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

**12.30 2 September 2024 in person at NCL Coatbridge and via Zoom**

**Present:** David Winning (Chair), Catriona Blacker (SLC Student President), Fraser Hainey, Stella McManus, Angela Pignatelli, Barbara Philliben, Joanne Rosie, Ronnie Smith

**Apologies**: Elizabeth Arogbofa, Jennifer Lowe, Christopher Moore, Tarryn Robertson, Julie Webster (NCL Student President)

**In attendance:** Ann Baxter, Nicola Mulholland, Diane McGill, Penny Neish

1. **Chair’s welcome**

David Winning (DW) welcomed everyone to the meeting.

**2. Apologies:** as noted above.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Minute of the CSAO meeting 13 May 2024**

The Minutes were agreed.

**Regional business**

**5. Regional Outcome Agreement (ROA) update**

Ann Baxter (AB) reported that SFC had published guidance on 6 June 2024 for AY 24-25 when the new form of Outcome Agreement with SFC, the Outcomes Framework and Assurance Model, will take effect.

 For session 2023-24 colleges will not have to produce an Outcome Agreement report in the previous format, but will be required to submit a short factual report (up to 6 pages) reflecting on delivery of 2023-24 Outcome Agreement commitments covering the following areas:

* Fair access and transitions
* Coherent learning provision
* Work-based learning and skills
* Net zero and environmental sustainability
* Innovation

This submission is required to be with SFC by 2 December 2024.

In addition, there will be a requirement to submit case studies in relation to outcomes for students and outcomes for economic transformation and social renewal. Potential case studies under consideration by NCL include:

* Women’s Aid project – Access and Progression
* 10th Anniversary Prize – STEM and schools
* Breaking the Cycle – Humanities conference
* Film and TV – VCA and external engagement

Case studies also have to be submitted by 2 December 2024.

For SLC, Angela Pignatelli (AP) advised that SLC is working on its report and currently considering the case studies for submission to SFC.

Dave Winning (DW) asked if the incoming Outcome Framework and Assurance Model will benefit colleges and require less input by college staff. AB and AP said that the amount of work expected around this was unknown but they were more concerned at the lack of detail available for the QAA’s Tertiary Sector improvement model also effective for AY24/25. This model is not student centred and to date few operational details have been provided.

**6. Themes and Project Showcases**

**6.1** **NCL and UWS Undergraduate School**

Nicola Mulholland, (NM), Dean of the Undergraduate School gave a presentation. This can be viewed at the following link: [UGS Presentation CSAO Sept 2024 v2.pptx](https://newcollegelanarkshire.sharepoint.com/%3Ap%3A/s/LanarkshireBoard2022/EYj9MYcQEVBEiSipi0U4rOgBx7TpHQSArFRkArbjljBH7Q?e=yb7BQN)

The video covers the launch of the Undergraduate School on 10 June 2024, through the degree programmes currently being offered (target 250 students), to the degrees being planned for 2025/26 with a target of 450 students.

NM acknowledged the help and support of the Honorary Appointees and the very positive contributions they had made to the successful launch of the Undergraduate School.

On behalf of the CSAO DW commented on the high level of achievement reached in a short period of time and thanked the staff for the huge amount of work they had undertaken.

Barbara Philliben (BP) asked NM where the students were drawn from. NM said that this had not yet been mapped but that she would provide figures in her next report.

***Action: NM to provide an analysis of the student data for the Undergraduate School when available.***

**6.2 Update on topics from the Learning and Teaching Group**

In Jennifer Lowe’s absence, AB gave a verbal update:

**Remit:** A comprehensive appraisal of the Learning and Teaching Group has informed the decision to revise the remit of the group to support new and evolving 21st century requirements relating to andragogy and pedagogy.  The overarching purpose of the group is to support lecturers to refresh their focus, to transform their learning and teaching approaches by offering meaningful, high quality, evidence-based education that prepares students to develop skills for learning, for life and for work.

**Purpose:** The Learning and Teaching Group is established to promote contemporary evidenced based practice that is driven by NCL’s obligation to meet the needs of students and is aligned to current General Teaching Council Standards for Lecturers in Scotland’s Colleges. The group will advocate innovation of learning, teaching, assessment and feedback and the sharing of best practice within the organisation.

The **Terms of Reference** provide a framework for the functioning and responsibilities of the Learning and Teaching Group. Any amendments or revisions to these terms will be proposed, discussed, and approved by the group members, ensuring transparency and inclusiveness in decision-making processes.

**Update**

The group has:

* Influenced the development of NCL’s SCQF accredited Professional Practice Unit;
* Demonstrated innovation in the use of Artificial Intelligence to support L&T;
* Influenced the development the NCL’s Personalisation of Learning Guidance supported by the use of a QR Code;
* Developed innovative ways of presenting student feedback supported by the use of Loom; Supported new and innovative ways of unit evaluation supported by mentimeter to transform the curriculum

**6.3 Further Themes from 2024 activity report**

* It is proposed that the next theme to be presented to the CSAO is Quality. This will include an update on the QAA’s Tertiary Sector improvement model and will be discussed by the newly appointed Interim Dean for Digital Learning & Quality Enhancement: Alan Moffat

The CSAO welcomed this proposal.

**7. Student Association Reports**

**7.1 SLCSA**

Catriona Blacker (CB) spoke to the SLCSA report and highlighted:

* The SLCSA’s focus on cost of living issues/student poverty and their work to help students cope in the current economic climate by working in partnership with the College’s new catering partner to continue to support the students with free soup and sandwiches, and breakfast on designated days, alongside the continued availability of the Student Larder for food and personal items located in the SA office. The SA is also keen to keep working with the Learning Development team to keep students warm by providing free clothing for all ages via the College Way Market. Hoodies are also being made available to students at a low cost.
* The new officers of the SA are working hard to promote the student voice and have so far visited 40 classes to introduce the activities of the SA and the services they can provide for students.

**7.2 NCLSA**

* AB advised that three new NCL student presidents are settling into their respective roles and have been visiting classes to introduce themselves.
* The college has opened a Well Being Academy at Motherwell campus with two more at Coatbridge and Cumbernauld in development. One of the current projects is "Be Well to Do Well" focusing on student well-being, which NCL believes is key to academic and personal success. ​ These centres will provide safe spaces and support through multi-agency services. The aim is to meet the diverse needs of students and help them succeed both academically and personally.​
* AB commented on the increasing importance of the role of class representatives especially in relation to helping to settle students in. NCL actively encourages student feedback and engagement to strengthen the college community and to enable the college to respond quickly and effectively to student ideas or concerns.

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**SLC Business**

**8 SLC Learning and Teaching update**

 AP spoke to her paper and commented on 5 main areas:

* **Credit and recruitment activity 2023/2024**

  For AY 2023/24 SLC had a core credit allocation of 43,601 credits.

The College recorded an outturn of 44,313 credits. This is 712 credits above the SFC credit target and is within the upper 2% tolerance threshold of 44,472 credits, subject to credit audit in the next 2 weeks.

* **Recruitment activity 2024/25**

SLC’s overall recruitment target for the full year is 5,837. To date a total of 5,069 applications have been received for the August start courses. This is an increase of 156 applications compared to last year; 5069 versus 4913 in 23/24.

  The applications are divided into full-time and part-time programmes as follows:

* 4079 for full-time courses: a decrease of 4 from 2023/2024;
* 102 for part-time courses: an increase of 16 from 2023/2024.

The current number of enrolments is 1,878 which is 32% of target. SLC expects progress over the coming weeks to enrol more applicants.

There is a concern over the recruitment of apprentices. For session 24/25, there is a decrease in the numbers of apprentices undertaking study on college programmes. This decrease in the number of apprentices undertaking studies directly links to the income the college receives. For example, one class group of year 1 Construction running with 14 students will yield £107,142 of which £81,438 is credit income but £25,704 of which is fee income. Work is underway to ensure that the exact shortfall is known and action planning to address this implemented immediately.

Some key aspects include:

* There is a current financial shortfall of £51k which the college monitoring closely. This delayed income is a direct impact of industrial action;
* 36 Modern Apprentices are unable to complete timeously due to delayed skills tests, gas tests meaning that results are sitting as ‘provisional’ with the Scottish Qualifications Authority (SQA);
* The lack of confirmation of apprentice results status directly impacts the MA’s level of earning, thereby unable to move to an additional £5 to their hourly rate.

* **The impact of ASOS (Action Short of Strike Action) and industrial action**

In January 2024, EIS-FELA, announced that they were undertaking ASOS in relation to the national pay dispute. ASOS commenced on 12 February 2024 and continued until the end of the 2023/24 academic session.  This action includes not entering course results into the college systems. At the time of writing, there was a total of 13,166 outstanding results with 27,967 completed results. This equates to 68% to completion.

* **Retention**

Early Withdrawals in FE FT have increased by 1.43% from 5.6% to 7.03% since reporting in April 2024. Intervention and support actions continue to take place by curriculum areas to support students to remain and complete their courses.

Further withdrawals in FE FT have increased by 2.6% from 13.8% to 16.4% since April reporting. Further withdrawals in HE FT have increased by 1.9% since April 2024 from 13.3% to 15.2%. Action planning is underway by curriculum teams to understand the reasons behind the withdrawals, support the students to remain on course and to succeed.

Overall retention remains high at 87% however this is a decrease of 2% on this time last year 2022/23

* **Audit updates**

Audits took place in the Marketing and Communications area and the Student Support area over May 2024.

The final Audit report for Marketing and Communications indicates an overall level of assurance of ‘Satisfactory: System meets control objectives with some weaknesses present’. There are action plans in place to address the identified areas of weakness.

* **KPIs**

SLC continues to make good progress and in SFC’s recently published national figures for colleges in Scotland SLC ranks very highly.

**NCL business**

**9.1 College National Performance Indicators: 2022/23**

AB spoke to her papers for this item and advised that it had not been possible to present this report on college national PIs last session as the national data has only recently been released by SFC.

AB asked the CSAO to note (for NCL):

FEFT: represented 42.6% of college activity in session 2022/23. Success increased from 52.3% in 2021/22 to 57.77% (5.47% increase).

FEPT: represented 30.3% of college activity in session 2022/23. Success increased from 75.22% in 2021/22 to 76.1% (0.88% increase).

HEFT: represented 25.3% of college activity in session 2022/23. Success increased from 60% in 2021/22 to 63.69% (3.39% increase).

HEPT: represented 1.8% of college activity in session 2022/23. Success decreased from 72.4% in 2021/22 to 60.18% (12.22% decrease).

**9.2 Credit and Curriculum update [Target for 24/25 – 117,300, to date 85,525 at end of first week]**

At the time report was written, NCL has met the allocated SFC credit target for 23/24, subject to audit.

**National results** – despite the ongoing ASOS action, AB commented that she was pleased that staff submitted all the required information to enable students undertaking to SQA so that they would receive their results from SQA on 6 August 2024. Only one priority appeal was submitted – results should be known on 2 September. [*Update:* There was no change following the appeal.]

ASOS has had a significant impact on recording of achievement in 23/24 as evidenced in section 4 of the paper. [*Update*: ASOS has now been withdrawn. NCL has asked staff for results to be processed by 20.9.24]

AB said that the tables in her paper for this item will be updated for the next meeting of the CSAO.

**Alternative funding activity:**

**i) Modern apprenticeships**

In response to the bid made to Skills Development Scotland in January 2024, New College Lanarkshire was awarded a contract for 209 new starts and a value of £1,062,815. The volume of new starts awarded were significantly lower than the volume in the bid which was a trend across all training providers allocated Skills Development Scotland modern apprenticeship contracts.  [*Update*: since submitting the reports 24 additional places have been allocated to NCL.]

With the shortfall in anticipated allocations for new starts, a review of apprenticeship courses to be delivered was conducted and a contract adjustment was completed. The adjustment focused allocations of new starts to occupational areas which had immediate employer demand for apprenticeship training. This ensured NCL was in the best position possible to meet contract KPI targets set by Skills Development Scotland.

  The occupational areas in question are:

* Engineering
* Electronic Fire & Security Systems
* Dental Nursing
* Business Administration
* Automotive

**ii) UKRI (UK Research and Innovation, the national funding agency investing in science and research)** Project value:  £1.2M.    NCL share: £196K.  The Colleges’ Local Innovation Centres project (CLIC) is funded by UKRI.

The CLIC project is a network of Innovation Centres, located at the six colleges of Further and Higher Education serving the eight local authorities in Glasgow City Region. Each of the CLIC Innovation Centres is focused on assisting businesses and organisations across the City Region’s five priority clusters acquire digital capabilities that will help them to add value or become more productive in their processes and services. Doing so will contribute to increasing individual enterprises’ and the City Region’s productivity. The themes covered by the CLIC Innovation Centres are Health & Life Sciences, Energy & Net Zero, Digital Creative Industries, Advanced Manufacturing & Production, and Digital & Enabling Technologies.

New College Lanarkshire is the CLIC Innovation Centre for Digitally Enabled Health.

**Departmental Updates**

NCL has 600 more accepted offers for AY24/25 than AY23/24.

Particular highlights include:

* Construction Trades Technology – pre-apprenticeship programme has been an area with challenges with retention, moving towards whole person activities. The aim is to contribute to general and mental wellbeing.
* Dental Health and Social Care – ‘earn while you learn’ and review of level 6 qualifications to assist with SSSC (Scottish Social Services Council) registration on completion – which will also increase income/employment opportunities for students.
* Support for Learning students working collaboratively with Siemens apprentices.

AB added that NCL continues to work hard on retention especially in areas such as construction, and liaises with the Care Commission and other agencies to support students’ needs.

**9.3** **NCL Committee and Self-evaluation update**

NCL has developed a number of campaigns such as Getting to Know You, Be Well to Do Well and Being Financially Fit. They have been promoted on all main campus sites via the video walls and information is also available on the CLAN. There is also a beauty bank where students can get hygiene and personal health products.

**9.4 Framework on Quality in Scotland’s colleges**

SFC have contracted the services of the Quality Assurance Agency (QAA) to lead on the reforms taking place nationally in relation to Quality assurance, review and enhancement. Most significant is the introduction of the one ‘tertiary’ sector which refers to all college and university education with the intention of a smoother and seamless journey for students.

The QAA Tertiary Sector improvement model will be the theme for the next meeting of the CSAO. Information on the model can be found at the following link:

<https://www.youtube.com/watch?v=w4jBu7pbzWk>

**9.5 Complaints Report**

22 formal complaints were received in the 4th quarter. Many were due to ASOS. The majority were dealt with within the timeframe, the remaining complaints will be dealt with immediately now that ASOS has been withdrawn.

**9.6 National Student survey – SFC**

The Survey was undertaken during a period of industrial action, but despite this there was an increase in response rate from 54.95% to 61.1% and overall satisfaction only declined from 94% to 92.5%.

 The SFC expect students to be encouraged to participate in the survey and both FE and HE – full-time and part-time should aim to achieve a target response rate of at least 50%. NCL achieved this.

 Responses to all the questions remain similar to last session.

 The ‘don’t know’ responses to Question 13 on the Students’ Association demonstrates the need to continue to raise the profile of the SA. However, for those students aware of the SA the level of satisfaction was comparable to the other questions within the survey.

The data gathered nationally should be published by SFC in October 2024

The results were shared with SFC Outcome Manager and Deputy Director, Assurance & Outcomes when they visited the college on 2 July 2024.

**10. Developing the Young Workforce:** update on the School-College Partnership Activity for academic year 2023/24

NM spoke to her paper.

**FE PT**: There has been an increase of overall enrolments in 2023/2024 of 455.

There has been an increase in early withdrawals in 2023/2024 of 43 pupils and an overall Credit loss of ~645. Some of this credit loss is due to nature of programme, such courses in Access and Progression. Other areas with high early withdrawals Early Learning and Childcare, and courses with Beauty, Aesthetics and Hair Design.

**HE PT**: There has been an increase of overall enrolments in 2023/2024 of 25 pupils.

The number of pupils withdrawing early has stayed the same at 2 in 2023/2024.

There has been an increase in further withdrawals in 2023/2024 of 4 pupils.

Overall, NCL currently has over 1000 results outstanding for the core schools’ programmes, however the completion of these courses should not be impacted by industrial action as most strike action took place after the core school programmes had finished.

 **Events**:

NCL attend a large variety of school career events across the academic year.

In 2023/2024, NCL attended 43 school career events across four local authorities: East Dunbartonshire, North Lanarkshire, South Lanarkshire and Stirling. Requests are already being received for these events to be supported for 2024/2025, with some events already having taken place.

There are plans for NCL to have a presence at the forthcoming UCAS events in September 2024 to promote the college’s core curriculum and provide pathway information for school-leavers.

NCL also plans to host further Community of Practice events, targeting key strategic areas of the core curriculum to build the college’s reputation and promote our full-time courses.

Several STEM events planned for the year ahead:

* The first in October in partnership with DYW (Developing the Young Workforce) regional group for East Dunbartonshire and Lanarkshire
* Two further events are planned for later in the year in collaboration with Smart STEMs

**10th Anniversary Prize**

The NCL 10th Anniversary Prize competition concluded on 4 June with a celebration event in the Motherwell campus.

There were two entries for the Arts category and fifteen for the STEM category, with over 50 pupils in total involved in the competition from three different high schools across North Lanarkshire. The standard of entries was extremely high.

Both teams from the Arts category submission were invited to attend NCL’s celebration event, while 6 teams from the STEM category made it through to the final. Pupils were invited to bring their parents and carers on the night, as well as colleagues from both schools.

Each of the winning teams received £500 and a trophy. They also had the opportunity to visit Skyrora’s state-of-the-art facilities in Cumbernauld.

NCL aims to build on the success of this event in AY24/25 by running another competition with a view to this becoming an annual event.

**Qualification development**

NCL has been working in partnership with Grove Academy in Dundee and Education Scotland to develop a new qualification, Engineering Challenge, for schools at SCQF level 6.

The first cohort of pupils will be accredited in AY2024/2025 and there is a lot of interest from Education Scotland as this development work goes some way to address some of the reform recommendations in the Hayward report. It has been proposed that this qualification will be showcased, along with other alternative school qualifications, at a conference event hosted by Education Scotland in the coming months.

**Improvement**

There are several key development strands for improvement for AY 2024/2025, which are captured in action plans, which have been shared with staff and TU colleagues.

Some of these developments are:

* Testing and introduction of a new online enrolment system.
* Creation of a dashboard for school-college partnership programmes.
* Induction packs for those delivering on our school-college partnership programme.
* Celebration events/open evenings for pupils, parents, carers and school colleagues.
* Improve IT access for staff delivering out in schools.
* Development of the website page to include videos and testimonials.

DW thanked NM for her interesting update.

**General Committee business**

**11.** **Approval of Publication of Committee Papers:**

1. Agenda for the CSAO 2 September 2024
2. Minutes of the meeting 13 May 2024
3. NCL Students’ Association Report
4. SLC Students’ Association Report

**12.** **AOB**: There was no other business

**13. Date of Next Meeting: The scheduled date for the next meeting is Monday 11 November 2024 at the Cumbernauld Campus**