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CURRICULUM AND QUALITY COMMITTEE REPORT

Subject: Learning and Teaching Observations	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: J Robertson	**Date:** 4/2/19

Purpose: To update the Curriculum and Quality Committee on progress with Learning and Teaching Observations

Linked to Strategic Goal 3: Provide a high quality College experience.

Executive Summary:

We appointed two Learning & Teaching Enhancement Specialists (LTES) early this academic year from within our teaching staff: Paula Hutchison (Hairdressing) and Lesley Johnson (Business). Both LTES are adapting well in their new role, each working approximately half time in it whilst continuing to teach within their portfolio areas.

One of the key tasks they are working on this academic year is roll-out of Learning and Teaching Observations, building on the learning from the pilot project conducted during 2017-18, and with the support of the Director of Business Performance and Improvement. As current lecturers, they have an understanding of both the benefits of observations and the sensitivities surrounding these.

There have been several developments resulting in further refinement of the process. These include:

- Communication
  - Involvement of the LTES in the Learning & Teaching Committee, providing opportunity for discussion
  - Discussion with senior managers
  - Discussion with the EIS Learning Representative
- Continuing support – whilst also of a practical nature, this builds the credibility and confidence of the LTES
  - Janet Campbell, HMI is meeting regularly with the LTES providing support and feedback on evaluative writing, for example
  - Bryan Davies, from Support and Challenge Associates, accompanied the LTES in some test Observations in December 2018, providing support on verbal feedback and some food for thought on future approaches and developments
- Simplification of documentation
  - The Learning & Teaching Observation Record, whilst it closely reflects the document used in the pilot exercises, continues to undergo iterative improvements, and the LTES have developed an online form
  - The LTES have developed a guidance note for staff on the key points about Observations, setting out the process in a transparent format, as well as the purpose, benefits and how the information is used

Following an email to all staff, the LTES commenced Observations in week beginning 21 January 2019.

Current activities/next steps include:

- Refinement of planning the programme of observations
  - During planning, the LTES reflected upon various factors, including Courses for Concern/Success, feedback from HMI Observations during 2017/18, and random sampling to inform their high level programme
  - Learning is continuing on optimum forward planning
- Reflection on the process
  - Bryan Davies is scheduled to return at the beginning of March for a development session with the LTES, which will provide an opportunity to reflect on progress, and to address any issues that may have arisen
  - Further sessions are scheduled with Janet Campbell for support as required
  - It is envisaged that the process will become more streamlined over time as LTES and staff become more familiar with and confident in the approach
- Learning from the observations – this is the key purpose for conducting observations, so focus will shift increasingly towards this to ensure that issues/necessary actions, and examples of good practice, are identified and channelled appropriately
  - A Learning & Teaching Observations Steering Group has been convened
  - Testing of the recording mechanisms will continue through the programme
  - Channels for learning will be tested e.g. the Steering Group, L&T Committee, Training & Development Committee
- Communication
  - It will be important to develop appropriate means of communicating progress and impact

Recommendation:
N/A

Previous Committee Approvals:

For publication ☒	**For publication with redactions** ☐	**Not for publication** ☐