

**West College Scotland**  
**Learning, Teaching & Quality Committee**

**Minute of Meeting held on Wednesday 4 September 2024, via Teams**

**Present:** L Connolly, Principal [Liz C]  
G Cooper [GC]  
J Couto-Pheonix [JCP]  
W Hatton, Ex Officio [WH]  
G Hunt, Chair [GH]  
J McNicol (SA VP) [JM]

**In Attendance:** S Gunn, Vice Principal Educational Leadership [SG]  
E Lemaire, Assistant Principal [EL]  
C MacNab, Assistant Principal [CM]  
S Rae, Assistant Principal [SR]  
N Taylor, Director of Communication, Engagement and Student Experience [NT]  
S McDonald, Governance Manager [SM]  
(Minutes)  
C Bradley, CQL  
R Noir, Innovative Learning Manager  
M Timoney, CQL

**LM600 Welcome & Apologies**

Apologies were noted from J McKie, J O'Neill and G Rice.

The Chair welcomed everyone to the meeting, with particular welcome to George Cooper, new Board Member, Jamie McNicol, Student President and Elodie Lemaire, new Assistant Principal. Round table introductions were also made.

**LM601 Declarations of Interest**

The standing declarations of interests of members, as available on the [Register of Interests](#) on the College website, were noted as current. There were no specific interests declared with regard to the items on the agenda for the meeting.

**LM602 Minutes of the Last Meeting**

The minutes of the meeting held on Wednesday 22 May 2024 were approved as an accurate record of discussions.

**LM603 Actions from the Meeting and Matters Arising**

The Committee noted the updates provided on the outstanding actions since the last meeting. Completed actions can now be removed.

There were no further matters arising not otherwise covered on the agenda.

#### **LM604 Review of Remit, Membership & Dates of Meeting 2024/2025**

The Committee **agreed** the minor revisions suggested to the remit and recommended submitting this to the board for final approval. Membership of the committee and dates of meetings for 2024/2025 were

#### **LM605 Student Association Update**

The report having been previously issued; JM highlighted the following:

- Second elected President now resigned due to personal circumstances. Elections ongoing for replacement, with 4 nominees so far.
- Student inductions taking place and hoping to reach 1500 students by end of this week. Key feedback from these is the average satisfaction rating is 4.5/5, with 80% recommending they continue next year.
- Freshers' week has been postponed to January 2025
- The new organisation of the Students Association with the introduction of communication, department and sector representatives to increase the student voice.
- Creation of a Student Partner for Life, a proposed three year partnership plan to be discussed and developed with SMT.
- Student involvement and collaboration in curriculum development and alternative income streams. SG noted that students were invited to join curriculum planning and reviews this session to get their views and input to curriculum development. SR noted this area was also discussed annually at LTQ. GH advised Curriculum Development Plans approved annually at the Committee reflect student engagement. Further work on this area was welcomed.
- An appropriate conclusion had now been reached on the budget. LC noted that discussions continue to ensure support to the SA to enable it to be stronger and more visible / active, as well as to contribute to the development of the college.

GH reminded that the committee deals with strategic points and ensuring the SA is adequately resourced and while pertinent, some of the points raised, being operational, advised that these should be taken up directly with SMT to work together to resolve.

WH noted the power of the student voice and asked for the SA to lobby hard on the sector budget and cuts to the public sector. She further noted that all board members have an individual and collective commitment and passion for the success of our students and the college.

The Committee **noted** the report and candid discussions.

#### **LM606 MetaSkills Presentation**

Martin Timoney [MT] and Chris Bradley [CB] provided the Committee with a very insightful presentation on MetaSkills.

MT explained the concept Meta Performance begins with seeing the person first and was rooted in psychology, with the ontological perspective, recognising and nurturing

each student's whole being, driving both personal and academic excellence. Putting the person first and what that means to enable people by using all resources available – tools, curriculum and staff.

WCS was sector-leading in this area. It also aligns with WCS values on a student-centred approach by placing the person first. It was hoped to build this into heart of the curriculum to help strengthen education impact. He noted that some students lack confidence or competence in ability to articulate and this supports this and allows for self-reflection.

CB showed the Meta Performance tracker software which allows students to add evidence of any tasks or activities they have undertaken and match them to 'soft skills' to build up their profile. He advised that last year 1500 students were actively using the software. He noted this app now appears on all students My West platform. Staff are also being trained to show other students how to use it. The plan is for all FE and apprentices to be using the system this year.

CM thanked MT and CB for developing this over the last year and noted it ties in with plans for professional development for staff to enable them to further support students. She noted it was hoped to develop a staff portal in the future.

JM asked how it evidenced critical thinking? MT advises this builds on what is going wrong to make it right. It sees the person first and supports them to map out their perspective. It is hoped to develop a course to enable peer education for students to roll out to other students

It was noted that this could also be a valuable tool in early employment / careers, with a possible roll out as a service to HR Managers or talent development. Explore income stream – SR advised that the college was still refining and developing internally, however consideration will be given to explore as a possible income stream with academia and business. WH noted linking with leadership skills, where everybody has a role.

A copy of the presentation slides will be uploaded to the LTQ Teams channel.

#### **LM607 AI for Learning & Teaching - TeacherMatic**

Raymond Noir [RN] provided the Committee with a very interesting presentation on TeacherMatic AI platform, a secure and accurate system used for creating engaging teaching materials in a time efficient manner. He provided the Committee with a demonstration showing how it can be used to develop lesson plans, step by step tasks, generating multiple choice questions and YouTube based content.

It was noted that staff training modules were available on the internal Evolve platform – AI in Education, WITS, as well as student moodle courses.

JM advised he had been given a licence and asked what was thought around the stigma attached to using AI to help learning. He noted SQA have zero tolerance, and also asked if there were any copyright issues. RN advised that as these were not being made

public, and only used within context of class work, there were exclusions for assessments or exams, and as long as students acknowledge where they get the information from, this shouldn't be an issue. CM advised this would be a good discussion for student representative meetings.

SR noted that AI was here to stay and the College needed to understand how it can be used to help. She advised that WCS had been part of the pilot in Scotland, and as this had gone very well, the College purchased 250 additional licences. Staff with current licences will be used as peer support to demonstrate to others. It was also noted, that although the system was called Teachermatic, the software had the potential to be used across all professional services.

A copy of the presentation slides will be uploaded to the LTQ Teams channel.

#### **LM608 TQFE Candidate Digital Stories**

CM advised the Committee of the Teaching Qualification in Further Education (TQFE) which is a mandatory requirement for GTCS registration. It was noted that the College supports around 20-25 staff annually to obtain the qualification. Part of the assessment for the award is the compilation of a 5-minute digital story, which has been reported as an effective timebound and concise assessment. This approach encourages innovation, creativity and critical self-reflection.

Some examples of the stories will be uploaded to the LTQ Teams channel for Members to view.

#### **LM607 Education Scotland Annual Engagement Report**

The Education Scotland Annual Engagement Visit Summary Feedback Report was previously distributed. CM advised the Committee of the major strengths noted throughout all areas and the overall positive report, particularly with the student feedback, as the visit had taken place during a period of significant strike action.

The two main points for action are being progressed, with a continued focus on improving low attainment through our quality processes and a revised Student Association structure. She advised that the Student President had presented to all lecturing staff at the start of session on the revised plans for improving student representation and engagement within the Student Association and that this had been well received by staff. The note function in the new Civica system will address the area identified regarding sharing of student support information. It is also intended to utilise the new Civica registers to display the Class Communication Representatives to help encourage more engagement.

The evaluation of learning and teaching requirement was raised at the staff sessions and will be taken forward as a major activity this session.

Progress on the main points for action and quality improvements will be taken forward through the new self-evaluation report and this will also be submitted to future Committee meeting.

Education Scotland will be attending the October Board meeting to present and discuss their findings.

**LM608 SFC Tertiary Quality Enhancement Framework (TQEF) and Enhancement Arrangements for AY 2024-25 to AY 3030-31**

CM advised this was the end of the second year of development and consultative phase to replace the quality framework. This would no longer be Education Scotland and will become part of the remit of the Quality Assurance Agency.

CM updated the committee on the implementation of the new TQEF and advised that the Self Evaluation & Action Plan (SEAP) draft report will be brought to the next LTQ meeting in advance of its submission to SFC. The action plan from this next cycle will be used to embed across college and as a base document going forward. She also advised of the annual internally led quality review examining the curriculum portfolio and how this would be rolled out and embedded.

CM updated on the Tertiary Quality Enhancement Review (TQER) with academic session 24/25 being used as a pilot with one college and university. From 2025-2030 all other colleges and universities will have one full review plus follow-up. 2030/31 would be used as a year for reflection and evaluation, to review the model.

GH noted the huge influence and input of CM on how this new framework has been shaped.

Scotland's Tertiary Enhancement Programme (STEP) will have national quality enhancement themes running across both colleges and universities. JM noted that at a recent SPARQs event, the college would be told the theme and asked when this will be known. CM advised this should be issued in the next week or so.

The Committee noted the updated and report provided.

**LM609 Risk Review**

SG advised that SMT were currently reviewing and updating the Risk Register to ensure any new risks identified are incorporated. LC advised that the Risk Appetite Session scheduled for the Board was now needing to be re-arranged from 3 October 2024. New dates for the session would be issued in due course.

**LM610 Sustainability Goals Audit Outcomes**

SG advised this was an annual audit and noted an increase in interest and activities from staff and students year on year. The Committee noted the examples and evidence of the work being undertaken. The Portfolio Review process will gather further information

about the impact of these activities and how they can be developed further and/or shared more widely with other curriculum areas or Colleges.

The recommendations noted will be addressed through activities during 2024/25 and will be reported to the Committee on an annual basis.

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**LM612 Quality Standards Committee**  
***Draft Minute of Meeting held on 16 May 2024***

The Committee noted the draft minute of the meeting issued for information.

**LM613 Schedule of Business**

The Committee noted the Schedule of Business. This would be kept under review to ensure best engagement and effectiveness of the Committee.

**LM614 Any Other Business**

No other business raised.

**LM615 Date of Next Meeting**

Next meeting noted as Wednesday 13 November 2024 at 4pm via Teams.

Approved