



## LEARNING & TEACHING AND STUDENT SERVICES COMMITTEE

*Minute of Meeting of 17 November 2015*

The meeting commenced at 1400 hours.

**PRESENT:** D Anderson, D Duthie (Chair), C Inglis, S Masson, A Simpson, S Smith, R Wallen, K Wetherall

**IN ATTENDANCE:** K Milroy, N Cowie, J Davidson, P May, P Kesson

**OBSERVER:** R McGregor

### 1. Apologies for Absence

Apologies were received from K Anderson, A Bell, S Cormack, J Harper, and D Russell.

### 2. Minute of previous Meeting

The Minute of Meeting held on 15 September 2015 was approved.

### 3. Matters arising from previous Meeting

#### 3.1 College Nursery

Mr Wallen said he would circulate by email details of the inspection regime for the College Nursery at Fraserburgh Campus.

### 4. Report by the Principal

The Committee noted a report providing information on the success of a recent Nursing Roadshow; Charity Fair; School/College Partnership Working Events; Enterprise in the Curriculum; and Elevator Enterprise.

Mr Wallen commented on the success of the two recent events held with Head Teachers of City and Shire Secondary Schools. Members were informed that the two local authorities have committed to working with Head Teachers and will come back with specific proposals for the College to work on. Members agreed that it was very important that the College addresses the agenda between schools and the College.

Mr Milroy advised that he had circulated copies of NESCol's new School College Links publication at a recent national Developing the Young Workforce Event.

### 5. Matter for Decision

#### 5.1 Student Alcohol and Substance Misuse Policy

The Committee considered the Student Alcohol and Substance Misuse Policy.

This Policy was discussed at the previous meeting of the Committee on 15 September 2015, following which a number of amendments were suggested.

The Committee agreed to accept the amendments to points 2.3, 4.1 and 4.2, proposed by the College solicitors.

After some discussion it was further agreed that the definitions in section 2 of appendix 1 be amended, paragraph 4.4 be reworded, and that section 5 should contain the words "where reasonably practicable".

In response to a request from Mr Anderson, Mr Wallen said that, wherever possible, employers of students would be informed if there was a need for a student to be removed from College premises.

After some discussion it was agreed that the Policy would be amended further and be resubmitted for consideration to the meeting of the Committee in January.

## **6. Matters for Discussion**

### **6.1 Full-time Student Applications and Enrolments 2015-16**

The Committee considered a report providing information on the level of full-time student applications and enrolments for the academic year 2015-16.

A paper was tabled providing an estimate of the end of year activity turnout for the College.

The Committee noted the information provided in the report.

### **6.2 Quality Assurance Arrangements for North East Scotland College**

The Committee considered a paper providing information on the development and implementation of Quality Improvement and Assurance arrangements.

Information was provided on the Quality Improvement and Assurance Committee (QIAC); and on the outcomes of Quality Improvement and Assurance arrangements.

Mr Davidson provided further information on the QIAC and lesson observation and self-evaluation processes. Members were advised that there had been very positive feedback from the recent First Impressions Student Surveys and an update on this would be provided at the next meeting of the Committee.

In response to a query, Mr Davidson said that there were no differences evident in the lesson observations undertaken with qualified and unqualified staff, and confirmed that all the observations were unannounced.

The Committee noted the information provided in the report.

### **6.3 Action Learning Project Update**

The Committee considered a paper providing information on the Action Learning Project (ALP).

Mr Davidson provided feedback from a recent meeting of the ALP Project Board and informed Members that the SFC and Education Scotland had commended the approach to the ALP adopted by NESCol.

Mr Duthie asked that thanks be passed to all College staff involved in the ALP.

The Committee noted the information provided in the report.

#### **6.4 BCD Activity Report**

The Committee considered a report providing an update on the activity being undertaken by Business Community Development (BCD) in the current academic year.

Information was provided on current levels of activity; Tribal Contract; Distance Learning; Part-time Learning; Foyer; Full-Cost Recovery Programme; Scottish Maritime Academy; SDS Programmes; and Sponsored Activities.

Members were informed that a further 7,000 credits were projected for BCD.

The Committee noted the information provided in the paper.

#### **6.5 Students' Association**

The Committee considered a report providing an update on the work of the Students' Association.

Information was provided on Fresher's Week; Student Engagement; Class Representation; and Nominations for Officer positions within the Association.

Ms Wetherall informed the Committee that 13 Executive Officers had been appointed at Fraserburgh Campus, and six Executive Officers appointed at Aberdeen/Altens Campuses.

The Committee noted the information provided in the paper.

### **7. Papers for Information**

#### **7.1 Performance Indicators**

The Committee noted a paper providing information on high level, student-related withdrawal rates and success outcomes for AY2012-13 through to AY2014-15.

It was noted that a total of 3,500 applications have been processed to date in the current academic year.

#### **7.2 Student Support Funds**

The Committee noted a paper providing information on amounts allocated for various support funds and comparative spend of AY2015-16 and AY2014-15.

Information was provided on bursary funds; discretionary and childcare funds; Educational Maintenance Allowance (EMA) Programme; and disbursement of funds in AY2015-16.

### **8. Summation of Business and date and time of next Meeting**

The Secretary gave a summation of the business conducted. The next meeting of the Learning & Teaching and Student Services Committee is scheduled to take place on Tuesday 26 January at 1400 hours.

### **Reserved Items of Business**

#### **9. Matters for Discussion**

##### **9.1 Macduff Learning Centre**

##### **9.2 Work-based Distance Learning Contract**

### **10. Summation of Reserved Items of Business**

The Secretary gave a summation of the reserved items of business conducted.

The meeting concluded at 1545 hours.