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

12.30 pm 26th February Boardroom Cumbernauld Campus

Present: Dave Winning (Chair), Jean Carratt, Martin McGuire, Jacqueline McGarvey, Julie MacKenzie, Linda McTavish, Daniel Moore, Matthew O'Hare.
In Attendance: Angus Allan, Brian Gilchrist, Rose Harkness, Diane McGill, Penny Neish, Carolyn Laird.

1. Chairs Welcome

Dave Winning welcomed everyone to this meeting of the CSAO committee.

2.   Apologies

There were apologies from Stewart McKillop and Heather Urquhart.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 13th November 2017.

4.1 The minute of the meeting was agreed

5. Matters Arising

5.1 Student Support Review led by Jayne Anne Gadhia: The committee received the report "A New Social Contract for Students". Linda McTavish informed the committee that this report is going to a committee of the Scottish Funding Council (SFC) as there are implications for the funding and scope of the SFC and that there will be further consideration by the Scottish Government. One key aspect is to be able to maintain the responsiveness of the current local system which can respond well to sudden and urgent need. This report will be kept under review by the committee.

5.2 National STEM Strategy Consultation: Linda McTavish updated the committee that there have been developments in the Scottish Government approach and new structures have been created. There is now a national committee and Martin McGuire is the College's Scotland representative on this committee which has membership that includes COSLA, HMI and the Universities. National Hubs are being established and there is an opportunity for the college to be a key partner in taking this forward in Lanarkshire. The close links with schools are important and the college has good facilities for young people to access STEM subjects. This activity will continue to be reported to the committee.

5.3 Scottish Government's Learner Journey Review: Linda McTavish reported that this is still 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.

5.4 Report on Innovation Posts: Brian Gilchrist informed the committee that the focus was on embedding innovation into the college and the continuing innovation posts are being evaluated. There will also be consideration of creating STEM ambassadors. The committee will be updated on progress.

6. Equality Reports

6.1 The NCL update reported on the following:

- A dashboard approach to the presentation of a range of KPI and management information has been introduced and this has now been expanded into the provision of equalities data. From data collected from students at enrolment, it is now possible to present faculty team with aggregated data as part of the Annual Curriculum Evaluation across the protected characteristics covered by the Equality Act 2010.This enables identification and discussion of trends related to withdrawal and success rates.
- Work has begun, led by the Faculty of Supported Learning, on the British Sign Language (BSL) Plan that the college is required to publish by law by October 2018.
- NCL has been working with the Lanarkshire Links Team to improve services, information and support in the area of Mental Wellbeing for staff and students. Sessions on aspects of mental health have been delivered at CPD week and NCL has now formally signed up to the stigma free initiative supported by Lanarkshire Links. Initial work as a result of the pledge has centred on a social media campaign.

6.2 Marketing Dashboard

Brian Gilchrist informed the committee that, as there are months with varying activity levels, this will now be produced on a quarterly basis to coincide with the meetings of this and the RGP committee. The committee noted the Marketing Dashboard. The committee also noted, in response to a query from Matthew O'Hare, that only the marketing department holds access to Linked In premium accounts which can be used to promote good news stories. Martin McGuire informed the committee that he felt that it was important to respect individual's choices about whether to go onto Linked In.

6.3 SLC Equalities Report 24.01.18

Angus Allan drew the committee's attention to the following from the minute of this meeting:

- The student counsellor's hours have been increased to meet demand.
- There has been a range of staff development activity including two staff development days with a third planned for March 2018.
- LGBT History Month and Purple Friday – 23rd February 2018.SLC is celebrating Purple Friday with a number of activities across the college.
- Staff Equality Monitoring form – the on-line Equality Monitoring form is currently being updated and it is planned to roll this out during the Equality and Choices Event 27th – 29th March 2018.
- Quality – Update. The Professional Discussion in Learning and Teaching PDLT process this session is having a focus on Equality and Inclusion as it relates to Learning and Teaching.
- Equality Mainstreaming Report – there was an overview of the next phase of development with the HR system, recruitment and that as part of this process the HR team are reviewing practices to ensure that they are fully inclusive.
- Student Outcome data by Protected Characteristics (PC's) – the IT department has been asked to split the college level report into four categories to report on the protected characteristics.
- Investors in Diversity Grand Awards 2018.SLC staff attended the third annual Grand Awards event in London on the 18th January 2018.SLC came in at 5 in the top 100 index for 2018 and a staff member also won UK employee of the year.

7. Report from Committees

7.1 Report from NCL Committees and sub-committees

The report from the NCL committees is published with the committee papers. Carolyn Laird highlighted the following from the report to the committee:

- The update from the Learning and Teaching project groups - there is one project group at each campus.
- School/college activities - there may be a cut in the training provision required from the college particularly as the local authorities move toward Foundation Apprenticeships and as private training agencies may become involved in training delivery. There may also be transition issues which need to be looked at from S4 into Foundation Apprenticeships. St Andrews school in Coatbridge is getting support from the college to participate in a World Skills development event.
- Quality – there is an emphasis on actions taken based on the learner feedback gathered via survey. The How Good is Our College Enhancement plan is going on-line and appointments are being made to ensure actions are complete.
- Augmented Reality- apps have been demonstrated which are useful in allowing lecturers to prepare materials to lead students to information using app and poster.
- How Good is Our College –update. The evaluative report and Enhancement Plan have now been endorsed by Education Scotland.
- There is now a system for funding graduation gowns for care experienced students

7.2 SLC Development Committee Minute 5th September 2017

This minute is published on the SLC website. Angus Allan highlighted the following from the minute of the meeting:

- Quality Arrangements and self- evaluation – the focus of the Quality Enhancement Group has been on the completion of the 2016/17 self – evaluation cycle and working towards the production of the Annual Evaluation Report and Enhancement Plan.
- The internal audit programme for 2016-17 is completed – this is not the programme for the internal auditors but an internal college audit delivered by a college based team with an annual programme which is very useful as a preparation tool for external inspections.
- Learner Engagement –training sessions have delivered in partnership with Sparqs to 50 class representatives and student feedback is that these have been productive.
- In course questionnaire – this is an on-line survey that gives feedback on courses to the Quality Unit who prepare an analysis and this is fed back to Faculties and Departments.
- Quality Systems Development – the colleges e self-evaluation process (CESEP) launched in 2016 continues to be enhanced.
- The Graduation Dinner and Ceremony had seen record numbers this year.
- The college has now employed a full time in house graphic designer.
- Student Recruitment – there is an increased level of applications this year as in previous years which is not the case across the sector. Quality continues to be monitored to ensure it remains at a high level.
- ERASMUS+ - the 201718 grant has funded visits to France, Spain the Netherlands and Denmark with positive feedback from all visits.
- The student satisfaction survey shows that the college is above the sector average for student satisfaction.

The committee noted the report.

8. Awards and Achievements

8.1 NCL Report

This paper is published with the committee papers on the web. Carolyn Laird highlighted the following:

- NCL has pledged to challenge mental health stigma and discrimination in partnership with Stigma Free Lanarkshire.
- The NCL Student Association were awarded a trophy for gathering the largest response to the 100% attendance survey.
- NCL is running for three awards in the 2018 CDN Marketing Awards.
- The NCL Staff breakfast raised almost 1k for a local homeless charity.

8.2 SLC Report

Angus Allan updated the committee on the attainment data for SLC which has been amended by the SFC. The SFC will include this is sector wide data sets from February 2018 onwards. The SLC data shows the following:

- A 2% increase in attainment for FE Full time from 68% to 70%.
- A 3% decrease in HE full time attainment from 78% to 75%.
- Both FE and HE part-time attainment stays the same at 81% and 82% respectively.

8.3 NCL Attainment Data

Carolyn Laird tabled the same paper from NCL which shows

- A 0.4% increase in attainment for FE Full time from 59% to 59.4%.
- A 0.5% decrease in HE full time attainment from 67% to 66.5%.
- FE part-time attainment increase by 0.7% from 72.3% to 73%.
- HE part-time attainment decrease by 5.5% from 77.9% to 72.4%.

The committee noted the papers.

9.1 NCL Student Association Report

The NCL Student Association Report is published with the committee papers on the web. Daniel Moore presented his report to the committee and highlighted the following areas:

- Health and Wellbeing Week
- Better for Budget Campaign
- Green Week
- Class Rep Training
- NUS Awards
- Care Days
- Social Media – the numbers of students engaging with social media continues to rise
- The Student Magazine

9.2 Julie MacKenzie gave the report for the Student Association. She highlighted the following:

- The Students' Association at the University of the West of Scotland (SAUWS) has produced the first draft of a relationship agreement following SLC students to access their facilities. This is a positive direction in building closer links with UWS and this draft will now go through an approval process.
- Strategic Plan Update – the strategic plan now has a summary diagram which makes the plan more self-explanatory at first sight.
- Student Engagement – the SLCSA have been attempting to increase our online visibility and encourage the student voice through polls and tips on the internal messaging service Yammer. There has been low turn- out for polls and there is profile building to do and the Student president has offered an insight into this through the "All Company Group" on Yammer.
- Student Association Inductions – class inductions have been carried out by this year's office bearers.
- Evening Class Inductions – the Student President visited evening classes to inform them about the work of SLCSA.
- Advanced Craft Graduation Request – this is now being looked at to ensure that these students have a graduation ceremony.
- SLC held a Christmas Jumper Day event to raised money for Who Cares? Scotland.
- SLC held its annual 3 day volunteering event starting on Tuesday 30th January 2018.
- There is ongoing work on incorporating social responsibility and sustainability into the curriculum and culture at SLC.
- Representation – the annual 2 day NUS Scotland Conference will begin on Thursday 15th March 2018.
- The report contains the SLCSA diary.
- The SLCSA newsletter was received by the committee.

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

9.3 Update on FE Fair Attendance Review

Daniel Moore updated the committee informing that he had just received results and data.

Action: Daniel will look at this and then share this with the committee.

9.4 Review of NCL Student Association

The committee was informed that NCL would like to review the structure of the SA for the next academic year. Currently, there is a president and a vice president and it is proposed to change this to a full time president and 3 part time vice presidents that are campus specific – Motherwell, Cumbernauld and Coatbridge. This would overcome many of the challenges associated with travel and engagement within a campus as well as providing paid posts for learners when they are studying.

Decision: The committee agreed to the recommendation for change which will be within a slightly increased financial envelope. The issue of administrative support was raised at the meeting but it was agreed that this was not part of the recommendation.

10. Regional Outcome Agreement Update

10.1 Angus Allan updated the committee saying that there had been a welcome move from the SFC in that the draft ROA for 2018/21 is a 25 page document as opposed to 145 pages. The key focus is the data tables and not on a narrative. There are hyper- links in the document that link to key documents on the web site.

10.2 The Chair of the Board commended the submission for its very good summation of the regional context. It sets out the geographical extent and the size and scope of the Lanarkshire Colleges. She asked if the targets at P21 -22 were ambitious enough and the view was that they are realistic and practical.

> *Decision: The committee approved the new format and approach taken in the draft ROA submission.*

11. NCL "How Good is Our College" and "Enhancement Plan"

11.1 NCL Report

Carolyn Laird informed the committee that it was interesting to look at the other plans and seeing what is being done in other colleges. The Enhancement plan is now on-line and actions are being entered on-line. Some of the dates are changing for activities but it is possible to see and to monitor the actions that are being taken on-line.

11.2 SLC Report

The SLC enhancement plan is underway and the internal auditors Scott Moncrieff are looking at the plan and the Quality Enhancement Group are monitoring the plan.

11.3 Linda McTavish noted that the draft ROA report and the How Good is Your College Reports due sit well together. Carolyn Laird informed the committee that there will be a template for the college reports next year and Angus Allan is on the steering group which is looking at this.

The committee noted the reports.

12. NCL Apprenticeship Strategy

The committee discussed the strategy and noted that apprenticeships do attract revenue to the college. It noted the new style approach to NCL strategies and noted the strategy document.

13. Approval of the Publication of Committee Papers

It was agreed that the following could be published:

- The minute of the CSAO meeting of the 13th November
- Item 5.1 Student Support Review
- Item 5.4 Innovation Newsletter
- 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 24.1.18
- Report from committees - Item 7.1 and Item 7.2 SLC Development Committee Minute 8.11.17
- Item 8.1 and 8.2 Awards and Achievements
- NCL Student Association Paper Item 9.1
- SLC Student Association Paper Item 9.2
- Item 11.1 and 2 How Good is Our College Report

14. AOB

Linda McTavish commended the work that had been undertaken by SLC in championing the issues around period poverty and the solutions it had incorporated into the college. It had been at the forefront of work with the Scottish Government and in piloting activities which have now been incorporated into other organisations and NCL was taking advice on this issue.

15. Date of the Next Meeting

The date of the next meeting will be Monday 21st May 12.30 pm in the Boardroom at the Motherwell Campus.