

Item 4.1 CSAO 3/9/ 2018

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

12.30 pm 21st May Boardroom Motherwell Campus

Present: Dave Winning (Chair), Jean Carratt, Martin McGuire, Linda McTavish, Daniel Moore, Matthew O'Hare.

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

1. Chairs Welcome

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

2. Apologies

There were apologies as follows:

Committee Members: Jacqueline McGarvey, Stewart McKillop and Julie MacKenzie

Attendees: Brian Gilchrist and Penny Neish

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 26th February 2018.

4.1 The minute of the meeting was agreed

5. Matters Arising

5.1 Student Support Review led by Jayne Anne Gadhia: Linda McTavish informed the committee that the Scottish Government is still considering the report from the review as it has financial implications. This 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 Martin McGuire is leading the committee setting these up. Heather Earnshaw who is the officer at the Institute for Physics is joining this committee. He is also setting up a group in Lanarkshire which includes teachers from both a secondary and primary school in North Lanarkshire and he has asked for representation from South Lanarkshire College. Angus Allan will be the representative from South Lanarkshire College. After discussion, the committee noted the importance of engaging with parents and in schools including nursery schools where stereotyping in terms of job roles is already taking place. There is also the importance of confidence building with girls who lack confidence to take subjects they think they may not do well in but experience shows that if the confidence issues can be overcome experience shows that they then do well in these subjects. It is important to join up what is happening at a national and local level.

5.3 Scottish Government’s Learner Journey Review: Linda McTavish updated the committee on the Scottish Government’s report – the 15-24 Learner Journey Review- that was just published. She referred members to the executive summary which sets out the following key priorities:

- Information and Advice Support
- Provision
- Alignment
- Leadership
- Performance

The engagement with schools is key with better use of data and it is important to look at what the 15-24 journey looks like in the Lanarkshire Region.

5.4 Report on Innovation Posts: Brian Gilchrist informed the committee at the last meeting 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. Martin McGuire informed the committee that given the funding pressure that the college was experiencing it was unlikely that any appointments would be made and that other ways of embedding innovation were being assessed.

6. Equality Reports

6.1 Heather Urquhart reported on the following from the NCL update:

- There is a newly opened student run café in the Kirkintilloch Campus thanks to the funding secured from the John Mather Trust.
- Erasmus + trips are underway with a number of students from a number of curriculum areas currently on exchange trips.
- There is a pilot underway to address Period Poverty and this will be rolled out in 2018-19 across NCL.
- An Online safeguarding course has been developed by Quality which has been rolled out to all members of staff.
- A draft Student Carers Support Policy has been prepared and this will support unpaid student carers whether in receipt of carers allowance or not.
- The Gender Action Plan has now been updated.

6.2 Marketing Dashboard

The Marketing dashboard was noted for information by the committee. Although an operational paper, the committee felt it useful to see and would like to continue having sight of it.

6.3 SLC Equalities Report 24.01.18

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

- Period poverty – the Scottish Government has sent out a questionnaire for students to complete, colleges are being encouraged to have free sanitary products available from the 31st August this year.
- There was an equality and choices event on the 27th – 29th of March with dementia friendly workshops, showing racism the card workshops and reducing stress and relaxation workshop
- Equality Impact Assessments – a building the evidence appendix now forms part of the EIA process for courses where the college is taking positive action. Curriculum managers from construction are working on EIA for Women into Construction courses.

- The Gender Action Plan – there is an update report which shows progress against areas in the plan such as increased enrolments on course covered by the plan and the college is taking positive action by introducing Women Into courses.
- There is an Equality Mainstreaming report which is showing progress on key outcomes
- The SLC student association has prepared all the evidence for the Healthy Body Healthy Mind Award which is a partnership initiative between NUS Scotland and Scottish Student Sport funded by the Scottish Government.

7. Report from Committees

7.1 Report from SLC Development Committee Minute 14th February 2018

Angus Allan updated the committee from the minute as follows:

- Quality Arrangements /Self Evaluation – The Evaluation Report and Enhancement Plan was submitted to the SFC and Education Scotland on 31st October 2018 and was endorsed by the SFC and ES with no amendments required. The SLC Board agreed that the report was a credit to the college.
- Internal Audit Update: there are eight internal audits planned for 2017-18 and these are on track
- Learner Engagement: there were three planned February lunchtime focus events facilitated by the Quality Unit and the Student Association for class representatives.
- Forty eight staff have been selected for a Professional Discussion of Learning and Teaching during the 2017/18 session. Ten staff are at present undertaking a Teaching Qualification in FE (TQFE) through the universities of Dundee and Stirling.
- The January recruitment information evenings took place on the 29th November 2017 and on the 9th January 2018. Both evenings were successful with over 700 people attending both sessions.
- Risk Register- members of this committee received a copy of the risk register which is part of the remit of the Audit Committee following discussion by the SLC Board about involving Board and Committee members.

7.2 NCL Update from Committees

Heather Urquhart highlighted the following from the report:

- Learner Engagement update: the support received from the John Mather Trust for the student run café at the Kirkintilloch Campus. The establishment of an access to sanitary products working group.
- Learner Engagement Strategy: the draft Learner Engagement strategy document has been circulated in a new format.
- Education Scotland – the visit has been rescheduled following adverse weather in March 2018 and Learner Focus Groups have been rearranged as well as L&T observations across the other two campuses not covered in March.
- How Good is Our College – the Evaluative report and Enhancement plan has now been published. The plan has been reviewed and the actions which have been completed have been discussed.
- Learner Survey Action Plan – Students Association and Learner Engagement have worked with the Faculties to take forward certain elements of the Action Plan.
- The BA Acting/BA Musical Theatre is being continued. QMU have validated the College for the next five years with no conditions. The panel had never met such a passionate group of students and commented on how exceptional they were.

- The committee was updated on the meetings and work of the three campus Learning and Teaching groups. The committee was update on the number of staff who have currently completed the on line safeguarding training.
- Learning and Teaching Update – the new Learning and Teaching Strategy has been endorsed by the SMT and will be rolled out in June for adoption in August for the next 5 years.
- School College Activities – NCL is currently running S4 taster subjects and finalising funded activity with local authorities.
- The Learner Journey review document has been published.
- Libraries and Learning Centres – the budget has been set for this year’s books and resources.
- Quality – a review of policies is underway, the EFQM assessment has been moved from 1 star to 2 star status, feedback on the Dundee and Angus Campus visit was given, an update on the colleges involved in the Scottish Government Improvement Project was made and a report was given on the Education Scotland visits to observe learning and teaching. Overall observations were positive and there were discussions about areas for improvement.
- Student Association/Learner Engagement – the Student Association have run Health and wellbeing events with Stigma Free Lanarkshire. The return from the student survey was 43.7% with some areas having a high response and others low. There was also a technical glitch and Associate Students were not included. There has been discussion about how to reach the 50% target. There will be a focus on Apprentices in the future to ensure that their voice is heard.

The committee noted the reports.

8. Awards and Achievements

8.1 NCL Report

This paper is published with the committee papers on the web.

The committee noted the breadth and range of the awards across college life and congratulated the students and staff involved.

The committee also noted the report in the Wishaw press concerning a local woman whose home had been ruined by a collapsed building firm. A lecturer in NCL’s construction department, contacted Band of Builders of which he is a member and they are co-ordinating help to put right the damage – real good news story.

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:

- Scottish Student Support
- Volunteer Week
- LGBT Week
- National Conference
- Student Survey
- LGBT focus group
- Student Elections
- Social Media
- Student Magazine

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

- The Responsible Futures Audit
- Healthy Body Healthy Mind Report
- The Last Straw Campaign banning plastic straws in the canteen.
- Purple Friday
- Student Elections 2018 – the election results will be announced on Thursday 24th May 2018.
- The SLC SA Diary.

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 from a communication from the NUS dated the 17th May 2018 which says that the SFC reissued their guidance to make clear to colleges that they should not be punishing students who face challenges maintaining 100% attendance and instead should be prioritising pastoral care and support. The committee noted the communication.

10. Regional Outcome Agreement Update

10.1 Angus Allan updated the committee saying that the indicative funding figures had come from the SFC the previous week and that the final ROA submission would now be made to the SFC at the end of May 2018.

11. NCL Strategies for Approval

11.1 Learning and Teaching Strategy 2018-2019

There was discussion of the strategy and Matthew O'Hare asked about reflecting international activity in the strategy. Heather Urquhart informed the committee that she would raise this with the Business Development Team.

Decision: The committee approved the strategy subject to clarification of where international activity sits.

11.2 Learner Pathways Strategy 2018-2023

There was discussion about this strategy. It was agreed that H. Urquhart would supply M. O'Hare with information on where information on adult returners and the schools involved in the strategy sit.

Decision: The strategy was approved subject to more clarity on where information on adult returners and the schools targeted by the strategy sit.

11.3 Learner Engagement Strategy

The same point was raised about listing the schools with which the strategy would engage and also providing an environment which is supportive re mental health and this should be reflected more strongly in the wording of the strategy.

Decision: The strategy was approved subject to clarification on where the information on schools targeted sit. Wording on creating a supportive environment for those with mental health issues sits underneath the strategy in the Action Plan.

12. Approval of the Publication of Committee Papers

It was agreed that the following could be published:

- The agenda
- The minute of the CSAO meeting of the 26th February 2018
- Item 5.3 The Scottish Governments Learner Review
- 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 5th May 2018
- Report from committees - Item 7.1 SLC Development Committee Minute 14.02.18 and 7.2 NCL Curriculum Report
- Item 8.1 Awards and Achievements
- NCL Student Association Paper Item 9.1
- SLC Student Association Paper Item 9.2

13. AOB

The Chair of the committee thanked Daniel Moore and Julie MacKenzie for their contribution to the work of the committee and for the work they have put into producing reports for the committee. He wished them well for the future.

14. Date of the Next Meeting

The date of the next meeting will be Monday 3rd September 2018 at 12.30 pm at 101 Park Street at the Coatbridge Campus.