



Item 7.1

Curriculum, Student Affairs and Outcomes Committee Meeting

Monday 26 February 2018

Cumbernauld Campus

Ref: Agenda Item 8.1: Curriculum Update

Learning and Teaching Project Groups:

- **Motherwell Campus:**
Group was slow to begin, however meeting held on 23 January was very positive. Next meeting is 6 February and will be taking forward the following issues: charitable interest in learning teaching and the curriculum; employer engagement; showcase for employers; portfolio for leaving students; “buddying up” of teaching staff; class groups joining together; Faculty “Champions”; VLE and capturing examples of work.
- **Cumbernauld Campus:**
Group has now met 4 times with the next meeting on 26.1.18. Two of original group undertaking TQFE, may de-commit due to workloads issues. A number of projects are underway including “inspirational days”, and review of recruitment processes.
- **Coatbridge Campus:**
The Group continues to explore e resources and innovative approaches to teaching and learning. Still exploring where videos etc can be stored. Hope to establish - NCLAN TV.

Short updates:

- **E-Learning**
Paper tabled on usage of moodle – 11.07% increase, Turnitin – 56.51% increase and Mahara – 42.42% decrease. Decrease in Mahara is largely due to Faculties using moodle instead.
- **Learning and Teaching update**
Number of workshops have been held on topics such as scholar, Turnitin and mobirise. Not all sessions were well attended, especially at Cumbernauld. E learning staff will provide one to one support, as well as supported required information sessions. Will be considering offering sessions at 4.00pm.
During catch-up week sessions delivered on learning and teaching strategy and HGIOC, which almost all staff have found helpful.
- **School/college activities**
HGIOS and college partnership discussed. There has been some suggestions that private training agencies such as LAGTA will be taking over provision previously delivered by colleges. There may be a cut in provision, particularly as the local authorities move toward Foundation Apprenticeships.
Faculties will still be offering classes in June, but not sure after that.
St. Andrew’s School – Coatbridge will be partaking in the skills development event, under World Skills banner. Event receiving support from the Faculties.
Some discussion regarding the number of events required for schools and the need to undertake the ones delivered in partnership with others including SDS, DYW and SQA.

- **Libraries and Learning Centre Activities**
Discussion regarding online resources – Drama online – most used, compared to box of broadcast – least used.
Currently updating moodle pages – promoting – “how to guides...”
Currently looking at induction video for August 2018.
- **Student Association/ Learner Engagement**
Healthy Body, Health Mind – SA/NUS project. Student’s Association hopes to achieve recognition this year.
Health and Wellbeing week – Tuesday – 30th – Motherwell campus, Wednesday – 31st Coatbridge and Thursday 1st Cumbernauld. Event to promote physical and mental wellbeing. Health check passports to be distributed.
Further class rep training to be delivered, for both new class reps and those unable to attend previously.
Up and coming events include: stop smoking event, sports relief, green week, student elections.
Social media number of followers on twitter and likes on Facebook continue to rise.
- **Quality**
Emphasis on actions taken based upon the learner feedback gathered via the survey. Will be working with Faculties and support services to provide evidence of action taken, to ensure learners are aware.
Enhancement Plan from HGIOC – going online and appointments are being made to ensure actions are complete.
Hope to have HMle/AA in undertaking observations for teaching and learning. Will provide an update when information is available. Staff asked to consider contributing to the review of professional standards for lecturing staff.

Learning & Teaching – E Technology Team – 15 January 2018

Feedback on Moodle/Mahara and other e-learning:

- Moodle statistics and Turnitin statistics show continuing increases year on year.
Discussion on good use of Moodle across College suggests that there is a need to do more than just digitalising materials.

Mahara usage is down 41%. Snapshot comparing staff use last year shows most are moving to Moodle. Some are on One Drive. 10 -14 lecturers now do not have as much use of Mahara, moving to Moodle as preferred platform.
- **CPD workshops**
Discussion on the various CPD Workshops run in November and December 2017. 66 staff attended. Numbers were lower in Cumbernauld campus. We discussed the reasons. It may be that staff did not need the ‘basics’, as more were already confident with this.

Suggestions for future CPD:

- Survey/workshop on creating an interactive pack;
- Creating a rubric for marking on feedback studio (including exporting or importing);
- Another open workshop in June re e-learning;
- Using tools on Promethean/Smart Boards.
- SWAY from Office 365 – see agenda item 6.
- Zapper App – augmented reality – see agenda item 7.

EI will host an event for Supported Learning students towards the end of April 2018. They will showcase other technologies used this year.

PDA Feedback

- L McM gave information on her PDA group's evaluation of SMART Board and Moodle training (more than the basics) asked for. More information to be put into staff induction and a suggestion of an induction pack was made. L McM has taken this on board and will work with the e-learning staff to develop appropriate information.

SMART board alternatives

- C J gave information on the new TV screens being used by computing and photography staff on the 3rd and 4th floors in Motherwell campus, explaining how they work. B B is happy to show anyone who wants to know more. Biggest issue is cost which is three times the amount of a SMART Board.

Cost of reinforcing walls may be an issue. The overall cost could be £3500-£4500 per board plus installation. SMART stopped producing their boards in December 2017, so that technology will reduce over time.

Concerns raised that many staff do not use range of activities for Promethean and SMART boards, most used as a projector. Need to identify for curriculum teams to have time to develop their skills. Masterclasses to showcase particular techniques would be useful.

Free software demo - SWAY

- ED demonstrated SWAY using this through Office 365. This seems like a useful app so team will deliver 'Food for Thought' sessions on this.

Augmented Reality

- Zapper app demonstrated to this team as well as HP AR Reveal app (was called Aurasma). Both are useful in allowing lecturers to prepare materials to lead

students to information (using app and poster). This was previously demonstrated at the November TeachMeet. This will be added to the list of CPD workshops.

Innovation

- EI highlighted her work with students re the 'Internet of Things', including security and data. J K identified that cyber security is crucial going forward. J K will speak to J M re getting Windows 10 software to test for the e-learning team.

Quality Enhancement and Audit Team – 15 January 2018

Quality Update

- Third successful system audit now complete – NEBOSH

How Good is our College - update

- Evaluative report and Enhancement plan have now been endorsed by Education Scotland following minor changes to Evaluative Report. Next meeting with Education Scotland and SFC taking place on 19 January 2018.

Learner Survey action plan

- Students' Association President still to contact CQL regarding learner feedback
Learner Engagement and Students' Association are meeting with CSMT on Friday
Present reported that when change has taken place e.g. common room at Coatbridge learners are very appreciative.
- **Learner Engagement - Be Heard**
Similar type of feedback as online surveys, but class representatives have opportunity to meet senior managers and discuss learners concerns. Greater emphasis on role of class rep. Previously open invitation and could be chaotic and limited value. On this occasion, class reps issued with a template with 6 most common issues. Class Reps brought information related to these 6 topics and therefore conversations were more focused on the issues. Not as well as attended as hoped with only 45 reps out of 600 attended, from 5 faculties.
Met with supported programmes separately, but learners were also free to attend the general session.
Learners within the Engineering Block in Motherwell feel isolated, like a separate college. Aim was to attract the engineering students over to main building to take advantage of the full college facilities. Lecturer in Engineering tasked with breaking down the barriers.
- **Quality follow up for survey response**
Quality is responsible for catching up with the faculties as well as working with CSMT to prioritise other support areas.
- **Communication with Class Reps**
One suggestion is a daily bulletin to Tutorial Support lecturers - if they are copied in to the bulletin they could read it to their classes. Important to ensure all classes

have reps to promote communication. Currently there are still 88 classes who do not have an identified class rep.

Learner Engagement will ensure that learners receive an update in relation to the progress made on their feedback either via surveys or Be Heard events.

Future work of QEAT

- Proposal for new approach to conducting the QEAT. Smaller number of meetings, specialised attendees coming to talk about specific issues. Positive response to this suggestion.

Suggestion that the March meeting focusses on survey findings and feedback, May meeting procedure consultation (possibly 2 reps per faculty)

Next meeting a week before the launch of the survey.

Suggestion from AL that we ask question about whether they know that there have been changes as a result of the survey. Could send the posters to students or class reps to assist with follow-up.

Possible IT solution cannot proceed unless they have accessed their email or have read a message on screen.

Learner Engagement Team – 10 January 2018

Students' Association update and future plans

- Have been working with Scottish Student Sport and undertook survey prior to end of session. A total of 147 students from New College Lanarkshire responded, with most interest being expressed in yoga or football tournaments.
- Organised very successful Christmas Fayres from 12 – 14 December.
- Planning to undertake class visits to new January start classes.
- Plan to support Stigma Free Lanarkshire pledge and this will tie in with Health and Well-being week. Hope NUS will be able to support HWB event.
- Plan to support Sport relief event in March 2018.
- Tombolas to be organised for Valentine's Day and Easter.
- New format of report development for submission to the Board.
- Information to be submitted to Marketing for next Aye publication.

Learner Engagement update

- JO currently attending training in Stoke on Trent with world skills to assist with the development of the pilot Be skilled Schools Project. Faculties have been contacted to showcase their area and hope to run event mid-February.
- Additional staff appointed to Learner Engagement until end of semester 1 which has assisted with great learner engagement, particularly with learners who have had limited contact to date.
- Continue to work in partnership with Home Energy Scotland. Hosting an event w/c 29.1.18.
- HWB week Events planned, including the heath passport. Issue with the smoothie bike.
- Children's party at Motherwell was organised by hospitality students. Great success.

Learner Engagement Strategy update

Draft document circulated, but will need to be put into new format. Learner Engagement and Support strategy and learner engagement action plan now to be ready for session 2018/19.

Be Heard events

- Reviewed format, with greater emphasis on the class representatives being prepared with information. Separate events held in each campus with just over 70 learners attending. Supported Learning requested in Faculty events, which was facilitated. Lots of rich information was gathered and discussed with SMT, who decided that once current stocks of high caffeine/energy drinks were sold, no further supplies were to be ordered.

Class rep profile

- Now possible to identify where class representatives have not been recorded in unit e. Information to be shared with Head of Faculty.
- Now able to review profile/protected characteristics of class reps – discussed at meeting.
- Suggestion that it would be beneficial if class reps were easier to identify e.g. badge/lanyard etc. Class reps to be consulted.

Corporate Parenting Meeting – 12 December 2017

Progress on Actions

- One care experienced student took up the offer of funding for their graduation gown, a system is now in place and will be offered annually.
- There are 3 confirmed care experienced students transitions courses in the summer. They all enrolled.
- Care Experienced results are still being collated.
- The Corporate Parenting leaflet was handed out for information. Amendments are being made and then they will be printed for distribution.

Current Statistics on CELs

- Current Care Experienced statistics we circulated. NCL has 55 Care Experienced students (Motherwell 27 / Coatbridge 22 / Kirkintilloch 1 and Cumbernauld 5). These numbers are lower than last year but this may be due to better understanding of the term and better communication with students. It was noted when looking at withdrawals the reasons are varied and not just due to attendance. There are no withdrawals due to funding. MMCI is still following up with AMcM to set up a notification of new, withdrawn, transferred or cancelled care experienced students to enable us to be aware of

changes at the time and possibly identify withdrawal trends as they are happening and not historically.

KPIs comparison 2016/17

- CL provided a handout of KPIs comparison for 2016/17. Comparisons of care experienced and all students in terms of early withdrawals, further withdrawals, partial success and success were discussed. This covered further education and higher education for 2016/17.
When looking at early withdrawals for 16/17 (26.7%) and 17/18 (12.5 % so far) ABr asked if the percentage could be broken down to direct entrants and those returning from the previous year.

- **Updates from Working Group**

The working group are looking at improved ways of making contact with care experienced students to offer student adviser support meetings. We are looking to pilot in Motherwell. Melissa and Linda will liaise to put this in place.

CL advised members that each care experienced student should have contact with a student adviser and ELS. ELS are sending e-mails to students when advised of the names by MMCI or other means but they are not getting a lot of responses. Members discussed whether there could be a better way to contact students regarding support. A sub group to be set up to co-ordinate a contact plan from June onwards for example at application stage and at interview. The group could review the learning journey and contacts for care experienced students. MMCI to set up a meeting with CL, LW, PM from key support and GG. Further work is being done to recruit Care Experienced reps to attend Team meetings.

MMCI and LW are planning to check care experienced names against the UCAS apply system to enable us to refund fees as required.

Feedback from External Groups

- CL advised that no meetings have taken place with councils recently.

Enabling Student Carers

- CL gave out an Enabling Student Carers handout covering 1. Awareness raising. There are 3 others covering 2. Action Planning; 3. Case Study videos and 4. Links. This is an online course, members can go online and look through materials. Discussions required as to whether to include in CPD or catch up week.

The group discussed how we can identify carers and how we support them formally. Discussions surrounded standardising allowances and support; how to capture the information required from enrolment and application forms and statistics. CL and AB will discuss how to take forward.

This is not a statutory requirement but is in the Regional Outcome Agreement and requires to be reported against.

Gail Fulton of the Lanarkshire Carers Centre will attend the next Team Meeting.

Next steps – Care Day Friday 16th February 2018

- Care Day has been confirmed as Friday 16th February 2018 and we would like to celebrate the day in some way.
Members agreed that a college wide awareness raising event may be more beneficial than an event specifically for CE learners. We would promote Care Day and give out information on what we do for CE learners. This could be in the form of a fun day using learner engagement supplies who have already agreed they can assist.
BG will speak with Marketing.
AB will liaise with learner engagement.
MMCl to discuss possible local schools dropping in with AB and if required e-mail schools.
MMCl to register for a pack with Who Cares? Scotland.

Other Business

- Following discussions surrounding paying CE Learners the optimum amount of bursary and the 3 in 6 rule CL advised she did raise with the funding council and encourages team members to flag up at any consultations.
- SMcL will send the acknowledgment document to team members for review.
- DC asked for a copy of Melissa's care experienced list for funding comparison.
- MMCl to send Care Experienced students details to the appropriate CQL/Head/Assistant Heads to disseminate as appropriate.

H. Urquhart
16 February 2018