

MINUTES

Minutes of the Academic Quality Committee meeting held on Wednesday 21 February 2018 at 3.30pm within Room ES02, Stenton Campus, Glenrothes.

Present: Shona Cochrane (Chair), Jen Anderson, Edward Blades, Hugh Hall (Principal), Carol Hunter, Tony Martin, Zoe Thomson, Heather Wray

Apologies: Steve Olivier

In Attendance: Dorothee Leslie, Iain Hawker, Marc Fleming, Marianne Philp (Secretary)

1 Welcome

The Chair welcomed those present to the meeting.

2 Minutes of Previous Meeting: 25 October 2017

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 final credit target was expected to be 132,765 with additional childcare credits being returned to the Scottish Funding Council. This was due to credits being specifically for HN provision whilst the demand was for SVQ provision.
- Planning for the 2019-20 portfolio was underway to allow for earlier marketing, to bring it in line with other learning providers.
- Student recruitment for full-time programmes for 2017-18 was currently at 90.4%. A targeted marketing approach would continue to be taken.
- Early withdrawal rates had dropped by around 1% during 2017-18. Further withdrawal rates had dropped from 13.8% to 5.3%.
- Good progress had been made on full-time offers for 2018-19 with a total of 5027 having been made. It was suggested that showing year on year comparisons would be useful to Committee members to monitor progress.



Fife College

- A marketing brochure for HE courses being offered in 2019-20 was being finalised and would be issued in June. It was noted that significant recruitment in HE was required.

5 Fife College Students' Association (FCSA) Update Report

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

- Representation Officers were now in post
- The new approach to class representatives was successful with 77 more representatives than last year. 70 classes currently had no class representatives and steps were being taken to resolve this.
- All student issues raised with the FCSA were logged on the student engagement tracker. 144 concerns, 44 suggestions and 23 commendations had been logged.
- Open badges continue to be well received and are encouraging participation from students.

Members congratulated the student members on the significant progress made.

6 Performance Indicators: Fife College v Sector

It was confirmed that the performance indicators for the sector had been further delayed to 28 February 2018. A significant amount of time had been invested in ensuring Fife College's data was correctly coded. This had resulted in a drop in performance in some areas. This was a sector-wide issue, but gives a solid baseline for future years. Training for staff had also been put in place to ensure no future issues.

For 2016-17 FE, there had been a drop in performance for completion of achievement, but an improvement in retention. For 2016-17 HE there was an improvement in retention of full-time students and the success rate had improved from 66.8% to 68.4%. There had been a decline in HE part-time in terms of retention and success.

Well performing areas in FE were Engineering, Construction, Language and ESOL and in HE were Art and Design, Performing Arts and Construction.

Decision: A report comparing Fife College with the sector as previously requested would be prepared for the next meeting.

Responsibility: Iain Hawker

Deadline: 13 June 2018

7 Early Experience Learner Survey 1: 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 16% last year to 31.4% this year.

It was noted that a significant number of students were unaware of the complaints and assessment appeals processes, and this would be addressed via the student induction process. A high number of positive responses were received in relation to being aware who course tutor was and understanding expectations of coursework.

It was confirmed that all Faculties had been asked to identify areas for improvement based on the results, and these had been included in the Quality Action Plan.



Fife College

It was noted that Learner Survey 2 had just closed, and there had been a 36% return rate (compared with 26% last year).

Committee members were encouraged by the increase in completion rates, and advised that they would like to see a 50% return rate being achieved. It was noted that different areas of the College took different approaches to encouraging students to complete the surveys, and the importance of gathering this information should be communicated to all involved.

Decision: To receive the results of Learner Survey 2 at the next meeting.

Responsibility: Iain Hawker

Deadline: 13 June 2018

8 Partnerships Overview (Industry)

The contents of the paper that had been circulated were noted. The importance of having good industry links was discussed and it was agreed that it was key to ensure industry were informing curriculum design.

9 Innovation @ Fife College: Curricular Opportunities

Marc Fleming informed Committee members of initiatives ongoing in the Construction Faculty which involved industry, external agencies and multi academic areas within the College. Members of the Committee commended all staff in this innovative piece of work and suggested that it would give huge opportunity to the College and students moving forward.

A copy of the slides used are available on the Gateway.

10 EREP Update

It was noted that the EREP report had been endorsed by the Board and thereafter submitted to the Scottish Funding Council. All action owners were aware of expectations, and meetings would be held in March to gather progress made.

Decision: To provide an update on progress made at the next meeting.

Responsibility: Iain Hawker

Deadline: 13 June 2018

11 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.

12 Date of Next Meeting

Wednesday 13 June 2018 at 3.30pm, Boardroom, Halbeath Campus, Dunfermline