

FOR DISCUSSION/INFORMATION			
Meeting:	Curriculum, Student Affairs & Outcomes 24 February 2020		
Presented by	Carolyn Laird		
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Date Created	13.02.2020	Telephone	Ext 2667
Appendices Attached	NCL Update Report from Internal Committees		
Disclosable under FOISA	Yes		

1. PURPOSE

To seek approval of the content of this report on internal committees related to learning and teaching activity.

2. BACKGROUND

Internal committees meet several times a year, with a fixed schedule published at the start of the academic session. Committee/team meetings include staff from across the college related to, or with an interest in, the area under scrutiny.

3. DETAIL

The report covers the Academic Standards Planning and Monitoring Committees of 21.11.2020 and 10.01.2020; the Corporate Parenting Team of 29.01.2020; the Learning and Teaching Team of 22.01.2020; the Learning and Teaching E-Technology Team of 13.01.2020; the Quality Enhancement and Audit Team of 18.11.2019 and the Learner Engagement Team of 08.01.2020.

4. BENEFITS AND OPPORTUNITIES

The report highlights areas where changes to curriculum are being made, or where good practice is known or planned to have a positive impact on learners.

5. STRATEGIC IMPLICATIONS

The report provides an overview of learning and teaching related activity relevant to the college and on-going quality enhancement or improvement.

6. RISK

N/A

7. FINANCIAL IMPLICATIONS

There are no financial implications.

8. LEGAL IMPLICATIONS

There are no legal implications.

9. WORKFORCE IMPLICATIONS

There are no workforce implications

10. REPUTATIONAL IMPLICATIONS

There are no reputational implications.

11. EQUALITIES IMPLICATIONS

There are no equalities implications other than what is identified in the committee meetings.

CONCLUSIONS/RECOMMENDATIONS

Please note the information contained in this report and raise or discuss any issues which may follow.

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 – 21 November 2019

- FA Submission - Broad agreement had been reached on the FA learning materials and costs with North Lanarkshire Council and NCL.
- Catering - Hospitality students are now servicing the staff and students at the Motherwell Campus Engineering block via a catering trolley. It was highlighted that the service is popular and a great learning experience for students.

Approvals Report

Approval was granted for:

- **NPA: Enterprise and Employability**

This programme was scheduled to commence in January 2020 at Motherwell Campus. Approval was granted for both Level 4 and 5. There is possible articulation from the current Winter Leaver's programme. The programme is aimed at 'life skills' and not 'a career'. Approval was granted subject to confirmation that the number of units being offered ensures the group award is achievable.

- **Introduction to HNC Childhood Practice**

The expansion in the Early Years provision directive from the Scottish Government was highlighted. The programme would be delivered at SCQF level 5 in the Coatbridge campus from January 2020 and would be targeted at career changers and school winter leavers.

- **FA in Social Services and Healthcare and FA in Engineering**

Approval had previously been granted for the Units by the ASPM Committee in June, however approval for the group award was now requested. Approval was granted, subject to the Site Selection Checklist being completed and submitted to the Quality team. The FA Partnership Agreement with North Lanarkshire Council would also be forwarded to Faculty Heads, when available.

- **Supported Employment Practice**

Request for delivery had come via the Business Development Unit to be delivered at an external site. Approval was granted by the ASPM Committee subject to the Site Selection Checklist being completed and submitted to the Quality team.

- **Achieving Excellence in Sport**

NCL are already working with 6 senior Football Clubs, so this would be an additional programme for them.

The following Course Title Changes were noted:

Business, Social Sciences and Sport

- NQ Law - to NQ Law (with Criminology)

- HNC Fitness, Health and Exercise – HNC (Football), Fitness, Health and Exercise (Broadwood Campus)

Criminology

The large number of changes to the Criminology programme was outlined to the meeting and it was suggested that an extra ordinary meeting should be scheduled to discuss this in full.

Master Pack System (MPS)

A review/audit of the Master Pack System has been scheduled to take place shortly. All new programmes should now be in the MPS. If administration support is required to undertake this then it could be arranged.

Extra-ordinary Academic Standards Planning and Monitoring Committee – 10 January 2020

Approval: Introduction to Psychology and Criminology

This Extra-ordinary ASPM Committee was arranged to discuss approval for the Introduction to Psychology and Criminology programme due to commence on Monday 27 January 2020 in Motherwell Campus.

The programme consists of Level 4 and Level 3 Units and three non-accessed units. Discussion was had on aspects including employability, cyber security and how the core skills of communication would be undertaken. Approval was granted by the ASPM Committee.

Corporate Parenting Team – 29 January 2020

Barnardos

Heather Kelly from Barnardos attended the meeting and spoke about their work towards positive destinations through workforce development, creative faces and forever homes. Barnardos would welcome referrals from New College Lanarkshire. A member of the team volunteered to attend the 8 weekly Barnardo's steering group meetings and will act as a contact between NCL and Barnardo's. Heather agreed to talk to health and social care students. Some volunteer placements may also be available.

CEL's module

It was noted that the module was now available for staff to access.

Statistics

The CE statistics for 2020 were reviewed on screen. They are as follows:
344 current, 3 completed, 59 withdrawn. **TOTAL 406 CE students.** All withdrawals are referred to SDS.

The Team are working with MIS to improve the accuracy of the dashboard in line with the credits and ROA dashboards and other things.

The rejection and re-enrolment statistics were shared with members. The good news was that in the last 2 years, all those rejected from courses applied for were given and enrolled onto an alternative offer.

For 19/20 NCL will be paying for 11 UCAS applications for CELs. 3 require a further check.

Care Day 2020

The Learner Engagement Team are planning a Movie Night the Care Day Event this year (Tuesday 18th February 2020). The HND Hospitality students will be providing street food in ML1 on arrival and a movie will be playing in the Drama Studio with popcorn. If required, buses will be provided to and from each campus. There will be 'We Care' cups, t-shirts, food packaging and posters. Care Day will be promoted on social media all day. All care experienced students are invited.

Mentoring Project

The working group have been looking at the positive impact of a mentoring service for students. This service is being coordinated by the Learner Engagement Team and will need to be course based. Further work to continue on this.

Guidance for Carers

Members were e-mailed the Carers checklist. This will be rolled out to all CQLs and course leaders to use as a prompt. A module to be written to highlight difficulties for Carers plus a case study to go out following this for staff training.

Members discussed the positive impact guidance time dedicated within a timetable has on students, staff and retention.

It was requested that ACES training be rolled out to increase understanding and compassion for care experienced students. Training in June 2020 may be an option.

Learning and Teaching Team – 22 January 2020

- **Tutorial event with SDS** - The event had taken place on 12 December 2019 at 101 Park Street, with approx. 80 staff members attending. The range of speakers who presented at the event were outlined to the meeting; the presentation by SDS on Metaskills, the Learner Review Portal, which would be rolled out in Semester 2, Mental Health and Well-being, Adverse Childhood Experiences (ACEs) and the 'On track' system. It was suggested that similar events are held bi-annually for staff.
- **HGIOC** - Education Scotland's observations had taken place and the link to enable the group to gain access to information relating to the summary reports would be sent.
- **Lesson Planning** - Lesson Plans had been forwarded to staff and had also been uploaded to the Clan.
- **CLA Survey** - The 6-week survey was now underway. CLA boxes have now been placed beside all printers throughout the Estate and an E-mail reminder would be sent to staff to ensure the survey forms are submitted.
- **Annual Curriculum Reviews** - Discussions had taken place on the ACE questions at the recent Quality and Enhancement Team meeting. A discussion took place on the incompleteness of the ACE by some curriculum areas and the possible obstacles faced by staff in trying to do so. It was highlighted that some Colleges now employ a data analysis to

support Colleges in this area. A review of the MPS is also ongoing and 2 papers; one ACE, one MPS would be presented to the Executive Board at a future meeting.

- **Professional Standards** - 2 GTCS reviews for staff had been undertaken recently and the procedure was outlined to the meeting. It was noted that all Lecturers would be required to be registered with GTCS in the future. Discussion ensued on what other colleges might be doing in the area of CPD to meet the Professional Standards. A TQFE mapping document would be forwarded to the team for their information.
- **College Strategy Framework for Curriculum Enhancement** The framework document was tabled. A discussion took place on student exchange opportunities, work related learning and work placements as outlined within the document. It was highlighted that Professor Nils Melzer, Human Rights Chair of the Geneva Academy of International Humanitarian Law and Human Rights, would be delivering a lecturer to both staff and students on 31 January 2020 and a camera feed via Adobe Connect has been set up to capture the lecture also.
- **PDA Teaching Practice in Scotland's Colleges** - 10 candidates are currently on the PDA programme and are on track to complete. Observations will commence in Semester 2 and more guest speakers are also planned for the group.
- **ILM Teaching in Colleges Today** - It was noted that a large number of staff are progressing with the ILM Teaching in Colleges Today and EV submissions are due in April 2020. Consideration to re-engage staff who have previously completed their TQFE would be made and this could be discussed with South Lanarkshire College.
- **E-learning** - The E-learning statistics were distributed to the meeting. The Teachmeet session in December 2019 had been attended by 40 staff; another session is planned for after the Spring break. The 7up programme had been launched and the range of useful free on-line tools available for both Academic and Professional Services staff were highlighted. NCL would be hosting the Scottish Moodle Users Group (SMUG) best practice and ideas session. 'Food for Thought' sessions have been scheduled in April on H5P, a free interactive media tool implemented through Moodle.
- **Schools/ College Activities** - S Black had been seconded to the Business Development Unit until the end of July. A Thompson is now the Acting FA Co-ordinator. The post of Schools Administrator vacated by A Thompson would be filled shortly. SLC Gradu8 Programme: This Programme has been confirmed for 2020/21 and a meeting has also been arranged to discuss changes SLC are looking for to the Winter Leavers Provision. We are still awaiting North Lanarkshire Council's requests. NB the Principal is scheduled to meet the Education Directors for the three Councils in the forthcoming weeks. Transport was still an ongoing issue with in the Schools/College Partnership area.
- **Libraries and Learning Centres (LLCs)** - The new staff information Service 'Infolinks' was launched the previous week and has been uploaded onto the Clan. LLC staff have been working with the E-Learning Team on the Copyright Course for staff and should be available shortly. The LLC staff are working with the E-Learning Team to make Digital Literacy more interactive and engaging for students. Author Kerry Hudson visited the Coatbridge Campus and talked about her new book 'LowDown' on her experiences growing up in the Coatbridge area.
- **Mental Health and Well-being** - The LLCs have added new titles relating to Mental Health and Well-being at all Campus displays and are promoting the campaign via 'tweets'. Programmes on the Library catalogue have also been listed on Box of Broadcast to help raise awareness and increase use.

- **Market Day** - NCL had been highly commended for the Market Day Initiative at the recent CDN Awards.
- **Campus Cycling Officer** - A Severn, the NCL Cycling Officer continues to promote Cycling within the College and has recently distributed Cycling Quick Guides to staff.
- **Equality and Diversity** - J Sandhu has recently joined NCL as the new Equality and Diversity Officer. Work is ongoing on the Gender Action Plan.
- **Annual Curriculum Evaluation/Master Pack System** - A full analysis of the ACE and Master Pack's systems is being undertaken. A working group may be established to review this area.
- **EFQM** - The EFQM Site Visit Meeting is scheduled to take place on 25 March 2020 and it is hoped that NCL EFQM status would move to a three star rating after the visit. Weekly updates are on the Clan and cross college staff would be interviewed by EFQM staff and good practice and areas requiring improvement would be identify during the visit.

Learning & Teaching – E Technology Team – 13 January 2020

- A report on '**electric go carts**' and how this has supported student engagement and retention was given to the meeting.
- '**Rubrics**' have been developed with the Hospitality Team on automatic marking – using quantitative measures. This is working well. Possible to have a workshop in June with as a 'Food for Thought' workshop.
- **VR demonstration** given – very much enjoyed. Upkeep of headsets is time-consuming due to set-up processes compatibility with our WiFi. There is an app store that staff could work with the E-learning Team to identify apps that are useful. They have been used as part of the gamification project – VR Friday.
- **Statistics** - Mahara, Moodle and Turnitin stats all increased. Moodle 3.5 is still supported no upgrade until 2021.
- **Teachmeet** held in December 2019 – very positive event.
- **SMUG Group meeting** – NCL is hosting the Scottish Moodle Users Group in Motherwell Campus on 7 February 2020.
- '**7up – putting the fizz in learning and teaching**' is a new interactive course for academic staff, with 7 topics.

Updates on Projects

- Work is ongoing on the development of 'gamification', extending to the low performing hairdressing areas.
- Work is expanding on consultation sheets used with Hairdressing courses to Beauty Therapy and Nail courses. These are very popular with staff and students.
- A Dental assessment will be filmed the following day to allow review (using Go Pro). This could be used for peer support and assessment. NB: in Windows 10 there is an app to reduce size of videos – 'Video Zolitar'.
- The Team identified that they need to highlight what equipment they have on loan. C Laird to ask Marketing how best to promote this.
- Connectivity at the Coatbridge Campus. We are looking at 'eduroam' to improve this, planned for March.

Quality Enhancement and Audit Team – 18 November 2019

- **Prior Verification** – it is noted that window for charges is 1 February – 31 May (£100).
- SQA has provided information regarding their position on taking assessments out of the building to mark, and this guidance, along with information provided by GDPR Officer will be taken into consideration when updating appropriate policies and procedures for implementation in August 2020.
- **Consultation: ACE February Tab Questions** - Discussion held on challenges completing ACE, Discussion was held on Q5 (comparison of courses with courses at another college) and it was suggested to the QEAT that as a pilot, Quality Team would provide the segmented data to allow teams to make comparisons.
- **EFQM Site Visit** - Information on and the background to Quality Scotland EFQM Site Visit to take place w.b. 23 March 2020 was discussed. Staff and student representatives will meet with staff during visit.
- **SQA and other awarding bodies:**
 - Several EV visits have been held so far this session – all successful.
 - Round 2 Verification – we will be notified re our selections on 24 January.
 - SQA’s quality assurance approach for 19-20 requires centres to finalise any changes to entries for freestanding units at SCQF levels 5, 6 and 7 by 28 February 2020, to allow for quality assurance activity and August certification.
- **External Verification** - 2019/20 EV progressing, with some events already having taken place.
- **Master Pack System** - A draft brief from Friday’s HOF meeting was provided.

Learner Engagement Team – 8 January 2020

Discussion took place at the Learner Engagement Team Meeting on 8 January 2020 on changing the format of the Team and changing the name to the ‘Student Experience Group’. No formal Minute was taken from the meeting, however Calum Smith/John O’Hara will outline discussions and reasoning for this change.