**Item 4 Minute: NCL Curriculum and Student Affairs and Outcomes Committee (CSAO)**

**12.30 pm 14 November 2022 in person at Cumbernauld Campus and via Zoom**

**Present:** David Winning (Chair), Dianne Dixon, Kellyann McGraith, Christopher Moore, Barbara Philliben

**Apologies**: Tarryn Robertson (SLC Academic Staff Representative), Alan Sherry (SLC Acting Principal), Ronnie Smith

**In attendance:** Ann Baxter, Rahela Calin (SLCSA President), Jennifer Lowe, Sandra McLoughlan, Stella McManus (SLC Depute Principal), Diane McGill, Penny Neish

1. **Chair’s welcome**

**2. Apologies:** as noted above

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minute of the CSAO meeting on 5 September 2022**

The Minutes were agreed.

**5. Matters arising**

All such matters are included on the agenda for this meeting.

**Regional business**

**6. ROA**

**6.1 ROA Implementation Update**

Ann Baxter (AB) advised the CSAO:

Since the last CSAO meeting, SFC Guidance has been published and requires ROAs to be high level documents of no more than 15 pages which capture deliverables, impact and outcomes. The number of national measures which require to be included in the ROA are:

• activity-credits delivered;

• widening access – volume and preparation of credits delivered to learners from the most deprived communities (SIMD 10)

• volume and proportion of credits delivered to core experienced learners;

• the number of Senior Phase pupils undertaking vocational qualifications;

• proportion of full and part-time students achieving successfully a recognised qualification;

• number and proportion of successful learners who have achieved HNC/D qualifications articulating to degree level programmes with advanced standing;

• number and preparation of full-time students in positive destinations 3-6 months after qualifying;

• percentage of students satisfied with the college experience.

Targets should be realistic but ambitious for academic year 2022-23. Colleges must also include their contribution to the National Strategy for Economic Transformation, making reference to Foundation and Graduate Apprenticeship Programmes as well as their approaches in response to the Climate Emergency and Fair Work for employees.

SFC have requested the submission of the OA for session 22/23 and self-evaluation report by 5 December 2022, however NCL advised SFC in October that the next meeting of the Lanarkshire Board is set to take place on 12 December, following which both documents will be submitted to SFC. SFC have accepted this.

On 9 November NCL was sent the updated OA measures table for the Lanarkshire College Region. SFC are hoping to have the qualifier data available pre-Christmas and will update the tables once that data is available.

A meeting of both Lanarkshire colleges is set for 15 November to take this forward.

Dave Winning (DW) asked AB if a 15 page ROA would be easier to put together than previously. AB said that she always tried to be concise and had submitted 28 pages last year. This year’s submission of 15 pages for SLC and 15 for the Region will be challenging but achievable. Stella McManus (SMcM) added that with only 15 pages it is important to ensure that the document flows correctly.

Barbara Philliben (BP) asked how the targets are set. AB advised that colleges use their mid-year review for this. Tying this information into the FFR requires the FFR to be refreshed as data emerges. The ROA used to be written before the year in which it became operational but now that the SFC Guidance is published later the OAs are necessarily submitted later. Decisions are increasingly economy led and not by academic factors. AB commented that it is important for targets to be realistic as well as ambitious.

**SQA Appeals – National Exams**

There were 4 appeals to SQA for the exam diet in 2022 – none of the appeals were successful.

Nationally there were 58,035 requests for an appeal, and 17,300 appeals entries were upgraded. So, the appeals represented 11 per cent of the 526,610 entries in 2022.

30 per cent of appeals were upgraded, indicating that evidence held by the school or college supported a higher grade. Final attainment statistics for National Qualifications, considering the outcome of appeals, will be published in December.

**6.2 NCL KPI update**

 AB advised the Committee:

**KPI five-year trends by level and mode of attendance:**

FEFT – EW – 13.8% and FW - 21.1% which is approximately 7% up on previous years.

FEPT – EW – 6.8% and FW – 9.9% which is approximately 10% up on the previous year.

HEFT – EW – 7.2% and FW – 19.9% this is 5% up on previous year.

HEPT - EW 5.22% – FW 5.02% - although the withdrawal rate was up just over 5% (5.2% in 20/21 and 10.24%) success rates also increased by 3%.

**Mode/Level Credit Proportion**



**Credit Total**

This has slightly increased since the report was submitted to the CSAO and is now 101, 095 – 23.01% target still to achieve, but significant progress has been made.

**Withdrawal reasons**

SFC are now planning to issue new categories for withdrawal and these will have to be applied retrospectively. NB: Students who enrol, but do not attend are not counted as a negative PI.

BP asked whether, as previously reported, more students going to university will enable colleges to focus further on learning engagement to retain students who need wrap around support.

 Jennifer Lowe (JL) reported that NCL’s investment in the use of AI identifies students who may withdraw through the use of services such as:

* Analysis of SIMD/postcode areas
* Student support services
* Tutor support
* NCL Student Association support

Early intervention is key and NCL has a keen focus on this.

**6.3 SLC Curriculum Quality activity update**

Stella McManus (SMcM) spoke to her paper and highlighted:

* The College has completed its FES return and credit audit 2021-22 academic year. It has met its core and ESF targets but was slightly short on Foundation Apprenticeships and deferred student targets.
* As anticipated, recruitment is mixed across HN provision, and work is in train to support January 2023 recruitment.
* The Construction team have secured £216k of Scottish Government grant funding to install additional solar panels as part of the Board’s commitment to net zero.
* Curriculum areas have been working to re-engage with external partners, with the College hosting, in partnership with the Energy Skills Partnership, a Scotland Excel event to provide an overview to contractors and councils on the £800m energy efficiency framework.
* Retention, as expected for this time of year remains high at 97% for 2021-22.
* External Quality Assurance (EQA) activity for the previous academic year has been completed with the College receiving 22 visits out of an expected 37. 15 visits were cancelled due to low risk status or because of the impact of the EIS-FELA strike action last year and the impact of COVID-19. Much good practice was noted by this EQA activity.

DW commented on the detrimental impact on colleges on Modern Apprenticeships of the potential removal of the PDA element and how this would favour private training organisations; any additional information would be helpful. He asked about the scale of Apprenticeships at NCL to which Christopher Moore said that NCL worked with the local authority with whom they have a good relationship especially with regard to construction and engineering providing a pipeline for students.

**7. SFC Transition Plan and Assigned College Update**

 RS reported that that at the end of last month there had been a meeting with senior members of SFC, NCL and SLC to consider the nature of the relationship going forward and the role and function of the RSB. The consensus was to urge SFC to take forward their recommendation on dissolution of the region as soon as possible. A note of the meeting will be circulated when it has been agreed by the attending parties.

**8. Student Association Reports**

**8.1 SLCSA**

 Rahela Calin (RC) highlighted items in her report:

* Freshers’ Week which involved inviting a variety of different organisations on campus, as well as organising activities and freebies for students. This was a very successful and exciting event.
* The SA has been committed to increasing student engagement and as part of this the SA has rebranded the Student Newsletter, decorated the SA office and increased social media presence.
* The Student President has been engaging with several external organisations, including presentations for Duncanrig Secondary as part of the work around Gender Based Violence prevention and the Scottish Funding Council about the student experience. SLCSA have also taken part in several events including Graduation, the Community Open Day, and the Step into STEM event.
* Going forward the SA will continue to focus on tackling student poverty and support the students’ mental health and wellbeing. There are six new Student Officers recently join the SA as part of this ongoing work.
* SLC hoodies: these are currently all sold out. The students voted to change the style (to have a discreet college ID on the sleeve rather than across the front), and for different colours this year. The garments are sold for £5 each. The SA also sold over 80 zipper hoodies from the previous year’s stock at the new price of only £3.

DW thanked RC for her uplifting report.

CM commented on the hoodies and congratulated the SA for linking this to their aim to tackle student poverty by making sure all SLC students have a piece of clothing at an affordable price to keep them warm. He suggested that perhaps NCL should do the same inspired by the SLC initiative.

**8.2 NCL SA**: KMcG introduced the NCLSA report and highlighted a number of new and on-going activities being undertaken by the SA. KMcG mentioned in particular:

* NCLA have undertaken a review of their working processes in response to a survey taken during Freshers’ week.
	+ The Students’ Association and Learner Engagement team recently undertook a review process of the existing Class Representation model with a focus on staff and student feedback.
* Following on from the review and development of the new Class Rep system, the Student’s Association and the Learner Engagement staff have recently launched dedicated Microsoft Team Department pages. 460 reps from across New College Lanarkshire have been assigned to a cross campus department community. This recent move has been well received across all pages with students proactively engaging with individuals from other campus where it was once not possible. Coming together for a common cause. In the coming weeks, this platform will be used to engage directly with the 460 reps on hot topics to help evaluate college practices.
* The Students’ Association and Learner Engagement team have launched NCLs first NCL Gaming server on the Discord social network. Students interested in e-sports and gaming are invited to join and meet fellow students to chat and play games. With a growing community of 75 members, we expect this to become an activity community of students. In addition to this being a growing collaborative community, members have the opportunity to represent the college in regional and national competitions to help further engage them with in-college activity.
* For the last number of years, the Learner Engagement team has led on a student entrepreneurial project titled Market Day – a project designed to help budding entrepreneurs with support for start-up businesses. The project was previously funded by the charity John Mather Trust but as this funding came to an end, the team has put in place plans to continue support for student entrepreneurship within the College.
* In addition to these significant improvements, the Students’ Association has been proactive in engaging with a variety of working groups within the College. The purpose of the working groups is to ensure the ongoing attainment, retainment and overall wellbeing of students – particularly in relation to their mental health. The recent steps that team has taken to improve certain working practices have been very positive and has already received a great reaction for staff and students. The team feel they have made a real impact in creating a sense of belonging and inclusion for new and returning students.

DW thanked KMcG and remarked on the range of activities in which NCLSA is involved and on the ethos of working together with college staff. He congratulated both SAs for their hard work and innovative approach.

**9. Principals’ overviews**

**SLC:**

SMcM advised that SLC had held it’s 2022 Graduation ceremony on 2 November at Hamilton Town House with guest speaker David Martindale. This was a very successful and enjoyable event.

The annual engagement event with the college’s HMI had taken place.

The quality process is back to normal following the relaxation of the covid regulations.

A curriculum review for the next 5 year period is underway. SLC and NCL are working jointly on this especially in relation to the rural aspects.

**NCL:**

* CM reported that NCL had been identified by Sport Scotland as one of the organisations to appoint an active sports co-ordinator. It has been agreed that NCL will receive Lottery funding for this appointment for a period of 3 years from Easter 2023 in preparation for the new academic year. The aim of the appointment is to achieve an active campus for staff and students without the need to have a dedicated sports department. CM said that NCL would be happy to work with SLC on this and NCL would support an SLC application should they wish to make one.
* NCL is in the process of re-aligning its Professional Services and is investigating setting up new directorates to support students better. Sandra McLoughlan is leading on this. It is anticipated that the new support structure will be agreed and adopted before Christmas.
* NCL is taking a forward look to anticipate the student of the future and therefore the shape the college will need to be to meet their needs. North Lanarkshire has a high level of employment while it has an aging population. NCL needs to restructure and seriously consider its future curriculum, moving away from the emphasis on 16-19 year olds. The curriculum of the future will be likely to need a more balanced portfolio. NCL is working on this with a view to having a plan in time for August 2024. Alongside this development NCL anticipates that more short courses will be required enabling the college to catch up on credits.
* SFC have been invited to attend a meeting of the Executive Board to help senior staff understand how difficult and uncertain the current economic landscape is. It would be helpful to have a period of stability and certainty around the Scottish Government’s expectations of colleges in the future. NCL is also dealing with a Lanarkshire situation of high employment, when high unemployment had been anticipated after covid, against the option of going to college.
* NCL Graduation 2022 is on Friday 18 November at the Glasgow Royal Concert Hall. There will be 2 ceremonies, one at 12 noon and one at 17.00. 3 new Fellows of NCL will be inducted.

DW said that even those in employment will need to update their skills so a hybrid model and short courses will be important.

BP commented on engagement with employers. CM said that this was important but tricky as colleges have to be careful how they use credits in those situations. He suggested that working through partners would be the way to achieve meeting credit targets.

Dianne Dixon (DD) said that there may be opportunities in 2 key areas:

* Child poverty, and
* In work poverty

She said that alongside high levels of employment there were high levels of in-work poverty, and that there was a need to change the investment profile to better jobs and better pay, where Lanarkshire currently has low levels of qualifications and low skills.

**10. Board strategy/horizon scanning**

 There was no update on this item.

**NCL Business**

**11. NCL Committee and Activity update**

 JL spoke to her paper and highlighted the following:

* **Education Scotland and Quality Arrangements:** Guidance on the Approach to external quality assurance, engagement and enhancement by HM Inspectors AY 2022-23 was issued to the College on 5 September 2022. The College was given verbal notification that Education Scotland College HMI Progress Visit (PV) will take place on 14, 15 and 16 December 2022.
* **Professional Development discussions**: The Staff Development Academy team is now working on the development of the Professional Development discussion process for 2022/23. As part of this process, in November 2022 the SDA is seeking feedback from staff groups across the organisation to facilitate ongoing improvement.
* **Complaints handling and reporting:** There were 15 formal complaints received in Quarter 1 of 22/23. All were satisfactorily responded to within the College Complaints Procedures required by the Scottish Public-Sector Ombudsman (SPSO) timeframes. Lessons learned from these complaints have been discussed and actions agreed with the departments and professional services teams involved.
* **College Committee Updates**
	+ **Learning and Teaching:** Education Scotland – Progress Review will focus on recruitment, retention, progress and attainment. Discussions will focus on early interventions and mitigations, ie blended learning offers flexibility to support students in employment and with families during a time of financial restraint.
	+ There are 83 schools' classes being taught across 22 disciplines with a mix of in school and in college delivery. STEM events taking place across each main campus, these are aimed at S1/2 pupils. Feedback has been positive. This session there are 2 HNC classes running in schools
	+ **Academic Standards, Planning and Monitoring:** Sustainability Group

Green Salon: presentation to senior NCL staff led to a start up fund of £5000. To support the launch of the Green Salon, Film and TV students have filmed the journey from conception to completion.

Estates: sustainability is embodied in the NCL Estates Strategy. Energy Efficiency Grants are available and feasibility studies have been undertaken at each campus for the installation of solar panels and LED lighting.

**General Committee Business**

**12. Approval of publication of Committee papers**

1. Agenda for the CSAO meeting 14 November 2022
2. Minutes of the CSAO meeting 5 September 2022
3. NCL KPI update
4. *SLC Curriculum and Quality activity update – via the SLC website*
5. NCL Students’ Association Report
6. *SLC Students’ Association Report – via the SLC website*
7. NCL Activity Update

**13. AOB**

 There was no other business

**14. Date of next meeting:**

 The date of the next meeting of the CSAO Committee is **Monday 20 February 2023** at 12.30 at Cumbernauld Campus and via Zoom.