



## MINUTES

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Minutes of the Academic Quality Committee meeting held on Wednesday 13 June 2018 at 3.30pm within the Boardroom, Halbeath Campus, Dunfermline.

**Present:** Shona Cochrane (Chair), Jen Anderson, Edward Blades, Hugh Hall (Principal), Carol Hunter, Tony Martin

**Apologies:** Steve Olivier, Zoe Thomson, Heather Wray

**In Attendance:** Dorothée Leslie, Iain Hawker, Nicky Inglis, Marianne Philp

### 1 Welcome

The Chair welcomed those present to the meeting.

### 2 Minutes of Previous Meeting: 21 February 2018

The minutes of the previous meeting were approved as an accurate record.

### 3 Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted.

### 4 Curriculum Update Report

The contents of the report that had been circulated were noted. The following main updates were highlighted:

- The credit target for 2017-18 was on target to be met.
- HE level childcare courses had been embedded in the 2018-19 credit target and it was unlikely that the College could deliver on this due to demand. Discussions were ongoing with the Scottish Funding Council about changing or giving more flexibility to the level.
- Around 5,300 offers had been accepted for 2018-19 places so far which was good progress but would require to be monitored as some places would inevitably not be taken up.
- Changes would continue to be made to address any shortfalls and ensure overall targets were met.
- Further withdrawals continued to be too high and steps were being taken to give further support using the Performance Indicator data to target appropriately.
- A demonstration of e4e was given which reassured members of the level of drill down into statistics that was possible. There was a discussion about correlations between SIMD and entry levels and the impact that could potentially have on withdrawals or the need for additional support or interventions.
- An update was given on some of the key changes planned for student induction, changes to interview packs and training for academic and professional services staff.



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Committee members thanked management for a comprehensive report and for continuing to work on ensuring data was robust and accurate to inform decisions about learner centred and academic issues.

## 5 Fife College Students' Association (FCSA) Annual Report

The contents of the paper that had been circulated were noted. Updates were given on:

- Progress made towards Strategic and Operational Plan objectives
- Class representatives
- Student engagement tracker
- FCSA Student Executive participation
- FCSA Open Badges
- Staff recognition awards

It was noted that only 4 students had attended the NUS Conference this year due to the requirement for 100% attendance. It was noted that academic staff could approve authorised absences for students to engage in this type of activity, and that the Executive Team members could offer support to ensure this happens should any issues arise in future years.

Members congratulated the student members on the significant progress made. In particular they commended the increase in student engagement and the ongoing self-evaluation and improvements embedded into the work of the FCSA. Members of the Committee also congratulated Jen Anderson on her appointment to NUS Scotland Scottish Executive Committee.

## 6 Performance Indicators: Fife College v Sector

The contents of the paper that had been circulated were noted. It was highlighted that national performance indicators had now been added to enable the College to benchmark progress.

It was noted that all Faculties could benchmark their performance against other Colleges. Curriculum Managers had been asked to write a report analysing this data and detailing actions to be taken for improvements. Poorer performing areas were expected to do more detailed reports. It was noted that higher targets would be set year-on-year by the College to ensure ongoing performance improvement.

Committee members confirmed they felt reassured by the detail within the report, and suggested that future reports should contain less detail but focus at strategic level showing targets, actuals and what the figures tell us. It was suggested that having percentiles and medians may be a good way to reflect aspirations and progress.

## 7 Early Experience Learner Survey 2: Feedback and Action Plan

The contents of the paper that had been circulated were noted. It was highlighted that the response rate had increased from 26.4% last year to 36.5% this year. The highlights listed on pages 44 and 45 of the Boardpack were summarised.

It was noted that an action plan was being prepared by Faculties and will be monitored by the Quality team.



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## **8 Progress Made on EREP Report**

An update was given on progress made with the EREP Report. A copy of the slides used are available on the Gateway.

## **9 Awards and Prizes**

The contents of the report that had been circulated were noted. It was agreed that this information could be provided by a link to the website in future.

## **10 Work Based Learning Report (MA Performance)**

The contents of the report that had been circulated were noted.

## **11 CLPL Update**

The contents of the paper that had been circulated were noted. It was explained that staff were being encouraged to engage in reflective learning as part of their ongoing CLPL. This was a new concept for some but not all staff. It was noted that CLPL was intended to be flexible with a mix of formal and informal activity based on the needs of individuals. It was confirmed that the ideas contained in Appendix 2 of the paper had been chosen by academic staff.

## **12 Guest Speaker: STEM Strategy**

The contents of the paper that had been circulated were noted. A presentation was made showing the College's current position. A copy of the slides used are available on the Gateway. It was noted that Fife College is starting from a good position, being 5% above the national average.

Members commended all staff involved in the progress made in this important area of work. It was noted that this was an important area of work for Fife College. Members were supportive of the collaborative approach being taken, and reassured that staff were aware of what the challenges were.

## **13 Update from Committees:**

### **11.1 Learning and Teaching Committee**

The contents of the minutes of the Learning and Teaching Committee that had been circulated were noted.

## **14 Review of Remit and Self-Evaluation**

The contents of the paper that had been circulated were noted. The following suggestions were made:

- To move the February meeting to March to allow time for the national Performance Indicators to be received and for the benchmarking exercise to be undertaken.



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- To correct the Assistant Principal's job title in the remit.
- To change the "in attendance" membership to reflect flexibility over attendance rather than this being essential in the remit.

The Chair advised of a discussion at the Finance, Commercial and Estates Committee meeting. Ratios had indicated that staff costs were a higher than average percentage of total expenditure. She suggested that the Academic Quality Committee could consider issues such as delivery in College, are the courses the right ones, are staff levels right. After discussion it was agreed that this was a discussion that could be triangulated by the Academic Quality; Finance, Commercial and Estates; and Health and Safety and Human Resources Committee and it might be appropriate to have a discussion at the next Board Strategy or Development day.

It was noted that this was the last meeting in the pilot of this new Committee. Members agreed that the Committee had allowed for more in depth discussion on academic and quality issues, which was the College's core business. It was agreed to recommend to the Board of Governors that the Committee continue.

**Decisions:**

- To recommend to the Board of Governors that the Academic Quality Committee continues beyond the pilot and approves the suggested changes to the remit
- To move the February meeting to March.
- To suggest to the Chair of the Board taking forward the issues raised at the Finance, Commercial and Estates Committee.

**Responsibility:** Marianne Philp

**Deadline:** 27 June 2018

**15 Date of Next Meeting**

Wednesday 31 October 2018 at 3.30pm, Boardroom, Halbeath Campus, Dunfermline