



LEARNING, TEACHING & STUDENT EXPERIENCE COMMITTEE

MINUTES OF MEETING OF 20 MAY 2022

14:00hrs, Remote Meeting via Microsoft Teams

Present: Laura Craig; Audrey Cumberland; Rose Dodgson; Ross Laird; Kerry McCormack; Jeanette Stevenson (Chair); Richard Swan; Jordan Wylie

In attendance: Jon Buglass; Kerry Heathcote; Monica Hoenigmann; Jonny Pearson; Marcus Walker

1. WELCOME & APOLOGIES

- 1.1 Apologies were NOTED from Victoria Browning, Audrey Cumberland and Neil Manning.
- 1.2 The Committee NOTED that Anne-Marie Sturrock, Assistant Principal Curriculum, had left the College on 6 May 2022. The Chair, on behalf of the Committee, thanked Ms Sturrock for her service to the College as a member of the Senior Management Team.
- 1.3 The Committee NOTED that Monica Hoenigmann, Assistant Principal Student Experience, had been seconded to the role of Assistant Principal Curriculum. The Chair advised the Committee that an internal secondment (until January 2023) to cover the Assistant Principal Student Experience role would be confirmed imminently.
- 1.4 The Committee NOTED that Kerry Heathcote, Assistant Principal Quality & Improvement, would leave the College on 10 June 2022. The Chair, on behalf of the Committee, thanked Ms Heathcote for her contribution to the Committee over the past four years.

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 Learning, Teaching & Student Experience (LTSE) Committee from 4 March 2022 as an accurate record of the meeting.

4. MATTERS ARISING

4.1 MATTERS ARISING REPORT

- 4.1.1 Actions from the previous meeting were complete, overtaken or on the agenda.

5. STUDENT EXPERIENCE REPORT

5.1 STUDENT EXPERIENCE UPDATE

- 5.1.1 The Committee NOTED that a new delivery model for Learning Development Tutors (LDTs) would be introduced for 2022/23. The Assistant Principal Curriculum advised the Committee that LDTs would focus on further education classes, whilst HN Classes would have a dedicated course tutor identified by the appropriate curriculum team. The Committee NOTED that the change to delivery model would enable all students to have a recognised point of support regardless of their level of study.
- 5.1.2 The Committee DISCUSSED changes to the LDT delivery model and the additional support available through the Student Services Hub. The Assistant Principal Curriculum advised the Committee that curriculum teams would be allocated an LDT resources, with Tutors joining curriculum team meetings to ensure effective planning, communication, and support for students.
- 5.1.3 The Committee NOTED that applications were down on previous years, with work ongoing across all faculties to find ways of supporting applicants to ensure offers were made swiftly. The Assistant Principal Curriculum advised the Committee that some offers had been delayed due to the postponement of interviews due to industrial action.
- 5.1.4 The Committee DISCUSSED the current cost-of-living crisis and its potential impact on the decision of school leavers and young people to seek employment. The Assistant Principal Curriculum highlighted to the Committee the need to ensure that offers were processed efficiently to make certain that applicants were engaged with the College and certain of their place on a course.
- 5.1.5 The Committee NOTED that, as part of its driver towards a more inclusive experience for students with additional support needs and disabilities, the College had appointed a new Assistive Technologist. The Assistant Principal Curriculum advised the Committee that the Assistive Technologist would be working closely with Needs Assessors to ensure students received the best recommendations for both assistive technologies and training.

Jonny Pearson joined the meeting.

5.2 ECSA CLASS REP MEETINGS UPDATE

- 5.2.1 The Committee NOTED that the third round of Class Rep Meetings had taken place in March 2022, with a view to gathering information on students' experiences of on campus learning. The ECSA Student President highlighted to the Committee that over 73% of students surveyed prior to the meeting rated their experience at Edinburgh College as either 'Good' or 'Amazing', with only 2.4% rating their experience as 'Poor'.
- 5.2.2 The Committee NOTED that students who rated their learning experience as either 'Average' or 'Poor' raised concerns that they had missed out on learning and progression opportunities during the Covid-19 Pandemic. The ECSA Student President informed the Committee that no Class Reps had rated their experience as 'Awful' within the five-point pre-meeting survey.
- 5.2.3 The Committee NOTED that the Class Reps Meeting had also been used to gather feedback on a pilot project related to gender-neutral toilets and signage. The ECSA Student President advised the Committee that Class Reps had agreed that signage to indicate accessible toilets as gender neutral (which they already are) was welcomed, and ECSA would now take this forward with the College's Equality Officer.
- 5.2.4 The Committee DISCUSSED the feedback provided through both Class Rep Meeting Report, and the proposed response of the Students' Association and the Senior Management Team.

6. CURRICULUM STRATEGY UPDATE

- 6.1 The Committee NOTED a verbal update from the Vice Principal Education & Skills on the development of a new Edinburgh College Curriculum Strategy. The Vice Principal advised the Committee that the College currently had a Curriculum Planning & Design Strategy 2017-20, however, the development of a new Edinburgh College Strategic Framework offered the opportunity to pause and reflect on the current curriculum offer.
- 6.2 The Committee NOTED that the purpose of the new Curriculum Strategy was to provide institutional coherence, oversight, and leadership, whilst refreshing the focus on the core pillars of learning, teaching, assessment, and outcomes. The Vice Principal Education & Skills outlined to the Committee the curriculum design principles to which the process of strategy development would adhere, and the central importance of the student voice to the process.
- 6.3 The Committee NOTED that the College had begun a consultation process with students, staff, and other stakeholders to define the curriculum of the future. The Vice Principal Education & Skills informed the Committee that three 'How Good is Our Learning & Teaching' events would be held in June 2022 to explore key themes with students and staff.
- 6.4 The Committee NOTED that, following the commencement of the consultation process, changes had already been agreed (in March 2022) to create new Head of School and Curriculum Team Manager roles. Further to this, the Vice Principal Education & Skills advised the Committee that changes to the College's project-based assessment methodology had been implemented to reduce the assessment burden placed on students.

- 6.5 The Committee welcomed the update provide and DISCUSSED the following points:
- (i) The role of awarding bodies and need for the College to reflect on its own practice prior to implementing any changes.
 - (ii) The commitment of the SQA to continue the HND next generation.
 - (iii) The change management process to support the implementation of the new Strategy.
 - (iv) The improved use of KPI information by curriculum teams.
 - (v) The role of business and commercial partners in modernising the curriculum.
 - (vi) The continued engagement of ECSA in the development of the new Strategy.
- 6.6 The Committee welcomed the updated provided by the Vice Principal Education & Skills and AGREED that the Curriculum Strategy would be a standing item on the agenda for all meetings in 2022/23.

7. COLLEGE STUDENT SATISFACTION SURVEYS

- 7.1 COLLEGE LEAVER DESTINATION OUTCOMES 2020/21 REPORT
- 7.1.1 The Committee NOTED a report on the results of the College Leaver Destination Survey 2020/21. 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 83% of the targeted 4,874 leavers during March and April 2022. The Assistant Principal Quality & Improvement highlighted that the number of students achieving a positive destination stood at 96%, a 2% increase on the previous year.
- 7.1.3 The Committee DISCUSSED the results of the College Leaver Destination Survey 2020/21. The Assistant Principal Quality & Improvement advised the Committee that although 4% 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 2022/23
- 7.2.1 The Committee NOTED the content and format of the draft Induction Survey 2022/23, which would be made available to new and returning students in the new academic year.
- 7.2.2 The Committee DISCUSSED the proposed questions within the draft Induction Survey and AGREED minor changes to capture the ongoing impacts of the Covid-19 Pandemic on the student experience.

- 7.2.3 The Committee APPROVED the content and format of the Induction Survey 2022/23, for circulation to students in October 2022.

8. EDUCATION SCOTLAND ACTION PLAN

- 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 that in response to the relative performance in Full-Time FE the College had received an unsatisfactory narrative, which included actions aimed at improving KPIs. The Vice Principal Innovation, Planning & Performance advised the Committee that, following a reflection period, the College had implemented, or partially implemented, several of the actions.
- 8.3 The Committee NOTED that an Action Plan had been developed for Education Scotland and further engagement around the Plan was expected with the new Link Inspector, once in-post.
- 8.4 The Committee welcomed the Action Plan and DISCUSSED the development of a communication plan to engage staff with the outcome of the Progress Report and the proposed responses.
- 8.5 The Committee AGREED that the Action Plan, and any progress updates, should be reported to future meetings of the Committee.

9. FACULTY OF HEALTH, WELLBEING & SOCIAL SCIENCE REPORT

- 9.1 The Committee NOTED a presentation from the Vice Principal Education & Skills which provided an overview of the Faculty of Health, Wellbeing & Social Science performance over the past 12 months. The Chair informed the Committee that the presentation was the fourth of four faculty presentations to the LTSE Committee.
- 9.2 The Committee NOTED that the Faculty was the largest of the four faculties, with over 10,000 students and 175 staff. The Vice Principal Education & Skills informed the Committee that the Faculty's annual activity target in 2021/22, of 51,000 credits, was higher than the total claimed by four other Scottish colleges.
- 9.3 The Committee NOTED that the School of Social Sciences was responsible for all core and essential skills courses. The Vice Principal Education & Skills informed the Committee that the largest growth area within the Faculty would be within the School of Health Care, to maintain an appropriate regional skills pipeline for various disciplines, including Dental, Pharmacy and Nursing.
- 9.4 The Committee DISCUSSED the size of the Faculty and the work conducted over recent years to encourage cross discipline working between Schools and curriculum areas. The Vice Principal Education & Skills highlighted the need for all Assistant Principals Curriculum to work together to enhance bonds between each of the faculties and support further innovation and collaboration.

10. ANY OTHER COMPETENT BUSINESS

10.1 REVIEW OF COMMITTEE OPERATION 2021/22

- 10.1.1 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.
- 10.1.2 The Committee AGREED that its operation was compliant with its terms of reference, as outlined in 'Part 1' of the evaluation form.
- 10.1.3 The Committee DISCUSSED its performance over the academic year and AGREED that members' feedback should be relayed directly to the Chair and the Clerk to the Board, prior to a finalised version of the report being recirculated to the Committee (outwith the meeting cycle) for approval.

10.2 CO-OPTED STAFF MEMBERSHIP

- 10.2.1 The Committee NOTED that seven new co-opted members would be appointed prior to the next meeting of the LTSE Committee, in line with membership changes (with the Terms of Reference) agreed in September 2021.

10.3 DEPARTING MEMBERS

- 10.3.1 The Committee NOTED that the tenures of Laura Craig and Neil Manning, as co-opted members, would end on 31 July 2022. The Chair thanked both members for their significant contribution to the Committee over recent years.
- 10.3.2 The Committee NOTED that the tenures of Rose Dodgson, Jordan Wyllie, and Victoria Browning, as ECSA sabbatical officers, would end on 30 June 2022. The Chair thanked all three ECSA representatives for their contribution to the Committee, and the important student feedback collated and presented to Members by the Students' Association.

11. FOR INFORMATION

11.1 COMMITTEE PROGRAMME OF WORK 2022/23

- 11.1.1 The Committee NOTED its proposed programme of work for the academic year 2022/23.

12. DATE OF NEXT MEETING

- 12.1 The Committee NOTED that its next meeting would take place on 9 September 2022.

The meeting closed at 15:55