University of the
Highlands and Islands
Moray College

Learning, Teaching and Quality Committee
Draft Minutes of Meeting held on
Thursday, 10 November 2022
At 1330 hours in Room B008 and via MS Teams

Present:

Hugh Hamilton (Chair)	Malcolm Clark
Kenny McAlpine	Alistair Fowlie
Derek Duncan	Rosemary McCormack
Heather Sharp	Lucy Huby
David Patterson	Rebecca Dewis
Sam Bright	Liz Hudson
Jackie Stevenson	Veronica Borseth (HISA)
Dave McCallum	

In Attendance:

Elaine Sutherland (Clerk)
Eleanor Melton (Minutes)

Item		Action	Date
LTQ.22.03.01	**(i) Resignations**		
1.1	Resignations have been received from Julia Rhiannon Stradling and Calum Leese.		
	(ii) Appointments		
1.2	There have been new appointments of Liz Hudson, Jackie Stevenson, Dave McCallum and Melissa Carr.		
	(iii) Introductions		
1.3	All committee members introduced themselves and briefly explained their job role.		
LTQ.22.03.02	**Apologies for Absence**		
2.1	Apologies for absence were received from Katy Beck, Kelly McClaren, Tami Wilson, Jodie Salmon, Melissa Carr and Katy O'Connor.		
LTQ.22.03.03	**Any additional declarations of interest including specific items on this agenda**		
3.1	There were no additional declarations of interest.		
LTQ.22.03.04	**Terms of Reference**		
4.1	Hugh briefly explained the importance of the Terms of Reference and why LTQ now sits as a Board committee. There are 4 non-executive members on the committee, 2 of these members are required to be present for the meeting to be quorate.		

LTQ.22.03.05	**Draft Minutes of Learning, Teaching and Quality Committee Meeting held on 9 June 2022**		
5.1	The minutes of the Committee Meeting held on 9 June 2022 were accepted as a true and accurate record, pending minor amendment, Proposed: Rosemary McCormack Seconded: Kenny McAlpine		
LTQ.22.03.06	**Matters Arising from Learning, Teaching and Quality Committee Meeting held on 9 June 2022**		
6.1	All Matters Arising/Actions have been noted as complete apart from item 10.1. Heather will send Dawn a copy of the SSES questionnaire.		
LTQ.22.03.07	**Principals Report**		
7.1	David updated members on several matters. There had been an action to improve the response rates for student surveys, recent reports show that Moray is within the top 25%. A text version of the Strategic Plan has been shared with managers; it is nearly ready for publishing. We had a visit from Education Scotland on 9 November from which, verbal feedback has been received. A written report will be provided. Visiting was, 2 HMIs, 1 Associate assessor and 1 student. We received positive feedback from the student, the support we have in place is good, students appear happy. The Learning development workers were praised. It was noted that there is a need for more student voice representatives and the issue of Board attendance for HISA reps due to timetable clashes. The HMIs commented on the energy of staff, they were inspiring and forward thinking although unsure of where they are going. Safeguarding concerns had been raised due to there being no compulsory training at induction. HISA has there own safeguarding policy, however, the responsibility ultimately lies with the college. We were advised to look at safeguarding reports, what and how its recorded. There were 0 safeguarding reports. Recruitment and Retention is good, the 10-point induction was complemented. Concern was raised at the lack of academic support during the summer holiday period, SLT are being tasked to look in to this further. Sam disagreed with the lack of academic engagement. There appears to be a differing level of flexibility and development across teams. Moray is currently above the average with regards to attainment. However, the impact of students attending with little to no social and/or core skills has been relaised.		

	It was advised that we look at good practices from other partners/colleges and see if any can be utilised within our own processes. It has been agreed that we will look at specific areas of development that may be able to offer access courses. We will consider multi-level courses and progression routes into and out of courses offered. Not all feedback has been received, David thanked all those who were involved on the day of the visit and agreed to return to LTQ with a written report including actions and suggestions.		
	Equalities		
LTQ.22.03.15	**Policies and Procedures**		
	(i) Safeguarding Policy and Procedures		
15.1	Derek presented the paper written for today's meeting. HISA have also been made aware of their need to update their own policy in line with ours. It had been highlighted by Education Scotland that the wording was not strong enough. Derek highlighted the changes within the policy/procedure. These were approved by the committee.		
	Learning, Teaching and Research		
LTQ.22.03.08	**Learning and Teaching**		
	(i) Learning and Teaching Update		
8.1	Kenny updated members on recent discussions with Jodie, prior to the Education Scotland visit, they had been looking at how good practices could be shared across teams. A table of activities has been provided for reference. Area led events are to be held throughout the year to enable teams to showcase good practices. Kenny explained a recent 'sprint' event held by CHESS, this enabled teams to take an idea through to approval. An annual critical evaluation and collaboration event is also being looked in to. Artificial Intelligence is being looked in to, this was also mentioned by Education Scotland. Educational technologies such as smart boards etc are being considered. Lucy suggested the learning analytic steering group may be of interest if looking at going down the route of AI/virtual reality. It would be good to see students involved in the creation rather than just throwing money at something new and exciting. It was agreed that a note of caution should be taken when looking at machine learning, they cannot recreate human decision making. UHI Learning and Teaching Strategy is now live.		
	Dave left 2.25pm		
	(ii) Applications and Enrolments 2022/23		

8.2	A recent update of enrolment figures, since the last Board meeting, was provided. FE is currently down 11% and HE down by 17%. These are FT enrolments compared against last year's figures. Credit allocation is important with regards to funding, we are on target to slightly exceed the target. An FTE report is produced periodically which show FT, PT and SFT. Currently at 670 FTE, this is expected to decrease slightly in January. If trends are followed, we will be looking at £400k loss of funding. Rebecca requested clarification on what is included within the FTE figure. Circumstances cannot be changed; the framework and delivery of courses can be.		
ACTION	It was agreed that the next update on applications and enrolments should include data on postgraduate courses.	**KM**	
	(iii) Appeals 2021-22		
8.3	A paper has been included. There was nothing further to add.		
LTQ.22.03.09	**Research and Practice**		
	(i) RIKE Report		
9.1	A report was provided for noting. There were no further comments.		
	Curriculum		
LTQ.22.03.10	**(i) UHI Curriculum Review** **(ii) Pipeline of new provision**		
9.1	This has now end and has been reinvented as UHI 2024. A more efficient and effective communication. There are 6 work streams tasked to look at different areas of the university. Kenny is representing on the curriculum planning committee and will provide updates as and when required. Some have timescales of 18 months; `others are a lot shorter.		
LTQ.22.03.11	**CAMP Report**		
11.1	A report has been provided to show what has been presented at CAMP since the last meeting of LTQC. This is a snapshot of information that was available at the time of writing. It was suggested that Board attendance may be beneficial at approval events. This was agreed, Heather will start inviting Board members. It was explained that there is always an external member on the panel, but Board representation is welcomed.		
ACTION	It was agreed that Board members from LTQC be invited to sit on the Panel for approval events for full-time FE courses.	**HS**	
	Malcolm left at 2.55pm		

	Academic Standards		
LTQ.22.03.12	**Quality Cycle**		
	(i) Quality Cycle Update		
12.1	The report has been circulated and is supported today but Heather. Temporary arrangements are currently in place due to the imminent review being undertaken. Course committee meetings have now started, these meetings will be used to fine tune the actions from EREP. MORAGAA meetings are ongoing, there are some discussions although these are mainly data driven. SQA have now began external verifications and setting the dates for these to be carried out. Throughout the cycle, there are elements that will change but the process stays the same.		
	(ii) MORAGAA Report		
12.2	Heather briefly explained the MORAGAA process. The course dashboard collates data for each course and allows teams to record volatile indicators. There are 3 held per year. These are seen as a good way to validate what academics are thinking with regards to problematic student etc. The process has highlighted differences between the way teams handle incidents/issues. Different perspectives are brought together which enables the team to highlight the best route forward. It was agreed that there needs to be a consistency of approaches.		
	(iii) EREP 2022/23 Evaluative Review **(iv) EREP 2022/23 Enhancement Plan**		
12.3	The report has been provided for information. Feedback has not been included yet, but it will align with the Education Scotland feedback. Any additional feedback is welcomed.		
	(v) External Verification Visit Outcomes		
12.4	A report has been provided for noting. No further comments were made.		
	(vi) Annual Red Button Report		
12.5	A report has been provided. The red button can be used to submit good or bad feedback. Moray received 26% of the red button uses across UHI, Moray has 14% of enrolments within the UHI partnership. There was a lot of positive feedback, negative comments were mainly about events that were have been made aware of. Complaints that require to go through the formal process are reported to the Board annually. It was agreed that lessons learned should be discussed from all feedback received.		
LTQ.22.03.13	**Student Early Experience Survey**		
13.1	Heather provided the committee with context on the process of the SEES.		

	A generic link is being used for the school student enrolments. However, a unique link is being used for all other students.		
	Jacqui Taylor entered at 3.20pm Lucy Huby left at 3.20pm		
	Marketing		
LTQ.22.03.14	**Marketing Report**		
14.1	The chair of the Board has requested that this committee take a deeper look into the marketing provision. A report has been provided by Jacqui Taylor – Head of Marketing and External Relations who has also joined the meeting. Early warning is required for the marketing of new courses, at least 8 weeks. Marketing toolkits are available on SharePoint. For in year recruitment and Semester 2 starting courses require information to be in by the end of September. Information events are being held throughout the year but as these are held out with "normal" working hours, it is sometimes difficult to get the staff to commit. Committee members discussed marketing plans and processes. Members also ask Jacqui what would be required to ensure marketing ran at its best. Jacqui felt that the department would benefit from a graphic designer being appointed. The biggest restrictions currently are resources and funding. It was agreed that Marketing be kept as a standing agenda item.		
ACTION	It was agreed that, in future, a Marketing Update be included as a standing item on the LTQC agenda and that the next report should include 'what has been done and where, and where we are going next'.	**JT**	
	Student Engagement		
LTQ.22.03.16	**(i)** **Student Engagement** **(ii)** **Student Voice**		
16.1	A report has been provided and written by Malissa Carr. Veronica was in attendance to support the report. The committee discussed the recruitment of student voice reps and the issues being raised surrounding recruitment. Suggestions were made, such as, incentives, benefits to volunteering being explained etc. Some universities contextualise the students' additional achievements at the bottom of their certificates. Veronica would like all teaching staff to encourage students to sign up and reiterate the importance of the role.		
LTQ.22.03.17	**Any Other Business**		
17.1	There was no additional business to be discussed.		
LTQ.22.03.18	**Date of Next Meeting**		
18.1	16 March 2023		

RESERVED ITEMS			
LTQ.22.03.19	**Draft Reserved Minutes of LTQ Meeting held on 9 June 2022**		
21.1	This item is reserved, and the minute held in confidence.		
	Meeting closed at 16.05pm		