

<b>Meeting:</b> Learning & Teaching Committee Meeting	<b>Venue:</b> College Board Room	<b>Date:</b> 7 February 2017	<b>Time:</b> 11-1pm
<b>Minute Taken By:</b> Joanna Paterson	<b>Sederunt:</b> Richard Dockrell (Chair), Brian Lister, Terry Brotherstone, Duncan Robb, Alan Clark, Ann Southwood, Marian Docherty, Pauline Sutton <b>In attendance:</b> Joanna Paterson	<b>Apologies:</b> Stuart Moir	<b>Absences:</b> Grace Vickers

No.	Agenda Item	Action	When	By Whom	Status
1	Apologies	Stuart Moir from Edinburgh University would be standing in for Kristina Konstantoni, but sends his apologies for this meeting.	07.02.17	JP	Information
		Membership/representation from Midlothian Council would be explored with them.	07.02.17	AS	Ongoing
2	Minute of Previous Meeting 14 November 2016 (paper 1)	Approved as an accurate record.	07.02.17	L & T	Complete
3	Matters Arising	No matters arising not otherwise on the agenda.	07.02.17	L & T	Complete
4	Review of Semester	Pauline Sutton provided an update on various areas including: recruitment for the 2016-17 Preparation for FE course; support for the UCAS application process and statement writing, and plans to build this into the curriculum in 2017-18; retention details.	07.02.17	L & T	Information
		Figures on retention including comparisons with previous years would be brought to the next meeting.	10.05.17	PS	Ongoing
		There was some discussion concerning the challenges of capturing data on destinations and the need to explore a variety of approaches, including alumni links and social media. An outline approach would be brought to the next meeting for discussion.	10.05.17	MD/PS	Ongoing



		<ul style="list-style-type: none"> <li>• Adult Learning: Progress on the Adult Achievement Awards was noted. Recent very positive coverage of the Awards in 'The Scotsman' was welcomed. A fourth Adult Learning Conference would take place on 29 March, with John Swinney giving the keynote address. The focus would be on the impact of the Awards both on learners and organisations supporting them. The conference will also consult delegates on the post-pilot phase of the Awards.</li> <li>• A Literary Festival is scheduled for 22-23 September 2017. It will be hosted at Newbattle and run in partnership with a range of agencies. The scale of the event would depend on the success of a funding bid for a part-time co-ordinator. Terry Brotherstone expressed an interest in being involved in the planning of the event.</li> </ul>	07.02.17	TS/MD	Ongoing
7	Curriculum Planning Workstream	<p>Ann Southwood provided the background and context and noted that the Board had agreed to take forward three main workstreams: business planning and development; trustees and board constitution; curriculum development. Curriculum development (including associated funding) was the responsibility of this Committee.</p> <p>It was agreed the next step should be a one day Committee workshop, providing the opportunity to consider opportunities within the context of:</p> <ul style="list-style-type: none"> <li>• longer term (5-10 year) timeframe</li> <li>• partnership developments and provision (local, national)</li> <li>• estates development</li> <li>• needs of adult learning community/ies</li> <li>• wider political/constitutional framework</li> </ul> <p>The event should inform the development of a strategic plan for the curriculum. It was agreed that this plan should reflect the ethos of the college.</p>	07.02.17  06.04.17	L&T  AS/MD	Information  Ongoing

		Workshop to take place on <b>Thursday 6 April</b> , 10am onwards.	06.04.17	L&T	Information
<b>8</b>	Course Recruitment	Pauline Sutton gave an update on applications for 2017-18. A paper including comparisons with previous years would be provided for the next meeting.	10.05.17	PS	Ongoing
<b>9</b>	80 <sup>th</sup> Anniversary Programme	Ann Southwood provided an update on the various elements of the 80 <sup>th</sup> Anniversary programme. In addition to the Literary Festival and the Adult Learning Conference this includes a 'question time' event ahead of the local elections and a Parliamentary reception in early November.	07.02.17	L&T	Information
<b>10</b>	Any Other Business	There were no other items of business.	07.02.17	L&T	Complete
<b>11</b>	Date of Next Meeting	Wednesday 10 May 2017 at 11-1pm in the Board Room	10.05.17	L & T	Information