

<b>Meeting:</b> Learning & Teaching Committee Meeting	<b>Venue:</b> College Board Room	<b>Date:</b> 13 September 2017	<b>Time:</b> 11-1pm
<b>Minute Taken By:</b> Joanna Paterson	<b>Sederunt:</b> Richard Dockrell (Chair), Terry Brotherstone, Duncan Robb, Brian Lister, Ann Southwood, Marian Docherty <b>In attendance:</b> Joanna Paterson	<b>Apologies:</b> Stuart Moir, Pauline Sutton	<b>Absences:</b> Grace Vickers

No.	Agenda Item	Action	When	By Whom	Status
1	Apologies	Apologies were received from Stuart Moir and Pauline Sutton.	13.09.17	JP	Information
2	Minute of Previous Meeting 10 May 2017 (paper 1)	Approved as an accurate record	13.09.17	L & T	Complete
3	Matters Arising	Newbattle Conversations: the event planned for 16 November would now take place on either 10 or 17 November; the theme would be Young People and Politics.	13.09.17	AS	Information
		Literary Festival: an evening event would be held on 25 October 7-9pm as a pre-cursor to the festival in 2018	13.09.17	MD	Information
		Membership: Co-opted membership from Midlothian Council would be explored with them.	13.09.17	AS	Ongoing
		No other matters arising not otherwise on the agenda.	13.09.17	L & T	Complete
4	Recruitment for 2017-18 Courses (paper 2)	Recruitment figures were very positive and recruitment was still ongoing. It was not possible to identify specific factors that led to the increase in numbers but contributory factors included sustained marketing, the high percentage of students progressing from the Prep for HE course, and increased national awareness of the work of the college.	13.09.17	MD	Information

		Residential numbers were similar to 2016-27 (around 21); demand for residential places was affected by a number of external factors including the financial implications of Universal Credit for potential students.	13.09.17	MD	Information
5	Marketing Overview (paper 3)	<p>The Committee noted the range of methods used to market courses and the college.</p> <p>The value of extending partnerships and networks was highlighted particularly with organisations such as Scottish Union Learning, the Trade Union Councils in Edinburgh and Midlothian, Sabhal Mòr Ostaig and the WEA.</p> <p>Priorities for future marketing activity would be students ('Refer a Friend', word of mouth, alumni network, testimonials on website); local and national networks particularly in relation to the Adult Achievement Awards; and transition support, advising students of progression routes at Newbattle.</p>	13.09.17	MD	Information
6	Curriculum Update (Paper 4)	<p>Marian Docherty introduced the paper with updates highlighted as follows:</p> <p>Riddle's Court: The new Patrick Geddes Centre was now open and Scottish Historic Buildings Trust (SHBT) and Newbattle were piloting an 8 week evening class there on 'Gaelic Language, Culture and Landscape'</p> <p>Adult Achievement Awards: a Business Plan is now being discussed with the SFC; level 2 will be piloted in 2017-18; a funding bid has been resubmitted to Education Scotland to co-ordinate the development of the awards; a bid would also be submitted to the Esmée Fairbairn Foundation</p> <p>HNC: plans are being taken forward to develop an additional HNC in partnership with QMU in Tourism, Heritage and Events</p>	13.09.17	L&T	Information

		<p>Forest College: various strands of activity were being taken forward; the Trustees had indicated that some of the proceeds from the sale of the archive should be put towards the Forest College</p> <p>College Day: a cross-college event was being planned for Wednesday 27 September</p>			
7	Staffing Updates	The Committee noted that courses were fully staffed at present with the appointment of a new politics lecturer; sociology having been successfully added to an existing remit; and the Celtic studies post having been filled.	13.09.17	L&T	Information
8	Draft Quality Framework and Grade Exemplification Statements (paper 5)	<p>The Committee noted and discussed the latest draft of the Evaluative Report for Education Scotland SFC, and the criteria for the report grades which had been made available by Education Scotland. It was noted that the structure and layout of the report are determined by ES and SFC but details could be added to Section 3 (Outcomes of Evaluation). The Committee noted that the Report was required to reference not just How Good is Our College but also the Outcome Agreement and the Student Evaluation Framework.</p> <p>The Committee discussed some of the challenges and frustrations of this exercise including a number of changes to the guidance and the short timescales involved, as well as the limitations of the framework in reflecting the national remit and work of the college. The Committee expressed their appreciation of the efforts of Marian in particular in navigating this process.</p> <p>It was noted that the deadline for submission was 31 October and agreed that the next version of the draft would be circulated to members of the Committee for comment and input, including perspectives on grading (within the limits set by the evaluation criteria).</p>	<p>13.09.17</p> <p>13.09.17</p>	<p>L&amp;T</p> <p>L &amp; T</p>	<p>Information</p> <p>Action</p>

<b>9</b>	Holyrood Reception 8 November 2017	The Holyrood Reception would take place on 8 November. Members were welcome to send suggested names for the invite list.	13.09.17	L&T	Information
<b>10</b>	Any Other Business	There were no other items of business.	13.09.17	L&T	Complete
<b>11</b>	Date of Next Meeting	Wednesday 8 November September 2017 2-4pm at Old Moray House, Royal Mile, Edinburgh	08.11.17	L & T	Information

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