

Item 4 CSAO 12/11/2018

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

12.30 pm 3rd September 2018

Present: Dave Winning (Chair), Jean Carratt, Martin McGuire, Stewart McKillop, Linda McTavish, Claire Paterson, David Penman.

In Attendance: Brian Gilchrist, Rose Harkness, Carolyn Laird, Diane McGill, Penny Neish

1. Chairs Welcome

1.1 Dave Winning welcomed everyone to this meeting of the CSAO committee and Claire Paterson the new SLC Student Association President and David Penman Vice President of the NCL Student who will attend meetings of this committee this year. Marisa Rose another of the three Vice Presidents will attend meetings of the Board.

1.2 The committee noted that there had been a meeting at 12 pm with Andrew Brawley HMI Education Scotland to present the funding from the NCL Curriculum review attended by David Winning, Linda McTavish, Brian Gilchrist, Carolyn Laird, Penny Neish and Diane McGill. The minute of this meeting is attached as Appendix 1 of this minute.

2. Apologies

There were apologies as follows:

Committee Members: Jacqueline McGarvey, Matthew O'Hare.

Attendees: Angus Allan, Derek Smeall.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 21st May 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 an announcement was made by the Scottish Government in July of non means tested bursary of £8,000 for young people aged 16-25 who are care experienced. This support may encourage young people who are care experienced to declare this. Student advisors will promote this support in the colleges to ensure that students are aware of it. This will be kept under review by the committee.

5.2 National STEM Strategy: Martin McGuire updated the committee. 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. Thirteen National Hubs have been established. Martin McGuire chairs the national STEM hub steering group and by the 21st September there will be a base line analysis of the membership of the hubs and of what they are doing. It was noted that the Developing the Young Workforce group had been addressed recently by Jamie Hepburn and that that group also had a focus on STEM. 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. She has spoken to Aileen McKechnie about this. The engagement with schools is key with better use of data and it is important to align the 15-24 journey with cross government working and policy development.

5.4 Report on Innovation Posts: Brian Gilchrist informed the committee that there was no more funding for this and the approach was now to help embed innovation into the activities of the college. This will, therefore, no longer be reported to the committee under matters arising.

5.5 Update on Amendments to Strategies: The committee noted that the amendments had been made to the strategies approved by the committee. The Lanarkshire Colleges are working with all the schools in the area although pupils in East Dunbartonshire do tend to go to the colleges in Glasgow. NCL does offer options but transport is an issue.

6. Equality Reports

6.1 Brian Gilchrist reported on the following from the NCL update:

- **CPD Update**

As part of the continued focus on mental health support, the following CPD opportunities were offered to staff at the start of August 2018:

- Applied Suicide Intervention Skills Training (ASIST)
- Health Working Lives – Managers' Training for Mentally Healthy Workplaces
- suicideTALK

28 people attended the ASIST training, including two of our Student Vice Presidents and feedback from participants is that it was excellent and will be of great assistance to them. We now have about 60 staff who have completed the ASIST training and will continue to provide opportunities for other staff to undertake this valuable CPD. This time, the course was delivered by the Health and Social Care North Lanarkshire Team through their engagement with local organisations as part of the wider Suicide Prevention Action Plan for 2017/2018

- **British Sign Language (BSL) Plan**

Following the update to the Curriculum, Student Affairs and Outcomes Committee earlier in the year, our BSL Plan has now been published in draft for wider consultation. Members will recall that we are required to publish such a plan under the British Sign Language (BSL) (Scotland) Act 2015 by October 2018. This work is being led by our Faculty of Supported Learning and in developing our plan, we are encouraged to take into account the goals and actions that have been published by the Scottish Government in October 2017 as they relate to our specific areas of activity.

- **Appointment of Equality and Diversity Adviser**

Following a very competitive recruitment process, a full-time Equality and Diversity Adviser for the College has been appointed. This new post will build on some of the existing work undertaken by the Quality Enhancement and Organisational Development teams and will have strong links to our Learner Engagement team, Quality and Human Resources.

6.2 Marketing Dashboard

The Marketing dashboard was noted for information by the committee.

6.3 SLC Equalities Report 5.05 18

Stewart McKillop drew the committee's attention to the following from the minute of this meeting:

- Signage: Proposed new signage for the college includes gender neutral toilets, dementia friendly signs, additional signs for the reception to assist people with disabilities and clean air college signs.
- The relocation of the Quiet room
- The staff Development Day on Monday March 19th 2018 which included the topics of safeguarding young people, equality and diversity (e-learning), SafeTALK, Nil by Mouth and the ASSIST support forum. There are high completion rates for completion of the mandatory eLearning modules Safeguarding Young People, Equality and Diversity and Prevent Duty and this is being followed up.
- Carer Positive recognising the growing number of people within the workforce who have caring responsibilities the college applied for and is now recognised as a "Carer Positive Engaged Employer".
- Equalities and Choices event – 27th -29th March. Community groups and charities provided stands in the Atrium and ran Dementia Friendly, Show Racism the Red Car and Reducing Stress and Relaxation workshops.
- Equality Impact Assessments on the new "Women Into" courses and a building the evidence appendix now forms part of the EIA process for courses where the college is taking positive action.
- Gender Action Update: A report was sent to the SFC in February 2018 and it highlights increased enrolments on courses covered by the plan and work is ongoing to ensure continuous improvements. The college is taking positive action by introducing "women into" courses.

7. Report from Committees

7.1 Report from SLC Development Committee Minute 8th May 2018

Stewart McKillop updated the committee from the minute as follows:

- **Education Scotland (ES):** Andrew Brawley, HMI has made a number of visits to the College throughout April and May to discuss various topics: engagement arrangements for 2018/19, general Sector issues and the detail of the Annual Engagement and Scrutiny Activity Schedule prior to the final document being agreed. Angus Allan has been in discussion regarding the importance of Self Evaluation Action Plans being published by assigned colleges and the importance of this in ensuring that all colleges held responsibilities for these. As a result of this, Education Scotland have issued an instruction that 'all' colleges must produce an individual action plan.
- **Complaints Quarterly Update 2017-18:** No formal complaints were received in this quarter. The total complaints for 2017-18 remains at eight.
- **Media Plan:** Certain areas of advertising would continue such as billboards and radio coverage as this maintained the profile of the College and this was appreciated by both students and staff alike. However, most of the students applying for new courses chose the College through recommendation or word of mouth. Discussion took place in regard to continuing with Capital Radio or transferring to Radio Clyde. Discussion also took place in regard to social media. Members noted that the College had a Facebook page but wondered if the correct level of media was being used. It was agreed that the Principal would speak with Marketing in relation to the use of Instagram and Twitter.
- **Annual Report:** Members praised the presentation and content of the new Annual Report. Angus Allan stated that it had been received very positively by internal and external

stakeholders. Indeed, the Chief Executive of South Lanarkshire Council has asked to visit to discuss the report and future links with the College since receiving it.

- **Recruitment:** the overall recruitment is ok.
- **Tier 4 and non-EEA Activity** –the college UKVI sponsor licence has been renewed until 2021 allowing it to apply for the sponsor compliance assessment each year and to sponsor Tier 4 students wishing to study at the College. The annual basic compliance assessment has been submitted and the College has been approved to continue sponsoring Tier 4 students until 2019. The recruitment programme for 2018 is underway with our partner College in China. We have committed to receiving a group of 15 staff from Jiangsu Vocational Institute of Architectural Technology for Summer School in July 2018. We have already received two applications from students and conditional offers have been given.
- **Erasmus+:** The 2018/19 grant application has been submitted to the UK National Agency for Erasmus+ Higher Education staff and student funding. Our consortium bid with SCEP (formally WosCoP) has been approved. The amount of funding is to be confirmed by the British Council 2016/17 and 2017/18 projects continue to progress well with staff visiting a number of different European programme countries on traineeship mobilities. Two students from HND Events Management are currently undertaking a two-month internship at the Universidad Europea de Madrid and have been closely supported by the College. Feedback from the students and the receiving organisation is very positive. There will be a change to the College's approach to Erasmus in the hope that more funding will be achieved and many more students and staff would benefit from visits, sharing of best practice and life experiences.

7.2 NCL Update from Committees

Carolyn Laird reported as follows:

- There had not yet been a meeting of the Learning and Teaching Team. This would be reported on at the next meeting of the committee.
- E Tech – there had been an upgrading of Moodle. Turn It In was being used. There may be UK legislation on plagiarism. There had been a reduction in MAHARA and a review of the MYDAY portal – on line, on phone one stop access for students.
- Corporate Parenting Team – the college is paying the UCAS fees of £25 for any care experienced student that is on a course leading to a degree. The college will also cover the funding for graduation gowns. A module has been prepared at national level which can be accessed by staff. There is also a student carers' support policy.

Linda McTavish said that the college would have to be alert to the potential impact of the government's universal benefit policy on students.

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.

9.1 NCL Student Association Report

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

- The Student Association Team: the Student Association has changed its structure and there is now a Student President and three Vice Presidents. The Student President is a full time role while the Vice Presidents are contracted for 16 hours per week. Each campus will have a student Vice President based there.
- Learner Engagement Team: The Student Association will continue to work in partnership and volunteer roles will be advertised under the Be Engaged categories. The positions will be advertised as job roles with responsibilities and it is hoped that volunteers will feel more valued and appreciated.
- NCL Student Associations Operational Plan and 3 year strategy: the NCLSA have successfully completed their operational plan with support from the NUS and are already taking action on working towards their goals for the coming year. The NCLSA are starting to work towards developing a 3 year strategy and are aiming to have a draft by January 2019.
- The NCLSA helped with student inductions over the summer and this helped students get to know the SA team.
- NUS and SPARQS Training events: SA officers attended the NUS Lean and Change Event in Livingston and the SPARQS Class Rep and the “That’s Quality” Training courses.
- The Fresher’s Fair ran over three days at each campus.
- The NCLSA organised a meeting for Scottish Student Sport to discuss getting sport groups within their campuses.
- ASSIST Suicide Prevention Training; the NCLSA attended an ASSIST training course to widen their knowledge in mental health.
- Working with organisations – the NCLSA had met with VANL and CLIC SARGENT with the aim of increasing students’ employability during their time of study.
- Jordan’s funding event: the NCLSA is running events to support Jordan- an NCL student - raise awareness about mental health.

9.2 Claire Paterson gave the report for the SLC Student Association. She highlighted the following:

- The Student President and Vice President both produced winning election campaigns focussed on building relationships with students and engaging with them on a one to one basis and as a collective group.
- There had been an engaging, informative and well -structured handover period with the outgoing president and vice president.
- Attendance at the NUS “Lead and Change Event”
- Glasgow Pride and Expo: the SLCSA attended Gay Pride on the 14th July 2018.
- safeTALK – the SA President attended suicide alertness training from the Richmond Fellowship.
- The SLCSA will attend the SPARQ “That’s Quality” Colleges event in Dundee and also the NUS “The Gathering”
- Operational Plan: the SA has compiled a draft operational plan based on last year’s plan, the 5 year strategy and NUS visits.
- Learner inductions: the SA is visiting classes, has produced a short video which forms part of the learner induction process and held a welcoming table during the first week of term to present a friendly face to students.
- The college hoodies with an upgrading continue to be very popular
- Healthy Body Mind Award- a meeting has been arranged with Think Positive to discuss this year’s criteria and will try for this award again this year.

- No period poverty: SLC continues to offer free sanitary products to all students and staff. The Scottish Government and the media continue their interest in this campaign.
- Media engagement: in the first few weeks valuable social media content was created and planned content is diarised to maintain engagement throughout the year and there is now the best reach yet attained. A welcome newsletter was produced over the summer.
- Scottish Student Sport Leadership Programme – the SA will work closely with the Scottish Student Sport Leadership Programme with the aim of opening up more sport and leisure opportunities to students.
- Forthcoming events were set out for 2018/19.

The committee noted the reports that will be published on the web site and the Chair thanked Claire and David for their first reports to the committee.

10. Regional Outcome Agreement Update

10.1 Carolyn Laird informed the committee that the ROA had been submitted and was published on the colleges' websites.

11. NCL Key Performance Indicators Update

The committee was updated as follows:

2017/18 performance (@4pm 24 Aug 2018) (NB final count still in progress)

- 138,593 Credits (257 under target – 0.18%)
- Credits and KPIs being scrutinised prior to completion of Credit claim
- FEFT success projected to be 61.4% (up 2.3% from 16/17)
- HEFT success projected to be 66.7% (down 0.7%)
- Partial Success figures are being reviewed also

There are indications of a 2% improvement in early withdrawal figures and this will be reported to the next meeting of the committee.

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 21st May 2018
- 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 8th May 2018
- Item 8.1 Awards and Achievements
- NCL Student Association Paper Item 9.1
- SLC Student Association Paper Item 9.2

13. AOB: There was no other business

14. Date of the Next Meeting

The date of the next meeting will be Monday 12th November 2018 at 12.30 pm in the Boardroom at the Cumbernauld Campus.

Appendix 1

Minute of Meeting with Andrew Brawley HMI Education Scotland to report on the findings from the Curriculum Review May 2018.

Present: Andrew Brawley, David Winning, Linda McTavish, Martin McGuire, Brian Gilchrist, Carolyn Laird, Penny Neish and Diane McGill.

1.1 There was a presentation by Andrew Brawley, HMI from Education Scotland to NCL members of the CSAO committee in a pre - meeting before the CSAO committee began. The purpose of the meeting was to inform the NCL members of the CSAO committee of an evaluation of the NCL curriculum offer and other issues which had been identified during the evaluation and included in a report.

1.2 Andrew Brawley informed members that, following discussions held with the Principal Martin McGuire, it was agreed that under the new Education Scotland support and scrutiny arrangements it would be useful to have a small team evaluate New College Lanarkshire's curriculum offer. The team of two HMIs and an Associate Assessor visited each of the college's three main campuses. They engaged in a number of discussions with managers, lecturers and support staff. Whilst the initial focus of the visit was to review the college's curriculum footprint it soon became apparent that a number of other relevant and indeed pressing issues were raised and discussed with staff and these were included in the evaluation report.

1.3 He updated members on findings as follows:

Curriculum review arrangements across subject areas involve key stakeholder contributions and the outcomes on the full –time SQA Highers programme where considering alternative options is recommended.

Performance indicator outcomes and a lack of ownership by some curriculum staff.

Learner recruitment approaches and getting the right learner on the right programme.

Lecturer contract issues where there is variable practice and a variety of interpretations made by staff and managers relating to the flexible working arrangements (professional flexibility) of the lecturer contract which brings timetabling challenges to be flexible and responsive to the needs of learners.

Learner – related issues with inconsistencies in use of Key Support Advisers, approaches to the Course Tutor role and in some areas under developed links with Skills Development Scotland.

Other points– recognition of staff contributions and success, tailored induction for CQL's and in some areas using generic workbooks for delivery of core skills.

1.4 The Chair of the CSAO committee expressed concern as did the Board members of the committee present about the issues identified by the HMI over the lecturer contract and management were asked to take action to address this.

1.5 Committee members were informed that an action plan was currently underway to address the issues identified and that this would be brought to the next meeting of the CSAO committee.