

# Learning, Teaching, and Research Committee, Quarter 3, 2024-2025

*Wed 19 February 2025, 16:30-18:30*

Teams

## Attendees

### Chair

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

### Vice-Chair

- Valerie Nicolson (Vice Chair of Learning, Teaching, and Research Committee)

### Prescribed Board Members

- Simon Clarke (Teaching Staff Director)

### Other Board Members

- Brian Smith (Vice Chair of Finance and General Purposes Committee)
- Absent: John Goodlad (Independent Director)

### Ex-Officio

- Jane Lewis (Principal - Shetland UHI, Absent for 1-5, 10)

### Management Team Member

- Laura Burden (Depute Principal Tertiary)

### Staff In Attendance

- Matt Sierocinski King (Board Secretary)

### Also In Attendance

- Siun Carden (Lecturer, Present for 1-6, 10)
- Susan Menary (Head of Section, Present for 6, 8)
- Rachel Burn (HISA Chief Executive, Present for 7)
- Beth Mouat (Director of R, E & I, Present for 1-5, 10)

### Apologies

- Harley Green (Student Director)
- Daniel Lawson (Independent Director)

## Meeting minutes

### Opening Items

#### 1. Welcome, Apologies, and Announcements

Ms Hall (Chair of Learning, Teaching, and Research Committee) Welcomed everyone to the meeting.

## **2. \*Terms of Reference**

**Noted:** The Committee noted the Terms of Reference.

## **3. Declarations of Interest**

Ms Hall (Chair of Learning, Teaching, and Research Committee) asked if anyone had any conflicts of interest with any item on the agenda. No such declarations were made.

## **4. Minutes of the Previous Meeting**

Ms Hall (Chair of Learning, Teaching, and Research Committee) asked members of the Committee to review the minutes of the previous meeting for matters of accuracy.

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

## **5. Matters Arising**

**Action:** Mx Sierocinski King (Board Secretary) is to add SEAP Action Plan to the agenda of the next meeting of the Committee.

## **Scholarship and Research**

### **6. Research Presentation**

This agenda item followed item 10. Professor Lewis (Principal) joined the meeting during this agenda item.

Dr Carden (Lecturer) gave a presentation to the Committee on the projects she had been involved with, and the community groupings that she had engaged with as a result of those projects. She talked about non-written research outputs including exhibitions and performances. She detailed the Care Posters and work she had undertaken, before moving on to Research-teaching links including the post-graduate courses that she teaches upon, along with the essay to which she

has recently published. The Lecturer spoke about her research aspirations, and the challenges of securing funding. She spoke about her desire to undertake textile research and the challenges with undertaking it in Shetland at the moment, and her personal interest in poetry.

The Committee discussed the presentation.

The Lecturer left the meeting at the end of this agenda item. Mrs Menary (Head of Section) joined the meeting at the end of this agenda item.

## **Student Experience**

### **7. 2023-2024 HISA Annual Report**

This agenda item was taken after agenda item 8. Mrs Burn (HISA Chief Executive) joined the meeting at the start of this agenda item.

The HISA Chief Executive introduced HISA as an organisation by speaking about the development of HISA in recent years, with a focus on the positive NSS score with an increase by 9 points, more clubs and societies, launch of networks, and 50% open rate of their monthly newsletter. She spoke about the celebratory and supportive initiatives that they have undertaken, with 500+ SVRs registered across the partnership, and an online Freshers, with new election process, and double the number of candidates at this point compared to last academic year. The HISA Chief Executive spoke about the work to standardise the reporting cycle of different reports submitted by HISA for Academic Partners to engage with.

The HISA Chief Executive spoke about the array of student issues that HISA is working to support. Mx Sierocinski King (Board Secretary) and Mr Smith (Vice Chair of Finance and General Purposes Committee) praised the work and development of HISA, with the latter praising Mr Green (Student Director) for his work in engaging students. Dr Clarke (Teaching Staff Director) asked about online societies, to which the HISA Chief Executive responded to, and also spoke about classroom engagement with students, and creating spaces for students with interests that overlap to connect. Professor Lewis (Principal) and the Teaching Staff Director spoke about examples of online spaces that have been created within courses, to which the HISA Chief Executive responded to, and spoke about HISA's desire to set up more academic-focused societies, with the Teaching Staff Director offering ideas for development.

The HISA Chief Executive left the meeting at the end of this agenda item.

### **8. Health Care and Society Presentation**

This agenda item followed agenda item 6.

Mrs Menary (Head of Section) gave a presentation to the committee on the Health Care and Society section, and introduced the staff in the Section. She confirmed that there were 95 SVQ students and explained the array of courses that they were undertaking, before speaking about teacher training courses, and the other courses delivered from within the section. She displayed the full array of FE and HE courses delivered by staff from the section.

The Head of Section moved on to the emerging opportunities and developments within the section, and the new network-delivered NC courses for 2025-2026, along with longer term ideas for development. She then spoke to the challenges of the delivery with a focus on attendance, network delivery, comms with schools, and time commitment to support placement students.

The Committee discussed the presentation, with a focus on the work of the section, and the challenges of attendance. The Head of Section spoke about the challenges about non-attendance in both class and on placement with an identifiable issue of communication, and the response from placement providers, to which the Committee discussed in detail, including setting expectations early on, and the attendance policy. The Committee moved on to discuss funding for the courses with placements, to which the Head of Section and the Depute Principal Tertiary responded to, and detailed the variation to approaches within different local council areas. Linked to attendance, the Committee also discussed engagement and presenteeism.

The Head of Section left the meeting at the end of this agenda item.

## **Performance Monitoring**

### **9. \*Risk 1 and Risk 2 - FE Recruitment and HE Recruitment**

This agenda item was taken after agenda item 7.

**Noted:** The Committee noted the paper.

### **10. Research Risk**

This agenda item was taken after agenda item 5. Mr Smith joined the meeting at the start of this agenda item.

Dr Mouat (Director of R, E, & I) presented the risk, and informed the Committee what the identified causes were, and who the owners of the risk are. This included the updated cause of 'substandard research integrity and, inappropriate

use of AI. The Director of R, E & I, moved on to explain the actions to minimise the risk that are in place, before relaying the detail of the action plan which focuses on Project Management Systems, a positive work environment and culture for research staff, Ensure best practice with respect to the Research Excellence Framework (REF), External factors affecting outcomes of research that cannot be controlled. She noted the pre-action risk level at 9 and post-action risk level at 6.

The Committee discussed the risk, with a focus on different types of, and different goals of research. The Director of R, E & I, responded on the work she was currently undertaking to support staff. The Committee also discussed the timeline for REF 2029 and the Director of R, E & I, detailed the lead-up actions for it years in advance.

The Director of R, E & I left the meeting at the end of this agenda item.

## **11. Student Experience Risk**

This agenda item was taken after agenda item 9.

Mrs Burden (Depute Principal Tertiary) presented on this risk to the Committee, outlining the causes and the impact of the risk. She spoke about the student life cycle, when it starts by engaging in course information, the 4 main stages, and the final stage of being an alumnus. She moved on to speak about the actions to minimise the risk focusing on: Course information, application and enrolment, Induction and Welcome, Study and exams, Graduation, being an Alumnus. She noted the risk level pre-action is at 9, with post-action level sitting at 4.

The Committee discussed the presentation, with Dr Clarke (Teaching Staff Director) highlighting that the risk is trying to capture a vast array of students from FE to PhD, from placement students to networked students. He spoke about the challenges to fix the issues with a focus on feedback at module level. Professor Lewis (Principal) responded with a focus on the challenges and the positives. The Committee moved on to speak about the uptake in survey participation, along with lecturer engagement about students and student engagement. The Depute Principal Tertiary responded accordingly with a focus on the student journey.

## **Closing Items**

### **12. Any Other Business**

Mx Sierocinski King (Board Secretary) reminded members to reply to an email on committee assignments.

# 13. Dates of Next Meetings

The date of next meeting is Wednesday 21st May 2025 at 16:30 on Teams

Agenda Item	Action	Responsible	Progress
5	Add SEAP Action Plan to the agenda of the next meeting of the Committee.	Mx Sierocinski King (Board Secretary)	