

West Lothian College

28 February 2018

Learning & Teaching Committee

Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Wednesday 29 November 2017** at 9.15 am in Pavilion B Barbour Suite in the College.

Present: Sue Cook (Chair)
Tom Bates
Mhairi Harrington
Sarah Kerr
Iain McIntosh
Alan Morton
Lorna Reid

In attendance: Simon Earp (Vice Principal, Curriculum & Enterprise)
Claire Glen (Quality Manager)
George Hotchkiss (Vice Principal, Curriculum & Planning)
Lorna Jenkins (Access & Support Service Leader) (Item 17.50)
Richard Lockhart (Board Member) - Observer
Diane Mitchell (Centre Head, Workforce Development) - Observer
Karine McNair (Secretary to the Board)
Anne Wilson (Minute Secretary)

Presentation – Workforce Centre Head

A presentation was given by Diane Mitchell (Centre Head, Workforce Development) on her experience as an observer at the Learning & Teaching Committee over the last year. The presentation also included the purpose of her role as a Centre Head in the College.

The Committee thanked Diane Mitchell for her very positive constructive and upbeat presentation.

17.43 Welcome & Apologies

The Chair welcomed all to the Committee meeting, in particular, a special welcome was extended to Tom Bates (new Board Member), Karine McNair (new Secretary to the Board) and Simon Earp (Vice Principal, Curriculum & Enterprise) on attending their first meeting of the Learning & Teaching Committee. It was noted that Richard Lockhart (Finance & General Board

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Member) was attending the meeting as an observer. Lorna Jenkins was attending for Item 17.50.

No apologies were received.

17.44 Declarations of Interest

There were no declarations of interest.

17.45 Minutes of Previous Meetings

The minutes of the meeting of 6 September 2017 were approved as a true record.

17.46 Matters Arising from Previous Meetings

Members noted the paper detailing actions following the last meeting.

The Chair of the Learning and Teaching Committee gave an update of the actions:

Actions 1, 2 & 4 - All completed.

Action 3 - Deferred to the next Committee meeting (ELS visit) on 28 February 2018.

There were no other matters arising not otherwise on the agenda.

The Committee agreed for agenda item 17.50 be presented next.

17.50 UCAS and Articulation Report

The Access & Support Service Leader introduced the UCAS and Articulation Report for 2017 entry (College year 2016-17) which provided information on the number of students from West Lothian College who articulated to university and also to which university they progressed.

The Access and Support Services Leader gave explanations where necessary.

The Committee noted the information as provided by UCAS and the various arrangements that were in place to support students through the application process and progression to university.

It was noted that articulation on 2nd and 3rd years for advanced standing to be provided in the next UCAS and Articulation Report.

Action 1: Vice Principal, Curriculum & Planning

The Committee thanked the Access & Support Service Leader for the very informative report.

17.47 Regional Outcome Agreement (ROA) 2017-2018 Update – Dashboard

Vice Principal, Curriculum & Planning presented the ROA 2017-2018 Update Dashboard.

It was noted by the Committee that the ROA dashboard was showing an overview in relation to targets. It was highlighted by the Committee that there appeared to be a high number of amber arrows. Vice Principal, Curriculum & Planning assured the Committee, more robust data was being received now the amber arrows were expected to become green.

The Committee requested a more detailed commentary on actions and the rationale underpinning the assessment of progress be produced for the next Learning & Teaching Committee meeting.

Action 2: Vice Principal, Curriculum & Planning

The Committee agreed to note the report.

17.48 New Regional Outcome Agreement 2018-21 Summary

Vice Principal, Curriculum & Planning presented the summary guidance for the New ROA 2018-21 which:

- reflects the Scottish Economic Strategy
- is informed by local and national labour market information
- requires to contain stretch targets in relation to recruitment and attainment within priority groups.

The Committee noted the timelines for the draft ROA submission which had to be submitted to the Scottish Funding Council by 15 December 2017.

The Committee requested that the draft ROA be presented as a summary report, on a powerpoint presentation at the next Committee meeting.

Action 3: Vice Principal, Curriculum & Planning

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The Committee thanked Vice Principal, Curriculum & Planning for the summary of ROA guidance.

17.49 Draft Evaluative Report and Draft Enhancement Plan

Vice Principal, Curriculum & Planning presented the Draft Evaluative Report and Draft Enhancement Plan.

The Committee noted that the Draft Evaluative Report and Draft Enhancement Plan had been submitted to Education Scotland and the Scottish Funding Council on 31 October 2017. Vice Principal, Curriculum & Planning thanked the Quality Manager for all her hard work on the production of the Draft Evaluative Report and Draft Enhancement Plan.

It was noted that an Endorsement Meeting would take place on 14 December 2017 with Education Scotland and the Scottish Funding Council.

The Committee were content with the Draft Evaluative Report and Draft Enhancement Plan being presented to the Board of Governors on 12 December 2017.

17.51 Student Association Report

The Student Association President presented the report on the work of the Student Association in the period from September to November 2017.

The paper outlined the new Sparkle evaluative workbook for class representatives that had been launched this term. The Sparkle feedback had been stronger in some areas than others and was still a work in progress document. The Teaching Staff Board Member agreed to work with the Student Association on the Sparkle feedback for the collation of data.

It was noted by the Committee that future reports would be more structured.

The Student Association President discussed the level of poverty amongst students at the College and it was agreed that the Bursary Officer be contacted in the first instance for more information.

Action 4: Vice Principal, Curriculum & Planning

The Committee thanked the Student Association President for a great report.

17.52 Quality Assurance and Enhancement Report

The Quality Manager presented a report on the work carried out across the Quality and Learner Services function during the period from September to November 2017.

The Quality Manager went through the report and it was noted that there had been considerable self-evaluation activity during September-November with the new internal Quality Improvements in Learning and Teaching Services (QUILTS) framework. The output from QUILTS had resulted in detailed overall Quality Improvement Plans for all College areas with the impact of actions being completed by December 2017.

Learning and Teaching Observations – To-date 47 observations had been undertaken and the rest would take place in Block 2. Positive feedback had been received from staff to-date, and the process of using Moodle had worked very well.

The Quality Manager indicated that an early indication of Key Performance Indicators were positive, with early withdrawal for FE full-time having reduced by 1%.

The Committee thanked the Quality Manager for a high level report and noted the paper.

17.53 Learner Attainment Sub Group Minutes and Remit

Vice Principal, Curriculum and Planning presented the Learner Attainment Sub Group minutes and remit and advised the Committee that this new group with selected Board members, had been established to scope out high level detail regarding learner attainment.

17.54 College Key Performance Indicators 2016-2017

Vice Principal, Curriculum and Planning introduced the Key Performance Indicators for 2016-2017 which showed the College's Key Financial and Non-Financial PIs for the period 2013-2014 to 2016-2017.

Vice Principal, Curriculum and Planning confirmed that good progress had been made on the non-financial indicators in relation to three targets with FE full-time requiring further improvement and that early indications were showing that withdrawals were going in the right direction but close monitoring would take place.

The Committee noted the learner performance indicators.

The Principal gave an update regarding an issue which has just come to light with regard to the College's 2015-16 Performance Indicator (PI) for HE Full-Time (HEFT) Successful Students. The issue related to the coding of "success" for Higher National Students highlighted through a new process where the Scottish Funding Council results from the FES database with the National Articulation database.

"Success" for Higher National Students was defined as students achieving the Group Award i.e. the HNC or HND qualification. However the College's Unit-e system had coded these students as successful if they achieved 70% of units but not necessarily the Group Award. This affected 27 students and the impact of removing these students from the calculation would be to reduce the HEFT Success PI for 2015-16 from 70% to 66%.

The College was not the only College affected as the SFC had identified thirteen Colleges in total with this error although given the College's size the impact on the PI was much greater.

The Principal reassured the Committee there had been no falsification of records, none of the students have been certificated by SQA and they have not graduated from the College. The only place this had been incorrectly noted was on the FES database.

The programme within the Unit-e system which calculates the PIs was set up in 2010-11 and was complex. The complexities of the programme made it difficult to see that the calculation was being done in this way but the programme has now been corrected. The correction was done prior to the submission of the 2016-17 data so the Performance Indicators for 2016-17 have been correctly calculated.

The concern of the Principal was the SFC advised the Chief Statistician of the Scottish Government about this issue without prior consultation with the Principal or Senior Team. Discussions had however taken place between the College and SFC at a fairly low key and transactional level since May 2017.

SFC informed Scottish Government that it planned to restate the PIs for both 2014-15 and 2015-16 and highlight the impact on the colleges' concerned in the 2016-17 PI Publication. At this time the impact on the 2014-15 PI was not known but it was likely to have a similar impact.

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The Principal had requested a meeting with SFC as a matter of urgency as the situation had a potential for reputational damage. The meeting had been arranged for 5 December 2017.

17.55 Any Other Competent Business

There were no other items of business.

17.56 Review of Meeting, Supporting Papers and Development Plan

The Committee were content with the updated Development Plan.

17.57 Date of Next Meeting

The next meeting would take place on Wednesday 28 February 2018 at 9.15 am.

Note: There were no matters discussed during the meeting, during which Members declared any conflict of interest, or the Secretary to the Board was aware from the Register of Interests that discussion could give rise to such a conflict.

Signed
Chair, Learning and Teaching Committee

Date