

Learning, Teaching and Quality Committee
Approved Minutes of Meeting held on
Thursday, 18 November 2021
At 1330 hours by MS Teams

Present:

Hugh Hamilton (Chair)	Malcolm Clark
Seonaid Mustard	Sam Scott
Jackie Andrews (present for item 10)	Rosemary McCormack
Heather Sharp	Lucy Huby
David Patterson	Michele Smith
Sam Bright	Garry Rendall
Alistair Fowlie	
Tami Wilson	

In Attendance:

Elaine Sutherland (Clerk)
Lorna Topp (Minutes)

Item		Action	Date
LTQ.21.03.01	(i) Resignations		
1.1	There were no resignations.		
	(ii) Appointments		
1.2	There were no appointments.		
1.3	It was noted that Cathie Fair had recently retired and Elaine Sutherland has taken over as the new Clerk to the Board.		
LTQ.21.03.02	Apologies for Absence		
2.1	Apologies for absence were received from Toni McIlwraith, Jodie Salmon, Kelly McLaren, Stephen Duff, Julia Moreland, Rhiannon Stradling and Anne Campbell (Convenor).		
2.2	In the absence of Anne, Hugh had agreed to as Chair for this meeting.		
LTQ.21.03.03	Any additional declarations of interest including specific items on this agenda		
3.1	There were no additional declarations of interest.		
LTQ.21.03.04	Draft Minutes of LTQC meeting held on 15-06-2021		
4.1	The minutes of the meeting of LTQC held on 15-06-2021 were accepted as an accurate record of the meeting. Proposed: Seonaid Mustard Seconded: Rosemary McCormack		
LTQ.21.03.05	Matters Arising from LTQC meeting held on 15-06-2021		
5.1	Members were updated on the status of the actions arising from the last meeting. The items were either complete or on the agenda.		

5.2	Heather indicated that she hoped to produce a report analysing the UHI AP collated data arising from the Student Satisfaction Survey, once her new administrative support took up post in December. David reported that the SFC had recently released student satisfaction data which would allow some benchmarking to be done.	HS	December/ January
LQ.21.03.06	Evaluative Report and Enhancement Plan (EREP)		
	(i) EREP Evaluative Review		
6.1	David gave an overview of the EREP paper provided. With COVID-19 there had been no requirement to complete a comprehensive EREP, but the opportunity had been taken to evaluate our provision using a simplified framework and the report would be provided for the HMIe visit the following week.		
	(iii) EREP 2021 Enhancement Plan		
6.2	The low response rate was discussed, and it was noted that various issues stemming from the pandemic and the cyber security incident had impacted on the return. Normally, the LDWs would take students through the It was thought that once more students are back on campus, the more staff will be able to marshal them and ensure a bigger response.		
LQ.21.03.07	Learning and Teaching		
7.1	David apologised that the regular learning and teaching updates were not available for this meeting, which was due to a communications glitch.		
LQ.21.03.08	Quality Cycle		
	(i) Temporary Arrangements: Academic Quality Cycle		
8.1	Heather spoke to her report, which outlined the temporary arrangements being put in place to ensure that activities stemming from the Academic Quality Policy continue following the recent departure of two senior managers.		
8.2	Hugh questioned the appropriateness of HoCs chairing their own MORAGAA meetings but, after more detail was given about the process, he and other members were reassured that the interim arrangements still involved drilling down into, and critical analysis of, the data.		
8.3	Members commented that the report seemed to suggest that the Quality Manager (QM) was not automatically invited to all MORAGAA meetings, but this was not the case. The QM was welcome to attend all such meetings at any time. Members were thus reassured that the process was more open and transparent than the report suggested but it was also noted that it would not be sustainable in terms of the QM's workload for her to attend all MORAGGA meetings.		
Action	Heather to tweak the wording to reflect more accurately the QM's role in the interim MORAGGA process.	HS	ASAP
8.4	The rationale behind the selection of courses for review in 2021 was questioned and explained. David and the HOCs had held detailed discussions around the practical courses		

	eligible for review, when it was agreed not to include any because of lockdown and the impact on practical provision.		
8.5	Hugh accepted the explanation but wanted to see more information about why these decisions were taken. Seonaid agreed with Hugh that a little more explanation was needed as to why the percentage success rate was not necessarily the criteria and what the other factors were.		
Action	Heather agreed to revise the paper to make it more transparent regarding the criteria used to select courses for review.	HS	ASAP
8.6	Regarding course reviews for 2021/22, it was questioned why a Level 2 course with a 30% success rate had not been selected. Garry explained that it was seen as a blip resulting from COVID-19 restrictions and lack of access to the campus. A huge amount had been done to keep the students engaged and working online and he was confident the course would be back on track soon, with the support of a Learning Development Worker.		
8.7	The Clerk read out a statement from Rhiannon, concerning an issue with her Level 6 course. Although there was an awareness of some teething issues with this new course, support had been put in place to bed in the programme and the DHOC was working hard with the students and staff to get the programme right with further support from LDW. It was unclear, however, whether Rhiannon's concerns related to the academic side or the support side.		
8.8	Rosemary indicated that HISA are concerned about new courses going into course review. Heather suggested that what was missing was a formal record of those discussions having taken place or a mechanism for reporting on QA activity on new courses. Rosemary noted, however, that this was recorded within the weekly SCT minute.		
Action	Elaine to contact Rhiannon to explain that management is aware of the teething problems with her course and is working hard to rectify them. Elaine to ask Rhiannon for details of the individual issues, so that they can be investigated, and a response provided.	ES	ASAP
Action	Heather undertook to feedback to Rhiannon, at their next meeting, on the discussion around courses selected for review and to underline that, in future, any issues with her course must be raised through the proper channels.	HS	ASAP
LTQ.21.03.09	Early Student Experience Survey (ESES) 2021		
9.1	A report from Heather providing a high-level review of the outcomes to the ESES 2021 at College, FE and HE level was noted. The overall response rate of 37% was low but above that achieved by other academic partners. More detailed analysis had still to be undertaken and shared with curriculum teams. David highlighted that the response rate in terms of overall satisfaction with their college experience so far, was very good but he was disappointed with the return rates. It was questioned whether non-campus		

	attendance was a defining factor. It was agreed that Heather provide further analysis to HOCs showing responses split into online, face to face and blended categories of students.		
Action	Heather agreed to contact HOCs for a breakdown of the percentages by online, blended and face-to-face delivery.	HS	ASAP
LTQ.21.03.10	Curriculum		
	(i) UHI Curriculum Review		
10.1	Jackie gave a verbal update on the report that had gone to the Board in October, which described progress on the FE curriculum review. It was likely that Hospitality will be chosen as the practical area for the third FE pilot, the rationale being that the industry is currently in crisis. The intention is to make the curriculum more accessible across UHI.		
Action	Jackie to speak to G Rendall and A Fowlie to get their views on the proposal for a Hospitality pilot; and to provide SLT with a revised paper on the over-arching aims of the pilot.	JA	08-12-21
10.2	Garry gave a verbal update on the report that had gone to the Board in October, which described progress on the HE Curriculum Review. PPF had met that morning with a single item agenda - the low number of HE enrolments. David gave an update from the meeting of the Curriculum Oversight Group held the previous day. Given the lack of students, there is a great reluctance across UHI to withdraw any courses now and the focus is likely to change to individual modules that can be withdrawn. Hugh commented that he hoped that we can be a lot more ambitious by March, when concrete proposals for the regional core and inward attractors would be put forward for approval.		
	(ii) CAMP Report		
10.3	The Committee noted a report summarising course approvals and modifications since the last meeting.		
	(iii) Customer Relationship Management (CRM) system		
10.4	Sam Scott reported that positive feedback on the CRM system had been received from all HOC areas. Some areas are further forward than others, but all are keen to engage. Each HOC gave a verbal update of activity within their area and it was noted that there is now more engagement with employers across all areas. CRM training will be delivered by UHI, either face-to-face or by MS Teams. This was important in terms of meeting GDPR and Data Protection requirements.		
LTQ.21.03.11	MORAAGA Report		
11.1	The paper provided a snapshot of student attendance data as of the previous week. Hugh questioned why some courses were sitting at 0% average. Heather explained that these were courses where students were not registered on CELCAT; they exist as an enrolment but there is no tracking record for their attendance and engagement. Hugh		

	suggested that a narrative explaining this would have been useful. David indicated that it is an issue that the College is aware of, and it is being worked on. Garry explained that some cases were Foundation Apprentices (school pupils) who were on work experience placement and there was no requirement to capture attendance. Rosemary added that MORAGGA generates very rich data that it very useful for forward planning. Heather advised that the notes that come out of the MORAGGA meetings are an important part of many different processes, including as an evidence bank for end of year appeals.		
Action	To continue work on how to monitor students who are not registered on CELCAT.	HS	March 2022
LQ.21.03.12	Policies and Procedures – nothing to report		
LQ.21.03.13	RIKE Report		
13.1	Sam Scott gave an overview of the high level of activity in this area since the last meeting, including successful funding applications, such as SwimWild, which has received quite a bit of media coverage recently; the Children 1 st /Moray Wellbeing Hub perinatal project; the UHI/UIF Challenge Fund Friendly Access Project; and a KTP project with Windswept Brewing Co, the first that Moray College will lead on.		
13.2	Malcolm reported that he had been working with Sam to capture a whole host of projects involving students, as well as staff. He was involved in developing a new ARC animal welfare centre, and in a technical project with NHS Highlands alongside Prof. Sarah-Anne Munoz. Discussions were currently taking place regarding Professional Doctorates and work was being done on a business case to develop a Scottish Informatics and Computer Science Alliance (SICSA) satellite hub in the Highlands and Islands, which is related to the MGD MAATIC project. Sam reported that the Academic Partnerships Team are keen to get into other areas, such as Art and Sport, although this would take time. Developing research is a long process that involves tricky funding applications.		
13.3	In response to a question from Hugh about the level of engagement with academic areas, Malcolm confirmed that a multi-disciplinary approach is being taken to research and that, for example, interactive media includes many research-teaching links. Hugh suggested that it would be good to see evidence of this interconnectedness in the report. David commented that the College had been on quite a journey in developing research and innovation and he thanked Sam, Malcolm and Allane Hay for getting us to this level.		
LQ.21.03.14	Emerging Issues		
	(i) Progress Visit HMle		
14.1	David reported on the upcoming visit of the HMle, which had been postponed from March 2020 due to the pandemic. Jackie Andrews had been tasked with pulling everything together in preparation for the visit. Informal feedback		

	would be given on the last afternoon, with the formal report expected 5 weeks later. David thanked everyone involved in preparing for the visit and Hugh echoed David's sentiments.		
	(ii) Hospitality Area		
14.2	David advised that there was an emerging issue relating to learning and teaching in the Hospitality area, which was to a large extent resolved. A recent inspection, following the laundry room fire, had highlighted the kitchen areas in Pluscarden Wing and Beechtree as unsafe. This would require an application to the Funding Council for crisis funding, but a solution had been decided upon and it was hoped that access to these areas would be restored by the end of the following week.		
LTQ.21.03.15	Appeals		
15.1	It was noted that there was nothing to report under this item.		
Action	Elaine to look into the origins of this item to establish if it is still required.	ES	ASAP
RESERVED ITEMS			
LTQ.21.03.16	Draft Reserved Minutes of LTQC meeting held on 15-06-2021		
16.1	This item is reserved, and the minutes held in confidence.		
SG.21.03.17	Date of Next Meeting		
17.1	The date of the next meeting is 17 March 2022.		
SG.21.03.18	AOB		
	(i) Mental Health First Aid Training		
18.1	Malcolm asked if there was an appetite for Mental Health First Aid Training. Speaking as a PAT, he indicated that PATS are currently dealing with quite complex issues. They can make referrals to the Student Advice Manager and her team, but some training would be helpful. It was noted that the College's provision in this area was discussed at the meeting of the Staff Governance Committee held that morning.		
Action	Malcolm agreed to contact the HROD Director for details of the College's mental health provision.	MC	ASAP
<i>The meeting closed at 15:00.</i>			