

Meeting: Learning & Teaching Committee Meeting	Venue: College Board Room	Date: 10 May 2017	Time: 11-1pm
Minute Taken By: Joanna Paterson	Sederunt: Richard Dockrell (Chair), Terry Brotherstone, Duncan Robb, Alan Clark, Stuart Moir, Ann Southwood, Marian Docherty, Pauline Sutton (item 4 onwards) In attendance: Joanna Paterson	Apologies: Brian Lister	Absences: Grace Vickers

No.	Agenda Item	Action	When	By Whom	Status
1	Apologies	Apologies received from Brian Lister.	10.05.17	JP	Information
2	Minute of Previous Meeting 7 February 2017 (paper 1)	Approved as an accurate record, subject to the substitution of 'previous' for 'future' years in item 4.	10.05.17	L & T	Complete
3	Matters Arising	Membership/representation from Midlothian Council would now be explored with them (following the recent elections.)	10.05.17	AS	Information
		No other matters arising not otherwise on the agenda.	10.05.17	L & T	Complete
4	Curriculum Update (Paper 2)	Marian Docherty introduced the paper with updates as follows:	10.05.17	L&T	Information
		<ul style="list-style-type: none"> Courses: Discussions were taking place with QMU regarding the development of 2 innovative, bespoke HNC courses, in the following areas: HNC Heritage, Tourism and Events; and HNC Theatre, Film and Cultural Heritage. It was noted that these were still at the analysis stage and development would be dependent on funding support. This would be discussed with the SFC at the next Outcome Agreement meeting. 	10.05.17	MD	Ongoing

	<ul style="list-style-type: none"> • Gaelic: Work was on track including the introduction of 2-day residential language and cultural courses; residential visits to Skye and Lews Castle College, Stornoway for Celtic Studies students; and the development of a pilot evening class programme in the new Patrick Geddes Centre starting in September. 	10.05.17	MD	Ongoing
	<ul style="list-style-type: none"> • Adult Achievement Awards: Progress was being made on various aspects of the programme and development of the awards at different levels. The adult learning conference held on 29th March had been very positive, demonstrating high levels of commitment to and engagement with the programme. Education Scotland had been asked by Ministers to explore funding options for further development of the programme and discussions were continuing with them on this. 	10.05.17	MD	Ongoing
	<ul style="list-style-type: none"> • Forest College: the Committee noted the range of curriculum and commercial options that the Forest College will offer to adults and younger learners. Discussions were underway with a number of local schools about engagement with these programmes. 	10.05.17	MD	Ongoing
	<ul style="list-style-type: none"> • The Literary Festival is now planned for spring 2018. Funding continues to be sought to assist with co-ordination and development. 	10.05.17	MD	Ongoing
	<ul style="list-style-type: none"> • Hustings had been held on 26 April as part of the ‘Newbattle Conversations’ programme. The event had been animated and engaging. It was agreed that this was a useful way to raise the profile of the college as well as providing learning benefits to students. There was insufficient time however to organise another event before the forthcoming general election. 	10.05.17	MD	Ongoing

		<ul style="list-style-type: none"> The work of ELM (Employment and Learning Midlothian) was noted. It was hoped to bring more employers and Midlothian Chamber of Commerce into the work of the group. College Day: A very successful 1 day programme had taken place in partnership with the SRC. The intention was to make this an annual feature with an additional day to be planned as part of the Induction programme. 	10.05.17	MD	Ongoing
			10.05.17	MD	Ongoing
5	Retention 2016-17 and comparisons (Paper 3: tabled)	<p>Pauline Sutton introduced paper 3 providing retention figures for all courses from 2013-14. The following points were noted in discussion:</p> <ul style="list-style-type: none"> New reporting arrangements with the SFC should make it easier to track figures consistently going forward; A range of interventions and support mechanisms were in place to help keep students on courses; Given the small size of cohorts it was more meaningful to consider the absolute numbers of students than percentages (the withdrawal of one or two students for particular, individual reasons could have a disproportionate impact on percentages). 	10.0517	L&T	Information
6	Student Destinations	<p>Pauline Sutton provided an update on anticipated destinations for students finishing this year, reporting that this was close to 100% positive destinations including both employment and a wide range of university and college courses.</p> <p>It was agreed that it would be important to continue to develop ways to describe the progression and destinations of Newbattle students, including positive impact on a student's life and sense of well-being and a love of learning for its own sake. This would feed into the quality report being prepared for June and also help to inform the narrative for ongoing recruitment and marketing work.</p>	10.05.17	L&T	Information
			10.05.17	MD/PS	Ongoing
7	Course Recruitment 2017-18 and comparisons (Paper 5, tabled)	Pauline Sutton introduced the paper providing a comparison of numbers of students interviewed and places offered on all courses from May 2014 to date.	10.05.17	L & T	Information

		<p>It was noted that the figures for this year seemed positive, although it was noted that there were always changes in numbers between May and September.</p> <p>The following points were raised in discussion:</p> <ul style="list-style-type: none"> • Active marketing was done for all courses; • Word of mouth marketing continued to be very effective; • Social media was used to market courses (Facebook, Twitter, LinkedIn); there might be additional opportunities through networks like Snapchat and WhatsApp; • Students were asked for suggestions and advice on marketing at the end of their programmes; • The numbers recruiting to Celtic Studies remained relatively low and the structure of the course needed to be kept under review; • Progression routes could be a significant motivating factor and it would be important to both highlight what Newbattle students go on to do and have progression opportunities within the college. 	10.05.17	AS/MD/PS	Ongoing
8	Curriculum Planning Workstream: report from workshop held on 6 April 2017 (paper 6)	<p>Marian Docherty introduced the report from the workshop held on 6 April 2017. It was agreed that this was a useful document, capturing the various elements of discussion on what had been a very valuable day.</p> <p>There was some discussion about how best to take forward this longer term strategic planning work. The following points were made in discussion:</p> <ul style="list-style-type: none"> • A number of areas of potential development were currently being taken forward and it would not be possible to take all of these forward in the longer-term based on the current level of resources. Priorities would therefore need to be identified (though recognising that some areas of development would not come to fruition); • There was a need to continue to develop programmes, activity and supporting narrative at local, regional and national levels; 	10.05.17 10.05.17	L&T L & T	Information Ongoing

		<ul style="list-style-type: none"> • There was an ongoing challenge within current funding and reporting frameworks to articulate and take forward the national dimension of the college's work; • The 80th Anniversary programme presented the opportunity to highlight and build on the wider role of the college; • The work to develop the 2018/19 outcome agreement should aim to reflect these longer term and wider agendas; • The committee was available to support and develop these longer term discussions and another event could be organised at a suitable point to move the agenda forward; • Developing the forward agenda should tie in with efforts to develop the alumni network and possibly an endowment appeal; • There may be learning points from the recently held international workshop which could feed into the longer term planning; • It would be helpful to share the report from the workshop with the Board, alongside this discussion of the next steps. 	21.0617	RD	Action
9	80 th Anniversary Programme	<p>Ann Southwood provided an update on the various elements of the 80th Anniversary programme. It was noted that the Parliamentary Reception would take place on the 8th November. Various options were being explored for themes and speaker(s) for the Newbattle Conversation event on 16th November.</p> <p>It was agreed that it would be useful to change the time for the committee meeting on 8.11.17 to 2pm.</p> <p>Terry Brotherstone provided an update on the work of various groups involved in programmes associated with the 700th anniversary of the Declaration of Arbroath in 2020.</p>	10.05.17	L&T	Information
			10.05.17	JP	Action
			10.05.17	L & T	Information
10	Committee Self Evaluation Checklist (paper 7)	The committee noted the self-evaluation checklist as last considered by the committee. It was agreed that this should be revised and presented for discussion at the September meeting.	13.09.17	MD/PS	Action
11	Any Other Business	There were no other items of business.	10.05.17	L&T	Complete

12	Date of Next Meeting	Wednesday 13 September 2017 in the Board Room	13.09.17	L & T	Information
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