

LEARNING, TEACHING AND QUALITY COMMITTEE
Minutes of Meeting held on
Thursday 13 March 2025
At 1.30pm in the Boardroom and on MS Teams

Present:

Elizabeth Hudson
David Patterson
Clare Matysova

Sarah Marshall
Chloe Catmore
Katy O'Connor

In Attendance:

Eleanor Melton (Clerk)
Alex Hastings (Minutes)
Derek Duncan
Nigel Kirby
Stuart Cruickshank (Left @ 3pm)

Rosemary McCormack
Samantha Scott
Aimee Cuthbert (3 – 3.20pm)
Lucy Huby

Item		Action	Date
LTQ.25.01.01	(i) Resignations		
1.1	There were no resignations received.		
	(ii) Appointments		
1.2	There were no new appointments.		
LTQ.25.01.02	Apologies for Absence		
2.1	Apologies for absence were received from Gary Campbell.		
LTQ.25.01.03	Any Additional Declarations of Interest including specific items on this Agenda		
3.1	Katy being named in the RIKE Report was raised as a declaration of interest.		
LTQ.25.01.04	Draft Minutes of LTQC Meeting held on 3 December 2024		
4.1	<p>Rosemary drew attention to the 'Present' and 'In Attendance' reporting within the minutes, also highlighting that the Terms of Reference are out of date and need reviewed to be able to have an accurate record of members either present or in attendance.</p> <p>Stuart is to be moved to 'In Attendance' as participation in this meeting is not as a Board member.</p> <p>The minutes of the meeting held on 3 December 2024 will be reviewed once the updated membership and Terms of Reference have been approved by the Board.</p>		
LTQ.25.01.05	Matters Arising from LTQC meeting held on 3 December 2024		
5.1	5.2 – Ongoing – Stuart advised that withdrawal data is available, however, access to 'other reasons' is not currently permitted due to GDPR.		
5.2	5.5 – Complete		

5.3	7.1 – Complete		
5.4	7.3 – Ongoing – Stuart advised that this information is not currently available as not all UHI partners report on HE outcomes in the same way. The information Stuart has received will have to be diluted and presented at the next meeting.		
5.5	7.4 – Ongoing – David is presenting a paper to the Board at the next meeting on 27 March 2025.		
5.6	11.1 – Complete		
5.7	14.1 – Complete – On agenda for the next Board meeting. It was noted that the refectory at the Technology Centre remains closed.		
	<u>Learning, Teaching and Research</u>		
LTQ.25.01.06	Learning and Teaching		
	(i) Learning and Teaching Update		
6.1	<p>David provided a brief outline of updates across the College, such as the hoardings being installed on the South Street BE Hub site with UHI Moray branding. With regards to MEEIC, the third workshop was held with the College’s proposal scoring highest, although this does not equate to approval.</p> <p>A questionnaire has been sent out for the College to exemplify where this project aligns within UHIs strategic priorities.</p> <p>Rosemary supported the paper, summarising the SEAP Action Plan. All 9 action points have been RAG rated as amber, meaning that they are in progress and set to achieve the targeted timeline. Elizabeth queried if getting more engaged with graduate apprenticeships, alongside online teaching of courses or modules could help tackle the HE decline identified in action point 5.</p> <p>Rosemary explained that online learning is what the UHI CCPC is set to investigate in its next meeting, adding that it is key to ensure an increase within the art degree programme following a significant decline. For this, articulation has been gained in full across the UK into the art degree programme, which could lead to an increase in the 2026/27 session.</p> <p>From the Education Scotland paper provided, Rosemary highlighted that although there has been an increase in Student Voice Representatives, the difficulty is in following through with training for them. Rosemary advised that work is being carried out with HISA to investigate how to make training more attractive for students to apply. Clare stated that it would be important to look at how the effectiveness of SVR training is analysed. Clare queried the spread of SVRs across departments. Rosemary explained</p>		

	<p>that the focus is on ensuring that there are SVRs in every area. Sam Bright pointed out that there are different setups between the PODs, for example, there are a lot of part-time students or apprentices who only attend for teaching, therefore, would not become an SVR. Elizabeth suggested incentivising SVR roles, promoting CV enhancement and other benefits, to gain more applications.</p> <p>The Committee noted this update.</p>		
	(ii) Application and Enrolment Update		
6.2	<p>Stuart supported the paper, summarising the comparison of current application and enrolment figures to last year's. For HE, the College is amongst the highest of offer progression rates across the partnership. Stuart advised that withdrawal figures were not provided at the last meeting, so the figures show a significant difference compared to what is the norm.</p> <p>Rosemary highlighted that the figures shown and deep dive provided is a testament to the distance the College is driving to ensure that the best possible position is achieved for the next session.</p> <p>With regards to the withdrawal figures, Elizabeth queried if the College is doing everything it can to cater to certain requirements. For example, withdrawals relating to employment and health reasons could potentially be catered for through online learning. This would alleviate time and attendance pressures students may be feeling.</p> <p>The Committee noted this update.</p>		
LTQ.25.01.07	Research and Practice		
	(i) RIKE Report		
7.1	<p>Sam Scott supported the report, setting out the research activity across the College. The RIKE Committee is in its early stages, however its aim is to set out a strategy to expand the College's research capacity across departments.</p> <p>Katy queried what funding is available to teaching staff for research. Sam explained that all research activity is externally funded. Elizabeth asked if there were enough training opportunities for staff to write funding applications. Sam Bright advised that staff who have a background in research will know where funding is available, however, new staff do not have this knowledge. Elizabeth stated that it would be worth investigating if there is in-house skill within the College on funding applications. Jackie highlighted that teaching staff may struggle to find time to undertake research opportunities.</p>		

	<p>Jackie added that lecturers on FE contracts are not the same as lecturers in a traditional university structure with regards to working hours.</p> <p>Elizabeth asked for further information on the development of an apprenticeship programme with Orbex. Sam Bright explained that Orbex were keen to discuss an apprenticeship route for engineering. The idea is not to create a full Modern Apprenticeship as the work is so specific, however, courses could be created and credit rated at HE level. This may also involve short courses for Orbex staff.</p> <p>The Committee noted this update.</p>		
LTQ.25.01.08	<u>Curriculum</u>		
	(i) Curriculum Update		
8.1	<p>Rosemary supported the paper, detailing the purposes of the UHI Academic Planning Committee and the UHI Collective Curriculum Planning (CCPC) Group and the key themes discussed within their meetings. Following a large number of changes made to the curriculum at the College as a result of the VS scheme, it became clear that there was not a joint up approach across the partnership for curriculum planning.</p> <p>Katy queried how members are selected to sit on these committees. Rosemary explained that membership consists of senior curriculum people from across the academic partnership. The APC is chaired by the Vice-Principal of UHI, and the CCPC is chaired by one of the UHI Deans.</p> <p>Elizabeth asked what positives are expected to come from these committees, as well as any challenges that have arisen. Rosemary highlighted that having a representative of UHI Moray at the table is critically important. One difficulty discussed was regarding paperwork submitted to UHI EO to host engineering degree programmes delivered by UHI Inverness at the College. This paperwork was not circulated to UHI Inverness, with its engineering team stating that they were not aware of the submission at all. The reason given for the paperwork falling between the cracks was due to the loss of staff within EO. Rosemary added that UHI Inverness are now forcing forward with this themselves, emphasising that UHI Moray needs to be up there as well.</p> <p>The Committee noted this update.</p>		
LTQ.25.01.09	CAMP Report		

9.1	Nigel's report was noted by the Committee.		
	<u>Academic Standards</u>		
LTQ.25.01.10	Quality Update		
	(i) Quality Cycle		
10.1	Nigel's summary was noted by the Committee.		
	(ii) External Verification		
10.2	<p>Nigel supported the paper, summarising the EV selections for the 2024/25 session. Sam Bright highlighted that the engineering team are maxed out with EVs, with 17 out of 33 EVs directed towards engineering. Nigel stated that the issue regarding the volume of EVs was raised with the contact from the SQA. The SQA were receptive of this and advised that if these numbers were requested again, it would be made as accessible as possible to ease pressure. It was noted that SVQs have to be completed annually.</p> <p>The Committee noted this update.</p>		
	<u>Marketing</u>		
LTQ.25.01.11	Marketing Update		
11.1	There was no marketing update provided.		
	<u>Equalities</u>		
LTQ.25.01.12	Policies and Procedures		
12.1	<p>Derek advised that Course Review Procedure will be presented at the next Committee meeting.</p> <p>Derek highlighted that there will be a new process coming out for us as a partnership, followed by a central policy regarding the use of AI for staff and students. Elizabeth pointed out that there is a lot of positivity online regarding the use of AI but questioned if this is the case, adding that it would be good to see policies on this. Derek advised that the use of Microsoft Copilot for staff is currently on hold as there are a lot of issues regarding this. There are certain tools that will be useful but cannot be used at the moment. Elizabeth asked if there has been any movement on the use of AI for students. Derek stated that guidance can only be offered at the moment, emphasising the importance of students using AI in the correct manner.</p> <p>The Committee noted this update.</p>		
	<u>Student Engagement</u>		
LTQ.25.01.13	HISA Update		
13.1	Aimee supported the report, providing an update on the HISA Board of Management Project.		

	<p>Elizabeth pointed out that one of the issues raised was around the timing of meetings fitting around student timetables, querying if moving HISA items further up in agendas would be beneficial. Aimee advised that, following conversations with the Clerk, they have gone down the route of authorised absences for students attending meetings, adding that this is usually fine unless there are exams.</p> <p>Other partners have moved HISA items up in agendas, particularly in LTQ meetings, however Aimee advised that it is up to the Board what would be preferable. El advised that HISA representatives are board members, so this would not be looked at permanently, however, exceptions could be made if timing is an issue.</p> <p>The Committee noted this update.</p>		
LTQ.25.01.14	Emerging Issues/Any Other Business		
14.1	<p>Derek advised that some of the staff leaving EO are involved in compliance, therefore, EO are looking to develop new committee structures with relevant input from partners. It was highlighted that software requests is an important factor within this, in order to make sure that innovation is not stopped as a result.</p> <p>Rosemary informed members that an SCQF review was held today, which was an overall positive meeting. There will be action points arising from this regarding next steps and processes. The people carrying out the review had done a deep dive and commented that the work was really good in comparison with the sector.</p> <p>Elizabeth raised care experienced students for discussion, stating that it would be worth looking at policies for staff being trauma informed. Derek advised that a paper is submitted to the Board with a report on student support for care experienced students. Jackie added that students should be signposted to student services regarding any case of students requiring support.</p> <p>The Committee noted these updates.</p>		
LTQ.25.01.15	Date of Next Meeting – 5 June 2025		
	<i>Meeting closed at 15:45pm</i>		