

**South Lanarkshire College
Development Committee (Board of Management)
Held on 2nd December 2015**

Present D Burnett
 P Devenny
 S McKillop

In Attendance J Martin

Apologies C Ferguson
 A Martin
 A Allan

1. Declaration of Members' Interests

No declarations were received.

2. Minutes of the Previous Meeting

The Minute of the meeting held on 14th September 2015 had previously been agreed by the Board of Management.

3. Matters Arising

Ms Burnett asked about courses under Special Measures. J Martin outlined the process involved in Special Measures and how these are managed. The Principal outlined the role of the Academic Board in lifting Special Measures.

4. Quality Enhancement Group Report

The report was outlined by Mr Martin.

Action learning pilot project/self-evaluation

Ms Burnett asked about the three Action Learning Reports which were produced across Scotland. Mr Devenny asked about the type of engagement the HMI will have with the colleges and in particular South Lanarkshire College.

The focus of the Quality Enhancement Group (QEG) since the last report has been to complete the 2014-2015 self-evaluation (SE) cycle, to prepare and submit two reports to the Scottish Funding Council (SFC) by 31 October 2015, *Report A: Quality and outcomes and Report B: Methodology*. Both reports were submitted by the expected deadline.

Ian Beach, Education Scotland HMI and Sharon Drysdale from the Scottish Funding Council took part in the QEG annual moderation event on 21 October 2015. This included a review of the content and layout of the draft ALP reports

and discussion around grades, outcomes and actions the College will take forward in 2015-2016.

The Principal then outlined that there were 33 engagements with third parties.

Internal Audit Programme

The 2014-2015 internal audit programme has been completed. Thirteen audits were finalised and the findings reported to the CMT. Published reports are available on the Portal for staff to access and areas of good practice reported in *SLC News*.

Membership of the group has been revised and now includes 3 student representatives who will be involved in gathering and reviewing student feedback during internal audits. Eleven internal audits are planned including one thematic audit on Guidance. Notifications were issued to the Faculties and Departments involved in November.

Mr Martin explained that the 13 Internal Audits have now been completed.

Learner engagement

There are 230 class representatives representing students across the 3 Faculties. Four training sessions were delivered during October/November 2015 in partnership with sparqs. A total of 104 class representatives to date have successfully undertaken training.

The on-line *In-Course Questionnaire Part 1* was open for students to complete between 29 September and 30 October 2015 resulting in 2169 responses representing 59% of enrolled students. Analysis is distributed to faculties and relevant departments to action highlighted areas for development/enhancement based on student feedback. These will be followed up at the February 2016 Academic Board.

Engaging with Awarding Bodies

Business Managers from SQA and City & Guilds (C&G) met the Quality Manager in September in separate meetings as part of a quarterly meeting cycle. The purpose of which is to respond to particular questions raised by the quality unit and faculty teams, to explore mutual areas of interest and for the awarding bodies to inform the College of new and future developments. Items of interest are disseminated to relevant faculties and curriculum teams.

The College is moving towards an e-Self Evaluation Process. Mr Martin then outlined the new process being used for Quality Systems.

An update on the development of the College eSelf-Evaluation Process (CeSEP) was presented to and discussed with the Faculty Management Teams on 30 October 2015. The system will replace the current course team reporting paper based process and is on track for launching towards the end of Block 2. Training

will be offered to Curriculum Managers, Course Leaders and Class Representatives in February 2016. Feedback was positive and points raised will inform this and future development of the system.

The on-line Internal Verification process continues to be enhanced and is producing useful reports that inform staff training needs and supports external verification activity.

The College is involved in a range of external quality enhancement and Mr Martin outlined the staff involved in external quality enhancement.

- Scottish Funding Council (SFC)

On 16 September and 13 November the Depute Principal and AP Construction attended a project group meeting at the SFC to present an update on progress of the *Colleges Action Learning Pilot*. The Principal is a member of the SFC Project Board overseeing the pilot project.

- SQA/Colleges Quality Focus Group

In September the Quality Manager participated in the first meeting of the 2015-2016 session. Items of interest are disseminated within the College and to New College Lanarkshire.

- SQA Quality Assurance Groups

The College continues to support SQA quality assurance across the sector and has 34 staff involved in EV, Senior EV, Nominee, qualification development, exam setting, vetting and marking activities.

- Education Scotland

5 members of College staff who are Education Scotland Associate Assessors attended two days of update training in September 2015 and expect to be deployed during 2015-2016 on a range of Aspect Tasks, Annual Engagement Visits and External Reviews.

Response to *Prevent Duty Guidance: for Scotland 2015*

The Senior Management Team and the College Management Team met in September 2015 to consider their responsibilities and agree an action plan to meet the specific duties for further education institutions outlined in the Prevent Duty Guidance for Scotland published in August 2015.

Gary Cameron from the College Development Network delivered a training session to the CMT on 8 October 2015 enabling further specific discussions on Prevent-related responsibilities to take place. The training will be rolled out to the rest of the staff on 7 and 8 January 2016.

Policies and procedures relating to the welfare of students, staff and visitors and IT have been reviewed and adapted as required to ensure they meet the needs of the legislation and best practice.

5. Marketing Activity Report

The Principal outlined the range of Marketing Activities that had been carried out since the last meeting of the Committee.

Website and Publications

The website has been updated on a daily basis to reflect changes in course details and portfolio provision, updates to student and business news and for marketing and promotional purposes. The front page of the website features 'Latest News' and 'Events' sections which have been regularly updated to reflect the most up-to-date activities at the College. A timetable for update of the remaining navigation level information has been agreed and work to complete the update is ongoing.

Full-time course leaflets have been updated to reflect existing and new curriculum delivery across all three faculty areas. Leaflets and course guides Training and Employment materials have also been produced for Employability Fund and Inclusiveness programmes.

An international prospectus has been produced and was translated in to simplified Mandarin for students at our partner college in Jiangsu Province, China. The prospectus has also been produced as a digital publication in 'Issuu' software. A minimal annual subscription allows the College to publish an unlimited number of digital publications. Once published on Issuu, publications become instantly available in digital magazine format to online users on any web enabled device.

Mr Devenny commented on the improvement in the general appearance of the website.

Current Media Campaign

As in previous periods, an integrated marketing communications campaign has been adopted in order to deliver a consistent, undiluted message. The campaign consists of entirely consistent design, message and branding. Our brand guidelines are scheduled for distribution in December 2015.

The College has continued to engage in a sponsorship agreement with the Capital Radio 'All the Hits all Night' programme. The College is mentioned on 9 occasions between 7pm and 2am each evening which is peak listening time for 15-34 year olds. We are able to vary the voiceover message on a weekly basis to suit our needs, with four separate recordings running on rotation every week.

Ms Burnett asked about the opportunities for our students going abroad. The Principal outlined the funding received from ERASMUS+ and the plans to link with a range of colleges.

Mr Devenny discussed a previous exchange that had worked well for hospitality students exchanging with Canadian students.

Ms Burnett asked about the possibility of construction students taking part in a range of projects. Mr Martin outlined the current position and ongoing projects.

There being no further competent business Ms Burnett closed the meeting by thanking everyone for their attendance.