LEARNING, TEACHING AND QUALITY COMMITTEE
Minutes of Meeting held on
Thursday 27 November 2025
At 9.30am in the Boardroom and on MS Teams

Present:
Elizabeth Hudson (Convener)
David Patterson (Joined at 10.40)
Clare Matysova (via MS Teams)
Katy O'Connor
Gary Campbell
Charlotte Usher (HISA)

In Attendance:
Eleanor Melton (Clerk)
Alex Hastings (Minutes)
Euan Black
Nigel Kirby
Lucy Huby
Samantha Bright
Rosemary McCormack
Jodie Salmon
Sam Scott

Item		Action	Date
LTQ.25.03.01	**(i) Resignations**		
1.1	There were no resignations received. It was noted that this meeting is Sam Bright's last.		
	(ii) Appointments		
1.2	Euan Black was introduced as the Deputy Principal.		
LTQ.25.03.02	**Apologies for Absence**		
2.1	Apologies were received from Jackie Andrews.		
LTQ.25.03.03	**Any Additional Declarations of Interest including specific items on this Agenda**		
3.1	Katy's membership of the Learning Coaching Team was noted by the Committee with regards to agenda item LTQ.25.03.06.		
LTQ.25.03.04	**Draft Minutes of LTQC Meeting held on 5 June 2025**		
4.1	The minutes of the LTQC meeting held on 5 June 2025 were accepted as a true and accurate record: Proposed: Gary Campbell Seconded: Rosemary McCormack		
LTQ.25.03.05	**Matters Arising from LTQC meeting held on 5 June 2025**		
5.1	**4.1** – Complete – Gary provided an update on events following his proposal to the UHI Learning and Teaching Academy.		
5.2	**6.1** – Complete – The Committee noted that Euan is now responsible for the report.		
5.3	**13.1** – Ongoing – Euan stated that Jacqui was asked to raise this issue to CMT/SLT, but this has not happened yet.		

5.4	**15.1** – Ongoing – Rosemary informed the Committee that work is underway to investigate what the College can do with its facilities.		
5.5	**16.1** – Complete		
	Learning, Teaching and Research		
LTQ.25.03.06	**Learning and Teaching**		
	(i) Learning and Teaching Update		
6.1	Jodie supported the paper, providing an update on the changes and priorities of the Learning Coach Team for AY 2025/26. The Committee discussed the introduction of Change Champions, a project that has arisen from College Development Day actions. Jodie summarised some of the proposals that were suggested from the first panel meeting, such as involving students from the Technology Centre in campus improvement projects. Sam highlighted that some elements of this will not be possible due to H&S regulations and the College's insurance policy. Elizabeth stated that it would be positive to have students actively managing projects across campus and hoped that this continued to be explored in some capacity. The Committee discussed whether funding opportunities would be available for some projects. Jodie explained that the panel would provide funding information to the owner of the proposal, if it was felt that finances are attached. David echoed the positivity of the Change Champions project, stating that there is an element of putting control back to staff to enhance the feeling of ownership and allow people to explore their own ideas. The Committee noted this update.		
	(ii) Application and Enrolment Update		
6.2	Euan's update was noted by the Committee.		
LTQ.25.03.07	**Research and Practice**		
	(i) RIKE Report		
7.1	Sam supported the paper, providing an update on the College's research activity. Euan advised that the College is active in the development of a professional doctorate position with regards to the BE Hub. Euan added that there has been a slight delay in the project, but it is anticipated that recruitment will commence in the new year. Gary queried if presentations to the UHI ENGAGE 2026 Research and Knowledge Exchange Conference could be publicised. Sam agreed to investigate this in the new year.		

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ACTION	Sam to investigate publicising presentations at the UHI conference.	**SS**	
	Curriculum		
LTQ.25.03.08	**Curriculum Update**		
8.1	It was agreed that the paper Euan presented to the Board at the last meeting be shared with Committee members with regards to the curriculum portfolio. Euan provided an update, informing members of the intention to link QA and Enhancement plan into the curriculum portfolio. This will be part of a process that will inform the College's curriculum activity. The aim is to direct the limited resources available to areas that need it the most. It was noted that whilst outcomes for students are positive, there are areas that require further investigation, which will be part of a longer-term plan for the curriculum portfolio. The Committee noted that Katy attended a meeting with all CHESS staff looking at a review of the curriculum. Katy highlighted how positive it is that staff are involved in curriculum review, rather than a top-down approach. Euan stated that with the limited resource the College has, this needs to be done more often. Rosemary drew attention to the CCPC, in which there is now a more collaborative approach on what the partnership should be delivering rather than what it would like to. Rosemary stated that the Committee has evolved with a more joined up approach across the partnership, where a number of lessons have been learned. The Committee noted this update.		
ACTION	Paper Euan presented to the Board at the last meeting to be shared with Committee members with regards to the curriculum portfolio.	**EM**	
LTQ.25.03.09	**CAMP Report**		
9.1	The report was noted by the Committee.		
	Academic Standards		
LTQ.25.03.10	**Quality Update**		
10.1	Nigel supported the paper, informing members of developments with regards to STEP, after having attended an event in Dunfermline last week. With regards to the set of projects, although it is not clear how this will look, the whole theme is supporting learners from diverse backgrounds. Nigel stated that a briefing on what the project		

	is going to look like will be presented to the Committee at the next meeting. The Committee noted this update.		
LTQ.25.03.11	**Early Student Experience Survey**		
11.1	Nigel supported the paper, providing an update on the procedure and increase in response rate for the survey. Nigel stated that the vast majority of responses come from lecturing staff and LDWs promoting the survey, as emails are not as effective. Elizabeth queried how feedback is communicated to staff. Nigel explained that the dashboard on SharePoint summarises the data, which all staff have access to and can filter to courses. Nigel added that the dashboard is very useful for looking at feedback, and there is a new tab for 'comments by course' that all staff can see. Nigel anonymises feedback in order to be able to publish it on the dashboard. Rosemary highlighted that the improved accessibility of the dashboard has led to staff becoming more data driven. Clare asked for numbers and percentages to be included in reports. There is currently a mixture of the two. Clare also asked if reasons why there is a lower response rate from PT students can be investigated, noting that one of the main reasons could be due to PT students not being in attendance as often. Nigel explained that there has been a long-term struggle to get PT and evening students to engage with the survey. Sam Bright added that the mode of delivery is a considerable factor within this, due to there being a large number of students attending online. Nigel agreed to include an insight into what proportion of responses come from PT students in the next report. Charlotte highlighted that HISA is looking at ways to promote engagement with the survey. Edinburgh Napier University have recently introduced a poetry project related to feedback received from their survey. HISA are looking at developing this too. The Committee noted that the variety of ways to promote this will generate more engagement. The Committee noted this update.		
ACTION	Nigel to include numbers and percentages in future reports, as well as an insight into the proportion of PT students responding to the survey.	**NK**	
	<u>Marketing</u>		
LTQ.25.03.12	**Marketing Update**		

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12.1	The Committee noted this update. Gary queried teams not being available at the recent open day being reported as a 'dislike' in the report. El explained the difficulties in having teams attend open days arranged at weekends.		
	Equalities		
LTQ.25.03.13	**Policies and Procedures**		
	(i) Mitigating Circumstances Procedure		
13.1	El supported the paper in Derek's absence. There were a number of points raised by members, who were asked to send comments via email to El. Once amendments have been looked at by SLT, the procedure will be circulated to the Convener for approval. Feedback was requested to be submitted by Monday 1 December. With regards to item 12.2 on the procedure, Gary asked for the Committee to get together and outline its requirements in order to specify what will be required in a report.		
ACTION	Committee members to send feedback on procedure to El.	**ALL**	
ACTION	Committee to discuss requirements for future reporting.	**ALL**	
	Student Engagement		
LTQ.25.03.14	**HISA Update**		
14.1	Charlotte's paper was noted by the Committee. The Committee discussed the increase in HISA visibility at the Technology Centre. Charlotte outlined intentions to be based at Linkwood fortnightly, if possible. It was agreed that the HISA item would be pushed further up the agenda in order to mirror Board arrangements and to introduce this across all Committees.		
ACTION	HISA item to be moved further up on agendas of Board and Committees.	**EM**	
LTQ.25.03.15	**Emerging Issues/Any Other Business**		
15.1	Rosemary highlighted that the SEAP will be published to the SFC and QAA today. This will also be sent to the Committee for awareness and feedback. Euan stated that the interview process for the STEM HOC will commence next week. All Committee Terms of Reference are going to be standardised; this work is currently in progress.		
LTQ.25.03.16	**Date of Next Meeting** – 12 March 2026		

	Meeting closed at 11:40am		