavish reported that the consultation had finished and the report would be available by the end of November 2017.

**5.2 National STEM Strategy Consultation:** Linda McTavish updated the committee that the Scottish Government is still working on the roll out of this consultation. She pointed to the contribution that both colleges made to this area.

**5.3 Scottish Government's Learner Journey Review:** Linda McTavish reported that this is in progress. Five work-streams have been set up and the college sector has a nomination to all five streams. Information will be given to the Principals and other groups and the committee will continue to be updated.

**6. Equality Reports**

**6.1** The NCL update reported on the following:

- Investors in Young People (IIYP) – the IIYP Framework offers a structure for considering how the college recruits, retains and develops young people. There are a number of potential benefits from this framework to recognising some of the work already done with students and how the student body could be a recruitment possibility. SLC do not have enough staff to create the critical mass for this initiative but there is potential for NCL.
- Stigma Free Lanarkshire – NCL continues to engage with Lanarkshire Links and the Stigma Free Lanarkshire and Suicide Safe North Lanarkshire initiative. The college is interested in working with them formally and recognising the college's commitment to providing mental health support through signing their pledge.
- The marketing team has been realigned to combine digital and campaign roles.

## 6.2 NCL Marketing Dashboard

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

## 6.3 SLC Equalities Report

Stewart McKillop highlighted the following from the minute of the SLC Equality Group Meeting on the 17<sup>th</sup> May 2017:

- The Chaplaincy service participated in Fresher's week and have promoted the service in the refectory.
- Period poverty – the SLC campaign has proved to be very influential. Monica Lennon has recently launched a members' bill consultation proposing a universal provision scheme for sanitary products.
- The college has achieved the LGBT charter mark.
- A report will follow a dementia audit of the college by the Community Activity Organiser of Lanarkshire Services.
- The Equality Impact Assessment process has been reviewed and the Equality Champions will receive training and then cascade information back to departments and faculties.
- Gender Action Plan – SLC has looked at the baseline for last year and a report was submitted to the SFC in September 2017. Activity is ongoing with students to deliver the plan.
- The student counsellor hours have been upped and there is a growth in demand for this service.

The CSAO committee noted this report.

## 7. Report from Committees

### 7.1 Report from NCL Committees and sub-committee

Heather Urquhart updated the committee on the activities of NCL committees as follows:

- Learning and Teaching Team – a Moodle course is about to be launched and will include college certification. Learning and Teaching – E Technology Team. Mahara, CPD workshops and Innovation posts were highlighted. Matthew O'Hare asked about the scope to do more on the Innovation posts as this finished in June 2017. Martin McGuire informed him that it had been a great success and would be relaunched in the coming months.
- Quality and Enhancement and Audit Team. The SQA Systems Audit was highlighted.
- Learner Engagement Team: The NLC Student Association is working on promoting Mental Health Awareness, delivered sessions during CPD week and have provided a number of classes at the request of staff and students. The Be Engaged Awards are set out in the paper.

The committee noted the report and this is published with the committee papers on the web.

**Action: Linda McTavish will arrange a speaker on PREVENT for a meeting of the Board and PREVENT materials will be sent to Rose Harkness .Brian Gilchrist will send out a copy of the report on the Innovation Posts to Matthew O'Hare.**

## **7.2 SLC Development Committee Minute 5<sup>th</sup> September 2017**

Stewart McKillop reported on the minute from this meeting which is published on the SLC web site. He informed the committee that the SLC How Good is Our College report will go to the next meeting of the SLC and will then come for information to the next meeting of this committee. He highlighted the following from the minutes:

- Complaints handling and reporting: 16 formal complaints were received logged and actioned during 2016-17 of which 13 were Stage 1 complaints and dealt with by the SLC complaints procedure and 3 were Stage 2 which required further investigation.
- Summer Media and Recruitment Campaign – SLC continues to build its Facebook Instagram and Twitter followers.
- Student Recruitment: total applications have increased by 5.5% in comparison with 2016/17. SLC continues to develop its activities with schools and deliver flexible pathways for pupils. The college has hosted a two week summer school programme for 16 members of staff from Nantong Vocational University with very positive feedback and 4 members from Jiansgu Vocational Institute of Architectural Technology visiting the Faculty of Construction for six months. There has also been an award of £34,797 from ERASMUS to fund staff mobility for training and student mobility. NCL has the largest ERASMUS award and this provides a great opportunity for students and staff of the Lanarkshire colleges.

The committee noted this report.

## **8. Awards and Achievements**

### **8.1 NCL Student Association Report**

Heather Urquhart presented the report on awards and achievements which is published with the papers from this meeting on the web. She highlighted that the college has achieved the first stage of Quality Scotland's Levels of Excellence programme, Liam Nolan has won a trio of medals at the Special Olympics in Sheffield, writer and artist Elizabeth Langford has had a book of fairy stories published, NCL has 18 apprentices and students competing in the world skills programme and Betsy Crosbie got a medallion of excellence at the World skills final in Abu Dhabi.

### **8.2 SLC Report**

Stewart McKillop presented the interim update on SLC's overall student outcomes for 2016-17. He highlighted the following:

- The overall attainment rate is up by 0.6% from 76.9% to 77.5%.
- Further education attainment rates are up by 0.7%.
- While attainment for part-time courses has increased by 2.9% to 84.4% attainment on full time courses has decreased by 0.8% to 71%. Action is in place to address this decrease.
- Attainment decreased by 0.1 % for fulltime higher education and by 1.6% for fulltime further education. Attainment increase for fulltime part time education and by 2% for higher education part-time courses.
- Positive destinations for SLC students are up by 0.6% to 92.6% which is well above the sector norm of 82.7%.

The committee noted this report.

## **9. Student Reports**

### **9.1 NCL Student Association Report**

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

- the Dress up Halloween event
- Class Rep training
- the NCLSA activities for Mental Health Awareness week
- attendance by the NCLSA Voluntary Officer at the NUS 101 Feminism Workshop in Glasgow
- Volunteer Elections / SAINTS officers. There are 22 volunteer officers this year and 8 SAINTS officers
- Betsy Crosbie's success at the Worldskills event in Abu Dhabi
- The number of students engaging with social media continues to rise
- The NCLSA support and activity with the St Andrews hospice.
- The NCLSA upcoming plans for the year
- The NCLSA Gender Action Project
- Christmas Fair

This report is published with the papers on the NCL website.

### **9.2 Rose Harkness gave the report for the Student Association. She highlighted the following:**

- The SLCSA has offered bespoke Executive training for Student Officers for the first time.
- An officer induction pack was issued to all officers as a reward for volunteering.
- Meetings have been arranged with the local food bank to explore the possibility of the SA contributing.
- The discussions about affiliating with the University of the West of Scotland are on going
- The SA is currently working on the structure of an SA Governance Group to offer the executives insight and advice from professionals with experiential knowledge in carrying out similar work to what the SA is intending to do.
- The LGBT Charter Mark Award was accepted on the 31<sup>st</sup> October 2017.
- The SLC President has been invited to join both the Sparqs College Advisory Group and the Oversight and Direction Group for college SA development.

This report was also noted by the committee and the paper is published on the website.

## **10. Regional Outcome Agreement Update**

**10.1** Angus Allan updated the committee saying that he had met with the SFC the previous Friday and there was a welcome move from the SFC in that the ROA for next year would be a 25 page document as opposed to 145 pages. The key focus is the data tables and not on a narrative. The date for submission is the 16<sup>th</sup> December 2017.

**10.2** Angus Allan reported to the committee that both colleges made progress in the two Colleges made progress in the overall delivery of a range of outcomes set out in last year's (2016-17) Regional Outcome Agreement (ROA) and are working towards longer term outcomes as indicated in the 2017-18 ROA.

**10.3** The Colleges continue to build productive partnerships with a wide range of local and national groups and committees linked to Scottish Government, Local Authorities, employer groups, SDS, CPP and other working groups. These effective partnerships help to enable appropriate new developments, inform suitable new curriculum delivery, maintain existing employment-focused

courses and deliver new initiatives such as DYW. For example, both Colleges have developed and are delivering new Foundation Apprenticeship (FA) routes for school pupils and are tendering for FAs for 2018-19 in the current round.

**10.4** A common key strength is the strong links built with industry. This results in the Colleges often being the first point of call for employers seeking to strengthen and develop their workforces.

**10.5** The report to the committee contains commentary and statistics on outcomes in relation to the current outcome agreement. Both colleges committed in the previous Outcome Agreement and the previous ROA Self-Evaluation report to engage fully in the new SFC external quality arrangements. This short report is a supplement to the Colleges' Quality Evaluation and Enhancement Reports in order to cover wider areas of the ROA not covered by those reports. The committee noted the report and the progress made.

### **11. NCL Systems Verification Visit Report October 2017**

Heather Urquhart presented this report to the committee. The report shows significant strengths identified in the maintenance of SQA standards within this centre the 5 key assessment areas:

- Management of a centre
- Resources
- Candidate Support
- Internal Assessment and Verification
- External Assessment
- Data Management

The committee and Chair congratulated the staff involved and Dave Winning commented that this was exceptional. The report was noted.

### **12. NCL "How Good is Our College" and "Enhancement Plan" - NLC**

These draft reports come to the committee for wider information about the college, however they have not yet been presented to Education Scotland and ratification has still to take place.

### **13. Approval of the Publication of Papers**

It was agreed that the following could be published:

- The minute of the CSAO meeting of the 13<sup>th</sup> November 2017 when approved in the next Board cycle
- The minute of the 4<sup>th</sup> September 2017 which is now approved
- NCL Equalities Update 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 30<sup>th</sup> August 2017
- Report from committees - Item 7.1 and Item 7.2 SLC Development Committee Minute 5<sup>th</sup> September
- Item 8.1 and 8.2 Awards and Achievements
- NCL Student Association Paper Item 9.1
- SLC Student Association Paper Item 9.2
- Item 10 Regional Outcome Agreement Update
- Item 11 NCL SQA systems verification visit

**14. AOB**

Matthew O'Hare commented on the Board's internal profile as set out in the "Draft Enhancement Plan " which identified that staff appear to have limited understanding of the role of the Regional Board which may limit their understanding for the need for change. This will be an action for Brian Gilchrist through the marketing team. It was agreed that this should be discussed at the strategic away day in January.

**15.** The date of the Next Meeting will be Monday 26<sup>th</sup> February 2018 at 12,30 at the Cumbernauld Campus.