

# Learning, Teaching, and Research Committee

Thu 28 April 2022, 16:30 - 18:30, Held via Teams

## Attendees

### Chair

- Karen Hall (Chair of Learning, Teaching, and Research Committee)

### Board Members

- Maria Bell (Independent Director)
- Simon Clarke (Teaching Staff Director)
- Lauren Doughton (Independent Director)
- Jane Lewis (Principal - Shetland UHI)

### Also In Attendance

- Matt Sierocinski King (Board Secretary)
- Malcolm Innes
- Kevin Briggs
- Laura Burden

### Apologies

- Cally Mair (Local Student Director)
- John Goodlad (Independent Director)

## Meeting minutes

### 1. Welcome, Apologies, Declarations of Interest, and Announcements

Ms Hall (Chair) welcomed everyone to the meeting. Apologies were noted for Ms Mair (Local Student Director).

The Chair recorded a word of thanks for Ms Mair, noted that the committee will welcome her replacement in due course.

### 2. Minutes of the last meeting

Ms Hall asked members of the committee to review the minutes for matters of accuracy.

**Decision:** The Committee approved the minutes as a true and accurate record of the previous meeting.

### **3. Matters Arising**

There were no matters arising

### **4. Terms of Reference**

Mx Sierocinski King (Board Secretary) introduced the amended terms of reference, highlighting the changes around quorum calculations to reflect impending changes in the Code of Good Governance, and the organisation of membership table.

**Decision:** The Committee approved the Terms of Reference and delegated the authority of making amendments regarding spelling and name changes to the Board Secretary.

### **5. Student Experience**

#### **5.1. Senior Staff Presentation - Academic Portfolio Review**

Professor Lewis (Principal) gave a comprehensive presentation on the Academic Portfolio Review.

The Principal informed the committee that the portfolio review was designed to look at areas of growth, weakness in academic portfolio, courses performing well, identifying examples of good practice, and assessing the potential of new courses. The Principal informed the committee that each area of the portfolio reviewed, was supported by a data spreadsheet. The Principal detailed to the committee the good practice and opportunities for growth in each subject area provided by Shetland UHI.

The Principal drew the committee's attention to common themes that had arisen, namely: student accommodation, schools provision, gender challenges, excellent work in various sections working with students, excellent case studies to help with marketing and the complexity of the offer and therefore the difficulty of making the range of what is on offer visible and challenges of application and enrolment.

The committee discussed the portfolio review, particularly regarding application and enrolment processes and the need to improve these.

#### **5.2. Education Scotland Update**

Mr Briggs (Depute Principal) gave an update on the recent Education Scotland visit to Shetland UHI.

The Depute Principal informed the committee that Shetland UHI had achieved the highest grade of 'satisfactory' from Education Scotland from their visit, explaining that Education Scotland focussed on five different areas of Further Education, namely: curriculum and learning, support and learning, learner engagement, evaluation, and learner progress.

The Depute Principal gave a variety of examples in each area that were positively highlighted by Education Scotland, A notable example was: staff going above and beyond to support and responsive to students' feedback and needs.

Professor Lewis (Principal) issued huge congratulations to staff for their successful delivery of Further Educational provision at Shetland UHI.

**Decision:** The Committee requested that the full report from Education Scotland go to the Board of Management when it is produced by Education Scotland.

**Action:** Mx Sierocinski King (Board Secretary) and the Principal will ensure that the full written report from Education Scotland goes to the Board of Management and to invite Education Scotland to present their report to the Board of Management.

## 6. Performance Monitoring

### 6.1. Student Numbers and Risk Register Update

Laura Burden (Head of Training and Skills Development) gave a presentation on the education risks on the risk register and on student numbers. She started by highlighting to the committee that not achieving the HE target numbers was currently a red category risk not reaching the FE credits targets was currently an amber category risk.

The Head of Training and Skills Development highlight the current student numbers to be as follows:

131 Higher Education Full Time students

253 Higher Education Part Time students

72 Further Education Full Time students

2013 Further Education Part Time students

She also informed the committee that the current credits total was 3993, which compared to the revised target of 4200 credits, resulted in a current deficit of 202 credits.

The Head of Training and Skills Development spoke to the committee about short course numbers which currently stand at 118 courses in Scalloway and 69 in Lerwick.

The Head of Training and Skills Development spoke to the committee about delegate places that had been filled which currently stand at 812 in Scalloway and 509 in Lerwick

The Head of Training and Skills Development spoke to the committee about training days that had been delivered which currently stand at 409 in Scalloway and 90 in Lerwick

The Head of Training and Skills Development highlighted the recent developments that have taken place to help student numbers increase since the report given at the last meeting.

The committee discussed the risks around student numbers, and the applications coming through in a variety of subject areas for the forthcoming academic year, along with Scotland wide concerns on the impact on the changes in academic delivery at school level during Covid years creating challenges in the expectations, and completion rates of, students.

## 7. Scholarship and Research

### 7.1. Centre for Islands Creativity

Mr Innes (Director for the Centre of Islands Creativity) gave an update on the centre's development.

The Director for the Centre of Islands Creativity focussed his update on taking on: training supervisors; courses, specifically, MA screenwriting starting in 23-24; conferences undertaken by the centre including the islands studies conference held in Shetland; research and knowledge exchange; collaboration with Edinburgh Napier University and the Glasgow School of Art; and Creative Islands Wellbeing.

The Director for the Centre of Islands Creativity informed the committee that Outline Business Case was out for feedback with both the UK Government and Scottish Government, and the centre had an expected start date of spring 2023.

He also highlighted that there was progress in setting up a REF process for commercialisation, with a variety of additional projects being developed collaboratively with external organisations being taken on by staff associated with the centre.

The committee discussed additional opportunities for collaboration with externals to the advantage of the centre's development.

## 1. 8. UHI Standardised Policies

Mr Briggs (Depute Principal) introduced this section.

### 8.1. Further Education Academic Appeals Policy

Mr Briggs (Depute Principal) updated the committee on this policy, informing the committee that it was a standardised UHI policy developed from the Single Policy Environment. He highlighted that the policy had gone through localisation in terminology in conjunction with Mx Sierocinski King (Board Secretary).

**Noted:** The Committee noted the policy for use at Shetland UHI.

### 8.2. Further Education Academic Appeals Procedure

Mr Briggs (Depute Principal) updated the committee on this procedure, informing the committee that it was a standardised UHI policy developed from the Single Policy Environment. He highlighted that the policy had gone through localisation in terminology in conjunction with Mx Sierocinski King (Board Secretary).

**Noted:** The Committee noted the policy for use at Shetland UHI.

## 9. Centre for Sustainable Seafood - Business Case

Professor Lewis (Principal) gave an introduction to the paper in Mr Goodlad's absence.

The committee were invited to peruse the document.

The Principal gave an account of: how the centre concept has been developed; the aims of the centre for the advantage of both seafood and fisheries industries; and the view to appoint an advisory group and co-create projects with industry colleagues. The Principal noted that Professor Hilborn from Washington was on island as the meeting took place, and will be giving a lecture on 29th April 2022.

The Principal advised that the final business case will be approved through one of the board's committees.

## 10. Any Other Business

Ms Hall (Chair) asked members of the committee if there was any other business to be brought to the committee's attention. There was no other business announced.

## 11. Date of Next Meeting - 14th September

Ms Hall (Chair) announced the date of the next meeting to be 14th September.

Mx Sierocinski King (Board Secretary) announced that in order to accommodate the next meeting, the fourth meeting of the calendar year would be moved from 26th October to either 23rd November or 7 December. The Chair asked members of the committee to liaise with the secretary should they have any concerns about the date of the next meeting.

**Action:** Committee members are to make any concerns with the dates suggested for the final meeting of 2022 known to the Board Secretary.

Agenda Item	Action	Responsible	Progress
5.12	Ensure that the full written report from Education Scotland goes to the Board of Management and to invite Education Scotland to present their report to the Board of Management.	Board Secretary and Principal	Complete
11	Make any concerns with the dates suggested for the final meeting of 2022 known to the Board Secretary.	Committee members	Complete