**LEARNING, TEACHING & STUDENT EXPERIENCE COMMITTEE**

**APPROVED MINUTES OF MEETING OF 19 MAY 2023**

**Meeting held in the Boardroom, Granton Campus, 14:00hrs**

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| **Present**: | Becky Duff; Audrey Cumberford; David Elder; Lorraine Farquharson; Ross Laird (Chair); Skye Marriner; Kerry McCormack; Liz McIntyre; Luna Morrison; Carole Paterson; Ryan Quinn; Eleanor Sim |
| **In attendance**: | Jon Buglass; Gail Graham; Monica Hoenigmann; Jakki Jeffery; Nicola MacKenzie; Jonny Pearson; Karen Stevenson; Marcus Walker (Clerk); Scott Warden |

1. **WELCOME & APOLOGIES**

   1.1    Apologies were NOTED from Hunia Arshad, Annette Chapman and Daniel Holland.

   1.2    The Committee NOTED that, following a review of committee membership by the Board of Management on 28 March 2023, Liz McIntyre and Eleanor Sim had been appointed to the Learning, Teaching & Student Experience (LTSE) Committee. The Chair welcomed both new Non-Executive Board Members to their first meeting of the Committee.

   1.3    The Chair welcomed the four Assistant Principals Curriculum to the LTSE Committee to engage in the Curriculum Strategy Workshop Item (Minute 5 refers).

   1.4    The Committee NOTED that, as a key area of work within its remit, the Curriculum Strategy would be the main focus of the afternoon - with the first half of the meeting taking the form of a workshop session. The Chair advised the Committee that other key items of business, including regular standing items, would be considered in the second half of the meeting.

2. **DECLARATIONS OF INTEREST**

   2.1    No declarations of interest were received.

## 3.   MINUTES OF PREVIOUS MEETING

3.1     The Committee APPROVED the minutes of the LTSE Committee from 3 March 2023 as an accurate record of the meeting.

## 4.   MATTERS ARISING REPORT

4.1     The Committee NOTED that actions from the previous meeting were either complete, overtaken or on the agenda.

## 5.   CURRICULUM STRATEGY WORKSHOP

5.1     The Committee NOTED the central importance of the Curriculum Strategy, within the context of the wider Edinburgh College Strategic Plan. The Vice Principal Education & Skills highlighted to the Committee that the College required a flexible, dynamic, responsive, and digital curriculum in order to develop the skills of its learners, meet employer and industry needs, respond to current and future skills requirements, and contribute to both regional and national social and economic recovery.

5.2     The Committee NOTED a presentation provided by the Vice Principal Education & Skills and the following four challenge questions:

(i)   Can a successful curriculum be designed in isolation?
(ii)  Does the current faculty structure help or hinder collaborative curriculum design?
(iii) Should timetabling be centralised?
(iv)  Does Edinburgh College need four campus?

5.3     The Committee welcomed the opportunity to consider the development of the Curriculum Strategy in further detail, and DISCUSSED the following points in relation to the challenge questions:

**Over Assessment**
(i)   The challenge of tackling over assessment and how awarding bodies, such as the SQA, were being engaged as part of this approach.

**Agility / Flexibility**
(ii)  The personalisation of learning through individualised learning plans.
(iii) The integration of core skills across the curriculum and the good practice already implemented by the College in this area.
(iv)  The need for greater agility in the College's approach to Digital learning across the faculties (e.g., the potential to engage creatives within the problem-solving aspects of cyber-security)
(v)   The opportunities available to create more personalised and multidisciplinary approaches to learning and teaching, without losing sight of the learner pathway.
(vi)  The empowerment of students to pick and choose modules and approaches to learning and assessment.
(vii) Recognising the importance of student pathways to employers and other external stakeholders.

**Cross-Curriculum/Campus Engagement**

(viii)    The barriers limiting cross-curriculum projects across the College and how current organisational structures could be shaped to support cross-curricular activities.

(ix) The silos inevitably arising from have four separate campuses and ways that cross-campus interactions could be improved.

(x) The importance of timetabling to the effective use of resources and the College estate.

**Student Achievement**

(xi) The need to maintain a focus on student achievement whilst ensuring that students enjoy, and fully engage with, the process of learning.

5.4    The Committee NOTED that, on behalf of the Board of Management, it had a key role in monitoring the performance of the College against the Curriculum Strategy, and members DISCUSSED the following in relation to performance measures:

(i)    The current reporting received by the Committee, including the Regional Outcome Agreement Self-Evaluation and the Education Scotland Progress Report.

(ii)    The Committee's ability to directly hear the student voice and evaluate the college-wide student experience.

(iii) The potential opportunity to receive live data, in line with idea of a more agile curriculum.

(iv) The need for a greater understanding around why data points move and the causality underlying changes in performance.

(v)    What does excellent learning and teaching look like and how can it be measured.

5.5    The Committee AGREED that the Vice Principal Education & Skills, and the wider Senior Management Team, should reflect on feedback from the workshop session, with a view to producing a draft Curriculum Strategy for review at the next meeting of the LTSE Committee.


6.    **STUDENT EXPERIENCE REPORT**

6.1    STUDENT EXPERIENCE UPDATE

6.1.1    The Committee NOTED an update on the Wellbeing & Student Counselling Services following an announcement by the SFC that no further funding would be made available to colleges to support student counselling services. The Acting Assistant Principal Student Experience advised the Committee that the Senior Management Team had considered this matter and agreed to extend the current Counselling Team's contract by one year, whilst the College worked to develop an overarching Student Mental Health and Wellbeing Strategy outlining its long-term plan.

6.1.2    The Committee welcomed the continuation of counselling services and DISCUSSED the development of a longer-term Strategy to align with the

Scottish Government's own planning around the future of national mental health services. The Acting Assistant Principal Student Experience informed the Committee that funding to support the one-year extension of extant counselling services had been accomplished using financial savings achieved through staff vacancies.

6.1.3 The Committee AGREED that it would welcome an opportunity for a long-form discussion, in a similar manner to the Curriculum Strategy Workshop (Minute 5 refers), around the Student Mental Health and Wellbeing Strategy. The Chair advised the Committee that the scheduling of this session would be considered further with the appropriate Vice Principals and the Board Secretary - prior to its inclusion on the Committee's 2023/24 Programme of Work.

6.1.4 The Committee NOTED that full-time enrolments in 2022/23 were down on the previous academic year. The Vice Principal Innovation, Planning & Performance informed the Committee that, whilst on-campus open day events had been well attended in February 2023, the College was currently developing a new recruitment strategy to drive application and enrolments through a whole College approach.

6.2 ECSA CLASS REPS REPORT

6.2.1 The Committee NOTED an update on 2022/23 Class Reps activities, including the recent Class Reps Meeting held in April 2023 and two published reports on an ECSA-led Student Mental Health Survey and an external report on Class Reps Diversity.

6.2.2 The Committee NOTED the IT concerns raised by Class Reps relating to the use of Turnitin, Moodle and Microsoft Teams. The Committee DISCUSSED the interconnections between software applications used by the College and how this could be improved to further enhance the student experience.

6.2.3 The Committee AGREED that ECSA should engage with the Vice Principal Innovation, Planning & Performance, and appropriate Assistant Principals, to review the various online platforms used by the College and consider what works well and whether any serious useability issues existed.

6.2.4 The Committee welcomed the Class Reps Report and DISCUSSED student engagement across the College. The Committee AGREED that student engagement should be earmarked as a 'deep dive' item for more detailed consideration at a future meeting of the LTSE Committee.

## 7. STUDENT SATISFACTION SURVEYS

7.1 COLLEGE LEAVERS DESTINATION SURVEY

7.1.1 The Committee NOTED a report on the results of the College Leaver Destination Survey 2021/22. The Assistant Principal Quality & Improvement advised the Committee that the SFC required all colleges to carry out the

Survey, with information being gathered from a range of sources including internal college data, UCAS and feedback from a telephone survey.

7.1.2    The Committee NOTED that data had successfully been collated from 84% of the targeted 4,518 leavers during March and April 2023. The Assistant Principal Quality & Improvement highlighted that the number of students achieving a positive destination stood at 97%, a 1% increase on the previous year.

7.1.3    The Committee DISCUSSED the results of the College Leaver Destination Survey 2021/22. The Assistant Principal Quality & Improvement advised the Committee that although 3% of College leavers had not achieved a 'positive destination' as defined by the SFC, this outcome showed parity with many other colleges across the sector.

7.1.4    The Chair welcomed the report and highlighted the positive impact of the College in preparing students for their next step in life, whether it be continued education or employment.

7.2       INDUCTION SURVEY 2023

7.2.1    The Committee NOTED the content and format of the draft Induction Survey 2023, which would be made available to new and returning students in the upcoming academic year.

7.2.2    The Committee DISCUSSED the proposed questions within the draft Induction Survey and AGREED the following amendments:

(i)       The splitting of the first question relating to the College website into two separate questions.

(ii)      The inclusion of a question to assess students' awareness of ECSA and its role.

7.2.3    The Committee APPROVED the content and format of the Induction Survey 2023 - subject to inclusion of the additions outlined under Minute 7.2.2 - for circulation to students on 23 October 2022.


8.  **EDUCATION SCOTLAND PROGRESS VISIT: ACTON PLAN UPDATE**

8.1    The Committee NOTED that the Education Scotland Progress Visit Report, presented to members on 4 March 2022, had outlined many areas of positive improvement - specifically within services to support learning and aspects of the delivery of curriculum, learning, teaching, and assessment. The Vice Principal Innovation, Planning & Performance reminded the Committee that the College received an overall 'satisfactory', out of two possible outcomes.

8.2    The Committee NOTED a progress update against an Action Plan which had been developed for the College's own monitoring purposes but would provide a useful tool for engaging further with Education Scotland during the upcoming progress visit. The Vice Principal Innovation, Planning & Performance advised the

Committee that the 'Student Experience' part of the upcoming Education Scotland Progress Visit had now taken place, to allow HMI Inspectors to meet with students before the end of term.

8.3 The Committee DISCUSSED the Education Scotland Progress Visit and NOTED that (to date) no feedback from the initial Student Experience assessment had been received. The ECSA Student President advised the Committee that students who participated directly in the assessment had raised concerns regarding some aspects of the exercise.

8.4 The Committee AGREED that ECSA should formally write to Education Scotland expressing their concerns in relation to the assessment, to support improvements to subsequent progress visits.

8.5 The Committee DISCUSSED the Action Plan and its communication to stakeholders across the College. The Committee AGREED that the Executive Team should consider the adoption of a 'you said, we did' style approach to communicating the improvements implemented in response to the Education Scotland Progress Visit to both students and staff.

*Kerry McCormack left the meeting*


9. **REVIEW OF COMMITTEE OPERATION 2022/23**

9.1 The Committee NOTED that at the end of each academic year the LTSE Committee was required to review its annual activity. The Chair advised the Committee that the same evaluation form, which asked members to consider the committee's operation and its performance monitoring and strategic roles, would be completed by all committees of the Board.

9.2 The Committee AGREED that its operation was compliant with its terms of reference, as outlined in 'Part 1' of the evaluation form.

9.3 The Committee DISCUSSED its performance over the academic year and AGREED that members' feedback should be relayed directly to the Chair and the Clerk, prior to a finalised version of the report being recirculated to the Committee (outwith the meeting cycle) for approval.


10. **ANY OTHER COMPETENT BUSINESS**

10.1 EIS-FELA: ACTION SHORT OF STRIKE (ASOS)

10.1.1 The Committee NOTED the concerns of the ECSA Student President relating to impact of ASOS on students. The Principal advised the Committee that the College, and the wider sector, were actively considering ways to mitigate the impact of the ASOS, specifically the withholding of students' results as part of the action.

10.1.2 The Committee NOTED that the Principal would provide a further update on this matter to the Board of Management on 13 June 2023.

10.2  DEPARTURE OF COMMITTEE MEMBERS

10.2.1    The Committee NOTED that Kerry McCormack, a Non-Executive Board Member, would be stepping down from the LTSE Committee at the end of the academic year to join the Audit & Risk Assurance Committee. The Chair thanked Ms McCormack for her significant contribution to the Committee over the past two years.

## 11.    FOR INFORMATION

11.1  COMMITTEE PROGRAMME OF WORK 2023/24

11.1.1    The Committee NOTED its proposed programme of work for the academic year 2023/24.

## 12.    DATE OF NEXT MEETING

12.1    The next meeting of the LTSE Committee shall be held on 8 September 2023.


*The meeting closed at 16:00*