

Item 4 CSAO 18/05/20

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

12.30 pm, 24 February 2020, Board Room, NCL Cumbernauld

Present: David Winning (Chair,) Lorraine Cowan, Dianne Dixon, Rose Harkness, Christopher Moore, Elizabeth Newlands, Barbara Philliben, Calum Smith

Apologies: Jean Carratt, Stewart McKillop, Diane McGill

In attendance: Angus Allan, Ann Baxter, Carolyn Laird, Penny Neish

1. Chair's welcome

1.1 David Winning welcomed everyone to the meeting and advised that Diane McGill, Board Secretary, was unable to attend because of family illness.

2. Apologies: as noted above

3. Declarations of Interest

There were no declarations of interest.

4. Minute of the CSAO meeting on 18 November 2019

4.1 One correction was requested: page 3, item 8, to reflect that the 'Spotlight on the Curriculum' sessions were to be run by the senior team. [This correction has been made.]

The draft Minutes were agreed.

5. Matters arising:

5.1 STEM Update: Ann Baxter (AB) advised that on 30 January a STEM event for Pupil Support (Teachers) was held in Motherwell Campus. It was attended by 63 staff. The group was addressed by 2 industry speakers, Craig Thacker, DevOps Engineer, Airpoint Ltd (Software design), and Dianne Ramage, Keppie Design (Interior design), followed by a number of workshops demonstrating aspects of STEM across NCL. In positive feedback 85% would recommend the event. Feedback included comment about the timing of event in that it started too early to travel from school and not enough information for early years and primary school children. NCL staff will take these comments into account and make adjustments to future programmes.

The next event, Step into STEM (Pre-school), will take place on Wednesday 25th March in Coatbridge.

Planning for the Step into STEM Juniors (P6/7) events in May is underway. There will be one day in each main Campus this year. The dates are 5th, 6th and 12th May in Cumbernauld, Motherwell and Coatbridge respectively.

The next interim Education Scotland Report on STEM outputs is due on 16 March 2020.

5.2 Who Cares? Scotland: Carolyn Laird (CL) advised that this training is now up and running and encouraged Board members to participate. Penny Neish (PN) to ensure that Jason Quinn has a full list of Board members to ensure all members have access to Moodle on the NCL website to enable them to access this training.

Action: PN to provide Jason Quinn with a full list of Board members.

Board Secretary to remind Board members that this training is now available.

- 5.3 **Winter leavers:** CL reported that through the Supported Learning Faculty, NCL had run a new programme of one day courses and activity for winter leavers with North Lanarkshire Council, offering a mix of subjects for 93 pupils this year across the college campuses. 52% achieved some certification. However, over 90% were successful in achieving a positive destination, including progress to employment, college course or other training.

North Lanarkshire Council considers the programme to be a success. Discussions and planning for winter leavers in 2020 are already underway. NCL would like to see more certificated awards, however in some circumstances the college experience and attendance is beneficial in itself.

Regional business

6. ROA Update:

Angus Allan (AA) advised that he and AB had jointly worked on the narrative and that SFC was now content with this. It has particular importance with regard to SFC's dealings with the Scottish Government to demonstrate colleges' delivery of government policy and the effective use of their funding. The NCL and SLC Student Associations contributed well to this document. Lanarkshire is one of the few regions where Student Associations are encouraged to participate in this activity.

For next year SFC is looking to further reduce the length of this document which is a welcome development.

The final version of the ROA will be signed off by the Chair and Principals in June following receipt of the funding allowance in May, and depending on the timing, further consideration by the CSAO at its next meeting on 18 May and/or the full Board at its meeting on 15 June.

7. Student Reports

7.1 NCL Student Association Report

Calum Smith (CS) spoke to his report and highlighted several issues:

- The new 3 tier class rep structure has been introduced and is working well;
- The Student Association and the College Learner Engagement Team are working to upgrade the facilities in the Engineering Block to build a new student services hub to ensure the engineering students have equality of access to support;
- Rather than holding a freshers' event at the start of semester two, the NCLSA together with Learner Engagement, ICT Helpdesk, Educational Learner Support Advisers, MIS, Equality and Diversity and Student Funding as well as external agencies, the NHS and local charities, provided a hub for new and returning students to raise awareness of the support available to students while they are at college and beyond.
- NCLSA will be launching its Lost and Found peer to peer mental health support group in the coming weeks working with external partners such as SAMH and Think Positive (NHS).
- Development of the Student Mental Health Agreement is progressing well and NCLSA alongside the Principal, will be holding a mini event to launch this initiative.
- NCLSA is working with the Faculty of Computing and Creative Industries and others to help train and introduce the first group of Digital First Aiders on to college campuses to enhance and support students in relation to their digital health and wellbeing. NCLSA is keen to work with the University of Stirling to develop an internal training programme to equip others to support fellow students in cases of cyber bullying, online fraud and smart phone addiction.
- A question and answer session for students with the Senior Management Team in January 2020 was very successful. NCLSA hope to organise another such event in March 2020.

- NCLSA and Learner Engagement are developing gamified learning within the college. The gamification programme has been developed and implemented successfully in a number of areas. Pilot activities to extend the programme more widely are anticipated.
- A mentor programme is currently under development to enable students of all abilities to develop their skills, gain assistance with coursework and build a sense of community within the college. It is hoped this will be up and running in the next academic year.
- With NCLSA funding support one of the sports students will be able to compete in a UK wide event in May 2020;
- The next round of elections for student officers is in preparation and will be advertised from March onwards.
- Discussions on the rebranding of NCLSA are underway. It is hoped that this will be in place for the next academic year.
- Participation in the 4 week free breakfast pilot at Cumbernauld Campus is increasing. A full review of its impact and effectiveness will be undertaken at the end of the month.
- NCLSA is currently establishing a student focused Equality and Diversity group to gather a direct student perspective on any related issues within the college and to promote an inclusive community.

7.2 SLC Student Association Report

Liz Newlands (LN) spoke to her report and highlighted:

- SLCSA's Men's Mental Health initiative which had more than exceeded expectations with the level of participation across the college. It was picked up by local media and Dr Lisa Cameron MP.
- SLCSA's involvement in a Stop Gender-based Violence event showcasing the work of the college in this area;
- At the Refreshers' Event in January, SLCSA focused on health and well-being to promote ways in which students could improve their exercise and eating regimes in non-costly and novel approaches;
- Through their 'Go with the Flo' campaign SLCSA is promoting stopping smoking and classes are being offered to those interested;
- In Student Question Time students were able to question the Senior College Management Team. The event ensures that student views are heard and provides the opportunity to seek changes;
- 'Going further for Student Carers' initiative continues to be very successful with the members of the group now meeting independently of SLCSA.

NCL Regional College business

8. NCL Update from Committees

Academic Standards Planning and Monitoring Committee:

Carolyn Laird (CL) spoke to her paper and highlighted some of the activities:

Business, Social Sciences and Sport:

Course title changes have been implemented to ensure the content is appropriately captured for example the inclusion of the term criminology in NQ Law (with Criminology) will assist students wanting to take their studies further where criminology features in their chosen course.

Corporate Parenting Team:

A visiting speaker from Barnardo's spoke about their work on positive destinations through workforce development, creative faces and forever homes. Barnardo's is trying to increase support for these individuals as well as giving them coping skills.

NCL has experienced a considerable increase in care-experienced students and is developing more awareness of how to assist and support these students, such as if their course application is rejected, other more appropriate courses are offered. The college is keen to ensure that the information provided in the first instance is more helpful so that rejections are reduced. Data capture in this area is important and on-going. NCL is currently paying for 7 UCAS applications for care-experienced learners which is well received by the students.

Care Day 2020: The Learner Engagement Team planned a movie night at which the HND Hospitality students provided the food. Although all care experienced students were invited numbers attending were low which indicates that more work is required to engage effectively with this group. NCLSA will in future have greater, and hopefully, more effective involvement with these students. The event itself went well with a good number of guests.

Learning and Teaching Team:

A successful tutorial event with SDS on Metaskills took place in December 2019. 80 staff attended. Feedback was very positive and further similar events will be planned in due course.

A Copyright Licensing Authority survey is currently underway. While the amount of copyright material in use has reduced considerably there is no intention to withdraw from the CLA licence. It is intended to run a short course in the near future to remind staff about copyright issues.

Curriculum enhancement: Activities such as inviting outside speakers are being encouraged. Professor Nils Melzer, Human Rights Chair of the Geneva Academy of International Humanitarian Law and Human Rights delivered a lecture to staff and students in February. This event was made available across the college campuses via video link.

Learning and Teaching eTechnology Team

A virtual reality demonstration was given and much enjoyed. This is part of the gamification project.

9. NCL Awards and Achievements

CL spoke to the paper and drew the CSAO's attention to the wide range of awards gained by both staff and students across the college.

10. NCL Key Performance Indicators

Key Performance Indicators – update

AB said that NCL performance continues to improve. NCL's involvement in the Scottish Government's programme on raising attainment and improving retention has been a great help but other colleges participating in this project have not had such positive results to date.

- FE-FT provision accounts for 51% of NCL total delivery. The success rate has shown a 4 year positive trend rising to 63% in 2018/19. The overall withdrawal rate decreased by 1.7%, the lowest in 4 years.
- FE-PT success rate shows a 3 year positive trend, rising to 79.2% in 2018/19. Withdrawal rates have decreased by 3.6%. NCL's performance in this area is strong.

- HE-FT: this accounts for 29% of the total delivery at NCL. HE-FT performance is at its highest level over a 5 year period, but overall performance has varied little over the past 6 years. Overall the HE-FT performance is lower than the national average but strategies are in place to target learner retention and achievement.
- HE-PT: This activity accounts for 2.3% of NCL provision: success rates dropped to 75% in 2018/19. This area is a focus for improvement.

11. Progress and Review of the NCL Business Plan

AB said that the Business Plan was progressing as scheduled and that SFC was pleased with the efforts being made. Next steps include instigating transformation of the curriculum.

Assigned College business

12. SLC Development Committee minutes 5 November 2019

Angus Allan (AA) spoke to the paper and highlighted a couple of areas:

- Quality enhancement: AA commented that the annual Self Evaluation Round Robin event at the end of October 2019 had been very successful, and enhanced by the involvement of Rob McDermott. Quality Manager at Forth Valley College.
- AA advised that as at 5 November 2019 275 applications had been received for January course provision, a 115% increase on the previous year.

General Committee Business

13. Approval of Publication of Committee Papers

- i) Agenda for the CSAO meeting 24 February 2020
- ii) Minutes of the CSAO meeting 18 November 2019
- iii) NCL Students' Association Report
- iv) SLC Students' Association Report – *see SLC website*
- v) NCL Update from Committees
- vi) NCL Awards and Achievements
- vii) SLC Development Committee 2019 – *see SLC website*

14. Date of next meeting:

The date of the next meeting of the CSAO Committee is Monday 18 May 2020 in the Boardroom at NCL Motherwell

26 February 2020

Amended 7 March 2020 (CL)