

MINUTES

Minutes of the Academic Quality Committee meeting held on Wednesday 14 June 2017 at 9.30am in the Boardroom, Halbeath Campus, Dunfermline.

Present: Shona Cochrane (Chair), Edward Blades, Hugh Hall (Principal), Tony Martin, Steve Olivier, Zoe Thomson, Ash Tucker, Heather Wray

In Attendance: Dorothee Leslie, Marianne Philp (Secretary to the Board)

1 Welcome

The Chair welcomed those present to the first meeting of the Committee and reminded members that the Board of Governors had agreed that the Committee would operate as a pilot for one academic year and would thereafter be reviewed.

2 Purpose of the Committee and Information to be Provided

2.1 Remit

It was noted that some remit items were more operational than management and the importance of the Committee focusing on strategic issues was stressed. Some changes to the remit were proposed. After discussion, it was agreed that having a Board Committee and an internal Committee with similar titles may be confusing, and a more appropriate title for the Board Committee may be Academic Quality Committee.

Decision: To update the remit and title of the Committee as discussed at the meeting, and recommend that the Board of Governors approves the changes.

Responsibility: Secretary to the Board **Deadline:** 28 June 2017

2.2 Recent Internal Audit Reports

The contents of the paper that had been circulated were noted. Members were reminded that the Audit and Risk Committee had asked that these be referred to the Committee for information purposes to give an overview. The Audit and Risk Committee would monitor progress towards the recommendations made to ensure their completion.

2.2.1 Curriculum Planning

Members were advised that all recommendations within the report had been or were currently being addressed. It was highlighted that the introduction of the REMs system had resulted in better and timely reporting and this was improving as further developments to the system were being made.



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2.2.2 Quality Assurance

Members were advised that this audit had been an update from an audit in the previous year which had highlighted some key issues. Good progress had been made towards implementing the recommendations, but further work was required. Some recommendations would require to be updated due to changes in the quality reporting process and new Education Scotland framework.

2.3 Future Reports and Information

The paper that had been circulated gave some ideas of future papers that could be brought to the Committee's attention. It was agreed that reports presented should fit with the academic calendar to avoid additional work and/or duplication of effort.

It was noted that the Committee's remit allowed for staff to be invited to key meetings. This would be recommended by Dorothée Leslie and approved by the Committee Chair. Invitations would be to demonstrate good practice and/or new initiatives being taken forward and could be by staff at any level.

Decision: To draft an annual calendar of papers that would come to future meetings.

Responsibility: Secretary to the Board **Deadline:** 30 September 2017

3 Fife College Students' Association Annual Report

The contents of the paper that had been circulated were noted. The Chair congratulated the Students' Association on the level of activity that had taken place during the year as outlined in the comprehensive report that had been prepared. There was a discussion about the timing of electing staff representatives and the positives and negatives of doing this later in the year.

Decision: To discuss offline the timing of electing class representatives.

Responsibility: Edward Blades/FCSA **Deadline:** 30 June 2017

4 Curriculum Update Report

The contents of the paper that had been circulated were noted, and a report outlining Fife College Successes, Awards and Prizes was tabled. It was noted that part-time recruitment was over target and full-time recruitment under target, which was the same as had been reported to the Board in January 2017. Significant growth was expected in care, and changes to curriculum targets was being discussed and would be presented to the Board in due course.

It was noted that in future marketing literature, the College would be focusing on careers rather than courses to ensure individuals were applying for the right course for their chosen pathway. There was a discussion about how best to promote courses in schools and the overlap with S5/S6 was discussed, together with perceptions of schools and parents of Colleges which needed to change. Members were advised that the College was discussing these matters with schools and some changes would be made to school/college engagement. It was agreed that perceptions needed to be changed more widely than with schools and parents, and it was noted that a strategic approach was being taken to external engagement.



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Members noted that the Learning and Teaching Strategy had been launched at the start of the academic year and a copy had been given to all staff. However this is now being translated into an implementation plan which will have three main strands with each one given a specific focus on. The plan will have an overall theme of and emphasis on “Inclusive Teaching Practice”. The importance of engaging all staff in this rather than it appearing to be driven by management was noted.

5 Update from Committees:

5.1 Learning and Teaching Committee

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

6 Date of Next Meeting

Wednesday 25 October 2017 at 3.30pm
Boardroom, Halbeath, Dunfermline

Decision: To change the start time of all future meetings to 3.30pm.

Responsibility: Secretary to the Board

Deadline: 31 July 2017