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| Meeting: Learning & Teaching Committee | Venue: The Board Room, Newbattle Abbey College | Date: 16 May 2018 | Time: 4.00pm - 6.00pm |
| Minute Taken By: Janet Nixon | Sederunt: Richard Dockrell (Chair), Terry Brotherstone, Stuart Moir, Duncan Robb, Marian Docherty, Sandra Grieve In attendance: Pauline Sutton, Janet Nixon | Apologies: Brian Lister, Maria Lloyd and Sabine Bluetgen | Absences: |

| No. | Agenda Item | Action | When | By Whom | Status |
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| 1. | Apologies | Apologies were received from Brian Lister, Maria Lloyd and Sabine Bluetgen | 16.05.18 | JN | Information |
| 2. | Minute of Previous Meeting of 27 February 2018 (Paper 1) | Approved as an accurate record. | 16.05.18 | L & T | Complete |
| 3. | Matters Arising not otherwise on the agenda | <p>2020 Declaration of Arbroath Conference Terry Brotherstone advised that the programme was being finalised, following which a call for papers would be issued.</p> <p>Outcome Agreement The feedback received had been positive and no further amendments were required.</p> <p>Ken Rutherford, Scottish Funding Council It was noted that Ken Rutherford had been invited to attend the Board Strategy Day on 10 May 2018 but, as he was unable to attend, arrangements would be made for him to attend a subsequent meeting.</p> <p>Janet Campbell, Education Scotland Janet Campbell had requested that she attend future Board and L&T Committee meetings.</p> | <p>16.05.18</p> <p>16.05.18</p> <p>2018</p> <p>2018</p> | <p>TB</p> <p>MD</p> <p>MD/JN</p> <p>MD/JN</p> | <p>Information</p> <p>Information</p> <p>Ongoing</p> <p>Ongoing</p> |

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| | | <p>Student Retention In view of the number of students withdrawing from courses because of mental health issues, it was agreed that an item be included on a future L&T Committee agenda regarding addressing mental health issues in students</p> | September 2018 | MD/JN | Ongoing |
| 4. | Curriculum Update (Paper 2) | <p>The Committee considered the summary prepared by Marian Docherty.</p> <p>It was noted that the new Forest and Outdoor Learning Awards (FOLAs) are the only such courses in Scotland and that funding is being sought from two additional sources.</p> <p>A bid had been submitted to the Gaelic Language Act Implementation Fund for the college's Gaelic Language course and it was expected that the outcome would be known in July 2018.</p> <p>It was noted that a course had been run in the new Patrick Geddes Centre in Riddle's Centre and agreed that the Centre should be considered as a venue for the Book Festival.</p> <p>Newbattle has been awarded £50K by Education Scotland to roll out the Adult Achievement Awards beyond the pilot phase. It was agreed that, based on the success of the pilot scheme, sectors such as universities and the NHS should be targeted for the next phase.</p> <p>Newbattle had hosted a fifth successful adult learning conference on 24 April and a conference report and an adult guidance action plan are being drafted. It was agreed that this is a good opportunity for the college to highlight its national role in relation to the curriculum, particularly in respect of adult guidance.</p> <p>The first Book Festival will take place on 26 and 27 April 2019.</p> | 16.05.18 2018 July 2018 April 2019 2018 2018 April 2019 | MD MD MD MD MD/SG MD/SG MD/Events | Information Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing |
| 5. | 2018 Enhancement | <p>The Committee considered the updated Enhancement Plan 2017-18 It was noted that the Enhancement Plan will form the basis of the 2018</p> | | | |

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| | Plan Update (Paper 3) | Evaluative Report and agreed that the Enhancement Plan should be an item on all L&T Committee agendas. | 2018 | MD/JN | Ongoing |
| 6. | Guidance on 2018 Evaluative Report | The Committee considered the SFC Supplementary Guidance for College Evaluative Reports and Enhancement Plan for AY 2017-18. It was noted that the Guidance had been issued on 1 May 2018, was still draft form and does not include the criteria for grades. It was noted also that the College Development Network had submitted a summary expressing disappointment that this was the case. | 16.05.18 | MD | Information |
| 7. | Student Retention: 2017-18 and comparisons (Paper 4) | <p>The Committee considered the student retention and student support papers tabled.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> • early retention figures were good, but final retention numbers were lower than might have been expected • 18 students had accessed the Counselling Services, a very high percentage in terms of student numbers • the vast majority of students who had left the Arts and Social Sciences courses cited health or family problems for doing so • unusually some students on the Rural Skills course had been asked to leave because of disciplinary issues • consideration should be given to whether Newbattle could offer placements to students studying counselling at Masters level <p>Following discussion, it was agreed that further analysis of the figures should be undertaken, including to attempt to ascertain whether students who accessed the Counselling Services remained on their courses, providing numbers for students who self-selected to leave and those who were asked to leave because of disciplinary reasons and by reference to the Scottish Index of Multiple Deprivation.</p> | 16.05.18 | PS | Information |
| 8. | Course Recruitment: 2018-19 and | The Committee considered the paper tabled by Sandra Grieve who advised that the college is still very much actively recruiting. Nothing this, it was agreed that the figures would be updated and circulated to | 16.05.18 | SG | Information |
| | | | September 2018 | PS | Ongoing |

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| | comparisons (Paper 5) | the Board. | 20.06.18 | SG | Ongoing |
| 9. | Marketing Overview (Paper 6) | The Committee considered the Marketing Overview prepared by Sandra Grieve which summarised the marketing work completed and work to be done by the end of the semester. | 16.05.18 | SG | Information |
| 10. | Committee Self Evaluation Checklist (Paper 7) | It was agreed that this would be considered at the next L&T Committee meeting. | September 2018 | JN | Ongoing |
| 11. | AOCB | There was no other competent business. | | | |
| 12. | Date of Future Meetings | To be confirmed. | September 2018 | JN | Information |

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