

Learning, Teaching, and Research Committee, Quarter 2, 2023-2024

Wed 15 November 2023, 16:30 - 18:30

Attendees

Chair

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

Prescribed Members

- Simon Clarke (Teaching Staff Director)

Other Board Members

- Claire Christey (Independent Director)

Ex-Officio

- Jane Lewis (Principal - Shetland UHI)

Staff In Attendance

- Matt Sierocinski King (Board Secretary)

Also In Attendance

- Beth Mouat (Joint Head of Marine Science, Present at 1, 2, 11)
- Sara Fox (HISA Development Manager - Shetland and Orkney, Present at 6, 7)
- Kevin Briggs (Head of Section: Head of Student Experience, Present at 1, 2, 6, 7, 8, 11)

Apologies

- John Goodlad (Independent Director)
- Valerie Nicolson (Independent Director)
- Laura Burden (Depute Principal Tertiary)

Meeting minutes

Introductory Items

1. Welcome, Apologies, and Announcements

Ms Hall (Chair) welcomed everyone to the meeting. The Chair reminded the Committee that the role of Vice-Chair of Learning, Teaching, and Research Committee was vacant, and called upon members of the Committee to volunteer for the role. Apologies were received from Dr Goodlad (Independent Director) Ms Nicolson (Independent Director) and Mrs Burden (Depute Principal Tertiary).

Noted: The Committee noted the departure of Ms Beer (former Student Director) from the Committee as she had departed the Board of Management in late September.

2. Declarations of Interest

Ms Hall (Chair) asked members of the Committee if they had any declarations of interest to make with regards to items on the agenda. No such declarations were made.

3. Minutes of the last meeting

This agenda item was taken after agenda item 8.

Ms Hall (Chair) asked members of the Committee to review the Confidential minutes of the previous meeting for matters of accuracy. The Chair asked members of the Committee to review the Non-Confidential minutes of the previous meeting for matters of accuracy.

Due to the number of staff with the job title 'Head of Section' at Shetland UHI, there was a request to amend the job title as displayed in both the confidential minutes of the previous meeting, and the non-confidential minutes of the previous meeting, to ensure that the words 'head of student experience' are included in the job title of Mr Briggs.

Decision: Subject to the completion of the job title amendment for Mr Briggs, the Committee approved the Confidential minutes as a true and accurate record of the previous meeting.

Decision: Subject to the completion of the job title amendment for Mr Briggs, the Committee approved the Non-Confidential minutes as a true and accurate record of the previous meeting.

Action: Mx Sierocinski King (Board Secretary) shall amend Mr Brigg's job title in the minutes to read 'Head of Section: Head of Student Experience'.

4. Matters Arising

There were two outstanding actions due to the Committee from the previous meeting.

Action: Mr Briggs (Head of Section: Head of Student Experience) shall circulate a more detailed report on the NSS results for Shetland UHI to the Committee.

Action: Mr Briggs (Head of Section: Head of Student Experience) shall circulate a more detailed report on the PTES results to the Committee.

5. *Terms of Reference

Noted: The Terms of Reference for Learning, Teaching, and Research Committee were noted.

Student Experience

6. 2023 HISA Shetland Depute President Results

This agenda item was taken after agenda item 11.

Miss Fox (HISA Development Manager - Orkney and Shetland) spoke to the Committee about student interest in the recent by-election for the roles of HISA Shetland Depute President and HISA Shetland Scalloway Officer, and the excellent support she had received from Shetland UHI staff for the facilitation of class visits. She spoke about the vocal student enthusiasm that she had received for the roles and how it didn't materialise into the completion of nominations for either role.

The HISA Development Manager - Orkney and Shetland informed the Committee about the plan to absorb the HISA Shetland Scalloway Officer role into the HISA Shetland Depute President role for future academic years, as the HISA Shetland Scalloway Officer role had not been successfully recruited for the previous academic year as well as this academic year. She further informed the Committee that, in the absence of the role of HISA Shetland Depute President being fulfilled this academic year, HISA have advertised 2 internship roles of up to 15 hours per week, and confirmed that one excellent application had been received so far. The HISA Shetland Development Manager - Orkney and Shetland, relayed to the Committee that HISA's plan was to view the recruitment process of the internship roles a testament as to what students are looking for in terms of on the ground employment opportunities from HISA. She also informed the Committee that Dr Simon Varwell had been appointed as the Director of Student Engagement and Representation.

The Committee discussed the timeline on the recruitment for the internship and the challenge of the recruitment for a Student Director. Professor Lewis (Principal) and Mx Sierocinski King (Board Secretary) clarified the distinction of a Director receiving wages or a salary for attending meetings in their capacity as a member of the Board of Management, and receiving wages or a salary for being an employee of Shetland UHI, who also takes up a voluntary role to sit on the Board of Management, and confirmed that the latter is permitted, while the former was not permitted.

8. Senior Staff Presentation - 2023 Induction

Mr Briggs (Head of Section: Head of Student Experience) gave a presentation to the Committee on the 2023 student induction at Shetland UHI. He spoke to the Committee about the changes made for the 2023 induction when compared to the 2022 induction, and how the 2023 delivery was led by lecturing staff rather than support staff. The Head of Section: Head of Student Experience gave a direct comparison of the 2022 induction compared to 2023 induction with feedback from the 2022 induction indicating that the 2022 induction was busy and overwhelming. He detailed to the Committee what the follow-up actions were that had resulting on feedback received from students.

The Committee discussed the presentation. Dr Clarke (Teaching Staff Director) and Professor Lewis (Principal) gave their thoughts after being invited to comment from the Chair. The Committee also discussed the topic of enrolment.

Action: The Head of Section: Head of Student Experience is to present the results of the 2023 Early Satisfaction and Engagement Survey at the next meeting of the Committee.

Action: The Senior Management Group are to adapt the 2024 Induction to provide additional support to be given to students who have difficulty in completing enrolment in a timely manner.

Performance Monitoring

9. Risks 1 and 2 - Student Numbers, FES Audit, Results

This agenda item was taken after agenda item 5.

Professor Lewis (Principal) presented this paper on behalf of Mrs Burden (Depute Principal Tertiary).

The Principal spoke about the positive the figures for Further Education enrolments and the positive figures for credits for Further Education as well, reporting over delivery for Further Education. She spoke about the areas of risk of the delivery, which was primarily the School provision, and that there was a minimal risk of clawback with regards to Further Education from SFC.

The Principal spoke about the Higher Education student number level being close to their pre-covid levels, and remarked that the HE student numbers were better than where they were, when they were last reported to the Committee. She noted that Shetland UHI are currently underdelivering on the provision of Higher Education, and raised the possibility with the Committee of Higher Education clawback from SFC.

The Principal informed the Committee about the progress made against the Performance Indicators.

The Committee discussed the enrolment figures and the difference where they stood versus the targets, with a focus on the risk of clawback from SFC with regards to Higher Education Student Numbers. Dr Clarke (Teaching Staff Director) and the Principal gave context as to the impact of the management of Higher Education student recruitment in different academic partners and the impacts of this for Shetland UHI. They also spoke about how the applications process could be streamlined through a single regionalised approach. The Committee discussed target setting process for 2024-2025.

Action: The Senior Management Team are to present updates on risk 1 and risk 2 at the next meeting of the Committee.

Action: Mx Sierocinski King (Board Secretary) is to add risk 1 and risk 2 to the agenda of the next meeting of the Committee.

10. Update on 2022-2023 Results

Professor Lewis (Principal) spoke to the Committee about the 2022-23 results, and noted that as a result of the ASOS action in the form of a lecturer marking strike, coming to an end, that all the results of students completing courses in 2022-2023 were submitted. She confirmed that graduation was delayed as result, but will now be going ahead.

Scholarship and Research

11. Research Presentation - (Restricted)

This agenda item was taken after agenda item 2.

Dr Mouat (Joint Head of Marine Science) gave a presentation on the Centre for Sustainable Seafood (CSS). She updated the committee on the unsuccessful recruitment for the CCS, and spoke about the establishment of the advisory group for the CSS consisting of Dr Goodlad, Dr Mouat, and Professor Ray Hilborn. She confirmed to the Committee that the current plan was to launch CCS in early 2024. The Joint Head of Marine Science announced that she will serve as the CCS' Co-ordinator on a 0.2FTE basis.

The Joint Head of Marine Science also spoke to the Committee about the local Inshore fisheries management and the work of the Shetland Shellfish Management Organisation (SSMO), and the background of the organisation. She detailed how a sustainable seafood sector for Shetland can be delivered by the SSMO, which focuses on scientific support, established expertise, data collection in the space of 5 months, stock assessments, targeted research, and environmental surveys. She spoke to the Committee about how sustainability is evidenced and informed the Committee that the SSMO had been in receipt of accreditation from the Marine Stewardship Council for the past ten years. The Joint Head of Marine Science also spoke further about supporting marine planning, and MPA management. She explained to the Committee what the consequences are of not having sustainable fisheries management.

The Committee discussed the presentation, particularly about how projects are supported and intellectual rigour. The Joint Head of Marine Science responded to the questions posed, and received praise from all members of the committee individually on the quality and content of her presentation.

Miss Fox (HISA Development Manager - Shetland and Orkney) joined the meeting at the end of this agenda item, while the Joint Head of Marine Science left the meeting at the end of this agenda item.

Concluding Items

13. Any Other Business

Ms Christey (Independent Director) raised the issue of the combined EIS and EIS/FELA meeting to which members of the Board of Management had been sent an invitation. Professor Lewis (Principal) confirmed to the Committee that she has not been invited to the meeting, and had

received clarification from the local EIS-FELA branch Secretary as to why this was the case. The Principal detailed to the Committee, that after conversation with Mr Sandison (Chair of the Board of Management) that the Chair of the Board of Management will write to all members of the Board of Management about attending the meeting.

The Principal engaged the Committee on the topic of the academic restructure as raised by the Committee, and encouraged members of the Committee to attend the EIS-FELA meeting. She informed the Committee about the student meetings to which she had attended in the past week, to discuss the Academic Restructure. Dr Clarke (Teaching Staff Director) confirmed that he would attend the EIS-FELA meeting in his capacity as a member of the Board of Management.

The Committee discussed the clash of the start time of the meeting with working hours. The Committee agreed to ask the Chair of the Board of Management, to arrange a meeting between the Board of Management and students.

Action: The Chair of the Board of Management is to arrange a meeting between the Board of Management and students.

Action: The Chair of the Board of Management is to write to the Board of Management about attending the EIS-FELA meeting.

14. Date of Next Meeting

The date of the next meeting is Wednesday 21st February 2024 at 16:30.

Agenda Item	Action	Responsible	Progress
3	Amend Mr Brigg's job title in the minutes to read 'Head of Section: Head of Student Experience'.	Mx Sierocinski King (Board Secretary)	
4	Circulate a more detailed report on the NSS results for Shetland UHI to the Committee.	Mr Briggs (Head of Section: Head of Student Experience)	
4	Circulate a more detailed report on the PTES results to the Committee.	Mr Briggs (Head of Section: Head of Student Experience)	
8	Present the results of the 2023 Early Satisfaction and Engagement Survey at the next meeting of the Committee.	Head of Section: Head of Student Experience	

8	Adapt the 2024 Induction to provide additional support to be given to students who have difficulty in completing enrolment in a timely manner.	Senior Management Group	
9	Present updates on risk 1 and risk 2 at the next meeting of the Committee.	Senior Management Team	
9	Add risk 1 and risk 2 to the agenda of the next meeting of the Committee.	Mx Sierocinski King (Board Secretary)	
13	Arrange a meeting between the Board of Management and students.	Chair of the Board of Management	
13	Write to the Board of Management about attending the EIS-FELA meeting.	Chair of the Board of Management	Complete