

Item 4 CSAO 25.02.19

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

12.30 pm 12th November 2018 Boardroom Cumbernauld Campus

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

In Attendance: Angus Allan, Keith Fulton, Brian Gilchrist, Rose Harkness, Carolyn Laird, James Martin (SLC), Diane McGill, Penny Neish, Derek Smeall.

1. Chairs Welcome

1.1 Dave Winning welcomed everyone to this meeting of the CSAO committee and offered his and the committees condolences to Linda McTavish and Rosemary McKenna on the death of their husbands.

1.2 The Chair informed the committee that Matthew O'Hare had left the CSAO committee and was joining the Finance Committee

2. Apologies

There were apologies from Stewart McKillop.

3. Declaration of Interest

There were no declarations of interest.

4. Minute of the CSAO Meeting 3rd September 2018.

4.1 The minute of the meeting was agreed

5. Matters Arising

5.1 Student Support Review

There were no further developments to report and the committee agreed that this item should come off the agenda as a standing item under matters arising.

5.2 National STEM Strategy: Martin McGuire updated the committee. The new minister chaired a meeting at St Andrews House. There will hopefully be increased funding in this area. It is hoped that there will be guidance in relation to activity in primary schools which will result in the Lanarkshire colleges being able to access additional funding as is the case in other colleges. All regional hubs have met. There are big bang events at both Lanarkshire Colleges and the NCL Principal is to address the Royal Society of Chemistry at Dynamic Earth later this week.

5.3 Scottish Government's Learner Journey Review: There was nothing further to report on this item.

6. Equality Reports

6.1 Brian Gilchrist updated the committee that following the appointment of Equality and Diversity Adviser the first meeting of the NCL relaunched Equality and Diversity Group took place at the beginning of November and was attended by a cross college section of staff. Chaired by our Equality and Diversity Adviser supported by two co-Chairs, this group will play a key role in consulting on equality and diversity matters and contributing to ongoing progress in this area.

The group includes trade union representation and includes the local EIS Equality and Diversity Representative. NCL are required to publish the two yearly Equality Mainstreaming Report in April 2019 and are already considering the content and format of this. The Equality and Diversity Adviser has attended a workshop with Advance HE (formerly the Equality Challenge Unit) and a further workshop is planned in the New Year. It is intended that the NCL draft report will be available in February for publication in April 2019. The College has purchased an online Equality and Diversity module as part of a suite of e-learning modules and this is currently being reviewed by the Equality and Diversity Adviser prior to roll out of all staff. NCL will also be providing face-to-face training sessions in January 2019 and will be including sessions on LGBTI awareness, religion and belief and unconscious bias training.

6.2 Marketing Dashboard

The Marketing dashboard will be circulated to the committee by the Board Secretary.

7. Report from Committees

7.1 Report from SLC Development Committee Minute 4th September 2018

Stewart McKillop highlighted the following from the minutes:

7.1.1 Andrew Brawley, ES College HMI visited the College on 13th August to participate in the All Staff Conference. This was one of the many events/meetings he has listed on his schedule of meetings for the coming year.

7.1.2 Construction Industry Training Board (CITB): The Principal wished to advise members on the changes to the CITB and the impact on the College Sector. He explained that dialogue was at present ongoing in regard to the split of the funding received between the CITB and the individual colleges. Discussion took place in regard to this as a Cross-Scotland issue and the possible way forward. Members noted the present funding split, commenting that this was similar to other SDS percentage splits. The Principal stated that going forward the College and others may become managing agents. Members discussed the impact of this and the benefits to the College and the possible loss of additionality gained from CITB. The Principal stated that in the short term, the CITB will continue to have a presence in Scotland and this managing agent aspiration may well be a couple of years coming to fruition.

7.1.3 Student Success: The Principal stressed that the overall success of the students in gaining their awards was the key indicator for the College. These results were of course reported through the College performance indicators. Work was ongoing at present for this year's figures but they seemed to be track to remain the same if not slightly higher than those of the previous year.

7.1.4 Media Plan: Most of the College advertising was focussed around the time of the release of the SQA examination results. This included multi-channel, online and offline media. Billboards were used to advertise the August Open Evening.

7.1.5 Information Evening: The SLC August recruitment Information Evening took place on 16th August and was promoted by direct mail, social media posts, on the College website and in direct electronic mailing to schools, Careers Advisors and local community facilities. This was our most successful Information Evening to date with a footfall of over 650 people and 185 subject-specific interviews taking place.

7.1.6 The Principal explained the new process and policies in place to support children coming from a care background. Members were impressed to hear of the availability of help with fast tracking of applications and bursaries where possible. He added that the College continued to work with Who Cares Scotland? and recognised that twice as many students were now self-declaring. These students were identified on the class registers to ensure that the correct assistance continued throughout their College journey.

7.1.7 Recruitment: The College had received 7,158 applications as at 22nd August 2018 for 2018-19 planned courses. Of these 5,448 were full-time and 1,710 part-time. Although there had been a slight dip in applications in the areas of hairdressing and make-up artistry, a significant growth had been seen in Construction, Childcare and Social Services.

7.1.8 International Activity: The Principal stated very little had changed in this area since the last report. There are currently three UKVI Tier 4 students enrolled on the HND Beauty Therapy and HND Construction Management courses and four international (non-EEA) students with other points based visas enrolled in courses across the College. All of these students continue to attend and progress well. A group of seven lecturers and administrative staff from Jiangsu Vocational Institute of Architectural Technology in China visited the College for a twelve-day Summer School. The group spent time in the Faculty of Construction and participated in an educational and cultural timetable. This represented income of over £17,000 for the College.

7.1.9 Erasmus+ - the 2018/19 grant application was successfully submitted to the UK National Agency for Erasmus+ Higher Education staff and student funding and was approved with a grant funding of 43,921 euros.

7.1.10 It was reported that there was very little appetite from the SLC Board members to move to a paperless environment with most still wanting to receive hard copies of papers. The papers are available by email and are on the Board's portal.

7.2 NCL Update from Committees

Carolyn Laird highlighted the following from the curriculum update report.

7.2.1 Learner Engagement Team 5th September 2018

- New structure for NCLSA - Student President and 3 VPs. Benefit of new structure is each campus will have a Vice President who will present on campus throughout the year – potentially increasing student engagement. Unfortunately, the Student President has had to step down from the post.
- ASSIST Suicide Prevention Training. Raising awareness on mental health is the main focus of the year. The NCLSA attended an ASSIST training course that would widen their knowledge on mental health, the impact that this can have on a person's life and to make sure as the NCLSA we can act appropriately and refer to the correct member of staff within the College. This course has allowed the NCLSA to build and strengthen relationships with the College staff and ensure that all are working together in the best interest of student's health and wellbeing.
- Support team for at risk students (**STARS**). Working towards increasing learner engagement with a number of support team to improve retention moving forward. Team comprised of Learner Engagement, Student Advisers and Key Support. Specific programmes have been identified for support in session 18/19. Feedback will be provided to this meeting.

7.2.2 Academic Standards and Monitoring Committee 6th September.

The CSAO committee's attention was drawn to the section on course performance which comments on a number of courses setting out performance and related issues. The analysis and the work of this committee was noted.

7.2.3 Learning and Teaching Team – 3rd October 2018

The reports from the Learning and Teaching Teams from Coatbridge, Cumbernauld and Motherwell were highlighted along with the report on E learning. It was noted that an upgrade of Moodle and Mahara re GDPR had been undertaken during the summer. There had been 740,000 logins last AY on

Moodle, 37,500 Turnitin submissions, 55, 692 logins to Mahara – this has reduced as some moved to Moodle. The Masterpacks System (MPS) was developed and piloted last year. It is launched for all staff this year. It will take time to migrate across – IV folders kept there too. The GTCS validation success has been recognised – NCL has been validated for professional update for 5 years. Training will be given to CQLs in late October.

7.2.4 Corporate Parenting Meeting – 3rd October 2018.

- One student has replied to the letter sent with the offer of graduation gowns funding for 2018 graduation ceremony. Names to be sent to CQLs to check if they have achieved. South Lanarkshire College have also taken this idea forward.
- A new e-learning module produced in partnership with Who Cares? Scotland was presented. The module highlights what it means to be a Corporate Parent, gives information on the care population, placement types, housing, mental health, school exclusions and drop-out rates as well as positive outcomes. Questions have to be answered at the end of the module. This is positive for staff and students. Once the personalisation has been completed, it will go out to members for comment then it will be rolled out to staff. It is positive that our logo will be on this module when distributed to all colleges. It highlights our Corporate Parenting work.

Action: Claire Paterson asked if this module could also be made available to the Student Associations and it was agreed that this would be done.

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 Freshers' Fair ran over three days – one day per campus - and was very successful with lots of engagement with external agencies and social media.
- Colleges Scotland held its annual Parliamentary reception on the 25th September 2018 and the Be Engaged and pop up barbershop were show cased.
- Class representatives (reps) and SPARQS training – the SA supported by Learner engagement have rolled out training for the class representatives. There are 647 class reps representing students on topics such as learning and teaching.
- Recruitment of volunteers – there are 15 volunteers across all the campuses who will help with a range of activities undertaken by the SA.
- Halloween and bonfire night with our Chinese Students. There was a visit to the Dungeons in Edinburgh, the bonfire night at Strathclyde Park and a visit to Glasgow's China town for food supplies.
- Research into the Financial Behaviour of FE students – in partnership with Learner Engagement the SA supported a focus group undertaking research on behalf of the Scottish Government. SQW have been appointed by the Scottish Government to carry out research

with FE students on the support available to them and this builds on the evidence gathered to inform the independent review of student support that was published in 2017. The SA facilitated focus groups with FE students from across the College in the Motherwell Campus on the 6th November 2018.

- The SA have decided to focus on mental health and suicide awareness and help to fundraise for Chris's House. This stands for "Centre for Help, Response and Intervention Surrounding Suicide" and it provides a safe environment where people in crisis can find respite. The SA have raised £300 to date.
- There is a study group in the Cumbernauld library, a music club and the intention is to record something for the end of the year, work is ongoing to get a football team at Broadwood, there will be an event for key animal charities, an arts project which will be based on pictures with 5 colours with students selecting a favourite out of 96 pictures and a Big Brew UP for Help for Heroes.

9.2 Claire Paterson gave the report for the SLC Student Association from the paper which is published on the website. She highlighted the following:

- A branding makeover for the SLC Student Association
- Officer Elections and Appointments
- Graduation Ceremonies and dinner
- Student support groups
- Smile mile walk
- The Freshers' week which was a great success
- Worlds mental health day
- Health and well- being week
- Big Bang STEM Event
- Suicide Alertness Training
- The Recovery walk Glasgow
- College hoodies are continuing to be popular with the first batch of hoodies sold out in record time.
- A list of upcoming events.

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

10. ROA Self Evaluation Report

10.1 The committee received Appendix 1 to the Lanarkshire ROA report on progress and outcomes, for academic year 2017-18. The following areas in the report were highlighted:

- **Credits delivered:** 187,638 credits were delivered which is 0.4% higher than the SFC regional target of 186,843.
- **SMID 10:** The region set a very ambitious target for the proportion of credits delivered to learners in the most deprived 10% postcode areas of 18.9%. The delivery of 18.2% is marginally below our target; however, this remains above the national average and national Scottish Government aspirations. The proportion of enrolled MD10 students successfully achieving a recognised qualification across all levels and modes of attendance have improved considerably from the 2015/16 baseline figures.
- **Gender:** The target proportion of credits delivered to students by gender was 45.5% male, 54.5% female and less than 0.1% other. The resulting 44.6% male, 55.3% female and 0.1% other is very close to target. This is broadly in line with projections.

- **Ethnicity:** The target for the proportion of credits delivered to BME learners of 2.4% was exceeded with the delivery of 2.5% of credits being delivered to BME learners. Overall success rates for BME full time learners have improved for FE learners; however, HE has seen a 66.4% success rate that is 1.6% below target. It is, however, a 1.3% improvement on our 2015/16 baseline figure.
- **Disability:** The target proportion of credits delivered learners reporting a disability was 17.0%. The delivery to 18.5% is a very positive achievement which reflects effective engagement through the application inclusion and equality strategy, policy and planning. Overall success rates by disability for full time learners have exceeded targets and Improved considerably from the 2015/16 baseline figures.
- **Care Experienced:** The target proportion of credits delivered to students with Care Experience was 1.0%. The delivery to 1.2% is a positive movement reflecting a growing number of care leavers disclosing and engaging. This is a reflection of the enhanced support in place and reflects the confidence of individuals in the colleges to be sensitive and supportive in their actions. Overall success rates of our care-experienced learners have exceeded targets and Improved considerably from the 2015/16 baseline figures for FE fulltime learners. This is not the case for those studying HE full time programmes. There will be further focus on the support for this vulnerable group at HN level.
- **SHEP Schools:** The target for the proportion of Credits delivered at HE level to learners from SHEP schools (i.e. Secondary schools with consistently low rates of progression to higher education) was set at 11.3%. The proportion of credits delivered was 2.9%, 8.4% below target. It should be noted that this a projection and is a target which is out with the college's direct control. This is a dramatic shift within the region and both colleges will continue to monitor the situation. This target will be reassessed and restated for 2019. This still represents a significant contribution to widening access to HE for our local young people.
- **STEM:** The target proportion of credits delivered to learners enrolled on STEM courses was 27.5%. The delivery of 25.5% of credits is due to significant increase in demand from our partner employers Overall success rates for STEM delivery exceeded targets in all categories with the exception of FE full time which was 0.5%, marginally below target. This does however represent a 2.7% improvement on our 2015/16 baseline. This is positive progress and in line with our targets overall.
- **High Quality Learning:** Attainment rates in the Region have shown improvement from 2015/16 baseline figures with the exception of HE full-time learners. FE full-time learners have seen considerable increase from 2015/16 baseline figures of a 2.6% increase. This was marginally below our ambitious target by 0.5%.
- **A Developed Workforce- Direct Contracted Apprenticeships.** The target for number of starts for direct contracted apprenticeships (including industry bodies such as CITB and SECTT) was 280. There were 369 starts in 2017/18 that is 81 above target. This is as a result of our strategy to expand all forms of apprenticeships. **Work Placement experience:** The target for the proportion of full-time learners with substantial 'work placement experience' as part of their programme of study was 40.9%. The delivery of 37.2% is 3.7% below target. This is a primarily due to the change in delivery profile caused by the removal of a significant number of employability programmes due to the loss of match funding from Skills Development Scotland (SDS). **Senior Phase Pupils Studying Vocational Qualifications :** The target for the proportion of credits delivered to senior phase age pupils studying vocational qualifications delivered by colleges was 2.8%. The delivery of 1.4% represents a delivery of 3,176 credits (60.2%) below the target of 5,278 credits. This is because of changes in local authority policy concerning senior phase provision and to a lesser extent the introduction of Foundation Apprenticeships that are fully funded by Skills Development Scotland (SDS) and are, therefore, no longer accounted for within this statistic.

10.2 The Chair of the committee asked about retention figures and was informed that these figures were being processed and should be available by the first week in December.

Action: It was agreed that there would be a standing report to the committee on retention figures.

10.3 The NCL Student Vice President asked if the SA could help to encourage learners to say where they were going when they left. He also asked about the approach to disruptive learners. Carolyn Laird informed the committee that there was a Learner Behaviour Policy and that a cause for concern form would be filled in by a lecturer that would then go to the CQL and then the student advisor. There would then be the option to go down a behaviour route within the context of the policy.

10.4 Martin McGuire commented that it was likely that the current policy focus on training young people would shift to supporting more training for older people.

11. NCL Evaluative Report for Education Scotland

11.1 Each year there is a How Good is Our College Report and Education Scotland select the themes to look at and to report on. This year's report focuses on the themes set out below and gives the following gradings:

Key Principle	Grade
Outcomes and Impact: How good are we at ensuring the best possible outcomes for all our learners? 3.1 Well- being, equality and inclusion 3.2 Equity, attainment and achievement for all learners	Satisfactory
Delivery of learning and services to support learning: How good is the quality of our provision and the services we deliver? 2.2 Curriculum 2.3 Learning and Teaching and assessment 2.4 Services to support learning	Good
Leadership and quality culture: How good is our leadership and approach to improvement? 1.1 Governance and leadership of change 1.4 Evaluation leading to improvement	Good

11.2 There are a number of areas for development under each heading and these are highlighted in the report and are incorporated into a plan through the HGIOC – enhancement plan 2018-19 that the committee also received. The plan sets out a list of actions over three years for each heading and sets out who is responsible for delivering these actions. The leads are all senior managers and will meet on a two weekly basis with a standing report now being on the SMT for feedback from this group. Carolyn Laird informed the committee that the satisfactory grade was given because of some of the PI's and that as a satisfactory had been given there was a reluctance to give a very good for the other areas so they had been a good. If a satisfactory had not been given the other areas would have been graded as very good.

Action: Derek Smeall will set out an options paper for reporting to the CSAO committee on this and the Board Secretary will circulate this for comment.

11.3 James Martin raised the issue of the CITB and changes to the running of training programmes. The CITB commissions vocational training from the colleges and retains 70% of the funding for these programmes. The colleges have not had any increase in their funding for the training activity for

years. The regulator has now said that learners have to go onto building sites as part of their training and this will require on site assessors and a portfolio of evidence and the expectation is that the colleges will provide this, which is a significant change in responsibilities. This will have a major impact on the colleges and their provision for these courses with additional funding implications given this requirement. There was notification in August 2018 with immediate effect. The colleges have asked the regulator to slow this process down to allow time for discussion and some leeway has been given until the end of August 2019 but this is now in doubt and colleges are not signing contracts. The colleges have asked students to gather evidence and to put this into a portfolio as an interim measure. SQA verifiers will come to the colleges who will have to deal with this. One college has appointed assessors at a cost of £60K and another college is double staffing with a second person going through portfolios to deal with this issue. The colleges could apply to SDS to be managing agents but the colleges would then have to do the recruitment to the courses. The College Principal's Group has now raised this with the SFC and SDS.

The committee noted the situation and that some quick decisions may have to be made to resolve this matter which would involve the Chair and Chairs Group.

12. Progress and Review NCL Business Scenario Plan – Productivity and Curriculum

The CSAO committee noted the paper which has been produced setting out responsibilities and monitoring processes. This paper has gone to all the Board's committees

Action: Further reports on the productivity and curriculum themes will be brought to the CSAO committee and this will be a standing item on the committee's agenda.

13. 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 3rd September 2018
- The NCL Marketing Dashboard
- SLC Development Committee minute 4th September 2018 – link to SLC website
- Item 8.1 Awards and Achievements
- NCL Student Association Paper Item 9.1
- SLC Student Association Paper Item 9.2

14. AOB: David Penman asked about the impact of Brexit on international students. There is ongoing work and reports on the potential impact of Brexit by the SG and the SFC. This is being monitored by both colleges and by the SFC and SG. There will be further reports to the committees and to the Board.

15. Date of the Next Meeting

The date of the next meeting will be Monday 25th February 2018 at 12.30 pm in the Boardroom at the Cumbernauld Campus.