

UHI | INVERNESS

MINUTES of the MEETING of the LEARNING, TEACHING AND RESEARCH COMMITTEE held via Microsoft Teams on Tuesday 24 September 2024

PRESENT: Dee Bird, Matthew Millward, Chris O'Neil, Holly Pearce, Arvinder Kainth

CHAIR: Dee Bird

APOLOGIES: Pauline Tuthill, Russell Edwards, Elizabeth Keegan, Wendy Grindle

IN ATTENDANCE: Vice Principal – Curriculum, Student Experience and Quality
Director for Centre for Living Sustainability
Director of Research for Biodiversity and Freshwater
Tertiary Education Leader (TEL) for Management, Health and Creative Arts
Tertiary Education Leader (TEL) Technology, Environment and Education
Director of Student Engagement and Presentation
Chief Executive Officer, HISA Staff
Information Systems Manager
Governance Officer

The Chair welcomed everyone to the meeting.

There were no declarations of interests, statements of connections or transparency statements noted.

CREATIVE SESSION – HISA REPORT

The Director of Student Engagement and Presentation and Chief Executive Officer, HISA Staff joined the meeting.

The Chair welcomed the Director of Student Engagement and Presentation and the Chief Executive Officer, HISA Staff to the meeting.

The Committee was provided with the HISA Report presentation from the Director of Student Engagement and Presentation and the Chief Executive Officer, HISA Staff (Note of Session: CSN-01-092024).

The Director of Student Engagement and Presentation and Chief Executive Officer, HISA Staff left the meeting.

1. MINUTES FOR APPROVAL

a.) Minutes of the Learning, Teaching and Research Committee held on 11 June 2024

The Minutes of the Meeting of the Learning, Teaching and Research Committee held on 11 June 2024 were **AGREED** as a correct record.

b.) Confidential Note (CN-01-062024) of the Learning, Teaching and Research Committee held on 11 June 2024

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2. OUTSTANDING ACTIONS

Nothing raised.

3. ANNUAL REVIEW OF SUBSTRATEGIES

Vice Principal Curriculum, Student Experience & Quality spoke to her report to provide the Committee with updates and an overview of listed sub-strategies which were published in October 2022 and underpin the current 2022-26 Strategic Plan. Good progress has been reported within all and three will be discussed in more detail as they are of relevance to the work of the LTR Committee. The ongoing nature of all sub-strategies has been highlighted to the Committee.

- a) Quality Assurance Enhancement Strategy
- b) Student Partnership and Engagement Strategy
- c) **Access and Inclusion Strategy**

Significant ongoing work around supporting the changing needs of learners had been reported, with some class groups having 75% of learners with an additional support need & support plans in place. Several curriculum design principles had been piloted in 2022/23 and rolled out across AY 2023/24 with holistic assessments, flexible pathways and increased social aspect of delivery which had been positively commented on by staff and students. Several classroom assistants had been allocated for struggling students and groups in AY 2023/24 and plans are being made for this AY as well. Wellbeing and mental health support packages had been purchased to be put in place.

d) Digital Transformation Strategy

This strategy is a common one across the UHI partnership. The college has implemented a significant change of delivery methods and tools e.g. online delivery had been moved to Microsoft Teams platform with AI being used to create lessons slide and generate images. Closely linked to the new AI policy being developed across the partnership. College facilities are being reviewed with the focus being on making spaces more flexible. The key challenge with AI is the age consent as software is not suitable for under 18s which creates control issues.

e) Tertiary Education Strategy

The application rates for Senior Phase and Graduate Apprenticeships have increased compared to AY 2023/24. Overall curriculum planning process has been further sharpened to make sure college meets the needs of local communities and students have good progression routes across curriculum areas. Meta skills have been embedded across curriculum and badged on the VLE so students can recognise their meta skills and can talk confidently to employers about them, an aspect that had been highlighted in Education Scotland review last AY 2023/24. Growing sector development links had been attributed to a successful marketing strategy.

f) Learning and Teaching Enhancement Strategy

The Chair thanked the Vice Principal Curriculum, Student Experience & Quality for her detailed presentation and positively commented on the examples of best practice identified.

4. POLICIES FOR APPROVAL

The Vice Principal Curriculum, Student Experience & Quality spoke to her report and asked the Committee for approval of the Reviewed Safeguarding Policy and New UHI Generative AI Policy. Both were approved at Policy & Procedure Review Panel on 6th August and EMT Committee in September.

a) UHI Safeguarding Policy (Reviewed Policy)

This is a common policy and only changes made were to add clarity regarding confidentiality and what it means to the safeguarding process. This change would make it more tangible for staff and students using the policy.

Decision: The Committee **APPROVED** the UHI Safeguarding Policy and recommended for approval by the Board.

b) UHI Generative AI Policy (NEW Policy)

This is new policy that discharges UHI's moral and legal duty to ensure that it complies with relevant legislation and maintains its general duty of care to its students. The University and academic partners are individually responsible for

ensuring that the policy and procedures are followed in their own institution. This new policy will be in place until April 2025 when a review process will commence. The policy is being introduced to balance out the new technology and is underpinned by staff guidelines.

Decision: The Committee **APPROVED** the UHI Generative AI Policy and recommended for approval by the Board.

5. STUDENT OUTCOMES FORECASTING AND PROGRESS TO DATE

The Information Systems Manager & Matt Millward joined the meeting.

The Vice Principal Curriculum, Student Experience & Quality & Information Systems Manager spoke to their joined report which provided the Committee with an update on student outcomes for 2023/24 and targets for 2024/25.

The original 2023/24 FE Credits target for UHI Inverness of 26,657 was rebased to 26,442. The credit audits are currently underway and expect to outturn at approximately 26,532 which is just over 100% of target. The UHI Academic Partnership target for HE undergraduate students was not achieved. The 2023/24 target for Undergraduate students who are fundable was 1,418 fte, our delivery is estimated at 1,259 fte which is 88.8% of target. Early withdrawals decreased for FE and HE full time students in 2023/24 but increased for part time students. Further withdrawals reduced for both FE and HE Full time and Part Time students. Enrolment for 2024/25 is ongoing for FE and HE students. The majority of full-time students have enrolled and is ongoing for part time students and apprentices.

The Chair thanked the Vice Principal Curriculum, Student Experience & Quality & Information Systems Manager for their joined report.

The Information Systems Manager left the meeting.

6. STUDENT SURVEY OVERVIEW

a) National Student Survey (NSS)

The Quality Manager spoke to her report which provided the Committee with a summary of the National Student Survey (NSS) results and feedback for UHI Inverness.

The National Student Survey (NSS) is a UK-wide annual survey which asks final year undergraduates about their experiences. It is commissioned by the Office for Students (OfS) and the survey is administered by Ipsos Mori, an independent market research agency. All responses are anonymous. The 2024 NSS ran from 6 January to 30 April 2024. UHI overall had a total survey sample size of 1029, and 662 students completed the NSS which is a 64% response rate. UHI Inverness saw a 1% decrease in response rate in 2024 against the previous year (2023), however the 2024 result was still 2% higher than the overall UHI response rate for 2024. The overall satisfaction for UHI Inverness for 2024 NSS was 82%, an increase of 1% from the previous year.

The Chair thanked the Quality Manager for her detailed report and positively commented on the increased level of student satisfaction.

7. QUALITY ENHANCEMENT PLANNING 2024/25 & TERTIARY QUALITY FRAMEWORK

The Vice Principal Curriculum, Student Experience & Quality & the Quality Manager spoke to their joined report which outlined the introduction of the Tertiary Enhancement Quality Framework (TEQF) and the actions taken to date. The TEQF replaced the Education Scotland framework and introduced a number of new principles e.g. excellence in learning, teaching and assessment, student engagement and partnership and data and evidence. 2024-25 represents an introductory year where some elements of the new framework will be further explored with the sector.

The Chair thanked the Vice Principal Curriculum, Student Experience & Quality & Information Systems Manager for their joined report.

The Quality Manager left the meeting.

8. RESEARCH KPIs UPDATE

Directors for Centre for Living Sustainability & Director of Research for Biodiversity and Freshwater provided the Committee with a verbal report on recent highlights & challenges within the research department at UHI Inverness.

Following items had been discussed:

- Post Graduate Student Satisfaction Survey – highest result in Scotland achieved by UHI
- Research and Innovation Strategy 2023-2027 – to be reviewed in terms of objectives set out in the document
- Full report on the review process will come to December LTR meeting

Matt Millward left the meeting.

The Chair thanked both Directors for Centre for Living Sustainability & Director of Research for Biodiversity and Freshwater for their detailed report.

9. COMMITTEE AND CHAIR EVALUATION PROCESS

The Governance Officer provided a short update in regard to Committee and Chair Evaluation Exercises which will stay open for the next 2 months due to low response rate.

10. ANNUAL COMPLIANTS REPORT FOR 2023-24, INCLUDING QUARTERLY DATA

The Committee members were asked to familiarise themselves with the report provided and contact to the Chair and Governance Officer with comments if needed.

11. ON TREND UPDATE

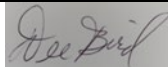
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12. MINUTES FROM COMMITTEES - CONFIDENTIAL

The Committee noted the minutes of the Student Journey and Enhancement Committee Meetings held on 18 June 2024, 21 August 2024 and the papers of Research and Innovation Committee held on 04 June 2024 & 10 September 2024.

12. DATE OF NEXT MEETING: TUESDAY 10 DECEMBER 2024 AT 4.30 P.M.

Signed by the Chair:



Date: 10-12-2024