**UHI | MORAY MOIREIBH**

**LEARNING, TEACHING AND QUALITY COMMITTEE**
**Minutes of Meeting held on**
**Tuesday 3 December 2024**
**At 9.30am in the Boardroom and on MS Teams**

**Present:**

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| Elizabeth Hudson | Katy O'Connor |
| David Patterson | |
| Clare Matysova | |
| Gary Campbell | |

**In Attendance**

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| Derek Duncan (Left @ 11.00am) | Samantha Bright |
| Eleanor Melton (Clerk) | Rosemary McCormack |
| Alex Hastings (Minutes Secretary) | Samantha Scott |
| Nigel Kirby | Jacqui Taylor |
| Lucy Huby | Stuart Cruickshank (Left @ 10.45am) |
| Aimee Cuthbert - HISA (12.15pm via MS Teams) | |

| Item | | Action | Date |
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| **LTQ.24.01.01** | **(i)        Resignations** | | |
| 1.1 | Resignations were received from Dave McCallum and Rebecca Dewis. | | |
| | **(ii)        Appointments** | | |
| 1.2 | Elizabeth Hudson was appointed as Chair of the Committee, Gary Campbell as a Co-opted Member of the Committee, Clare Matysova as an Independent Member and Nigel Kirby as the Quality Officer. | | |
| | **(iii)        Introductions** | | |
| 1.3 | There were no further introductions. | | |
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| **LTQ.24.01.02** | **Apologies for Absence** | | |
| 2.1 | Apologies for absence were received from Sarah Marshall and Chloe Catmore. | | |
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| **LTQ.24.01.03** | **Any Additional Declarations of Interest including specific items on this Agenda** | | |
| 3.1 | Elizabeth declared an interest in the Multiply Project mention in the CAMP Report item 24.01.09, due to the involvement of her business with the project. | | |
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| LTQ.24.01.04 | **Draft Minutes of LTQC Meeting held on 23 November 2023** | | |
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| | The minutes of the LTQC meeting held on 23 November 2023 were accepted as a true and accurate record:<br>Proposed: Elizabeth Hudson<br>Seconded: David Patterson | | |
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| LTQ.24.01.05 | **Matters Arising from LTQC meeting held on 23 November 2023** | | |
| 5.1 | LTQ.23.03.04 - Complete | | |
| 5.2 | LTQ.23.03.07 – No update was received as Heather Sharp left the post and this action was not forwarded on. Stuart advised that James Nock, the DPO for UHI has denied access to this information as he does not believe we require this. The Committee agreed that this action will be carried forward, with Stuart picking it up, firstly updating the Committee on accessing withdrawal information. | | |
| **ACTION** | Stuart to update Committee on situation with accessing withdrawal information. | **SC** | **Next Meeting** |
| 5.3 | LTQ.23.03.08 - Complete | | |
| 5.4 | LTQ.23.03.10 – Complete – Sam informed the Committee that the lessons learned from the engineering team were that there were two different lecturers for maths who used a variety of assessments and did not cross-mark. Lecturers from maths have now confirmed and verified assessments and will also be cross-marking to ensure consistency. | | |
| 5.5 | LTQ.23.03.11 – Complete – Derek confirmed that this will be presented to the Board. All Board Members will have access to the report, and it was agreed that El would share this with the Committee. | | |
| **ACTION** | El to share the Red Button Report to LTQ Committee Members. | **EM** | **ASAP** |
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| LTQ.24.01.06 | **Principals Report - Verbal** | | |
| 6.1 | David thanked everyone for their attendance, noting the difficulties in arranging a meeting over the past year. David highlighted the challenges over the year, such as staffing reductions and ASOS. Despite this, the College has managed to deliver a fantastic product to the community, maintaining high levels of student satisfaction and attainment, along with success in skills competitions. David advised that the focus now is on how the College gets to where it wants to be, given the changes.<br><br>The Committee noted this update, and Elizabeth echoed David's statement that the statistics show amazing results despite all the challenges. | | |

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|  | **Learning, Teaching and Research** |  |  |
| **LTQ.24.01.07** | **Learning and Teaching** |  |  |
|  | **(i)** **Student Satisfaction Analysis (SSES 2023/24)** |  |  |
| 7.1 | Nigel supported the paper, giving a brief analysis due to the survey being carried out before he was in the post. Nigel advised that going forward, response rates will be further investigated, in order to get a better response from evening, part-time and HE students.<br><br>Clare asked for clarification on Appendix A, as it was not included in the papers. Nigel stated that this was available in Sharepoint and agreed to send the document over. |  |  |
| **ACTION** | Nigel to distribute Appendix A to all members of the Committee. | **NK** | **ASAP** |
|  | **(ii)** **Early Student Experience Survey (ESES 2024/25)** |  |  |
| 7.2 | Nigel presented the results from the ESES, adding that support was provided from colleagues across the partnership. The survey was live for five weeks due to it taking place during the October holidays. Nigel advised that the vast majority of responses came within the first week. There was a response rate of 50%. Nigel explained that he is trying to look at ways to incentivise students to increase response rates. Overall satisfaction is still sitting in the high 90s, representing over 1000 responses from students. Nigel stated that there was a lot of narrative included in responses which will require a deep dive.<br><br>Clare pointed out national equality outcomes, asking if students feeling safe on campus could be included in the narrative. Nigel advised that he is working with staff to outline the detail of questions, whilst attempting to make it less onerous for students to fill out.<br><br>Gary sought assurance that action plans are in place resulting from the outcomes of the survey. Rosemary advised that focus groups and weekly catch ups are opportunities to discuss outcomes arising from surveys.<br><br>Gary drew attention to the minutes of the last LTQ Committee meeting, highlighting that a request was made for negative feedback to be presented to the Committee to provide a counterbalance from positive feedback that is highlighted. Nigel advised that the negative feedback narrative is available, however, a deep dive has not yet been carried out. It was agreed that the action from the last meeting would be carried |  |  |

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| | forward, with negative feedback analysis to be presented to the Committee.<br><br>Gary queried what has been done differently with regards to the 'During Induction' section. Sam Bright stated that information was made clear to students, with explanations given on the section during the induction period.<br><br>David drew attention to the turnout having a good proportion of FT and senior phase responses. Nigel stated that a lot of this was down to staff teaching the senior phase. David also suggested that as Part Time and evening students are less involved, there is a possibility for over-reporting in this area.<br><br>The Committee noted this update. | | |
| | **(iii)    Student Outcomes 2023/24** | | |
| 7.3 | Stuart supported the paper, informing the Committee that the outcomes cannot officially be recorded as they are currently under embargo from the SFC. Stuart reported that the information regarding changes resulting from Performance Indicator rules will likely be released in April.<br><br>Stuart advised that ASOS impacted applications last year and will likely have an impact this year. In terms of withdrawals for the current year, Stuart stated that FE has fewer withdrawals in comparison to last year, showing that improvement is taking place.<br><br>Elizabeth asked for an insight into the HE figures. Stuart advised that outcomes are reported by UHI and are therefore recorded differently to FE. Stuart agreed to present the figures he can retrieve from UHI at the next meeting. | | |
| **ACTION** | Stuart to gather information on HE outcomes from UHI and present findings to the Committee. | **SC** | |
| | **(iv)    SEAP Return 2023/24** | | |
| 7.4 | Rosemary supported the paper, highlighting the importance of the SEAP, a high-level report enhancing strategic action. UHI wrote their own SEAP as a university, and the colleges had to align with this. Rosemary added that there was no sight of UHI's SEAP until late so there may be some differences, but the document on the whole compliments UHI's well. The SFC will carry out a visit in February/March 2025, it is key that they have read the SEAP, and the College has all information readily available to them. | | |

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| | Elizabeth asked what support is required from now until the SFC's visit period. Rosemary stated that everyone within the College must take ownership of the SEAP, for it to be embedded at a governance, strategic and operational level. Rosemary added that embracing actions arising from the SEAP will be key, with HOCs embedding action plans within their teams.<br><br>Gary suggested that the inclusion of a case study looking at areas like research would have been useful in the SEAP. Rosemary advised that this was originally included, however, was removed due to word count restrictions. David highlighted that the word count on the SEAP has to be 5,000 words, adding that UHI's version was more than double this.<br><br>Elizabeth queried whether SDS or DYW should be offered a committee or Board level opportunity to voice concerns regarding the SEAP. Rosemary advised that she has met with HISA and the plan is to open discussions on the SEAP wider. Rosemary added that these teams would need to compliment the SEAP, rather than take ownership of it.<br><br>Katy queried who in the College is responsible for Learning and Teaching. Rosemary advised that the responsibility is shared amongst HOCs, DHOCs, CTLS and David. It was agreed that an update on the position of responsibility for Learning and Teaching is provided at the next meeting. David added that this will also be part of the work in the new year on ideation.<br><br>The Committee noted this update. | | |
| **ACTION** | David to provide an update on the position of Learning and Teaching responsibility. | **DP** | **Next meeting** |
| | **(v)        Applications Analysis 2024/25** | | |
| 7.5 | Stuart supported the paper, firstly, providing an insight into FE applications. 93% of students offered a place at the College do enrol, however, applications outwith re-registering students are on the decline. Stuart advised that applications are on track for the over-delivery of over 18k credits, which is required to offset any withdrawals throughout the year. David drew attention to the 52% figure of application to offer ratio, highlighting that the figure is low for an enrolling university. David pointed out that the metric for this may be correct, with students qualified for the relevant courses being accepted, but it may be worth looking into whether enough offers are made. | | |

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| | With regards to HE applications, new and internal applications continue to decline. Stuart advised that from analysing progression routes, offers are made from almost every area. Stuart added that the focus needs to be on gaining as much internal applicants as possible, in order to give the College a head start. The reliance on internal applicants is not a local issue. Stuart emphasised the need to work with UHI, its partners and the marketing team to improve the numbers.<br><br>Gary suggested that it would be useful to have a reference to the wider sector, with regards to what is happening at other colleges in order to see if we are doing better or worse in areas. Stuart agreed with this, although he admitted it is difficult to gather this information from other colleges.<br><br>This update was noted by the Committee. | | |
| | **(vi)      Enrolments Update 2024/25** | | |
| 7.6 | Stuart supported the paper, reminding members that FE enrolments are on target. A high target was set by UHI for HE enrolments, however, the FRP lead to changes in the budgeted target. Enrolments for HE are currently sitting at 552 FTEs, with a target of 560. Stuart added that recent recruitment drives have had relative success, with 18 from 35 applications being offered.<br><br>Stuart drew attention to the Fine Art course and the Social Sciences HNC, where enrolments are significantly below target. Social Science enrolment is currently around 50% less than what was targeted, the potential for this to be a blip was discussed, despite increased promotion for this area. Lucy advised that there were not as many Level 6 students progressing to the HNC as they would not have managed the step up. Rosemary advised that Fine Art did not meet the target, in part due to the negative publicity surrounding the department along with concerns from the team at the time. | | |
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| **LTQ.24.01.08** | **Research and Practice** | | |
| | **(i)      RIKE Report - Verbal** | | |
| 8.1 | Sam Scott provided an update on projects the College has been involved in. Committee members discussed the importance of promoting student involvement in projects to attract more applications. Rosemary highlighted the Under the Scissors project in which hairdressing students collaborated with students from SAMS to open conversations about the climate in a salon setting. This project received a commendation at the CDN Awards, and a paper is due to be submitted it. | | |

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| | The Committee noted this update. | | |
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| | **Curriculum** | | |
| **LTQ.24.01.09** | **CAMP Report** | | |
| 9.1 | The CAMP Report was noted the Committee. Sam Bright commended the work that has gone into this, adding that it is a testament to staff taking it forward in this session. | | |
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| | **Academic Standards** | | |
| **LTQ.24.01.10** | **Quality Cycle** | | |
| | **(i)      Quality Update** | | |
| 10.1 | Nigel supported the paper, highlighting the level of help he has received from HOCs since starting in the post. A monthly quality spotlight meeting now takes place which outlines what should be reviewed by departments. This meeting used to be a drop-in session but is now much more structured and useful with an agenda and the minutes recorded. Nigel added that all HOCs and CTLs attend these meetings.<br><br>The Committee noted this update. Gary advised that it would be useful to see the Quality Cycle on one page with a calendar for both HE and FE, along with outcomes highlighting successes or issues for the Committee to investigate. | | |
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| | **Marketing** | | |
| **LTQ.24.01.11** | **Marketing Report** | | |
| 11.1 | Jacqui supported the paper, highlighting the marketing team's activity since May 2024. Jacqui advised that open days have not been as busy as previous, and the marketing are reviewing the reasons for this. Jacqui stated that this decline in attendance may be due to information being available in other ways such as online resources. Jacqui added that although the feedback coming from open days is great, an insight into lower attendance numbers is needed.<br><br>Jacqui drew attention to social media engagement, stating that an analysis of this is helping to highlight spikes in applications and requests for further information on courses. Elizabeth asked about the use of social media platforms, specifically with regards to users leaving X (formerly Twitter) and moving to BlueSky. Jacqui stated that X is still heavily used by schools for engagement with pupils and parents, so the marketing team will continue to use this. Instagram and TikTok have both had high levels of engagement, these are used | | |

more for showcasing student life and engaging trends. Gary stated that the level of analysis is welcomed, adding that it is good to see what the marketing team will focus on.

Gary pointed out that it would be good to see reports in the future on what is being done to target declining courses such as Fine Art and Social Sciences. Jacqui advised that case studies are being looked at as a mechanism to promote courses like these. Relationships with partner colleges was then discussed, with Jacqui explaining that there is an unwritten agreement in which we are able to promote courses to areas where the partners do not provide teaching.

Clare asked for an insight into how emerging markets are discovered with regards to the promotion of courses. Jacqui gave the example of the computing department, in which engagement with employers allows for feedback, along with employability partnership meetings. The computing team have good links with employers and the College has seen the benefits through this in E-Sports, for example. Jacqui added that although these are not perfect, there has generally been an improvement.

Clare queried if case studies are used to look at the successes of females in construction, for example. Jacqui stated that this, along with males in childcare, are deliberately targeted as a positive news story from the marketing team. David added that the last two apprentices of the year have been female, and this has been widely promoted.

Elizabeth informed Jacqui that she has developed ideas to reinvigorate open days, as well as events like wellbeing weeks and fresher's week. Focusing on how the College can develop positive engagement in these events, by engaging with local businesses to gain further interest. Jacqui agreed to look over this report with Elizabeth.

Jacqui's report was noted by the Committee.

| ACTION | Elizabeth to send event suggestions report to Jacqui. | EH | ASAP |
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| | **Equalities** | | |
| LTQ.24.01.12 | **Policies and Procedures** | | |
| | (i) **Safeguarding Policy** | | |
| 12.1 | Derek requested approval for the Safeguarding Policy, noting the changes highlighted in the paper. | | |

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| | The Committee agreed to approve this policy. | | |
| | **(ii)      Safeguarding Procedure** | | |
| 12.2 | Derek requested approval for the Safeguarding Procedure, noting the changes highlighted in the paper.<br><br>The Committee agreed to approve this procedure. | | |
| | **(iii)      Student Disciplinary Policy** | | |
| 12.3 | Derek supported the paper, highlighting the changes to the policy for approval. Derek added that the policy seeks to make the College a more supportive environment, enhancing engagement rather than punishing students.<br>Following a discussion on staff awareness of how to use policies, Derek advised that awareness is not good and is something to work on in Staff Development.<br><br>The Committee agreed to approve this policy. | | |
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| | **Student Engagement** | | |
| **LTQ.24.01.13** | **HISA Update** | | |
| 13.1 | Aimee welcomed questions on the HISA Report from the Committee. The Committee acknowledged the high amount of effort put in to gathering over 80 Student Voice Reps. Gary asked if feedback from students was being picked up. Aimee advised that feedback is acted upon straight away, with regular meetings organised involving CTLs to find solutions to issues. Gary emphasised the need to retain SVRs by showing them what they can gain from the experience. Aimee stated that the importance of closing feedback is reiterated regularly to all SVRs, so that they are aware of their impact across campus.<br><br>Elizabeth asked if issues around transport are being voiced by students, given the reduced bus service in the area. Aimee advised that Sarah Marshall has been in conversation with Moray Transport Forum regarding this, and further consultation with Stagecoach is in scope.<br><br>The Committee noted this update. | | |
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| **LTQ.24.01.14** | **Emerging Issues/Any Other Business** | | |
| 14.1 | David drew attention to the fact that it was agreed that money would be put towards a work-based learning hub, with regards to Graduate Apprenticeships. David added that this has all been developed at UHI Inverness, and we are out of the loop at present. A meeting is being held next week by the senior curriculum team to | | |

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| | investigate potential opportunities as a host college for these courses, as this could be key in recovering HE income.<br><br>David updated the Committee on recent developments regarding MAATIC. There have been two workshops looking at how the £21m funding should be used, with another meeting organised at the start of the new year. One of the plans resulting from these meetings will be presented to UHI to be taken forward. This will require a commitment from community partners, whilst also working out how to involve UHI. David advised this may be based around skills for a green economy, specialising in energy, for example. David added that he is in the process of putting all of this together and will provide an update to the Board at the next meeting. Elizabeth suggested that this focus is tied into activities for the next Board Development Day.<br><br>Sam Bright drew attention to the recent closure of the refectory at the Technology Centre. Emphasising that a Red Button complaint had been submitted by students, and Education Scotland have picked up on this. David advised that Derek is leading the work on this, confirming that the refectory was closed in order to find a solution, as the Little Lunchbox was making a loss. It was agreed that this would be discussed at the next Board meeting. | | |
| **ACTION** | Closure of the refectory at Technology Centre to be put on Board agenda for the next meeting. | **EM** | **ASAP** |
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| **LTQ.24.01.15** | **Date of Next Meeting – 13 March 2025** | | |
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| | *Meeting closed at 12:30pm* | | |