

West Lothian College

11 March 2019

Learning & Teaching Committee

Minute of the Meeting of the **Learning and Teaching Committee** of the Board of Governors held on **Monday 3 December** at 9.30 am in Barbour Room, Pavilion B of the College.

Present: Sue Cook (Chair)
Jackie Galbraith (Principal & Chief Executive)
Alan Morton
Tom Bates
Michelle Low
Gemma Reynolds

In attendance: Alex Linkston (Chair of the Board of Governors)
Simon Earp (Vice Principal, Curriculum & Enterprise)
George Hotchkiss (Vice Principal, Curriculum & Planning)
Jennifer McLaren (Vice Principal, Finance & Curriculum Services)
Jenny Stalker (Head of Quality & Learner Services)
Elaine Brown (PA to Principal & Admin Manager)

18.47 Welcome & Apologies

Apologies were received from Iain McIntosh.

The Committee were taken on a tour of Studio 3 – HND Business Year 2 students and feedback received was very positive.

The Chair of the Committee stated that all meetings would now start at 9.30 am instead of 9.15. The Committee also discussed Scott Anderson, Education Scotland attending all the L&T Committee meetings if there were no objections. The Committee were content with this and felt that it would also help with the self evaluation of the College.

18.48 Declarations of Interest

There were no declarations of interest.

18.49 Minutes of Meeting of 5 September 2018

The minutes of the meeting of 5 September 2018 were approved as a correct record.

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18.50 Matters Arising from Minute of Meeting of 5 September 2018

Members noted the paper detailing actions following the last meeting.

Action 1 – Articulation Routes - was an agenda item

Action 4 – Key Performance Indicators – Vice Principal, Curriculum & Planning informed the committee that professional cookery withdrawals were high as students had been given employment opportunities. More analysis would be produced in an update given at the next Learning & Teaching Committee.

Action 1: Vice Principal Curriculum & Planning

Action 8 – Credit Targets – was an agenda item.

Action 9 – Schools recruitment – Vice Principal, Curriculum & Enterprise stated that the reason behind 50% of attendees for schools recruitment in June not turning up was due to information not being disseminated by schools to the pupils. The college was now working closely with the schools in order to ensure that all information was synchronised by the college and schools.

Action 10 – Deep Dive – was an agenda item

All other actions were noted as duly complete.

18.51 Minute of Extra Ordinary Meeting of 25 October 2018

The minutes of the meeting of 25 October 2018 were approved as a correct record.

18.52 For discussion

i) Student Association Report

The Student Association President informed the Committee that the team was now in place, which was proving to be more effective both as a support mechanism and also facilitating attendance at cross college meetings.

Class Ambassadors had been elected and most of the training had been completed with positive feedback being received. The Ambassadors had been incentivised to complete SPARKLE

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evaluations with their classes and feedback was being collated which would be discussed in detail at the Quality Compliance and Learner Services Committee meeting in January.

Welfare packs and free soup alongside a range of services that supported good mental health and wellbeing was proving beneficial in helping to deal with students who had financial concerns and mental health wellbeing issues.

Other projects that the Student Association were working on was collaboration with the college in order to achieve LGBT Charter recognition and establishing clubs such as archery and LGBT A-Z Club.

The Student Association was also visiting Borders College in November and Edinburgh College in the New Year to share good practice.

The Committee were interested in how the Student Association would evaluate the support on mental health and wellbeing for the students.

The Student Association President stated that this would be either collected by themselves through emails and also SPARKLE.

The Head of Quality & Learner Services also stated that this would be part of the Student Enhancement Strategy which was work in progress.

The Chair of the Committee thanked the Student Association for a very informative report.

ii) Applications Deep Dive - Presentation

The Vice Principal Curriculum & Enterprise gave a presentation on the above which covered:-

- Activity volumes and comparators
- Demographics
- Geography
- What does this mean/where do we want to be?
- Review of Interviews.

The key observations from the above information were:-

- Applications across the sector were in decline but the College appeared to be disproportionately affected;
- Credit target was being achieved by greater emphasis on in-work training (SVQs);

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- Attempts to address gender imbalance had not made significant inroads.
- The college had achieved SIMD10, ROA targets from most of the districts and attainment was good.
- West Lothian College has a higher rate of 16-19 year olds going into employment compared to national averages and lower rates into HE and FE.
- Not enough numbers of introductory (Level 4) programmes were in place.
- Current school programme did not act as a recruitment pool for full time courses.
- Not enough sufficient emphasis in place on directly recruiting in and from schools.

There were opportunities for growth, to add value and to promote the College.

Discussion took place on the above and the Principal stated that all the information presented would be taken into consideration for the Outcome Agreement.

The Chair of the Committee thanked the Vice Principal, Curriculum & Enterprise for a very informative presentation.

iii) Curriculum Planning Report 2019-20

The Vice Principal, Curriculum & Planning informed the committee that the college had assumed 2% growth for the 2019-20 credit allocation as identified in the Financial Forecast Return.

The College was increasing the Foundation Apprenticeship element of the curriculum portfolio in collaboration with education partners.

Planning was also being undertaken with West Lothian Council on the school provision within areas of deprivation and pupils at risk.

The new courses proposed for delivery in 2019-20 were to meet industry needs for skills development and increasing demand driven by government funding for Modern and Foundation Apprenticeship courses.

Discussion took place on the report and the Vice Principal Curriculum & Planning stated that although HNC Photography had been removed from the portfolio, elements of photography would take place within other courses but not a dedicated subject and this rationale was based

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on current market research and performance trends over the last three years.

The proposed new HNC Cyber Security Course had good progression opportunities to HND and degree courses being offered by Edinburgh, Glasgow and Abertay Universities.

The Committee agreed that the articulation routes mentioned to the Universities was really good opportunities for students and stated that it would be good if the College could look into an articulation agreement with Abertay University as it had been highlighted as one of the best cyber security degree courses in Scotland, also Napier University.

Action 2: Vice Principal, Curriculum & Planning

The Committee noted the curriculum planning for 2019-20 and also approved the identified courses for inclusion in the plan.

18.53 Regular Monitoring

i) Credit Update

Vice Principal Curriculum & Planning informed the committee that at the moment the College had a credit shortfall of 2,045 and this could result in a funding claw-back and ESF credit allocation is conditional on meeting the core credit target.

The College had planned additional January starts and summer school activity to ensure that the credit target was exceeded.

Discussion took place on the credit shortfall and the Vice Principal, Curriculum & Planning stated that the college was working to reach the credit target.

The Committee were content with the information presented.

ii) Outcome Agreement Targets 2018-19

The above report provided an update on progress toward the outcome agreement targets and progress to date for 2018-19.

Vice Principal Curriculum & Planning stated that credits delivered to students resident in SIMD10 were above target. Female recruitment was above target and male was below however this was being

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addressed within the curriculum planning for 2019-20. School recruitment had been robust and the college was working well with Schools Higher Education Programme (SHEP). STEM recruitment however was below target but additional activity had been planned for 2018-19.

The Committee discussed STEM as this was a Government priority and how important it was to recruit across all programmes. Vice Principal Curriculum & Enterprise informed the Committee that January programmes were recruiting well and another electrical programme with SCETT (17 week course) had been introduced, and the college would be hosting a lego robotics challenge in 2019.

The Committee agreed that it would be interesting to see what STEM activity was in place and also planned for 2018-19. The Vice Principal Curriculum & Enterprise to bring a report to the next Learning & Teaching Committee.

Action 3: - Vice Principal Curriculum & Enterprise

iii) Key Financial and Non-Financial Performance Indicators

The Committee noted the Performance Indicators

iv) Articulation Report

Vice Principal, Curriculum & Planning gave a brief update on the above report stating that there were now progression routes for almost every HNC within college programmes and the college was looking to open dialogue with all universities that they don't have formal arrangements with. The college was also going to extend the range and availability of progression and advanced standing and continue to discussions with SWAP to extend choices.

Discussion took place on the articulation agreements and progression routes for Computing & Engineering and it was agreed that the Vice Principal, Curriculum & Planning would check that these were aligned to Napier University.

Action 4: Vice Principal Curriculum & Planning

The Committee also discussed how key messages could be disseminated to students on progressions routes ie: case studies, articles in magazines, facebook etc. It was agreed that Vice Principal Curriculum & Enterprise would ascertain whether case studies could be put in West Lothian Council's bulletin, videos on the college's website

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and other forms of communication to students that were looking for progression routes.

The Committee were content with the recommendations put forward.

v) Early Withdrawal Information

The Vice Principal Curriculum & Planning informed the committee that the information presented was as at 23 November and no concrete conclusion could be drawn until a final position was clear. Centre Heads were sent weekly alerts on absences and were very proactive in responding to attendance issues. Various reasons were given for early withdrawals and the managers were working very closely with lecturers to give as much support as possible to retain students and early interventions put in place.

The Committee discussed comparisons and the initiatives in place with the Student Association ie: free soup, welfare packs and hygiene products and were content that the college was doing everything possible to prevent early withdrawals.

It was agreed that a detailed report be presented at the next meeting with further analysis on withdrawals and by reason.

Action 5: Vice Principal, Curriculum & Planning

vi) Student Funds 2018-19 Update

Vice Principal, Finances & Curriculum informed the committee that the college had put in a bid for additional funds through the in-year redistribution exercise and was hopeful that they would receive some if not all of the funding.

The Committee were content with the amount submitted in the bid for the additional funds.

18.54 For Information

i) Evaluative Report 2017-18 and Enhancement Plan 2018-21

The report had been updated as per discussion at the meeting of 25 October 2018 and sent to the Scottish Funding Council.

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ii) Quality Assurance & Enhancement Report

Head of Learner Services stated that good progress was being made with PLP's and teaching observations. The Committee were content with the information within the report.

iii) Learner Attainment Sub Group Minutes

The Committee noted the above minutes.

iv) Income Generation Report

The Committee noted the report.

v) Student Satisfaction College Overview 2017-18

The Committee noted the student satisfaction information presented and were content that student feedback had shown that "you said we delivered" campaign had worked.

vi) SFC College Leaver Destination

The Committee noted the leaver destination information.

18.55 Any Other Business

N/A

18.56 Review of Meeting, Supporting Papers and Development Plan

The Committee were content with the information received and the Development Plan.

18.57 Date of Next Meeting

The next meeting would take place on Wednesday 6 March 2019 at 9.30am.

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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