



LEARNING, TEACHING & STUDENT EXPERIENCE COMMITTEE

MINUTES OF MEETING OF 18 NOVEMBER 2022

14:00hrs, Remote Meeting via Microsoft Teams

Present: Becky Duff; Annette Chapman; Audrey Cumberland; David Elder; Ross Laird; Skye Marriner; Kerry McCormack; Luna Morrison; Ryan Quinn; Jeanette Stevenson (Chair)

In attendance: Jon Buglass; Jakki Jeffery; Nicola MacKenzie; Jonny Pearson; Marcus Walker (Clerk)

1. WELCOME & APOLOGIES

- 1.1 Apologies were NOTED from Hunia Arshad, Lorraine Farquharson and Carole Paterson.
- 1.2 The Chair welcomed Becky Duff, a Non-Executive Board Member, to her first meeting of the Learning, Teaching & Student Experience (LTSE) Committee following her appointment to the Board of Management on 30 June 2022.
- 1.3 The Chair welcomed Daniel Holland to the LTSE Committee as a member, following his appointment as Lecturing Staff Board Member on 7 October 2022.
- 1.4 The Chair welcomed Annette Chapman (Curriculum Leader, Creative Industries) to her first meeting of the Committee as a co-opted member.
- 1.5 The Chair welcomed Jakki Jeffery, Assistant Principal Creative Industries, to the Committee for Item 9, Creative Industries Annual Overview 2021/22.

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 21 September 2022 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 UPDATE

- 5.1 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 Education & Skills advised the Committee that the outcome of a stakeholder consultation on the Strategy would be reported to the next meeting of the LTSE Committee on 3 March 2023.
- 5.2 The Committee DISCUSSED the consultation process and the timescale for the Strategy coming forward for approval by the LTSE Committee. The Vice Principal Education & Skills informed the Committee that a draft version of the Curriculum Strategy would be presented to the LTSE Committee for approval on 19 May 2023, with a view to the Strategy being launched before the start of the academic year 2023/24.

6. STUDENT EXPERIENCE REPORT

6.1 STUDENT EXPERIENCE UPDATE

- 6.1.1 The Committee NOTED that 2022/23 full-time enrolments figures, as of 1 November 2022, were down on the previous year. The Committee DISCUSSED the following in relation to enrolments:
- i) The potential impact of reductions in overall full-time enrolments.
 - ii) The reasons behind cancelled enrolments, which were related to a range of issues including offers of university placements, health / wellbeing concerns and changes in personal circumstance.
 - iii) The significant drop in enrolments within the Faculty of Health, Wellbeing & Social Sciences (HWSS), which hosts a larger number of entry level courses.
 - iv) The targeted support offered to students within the Faculty of HWSS.
- 6.1.2 The Committee NOTED that student discretionary funds had primarily been used to support students with cost-of-living related expenses such as increased rent and food prices. The Acting Assistant Principal of Student Experience advised the Committee that, working closely with the Communications Team, the key information regarding both funding and cost-of-living concerns had been consolidated within a single space on the College website.
- 6.1.3 The Committee DISCUSSED the SFC guidance on discretionary funding and the barriers it placed on the distribution of funds. The Acting Assistant Principal of Student Experience advised the Committee that whilst the College continued to apply appropriate governance around discretionary funding, it had adopted a compassionate approach to ensure that students were not disadvantaged by their circumstances.

6.2 ECSA CLASS REPS UPDATE

- 6.2.1 The Committee NOTED an update on 2022/23 Class Reps activities, including online registration, training, and in-person / online meetings.
- 6.2.2 The Committee NOTED that, in 2021, ECSA and the College had signed a new Data Sharing Agreement, which formalised the sharing of student information, courses and classes between the two organisations. The Student President advised the Committee that ECSA were now able to pre-populate its database with student information, meaning vast improvements to the Class Reps registration process and the subsequent accuracy of reporting.
- 6.2.3 The Committee NOTED that the total number of Class Reps registered, since 16 September 2022, was over 500 for Semester 1. The Student President informed the Committee that the number of Class Reps registered was inline with previous years, despite the challenges posed by not having a full-time Representation & Impact Coordinator in post (- following the previous post holder leaving ECSA during the summer). The Committee NOTED that, following a successful recruitment process, a new Representation & Impact Coordinator was expected be in post by December 2022.
- 6.2.4 The Committee NOTED that the first round of Class Reps Meetings, which took place on the week beginning 7 November 2022, had focused on students initial couple of months of their courses. The Student President advised the Committee that a short survey was completed by Class Reps prior to meetings to help ECSA identify areas for discussion and follow-up.
- 6.2.5 The Committee DISCUSSED initial feedback from the Class Reps survey and meetings, including issues related to the cancellation of classes at short notice. The Vice Principal Innovation, Performance & Planning advised the Committee that the College had carried out a significant amount of work on class timetabling over recent years, however, Covid-19 continued to impact on staff members' health and wellbeing - resulting in classes cancellations with limited warning.
- 6.2.6 The Committee NOTED a point raised by the Student President regarding library opening times across campuses. The Vice Principal Innovation, Performance & Planning informed the Committee that he would work directly with ECSA to resolve the issue.

7. STUDENT SATISFACTION SURVEYS UPDATE

- 7.1 The Committee NOTED a verbal update on the 2022 Student Induction Survey which had a revised response deadline of 14 November 2022. The Vice Principal Innovation, Performance & Planning informed the Committee that the survey deadline had been extended into November, to ensure an appropriate response rate.
- 7.2 The Committee NOTED that a report on the outcome of the 2022 Student Induction Survey would be presented to its next meeting. The Vice Principal Innovation, Performance & Planning advised the Committee that the report would be presented by the new Assistant Principal, Gail Graham, who would be joining the College from Dundee & Angus College on 30 January 2023.

8. 'HOW GOOD IS OUR COLLEGE'

8.1 EDUCATION SCOTLAND PROGRESS VISIT: ACTON PLAN UPDATE

8.1.1 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.

8.1.2 The Committee NOTED that in response to the Education Scotland Progress Visit, in areas where unsatisfactory performance had been identified, the College had implemented, or partially implemented, all actions in response to recommendations within the Report. The Vice Principal Innovation, Planning & Performance advised the Committee that overall attainment had improved by 6% since the 2019/20 published baseline data, referenced during the progress visit.

8.1.3 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 at the next planned progress visit. The Vice Principal Innovation, Planning & Performance informed the Committee that once the new Edinburgh College Strategic Plan had been approved it would be linked to the Action Plan to further outline success goals and completion dates.

8.1.4 The Committee welcomed progress against the Action Plan and DISCUSSED the work undertaken to combat the challenges of lecturers using multiple online platforms to engage with learners. The Vice Principal Innovation, Planning & Performance advised the Committee that the use of a consistent approach towards online assessment tools was currently under review.

8.1.5 The Committee DISCUSSED the allocation of all full-time FE students with a Learning Development Tutor (LDT). The Committee AGREED that the Vice Principal Innovation, Planning & Performance should provide a presentation on the significant development relating to LDT provisions at its next meeting.

8.2 REGIONAL OUTCOME AGREEMENT SELF-EVALUATION REPORT 2022

8.2.1 The Committee NOTED a draft Regional Outcome Agreement (ROA) Self-Evaluation Report 2022, which was expected to be submitted to the SFC, along with Draft ROA 2022/23. The Vice Principal Innovation, Planning & Performance advised the Committee that the Report focussed on the following four high-level outcome agreement priorities: (i) Recruitment; (ii) Retention; (iii) Attainment; and (iv) Progression.

8.2.2 The Committee DISCUSSED the following points relating to the Self-Evaluation Report:

- (i) The continued success around the Widening Access Agenda and its positive impact on inclusion.

- (ii) The continued impact of the Covid-19 Pandemic during the reporting period, with students being affected during Semester 1 of the academic session 2021/22.
- (iii) The high number of care experienced students studying at the College in comparison to the rest of the college sector.
- (iv) Student success and satisfaction remaining the key focus of the new College Strategic Plan.

8.2.3 The Committee welcomed the opportunity to review the ROA Self-Evaluation Report and AGREED to endorse its submission to the SFC.

8.3 DRAFT REGIONAL OUTCOME AGREEMENT 2022/23

8.3.1 The Committee NOTED a draft Regional Outcome Agreement 2022/23 and an accompanying one-year projection against the Outcome Agreement. The Vice Principal Performance, Planning & Innovation advised the Committee that the 2022/23 ROA outlined the response of the College towards student success, fair work, the wider economic recovery, and climate action.

8.3.2 The Committee NOTED the key performance indicators which the College planned to achieve in 2022/23, which included progression into the upper quartile for successful FE outcomes. The Vice Principal Performance, Planning & Innovation advised the Committee that the College already had successful HE outcomes in the upper quartile, for both full and part-time learners, and continued to seek further improvements in these areas.

8.3.4 The Committee welcomed the clear and concise nature of the draft ROA 2022/23 and DISCUSSED the following:

- i) The need to clearly highlight College success stories within the ROA, to showcase the excellent work achieved over the past year.
- ii) The inclusion of more detail on initiatives relating to staffs' health and wellbeing.
- iii) Emerging and existing skills pipelines in Digital and the work of the College to meet employers needs in this area.
- iv) The nature of the 2022/23 ROA, which comes half-way through the current academic year.

8.3.5 The Committee AGREED to endorse the draft ROA 2022/23 for approval by the Board of Management. The Chair informed the Committee that, subject to Board approval, the ROA 2022/23 would be submitted to the SFC in December 2022.

9. CREATIVE INDUSTRIES OVERVIEW 2021/22

9.1 The Committee NOTED a presentation from the Assistant Principal Creative Industries which provided a 'snapshot' of the Faculty's performance in 201/22. The Chair informed the Committee that the presentation would be the first of four faculty presentations to the LTSE Committee over the coming year.

9.2 The Committee NOTED that the Faculty had surpassed its annual credits target for 2021/22 and had taught courses across SCQF levels 4 to level 10. The Assistant Principal Creative Industries highlighted that the Faculty had also

held its annual Glow Festival and maintained links with over 200 active employers.

- 9.3 The Committee NOTED that although there had been a number of successes across the Faculty there were areas of continued improvement, including the need to raise FE achievement to match the level demonstrated at HE and the need to reduce the number of students completing their course with only 'partial success'. The Assistant Principal Creative Industries advised the Committee that both performance measures had been negatively affected by the Covid-19 Pandemic during 2020/21, but positive movements had been recorded in 2021/22.
- 9.4 The Committee NOTED that Creative Industries had undertaken an analysis of recruitment data in September 2022 to where student came from, their progression route within / out with the College, and their learner destination. The Assistant Principal Creative Industries informed the Committee that the analysis would inform a curriculum review with the Faculty in December 2022, prior to a curriculum refresh in March 2023.
- 9.5 The Committee DISCUSSED the following in relation to the embedding of entrepreneurial learning across the education and skills system:
- (i) The success of Creative Industries in terms of industry engagement.
 - (i) The adaptability of the SQA to new forms of assessment and the potential need for wider sectoral change.
 - (ii) The 'entrepreneurial mindset' and its application to all college courses.
- 9.6 The Chair, on behalf of the Committee, thanked the Assistant Principal Creative Industries for her presentation and for engaging in discussion with members. The Committee NOTED that the Assistant Principal Engineering & Built Environment would provide an update to the next meeting of the LTSE Committee on 3 March 2023.

10. ANY OTHER COMPETENT BUSINESS

10.1 WORLDSKILL UK 2022 NATIONAL COMPETITION FINALS

- 10.1.1 The Committee NOTED that the College had held the WorldSkills UK 2022 National Competition Finals at its Granton Campus on the week beginning 14 November 2022. The Chair commended the College on being the only Scottish college to host the UK-wide event, which provided a great opportunity to showcase the College and engage with its staff, students, and the wider community.

10.2 DEPARTURE OF NON-EXECUTIVE BOARD MEMBER

- 10.2.1 The Committee NOTED that the tenure of non-executive Board member and Chair of the LTSE Committee, Jeanette Stevenson, would end on 1 March 2023. The Principal, on behalf of the Committee, thanked Ms Stevenson for her significant contribution to the LTSE Committee as both a long serving member and Chair.

- 10.2.2 The Committee NOTED that from 13 December 2022 onwards, Ross Laird, a Non-Executive Member of the LTSE Committee, would assume the role of Committee Chair.

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 next meeting of the LTSE Committee shall be held on 3 March 2023.

The meeting closed at 16:00