

**Learning, Teaching and Quality Committee**  
**Approved Minutes of Meeting held on**  
**Thursday, 17 March 2022**  
**At 1330 hours by MS Teams**

**Present:**

Hugh Hamilton (Chair)	Malcolm Clark
Seonaid Mustard	Jackie Andrews
Derek Duncan	Rosemary McCormack
Heather Sharp	Jane Pickthall
David Patterson	Michele Smith
Sam Bright	Garry Rendall
Katy Beck	Rhiannon Stradling (HISA)
Susanne McLaren	Caelum Leese (HISA)

**In Attendance:**

Eleanor Melton (Clerk & Minutes)

Item		Action	Date
<b>LTD.22.01.01</b>	<b>(i) Resignations</b>		
1.1	Resignations have been received from Julia Moreland and Anne Campbell.		
	<b>(ii) Appointments</b>		
1.2	Hugh Hamilton has been appointed Convener of the committee. There have been new appointments of Katy O'Connor, Alistair Fowlie and Katy Beck.		
	<b>(iii) Introductions</b>		
1.3	All committee members introduced themselves and briefly explained their job role.		
	<b>(iv) Terms of Reference</b>		
	The Terms of Reference for this committee was included for information. Hugh explained that he had made slight changes to the agenda. Following each duty as detailed in the terms of reference, Hugh asks the committee to provide their opinion on the relevance of what had been included and discussed. Hugh also requested it to be noted that this process did not reflect on anyone area of work or any enclosed report.		
<b>LTD.22.01.02</b>	<b>Apologies for Absence</b>		
2.1	Apologies for absence were received from Elaine Sutherland, Alistair Fowlie, Katy O'Connor, Tami Wilson and Toni McIlwraith.		

<b>LTQ.22.01.03</b>	<b>Any additional declarations of interest including specific items on this agenda</b>		
3.1	There were no additional declarations of interest.		
<b>LTQ.22.01.04</b>	<b>Draft Minutes of LTQC meeting held on 18 November 2021</b>		
4.1	The minutes of the meeting of LTQC held on 18 November 2021 were accepted as a true and accurate record of the meeting. Proposed: Seonaid Mustard Seconded: Rosemary McCormack		
<b>LTQ.22.01.05</b>	<b>Matters Arising from LTQC meeting held on 18 November 2021</b>		
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	<u>5.2</u> Data arising from the Student Satisfaction Survey will be included within the SSES data.		
5.3	<u>10.1</u> Alistair Fowlie and Garry Rendall have agreed to be involved with a Hospitality pilot although no further discussions have been had.		
5.4	<u>11.1</u> The monitoring of students not on CELCAT has been discussed at SCT and Quality Spotlight. Still ongoing.		
<b>LTQ.22.01.06</b>	<b>Principals Report</b>		
6.1	David provided the committee with a summary of where the college is at currently. Current challenges are Recruitment, Retention and Resilience. Staff have been looking at factors that may contribute to these and working hard at mitigating the consequences. Hugh questioned how recruitment was looking for 2022/23 with Garry explaining that recruitment is slow for both FE and HE. Currently around 10% down on figures this time last year. David updated on the credit situation, currently hoping to hit 19,000 with a set target of 19,800. Full Time retention is down about 5% on previous year. We are now starting to see the effect of the past 2 years on both staff and students. Sam noted there was around 75% of students went into employment rather than continuing which is seen as a positive destination. Teams are seeing issues with students overall, being unable to cope with the College work due to Covid causing major disruption to their schoolwork in the previous year/s. Malcolm shared that there are a lot more mental health related issues being raised 'post covid'. Rosemary reassured that retention and resilience planning for next session had already begun.		

	<u>Curriculum</u>		
<b>LTQ.22.01.07</b>	<b>Curriculum Strategy</b>		
7.1	The committee's duty is "to <u>oversee</u> the development of a curriculum that is consistent with the College's vision, mission and strategy"		
<b>LTQ.22.01.08</b>	<b>UHI Curriculum Review: Verbal Updates</b>		
	<b>(i) FE</b>		
8.1	There is nothing to report, a meeting is due to be held next week.		
	<b>(ii) HE</b>		
8.2	Unfortunately, there is nothing to report yet. There is a paper due to be circulated at high level shortly.		
<b>LTQ.22.01.09</b>	<b>CAMP Report</b>		
9.1	<p>The report provided shows proposals and modifications that have been presented since the last LTQ committee meeting.</p> <p>Heather expressed that she doesn't feel the report highlights the innovative ideas that are being brought to CAMP. She believes LTQC members would benefit from seeing these as well.</p> <p>Jackie added that we are, in terms of LTQ, not sufficiently connected to each other and need to look at how these innovation and opportunities can contribute to each areas teaching practice.</p> <p>It was suggested that a short life working group be put together to meet and discuss, to then bring that back to the committee?</p> <p>Who will be involved?</p> <p>It was agreed that alongside the Convenor there should be a variety of Staff and HISA on the SLWG.</p>		
<b>ACTION</b>	Email committee for short life working group volunteers	<b>EM</b>	<b>ASAP</b>
	Hugh then questioned how this committee oversees the development of the curriculum and ensures its consistency with the colleges vision, mission, and strategy? The committee agreed that should be discussed within the SLWG		
	<b><u>Academic Standards</u></b>		
	The committee's duty here is "to <u>determine policies and procedures</u> necessary for the maintenance and enhancement of academic standards and the quality of the student learning experience." It was felt that the committee's agenda covered this.		
<b>LTQ.22.01.10</b>	<b>HMIe Progress Visit Final Report</b>		
10.1	At the end of November, HMI and associate assessors visited. Following this a report was provided. The report highlights a lot of good practice in Moray College.		

	<p>However, the report also noted some areas for improvement; remote connectivity issues, sharing and co-ordination of good practice, student feedback, various feeling of disconnect at Linkwood campus and the implementation of a comprehensive evaluation of learning and teaching.</p> <p>The committee discussed the reports findings with staff providing updates on measures that have been put in place to resolve concerns raised.</p>		
<b>LTQ.22.01.11</b>	<b>EREP Report</b>		
	<b>(i) EREP 2021 Enhancement Plan - Update</b>		
11.1	<p>David provided an update on EREP, names within the report that are highlighted in bold are those who have taken the lead on areas and subsequently provided updates within the report.</p> <p>Hugh queried if there was still an element of digital illiteracy within staff and how these could be tackled? Sam feels that staff have done remarkably well with digital skills improving across the board.</p> <p>Rhiannon added that some are still struggling, especially since the cyber incident and the introduction of new systems and programmes.</p>		
<b>LTQ.22.01.12</b>	<b>Quality Cycle – Verbal Update</b>		
12.1	<p>Heather provided on brief update on where we are at within the quality cycle and updates on what is happening currently. The second lot of Course Committee Meetings and Support Committee Meetings are due to take place shortly.</p>		
<b>LTQ.22.01.13</b>	<b>Student Satisfaction and Engagement Survey</b>		
13.1	<p>Heather explained the survey opened on 14 March and will run until the end of April. This is slightly longer than SFC advise. The paper outlines what has been done to increase survey participation although there is a feeling of survey fatigue from students.</p> <p>The target response rate is 50%. Regional discussions are that 50% will be a struggle.</p> <p>Sam added that Learning Development Workers have been really good at using their sessions to take groups to computer rooms to allow them time to complete the survey. Unfortunately, the students are not seeing the relevance of “yet another survey”.</p> <p>Hugh encouraged everyone to engage with this important survey.</p>		
<b>LTQ.22.01.14</b>	<b>MORAGAA Report - RESERVED</b>		
14.1	<p>This item is reserved, and the minute held in confidence.</p>		
<b>LTQ.22.01.15</b>	<b>Appeals Overview 2020/21</b>		
15.1	<p>The report has been provided for information.</p> <p>Hugh queried if an appeals item was required for this committee? Following discussion, it was agreed that it</p>		

	continue to be an agenda item but only for noting and not discussion.		
<b>ACTION</b>	Agenda section to be created headed 'Items to note'	<b>Clerk</b>	<b>Next Meeting</b>
	<b><u>Learning, Teaching and Research</u></b>		
	The committee is asked "to <u>develop and monitor</u> appropriate learning, teaching assessment and research strategies that will underpin the College's curriculum."		
<b>LTD.22.01.16</b>	<b>Learning and Teaching</b>		
	<b>(i) Learning and teaching support for staff 2021/22</b>		
16.1	Unfortunately, Toni is unavailable. The paper provides an overview of support being offered to staff. The committee discussed the mentoring of new staff and if it was still being carried out, it was confirmed that there is still mentoring being carried out. Hugh questioned if the report was too detailed, perhaps too operational for this strategic committee and requested that, in the future, reports it could be more focussed on the strategic.		
<b>LTD.22.01.17</b>	<b>Research</b>		
	<b>(i) RIKE Report</b>		
17.1	The was provided by Sam Scott who isn't in attendance. Malcolm Clark supported the report as a colleague who works alongside Sam, overseeing the research activities within Moray College. It was noted that Moray will soon have a presence on the UHI Research Board, Jackie Andrews will be attending until the new Deputy Principal is in post. Hugh questioned if the report was enough/too much? Malcolm said the report is definitely relevant and connected to the terms of reference and curriculum and this can be seen within the paperwork. Jackie added that Sam, as the author could maybe be given some additional direction as to what the committee are looking to see within the report in the future.		
<b>ACTION</b>	Jackie and Malcolm to meet with Sam	<b>MC &amp; JA</b>	
	<b><u>Equalities</u></b>		
	The committee is tasked with "To ensure <u>considerations</u> of equality, diversity and inclusion permeate all planning and monitoring activities relating to the College's curriculum" This was part of the committee's agenda.		
<b>LTD.22.01.18</b>	<b>Policies and Procedures</b>		
	Derek noted that he wished to bring four policies/procedures to the committee for formal endorsement		
	<b>(i) Student Confidentiality Policy</b>		

18.1	This is a local policy that has been revised to reflect current roles and responsibilities within the current structure. The policy was endorsed by the committee. Proposed: Sam Bright Seconded: Garry Rendall		
	<b>(ii) Student Induction Policy</b>		
18.2	Derek highlighted minor amendments that have been made to the policy. Following discussion, it was agreed that this policy be revised and represented at the next committee.		
<b>ACTION</b>	Derek to bring back to next meeting of LTQC	<b>DD</b>	
	<b>(iii) Policy on Protecting Vulnerable Groups (PVG) Scheme – Membership for Students (Single policy)</b>		
18.3	Derek supported the policy and provided a brief explanation. There have been positive outcomes following a trial. The policy was endorsed by the committee. Proposed: Seonaid Mustard Seconded: Rosemary McCormack		
	<b>(iv) Support for Study Procedure (Single policy)</b>		
18.4	Derek supported the revised procedure, a procedural process to support a student. The procedure helps with engagement and completion of a course. However, if stage 3 is engaged, all other options have been exhausted, and then the process of fitness to study is engaged with. The committee endorsed the procedure. Proposed: Seonaid Mustard Seconded: Heather Sharp		
18.5	Seonaid noted the huge amount of work that has gone into theses. It was an interesting read. It would be helpful to have the changes highlighted if possible? Derek took on board the comments and agreed to investigate what can be done going forward. Unfortunately, these are produced centrally and not by Moray College on what are UHI single policies.		
	<b><u>Student Engagement</u></b>		
	Here the committee is asked “to oversee student engagement and strategies for further development of the voice of the College’s students”.		
<b>LTQ.22.01.19</b>	<b>Student Voice</b>		
19.1	Heather supported this item, would really welcome an update from HISA at these meetings. It would also allow HISA reps to update on recent activities and any student feedback they have received. Rosemary suggested a table of summarised feedback. Who would produce this though? The measures are in place for the student voice to be heard, it can only get better. Rhiannon added that regular meetings with Heather and Nicole have been really helpful. It is sometimes difficult		

	<p>given the blended learning enforced by Covid to speak with student groups.</p> <p>It was agreed that for future agenda for this item should be.</p> <ol style="list-style-type: none"> <li>1. Student Engagement</li> <li>2. Student Voice</li> </ol>		
<b>LTQ.22.01.20</b>	<b>Date of Next Meeting</b>		
20.1	16 June 2022		
<b>RESERVED ITEMS</b>			
<b>LTQ.22.01.21</b>	<b>Draft Reserved Minutes of LTQ Meeting held on 18 November 2021</b>		
21.1	This item is reserved, and the minute held in confidence.		
	<i>Meeting closed at 16.00pm</i>		