



**Curriculum, Student Affairs and Outcomes Committee Meeting**

**Monday 2 September 2019  
Coatbridge Campus**

**Ref: Agenda Item: Curriculum Update**

## Introduction

This summary will provide Board members with a brief update on curriculum matters since the previous 'Curriculum, Student Affairs and Outcomes' meeting.

## Academic Standards Planning and Monitoring Committee – 23 May 2019

### Approvals Report – the following were approved:

- SWAP Access to Childhood Practice and (Award in Forest Kindergarten) programme.
- Bakery @ SCQF Level 5 and the Hospitality @ SCQF Level 5 offered as an option within the Professional Cookery Programme, subject to amendment of Core Skills units being 'integrated' and not 'signposted' as stated in the paperwork.
- Foundation Apprenticeship in Food and Drink Technologies @ SCQF Level 6 for delivery to NLC pupils.
- NQ Introduction to Teaching @ SCQF Level 5/6 programme was reviewed, as agreed at the previous ASPM Committee meeting. Suitable changes had been made, so approval was granted. The programme will be reviewed by the Committee half way through the next academic year.
- Introduction to Creative Arts @ SCQF Level 3/4 had been deferred from the previous meeting to review of the unit framework and core skills requirements. This was approved.
- Working with Communities: Volunteering unit within the National 5 Care programme to provide students with placement opportunities.
- Applying Marketing Principles in Travel and Tourism and Creating a Culture of Customer Care units were presented to the meeting highlighting that both would be added to the HND Hospitality framework.
- Personal Achievement: Healthy Eating (Alternative Context) and the Food Preparation: Food Hygiene (Alternative Context) units. It was advised that contents of the units remained the same, however would be under a different code so the learner, if achieved at school, can retake at college in a different context.

### For noting

- BA Hospitality Management has now been formally re-approved by UWS for a further 4 years.
- **Course Name Changes:**

Old Course Name	New Course Name
Introduction to Professional Cookery	Introduction to Kitchen Skills
Introduction to Hospitality and Professional Cookery	Kitchens Skills for Employment
Level 6 Patisserie and Cake Decoration	Level 6 Pastry Chef

## **Course Performance Unit Success**

Units lower than 80% were discussed, to identify possible faculty actions.

## **Academic Standards Planning and Monitoring Committee – 6 June 2019**

### **FA Submissions**

A discussion took place on the cost and equipment required for FA programmes.

All FA learners are guaranteed an interview for a NCL mainstream programme after the successful completion of their course. This is in the Service Level Agreement between NCL and NLC.

### **Approvals Report – the following were approved:**

- NPA Supply Chain Management
- FA in Scientific Technologies @ SCQF Level 6
- FA in Information Technology: Software Development @ SCQF Level 6
- FA in Information Technology: Hardware/System Support @ SCQF Level 6
- FA in Creative and Digital Media - SCQF Level 6
- The NEBOSH HSE Introduction to Incident Investigation was signed off.

## **Course Performance Unit Success**

Units lower than 80% were discussed, to identify possible faculty actions.

**Learning and Teaching Team – 29 MAY 2019**

Topics discussed included:

**HGIOC**

- Education Scotland AA observations will take place w/c 21 October 2019.

**Student Association**

- The Elections for Student President have reopened due to the Student President elect securing a fulltime permanent job.

**Professional Standards**

- Options regarding Professional Standards had been discussed. A suggestion of the production of an on-line course that could give recognition to staff via digital badges would be useful.

**Moodle**

- It was reported that the 3 legacy Moodles had now been deleted.

**Cycle Scotland Intern**

- A Cycle Scotland intern would be appointed for session 2019/20 – fully funded by Cycle Scotland and would be based at the Coatbridge Campus.

**Market Day Partnership Event**

- The Market Day Partnership Event was scheduled to take place the following day at the Coatbridge Campus.
- The Market Day events would continue in AY19/20. Premises have also been secured from North Lanarkshire Council to accommodate this. NCL are working with the Federation of Small Businesses. It was also reported that 'What's the Big Idea' winners are presented with premises for one year and £2000.

**Retention Project**

- The current retention project undertaken within the E&A Faculty was highlighted and the Faculty are looking to enhance the initiative for the next academic year by introducing a 'leaderboard'.

**Celebration of Achievement Event**

- The Supported Learning 'Celebration of Achievement' events were scheduled to take place on 10<sup>th</sup>, 12 and 13<sup>th</sup> June 2019 at the Motherwell Campus.

**E-learning**

- 'Food for Thought' sessions, 'Adobe Spark sessions' and the Moodle Best Practice event, which had recently taken place, were discussed. Feedback was positive.

**Statistics**

- The e-learning VLE statistics update was distributed to the meeting, and it was highlighted that the Moodle usage had dropped by 3% in April 2019 (perhaps due to the holiday period and the industrial action). Turnitin accounts had been increased

by 1000 in January 2019 and have now been all used. It was noted that there had also been an increase in Mahara usage.

E-technologists had attended the 'Moodle Moot' event in Manchester in April and had indicated that it had been a very informative event.

### **Teachmeet**

- Great feedback had been received from the Teachmeet session held the previous week and had been attended by 30 staff members, UWS and 2 schools.

### **School/College Activity**

- An update was given on the North Lanarkshire Council Schools programmes figures to date, and it was highlighted that approx. 49 classes are scheduled to commence in AY 19/20 and 23 introduction to vocational skills classes are being delivered from Wednesday 5 June 2019 including: Beauty Care, ELCC, Engineering, Football Performance, Hairdressing and Makeup Artistry.
- Other NLC provision, such as ASN or S4 will start in August with 29 programmes likely to be delivered in 8 subjects. South Lanarkshire Council's (SLC) provision is starting in August with 17 programmes being delivered in 10 subjects. For Foundation Apprenticeships, NCL have a possible 30 classes across 11 frameworks, with close to 600 pupils applying and are awaiting NLC to confirm.
- SWAP Access to HNC at the Engineering Academy Strathclyde would be part of a school/college pilot programme.
- An SDS Market Place Tool was presented at the recent Essential Skills Development Group. It was suggested that this could be showcased at the CPD week in August and also the Skills Profiling Tool.
- NCL schools staff had attended over 60 school events during the year. Feedback from parents advised that they preferred a hard copy of the prospectus rather than the on-line version and it was suggested that Marketing look into this. C Laird highlighted the good work being undertaken by staff in the school-college partnership.

### **DYW**

- The Developing the Young Workforce Plan 2018-19 (March 2019 Review) was distributed to the meeting and the huge range of work being undertaken in this area by staff, which developed from 72 actions, was highlighted.

### **PDA Showcase**

- The PDA Showcase would take place the following week at the Coatbridge Campus at 5.00 pm.

### **Digital Tool**

- Work is ongoing on a digital tool through the libraries. The E-learning staff will support.

### **On-line resources**

- The usage statistics of on-line resources are currently being reviewed.

### **Staffing**

- The recent staffing changes within the Library and Learning Centres were outlined to the meeting.

### **Quality**

- An initiative relating to Hairdressing the SI Faculty staff and E- technologist had been working on was outlined to the meeting and how it had been identified as sector leading by External Verifiers at a recent visit.

### **Equality and Diversity**

- The Equality and Diversity dashboard for May 2019 was circulated with the notice of meeting and the new E&D logo, which had been devised by J McCaig, winner of the recent student logo completion was highlighted. It was agreed that the Diversity Calendar would be forwarded to Library and Learning Centres for display purposes.
- An E&D blog on the website and a possible link via MyDay is under development.

## **Learning & Teaching – E Technology Team – 3 JUNE 2019**

- Brief discussion on Moodle database.
- OneDrive – no longer seems to be a broad issue. For the start of next session, there needs to be an automated ICT solution for saving files.
- Discussion on guidelines for iPads and Android pads took place.
- Cold spots for Wifi mentioned. A survey has been done - capacity and expansion remains an issue for investment.

### **Feedback on Mahara /Moodle stats and other e-learning**

- Feedback on Moodle, Mahara and Turnitin tabled. Usage continued to rise except April – May figures down – may be related to Strike days.
- ‘Food for Thought’ sessions since January 2019 was reported on.
- More staff are using SWAY – issue with migrating course once students leave.
- E-learning staff attended Moodle Moot this year – positive experience.

### **Updates on Projects**

- Several projects that e-learning staff are supporting were outlined.

### **ICT Update**

- An ICT Update was given to the meeting. Reality is it is a maintenance budget driving any changes. Apple Macs are being replaced (due to Cyber Essential requirements). Anything else is replacing anything broken. Phasing in TVs for information over a two to three year period.

### **Innovation**

- NCL have 3 Oculus Pro headsets to develop materials and activities for some curriculum areas. It was agreed that the E-learning Team would look at availability of content development for specific curriculum. It could be developed as a PDSA to look at engagement.
- The top 50 courses across the College on Moodle was tabled and discussed. SMART Document Camera in the Lecture Theatre will be set up and this will be demonstrated at the next meeting.

### Students' Association update

A number of activities / events have been undertaken since last meeting:

- Fundraising event for Chris's House
- As part of 'pie week', NCLSA ran a Pie the Teacher event at the Motherwell campus in the atrium. Many staff and students sponsored teaching staff to be 'pied'. Great fun was had by all and a total of £360.00 for Chris's House.
- Students' Association Elections took place but the President Elect gained employment so a new election had to take place. Voting closes on 14 June 2019. In addition to the paid roles that commence on 1 July, NCLSA has the voluntary role of Vice President from the Faculty of Supported Learning, who will assist in ensuring that the students are represented, assist with gathering feedback and organisation of activities. Preparation for handover to new elected officers is underway.
- NCLSA have a student intern from France from end of April until the end of June. Opportunity has come about from the Erasmus programme.
- NCLSA plans to make greater use of the radio to communicate with students and increase engagement.
- In addition to the activities for Healthy Body Healthy Mind campaign, 'Food for thought' a healthy eating campaign has been promoted by NCLSA, in partnership with the college catering service. Results from HBHM submission should be known soon.
- NCLSA are supporting the college for the June 'Step into College' courses.

### Market Day

- Following on from the sparqs' conference in Edinburgh, the 3rd annual Student Engagement Awards were presented in recognition and celebration of good practice in student engagement across Scottish colleges and universities. New College Lanarkshire submitted a project for the category of shaping the curriculum, open to both HEIs and FE. This was a co-curricular initiative or project (focusing, for example, on students working in partnership with their college or university on curriculum design, curriculum delivery or assessment) which has had a positive impact on student learning across the college or university. We were shortlisted for 'Be Engaged – Market Day': Promoting Entrepreneurship.

### Be Engaged Awards

- Currently 1200 awards are being issued for Be Engaged Awards, slightly down on last year, but still awaiting final numbers.

### Class Reps

- Additional first aid training undertaken – 75 students have been trained to 'Save a Life'.

### New Partnership

- Learner Engagement and Paragon Music have established a new partnership arrangement. Paragon is an inclusive music company inspiring people to create and perform their own music. The group use music and the arts to raise people's aspirations, promoting positive self-image, teamwork, communication and learning.

### **Sports Day**

- Sports day organised by group of learners who have been supported as part of the college retention project.

### **College Expo 19**

- NCL – Learner Engagement have been successful in securing 2 days at College Expo 19 at Perth College on 12 and 13 June for their Market Day activity. There will be a number of learners/events over this period.

### **Equality and Diversity**

- Mainstreaming report published and available on The Clan. Gender Action Plan reviewed – specific reference to engaging learners from under-represented groups.
- Survey has been prepared that will identify training required for 2019/20.

### **End of year survey**

- Learner survey including SFC questions now closed. Overall response 55.6%, 63.08% of these FT. Significant achievement to exceed the 50% target for FT and to almost achieve the 50% target for PT.

### **Areas for development 19/20:**

- Clarification on role of class rep and increase visibility e.g. badges
- Better use of 'Aye' magazine
- Monthly bulletin to be written by the Learner Engagement/Students' Association.
- More student involvement in Learner Engagement Team meetings.

## **Quality Enhancement and Audit Team –10 June 2019**

- Meeting with SQA took place on 29 May – NCL has made satisfactory progress with Action Plan.
- Procedure review ongoing via Moodle
- C&G Systems Audit in November. Preparation underway.
- Graded Unit Guidance prepared by NCL submitted to SQA for their feedback.
- WiFi issues discussed
- MPs update – discussed and resourcing requirements under consideration.
- ACE questions updated
- Possible league tables for CQLs regarding surveys discussed

### **Quality Update**

- SQA and other awarding bodies update given.
- An SQA email and guidance was circulated to all CQLs/AHoFs and HoFs on Graded Unit interpretation. Each Faculty was asked to provide examples to show where the SQA instructions are not working in practice, to be collated and sent to SQA.
- Discussed that universities use capping of grades under specific circumstances.
- Master Pack System – update
- Some recent progress in Master Packs has been noted due to various Education Scotland visits taking place. Request for additional staff time to support the process, and this is under consideration at SMT.
- A third audit of MPS content will be carried out in July/August 2019.

### **Scottish Government Retention Project**

- Scottish Government Unconference took place on Wednesday 5th June Some groups will continue to use run charts and retention groups are now embedded in normal operations.
- Noted from CCI that low Conversion rates from applicants to interviews to offers lead to good withdrawal and attainment PIs. The lesson from this is that bigger populations from which to select the learners lead to improved PIs.

### **Annual Review of Procedures**

- Feedback received from QEAT members and adjustments taken on board where agreed. 16 procedures will have been considered in the April/June 2019 consultation period.

### **Brief summary of changes:**

- IV Procedure
- Updated links and minor adjustments. Increased requirement for audit when an error has occurred.
- Retention of Assessment Evidence Procedure
- Update section on disposal of materials.
- Staff Undertaking Qualifications - footnotes have been added and additional clarity of information being requested

### **Malpractice**

- Clarified that Assistant Principal (Learner Services and Quality) needs to inform SQA if malpractice of learner work identified. Update shown to awarding body list.

### **ACE**

- New questions developed by the Quality Team and agreed by QEAT now uploaded into the ACE and launched with target date for completion Friday 28 June 2019.

### **New Developments**

- System's Audit for SCQF taking place on 11 June 2019. New procedures have been devised for this. The active teams using SCQF internally accredited units or programmes are Supported Learning and Dental.

### **HGIOC**

- A number of visits have taken place and some reports have been received. Action plans to be generated and distributed to Faculties. Copy of updated Enhancement Plan sent to SFC and Education Scotland. Safeguarding and SCQF will be scrutinised by Education Scotland in dates to be confirmed. Education Scotland visits also taking place in Faculties in October/November 2019.