UHI | MORAY MOIREIBH

LEARNING, TEACHING AND QUALITY COMMITTEE
Minutes of Meeting held on
Thursday 05 June 2025 at 1.30pm
in the Boardroom and by MS Teams

Present:

Elizabeth Hudson (Convener – by MS Teams)
David Patterson
Clare Matysova
Katy O'Connor
Nigel Kirby
Gary Campbell
Rosemary McCormack
Jodie Salmon (Left @ 3pm)
Samantha Bright (by MS Teams)

In Attendance

Eleanor Melton (Clerk)
Alex Hastings (Minutes)
Veronica Borseth (HISA)
Jacqui Taylor (3 - 3.30pm)
Stuart Cruickshank (Left @ 3.40pm)
Simon Varwell (HISA – 2 - 2.30pm by MS Teams)

Item		**Action**	**Date**
LTQ.25.02.01	**(i) Resignations**		
1.1	Resignations have been received from Sarah Marshall and Chloe Catmore.		
	(ii) Appointments		
1.2	There were no new appointments.		
LTQ.25.02.02	**Apologies for Absence**		
2.1	Apologies were received from Jackie Andrews and Samantha Scott.		
LTQ.25.02.03	**Any Additional Declarations of Interest including specific items on this Agenda**		
3.1	There were no declarations of interest received.		
LTQ.25.02.04	**Draft Minutes of LTQC Meeting held on 13 March 2025**		
	Gary drew attention to item 12.1 regarding the use of AI for staff and students. Having attended a Jisc workshop on the use of AI in colleges and universities, Gary recommended that the College invites a representative from Jisc to hold a workshop. It was agreed that Gary would propose this recommendation to the UHI Learning and Teaching Academy. The minutes of the LTQC meeting held on 13 March 2025 were accepted as a true and accurate record: Proposed: Katy O'Connor Seconded: Rosemary McCormack		
ACTION	Gary to propose recommendation of JISC AI workshop to UHI Learning and Teaching Academy.	**GC**	
LTQ.25.02.05	**Matters Arising from LTQC meeting held on 13 March 2025**		
5.1	<u>**5.2**</u> – Complete		

	Stuart advised that access to the 'free text' box within the online form has now been provided. A report was presented to the Committee detailing reasons for withdrawals. Elizabeth queried if there was any more granularity to health being a reason for withdrawal, asking if there are any visible trends. Stuart explained that the data pool is very large, so full analysis has not taken place yet. The Committee discussed whether mental health would be a main factor of this. David suggested inviting Nicole Hyslop to future meetings to be able to signpost the mental health provision within the College.		
5.2	**7.3** – Complete Stuart explained that although there is no coding in the system to report HE activity, data has been pulled from various sources to present to the Committee. The Committee discussed the 2022/23 figures, with particular interest in partial completions and enrolment targets.		
5.3	**7.4** – Complete David advised that following the Boards agreement to recruit a Deputy Principal, it has been advertised, and interviews are taking place within the next week.		
	Learning, Teaching and Research		
LTQ.25.02.06	**Learning and Teaching**		
	(i) Learning and Teaching Update		
6.1	Rosemary supported the paper, providing an update on action points from Education Scotland being addressed. Rosemary explained that the ongoing key work is to ensure that the three PODs are working more collaboratively, evaluating and enhancing learning and teaching processes. With regards to development point 1.1.2, Gary suggested that a table for action plans is submitted. Elizabeth drew attention to development point 1.2.2, querying why working groups have been put together and what the objectives are for these groups. Rosemary explained that the intention was to include this information in the report, however, due to time constraints, this was not possible.		
ACTION	Rosemary to include action plan table in reports.	**RMc**	
	(ii) QAA Institution Liaison Visit Update - Verbal		
6.2	Rosemary and David summarised the visit, explaining that it was conducted in a constructive and positive way. In comparison to the Annual Engagement Visits from Education Scotland, the QAA visit was not as hands on, although the Committee noted this is still a work in progress. The College will receive the report in the next number of weeks. Nigel advised that the College's experience of this visit was the same across the partnership, with the consensus being that it was very different to Education Scotland visits.		

	The Committee noted this update.		
	(iii) Application and Enrolment Update		
6.3	Stuart supported the paper, highlighting that applications for FE and HE are looking positive. With regards to FE credits, Stuart advised that a targeted position of just over 17,800 has been set. The Committee discussed the conversation between the SFC and UHI regarding a potential virement of funding from HE being able to go to FE, with an estimated additional 1,700 credits potentially being made available. Stuart will update when more information is available. David highlighted that this matter was discussed at Partnership Council yesterday, adding that it would be a game changing opportunity that should be grabbed with both hands. Gary stated that it would be beneficial to have something in writing regarding this. The Committee noted this update.		
LTQ.25.02.07	**Research and Practice**		
	(i) RIKE Report		
7.1	The Committee noted the report provided, highlighting its delight with the research work the College is doing.		
	Curriculum		
LTQ.25.02.08	**Curriculum Update**		
8.1	Rosemary's update was noted by the Committee.		
LTQ.25.02.09	**CAMP Report**		
9.1	The report was noted by the Committee.		
	Academic Standards		
LTQ.25.02.10	**Quality Update**		
	(i) Quality Cycle		
10.1	Nigel's report was noted by the Committee.		
	(ii) Credit Rating		
10.2	Nigel's report was noted by the Committee.		
LTQ.25.02.11	**External Verification Activity**		
11.1	Nigel supported the paper, informing members that EV visits for the year are coming to an end. Nigel summarised the visits, stating that they all had positive outcomes. One amber rating was rectified immediately. The Committee noted this update.		
LTQ.25.02.12	**Student Satisfaction and Experience Survey**		

12.1	Nigel supported the paper, advising that this year's survey had the best response rate since 2019. Nigel is looking at ways to incentivise students to complete the survey, noting that the main struggle is to get part time and evening students to respond. Overall satisfaction is high, with a small uptake this year. Clare stated that it would be interesting to know more from student feedback, adding that this detail could be fed forward into the work on the SEAP. Nigel explained that a more granular approach would be possible to be able to provide Rosemary with this information. The Committee discussed the summary of feedback comments from students, focusing on steps taken to help hearing-impaired students. David highlighted that satisfaction rates are well above average, which is very positive given the context of the year. The Committee noted this update.		
	Marketing		
LTQ.25.02.13	**Marketing Update**		
13.1	Jacqui supported the paper, providing an update on marketing activity. The Committee discussed the challenges of departmental social media sites not being run by the marketing team and how this can cause conflicts in promotional schedules. Jacqui gave examples of issues that have arisen, such as department sites copying what is posted on the UHI Moray main site, which is causing confusion. Katy suggested that the new staff brand ambassadors meet with marketing and James Nock to gain a clearer understanding for departments. Jacqui suggested closing departmental accounts that are not being run correctly and keeping useful ones, such as the hairdressing account, which is useful for appointments. It was agreed that Jacqui would report back on developments to the Committee at the next meeting.		
ACTION	Jacqui to report back developments with departmental social media accounts to the Committee.	**JT**	
	Equalities		
LTQ.25.02.14	**Policies and Procedures**		
14.1	There were no policies or procedures presented to the Committee.		
	Student Engagement		

LTQ.25.02.15	**HISA Update**		
	(i) HISA Elections Report		
15.1	Simon supported the paper, providing an update on HISA elections. Sarah has declined the opportunity to take up the president role. A by-election is now scheduled for September. Gary drew attention to the level of engagement with students, querying the reasons for turnouts at SAMS and UHI Perth being high. Simon explained that turnouts can vary largely, with multiple factors to consider such as more online learning in other areas, very active candidates or big personalities, for example. Clare queried the process for recruiting SVRs. Veronica explained that recruitment usually takes place in August or September, however sign ups can go on throughout the year. Within the academic year, 23 SVRs were trained out of 89. The remainder can attend meetings but there are limits to their contribution. Veronica highlighted that around a third of all classes have a SVR, with issues ranging from accessibility, facilities, courses and communication. Veronica added that HISA is looking at funding to improve the AyePod. The Committee discussed the recent UK Supreme Court ruling on the definition of a woman and there not being a policy for the College to follow. Gary suggested that it would be helpful to have a statement on this in terms of learning and teaching. El confirmed that Jacqui will be approached to see if anything is scheduled to come from the marketing team, if not, this will be raised to SLT for discussion. Rosemary suggested that a discussion with Roger Sendall would also be helpful. The Committee noted this update.		
ACTION	El to liaise with Jacqui Taylor to see if the marketing team are aware of any plans following Supreme Court ruling and to escalate to SLT if not.	**EM**	
LTQ.25.02.16	**Emerging Issues/Any Other Business**		
	(i) SEAP Feedback Report		
16.1	Rosemary supported the paper, highlighting that the report is a shortfall from the SFC, as feedback has been correlated on the partnership, lacking individual feedback. Rosemary added that the College needs to be made aware of positives and developments, with clear guidelines on areas that are good and others requiring improvement. Rosemary advised that this has been discussed at Partnership Council, where the consensus is that this should be highlighted everywhere		

	possible. Rosemary added that these points have been made clear in their feedback of the report, highlighting that Edinburgh College, for example, received individual feedback, whereas UHI's is generalised, with some partners not even receiving feedback. Gary stated that the SFC are doing a disservice by not providing an individual summary at least, highlighting the amount of work the SEAP requires. It was agreed that Elizabeth would highlight this to the Board. Elizabeth stated that it may be worth speaking to other LTQC Chairs in the partnership, as we are not the only College in this position.		
ACTION	Elizabeth to highlight concerns with the SEAP Feedback Report at the next Board meeting.	**EH**	
	(ii) Falconer Museum in Forres		
16.2	Elizabeth highlighted the planned reopening of the Falconer Museum for discussion. The Council are looking for volunteers to set up an operating body. Elizabeth advised that there are lots of potential projects that can link in with this space. Elizabeth will liaise with Jackie Andrews, stating that it would be good to have a representative from the College involved. Veronica advised that this information will be passed on to the community engagement team to make students aware of the opportunity.		
LTQ.25.02.17	**Date of Next Meeting – TBC**		
17.1	El advised that the Board and Committees schedule will be presented for approval at the next Board meeting on 12 June. The provisional date for the next LTQC meeting is 27 November 2025, with a proposal to move LTQC meetings to the morning.		
	Meeting closed at 16:30pm		