

## MINUTES

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Minutes of the Academic Quality Committee meeting held on Wednesday 31 October 2018 at 3.30pm within the Boardroom, Halbeath Campus, Dunfermline.

**Present:** Shona Cochrane (Chair), Joseph Harney, Carol Hunter, Tony Martin, Steve Olivier, Zoe Thomson, Heather Wray

**Apologies:** Hugh Hall

**In Attendance:** Dorothee Leslie, Iain Hawker, Martin Kelly, Dawn Clark, Wendy Brymer, Marianne Philp

### 1 Welcome

The Chair welcomed those present to the meeting.

### 2 Minutes of Previous Meeting: 13 June 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 Draft EREP Report

The contents of the report that had been circulated were noted. Positive feedback had been received from the Scottish Funding Council on a draft version of the report. It was noted that excellent progress had been made with an improvement of 4% in performance indicators. Gradings of satisfactory, good and good had been suggested by the College. Narrative had been added to show the distance travelled by the College.

It was noted that Karen Corbett had agreed to attend the Board Strategy Day in January 2019, and had also offered to attend any meeting of the Academic Quality Committee to discuss any specific issues in more detail.

**Decision:** To approve the EREP Report and submit it to the Scottish Funding Council.

**Responsibility:** Dorothee Leslie

**Deadline:** 31 October 2018

### 5 Curriculum Update Report

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



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- The credits target had been overshoot by the year-end.
- Commercial targets had been added to the report to give an overall picture of activity per academic faculty.
- Student recruitment for 2018-19 showed an improvement on last year's position with regard to day 1 targets.
- Early withdrawal figures look positive, however the final position is not yet known on this.
- The College had won one CDN award and was highly commended for three others.

Members queried whether the 87% of FTHE recruitment would have an impact on college finances. It was agreed that it would. More activity would be identified by additional credit and part-time activity, but the fee levels would be unlikely to meet all of the shortfall. Contingencies would be put in place to address this shortfall.

## **6 Fife College Students' Association (FCSA) Annual Report**

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

- It was noted that Carol Hunter and Jen Anderson had been elected as Student Presidents. However Jen Anderson would step down from post in November 2018 as she had been successful in securing a job at Stenton reception.
- Class representatives had been identified for 416 classes, an increase on last year. Work would be undertaken to secure more class representatives. Training for representatives had commenced.
- The number of records entered into the student engagement tracker had increased compared with last year. Records included concerns, suggestions, commendations and queries.
- The number of voluntary officers had decreased this year, but steps were being taken to identify additional officers.
- FCSA badges continued to be popular and would continue.

Members commended the FCSA on the work undertaken, which was seen as best practice within the sector.

## **7 Initial Learner Feedback**

A paper was tabled outlining initial learning feedback, the contents of which were noted. It was highlighted that there had been an increase in response rates and in the performance statistics overall. Strengths and weaknesses as detailed in the paper were outlined. It was confirmed that the statistics would be broken down to enable faculties and departments to look at feedback relevant to them and to action plan for further improvement.

## **8 Student Performance Data**

The contents of the paper that had been circulated were noted. The tables on page 48 were reviewed and it was highlighted that all showed an improvement, with the exception of FT HE.

It was confirmed that meetings would now take place to look at the courses in details, broken down in different ways, to look at what works well and not so well, identify trends, and make changes to activity at in-year review and for next academic year. It was confirmed that sector data would not be available until January 2019. Whilst it was difficult to benchmark Fife



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against other colleges due to differences in programmes, some analysis can be undertaken to learn from those undertaking similar courses to ours and to give an overall comparison on trends. Changes would also be taken forward in Operational Plans.

It was noted that there was a process in place and managers were encouraged to involve lecturers in discussions about performance of courses and action planning. However this was done in different ways and to different extents. It was confirmed that a timeline would be published on the Gateway to encourage managers to do this, and it was also suggested that Lecturers should ask to become involved in the process.

The destination data was also discussed. A 74% return rate had been achieved, which was an improvement but still below the sector overall. The return rate would continue to improve as students were being reminded about the request for information.

## **9 School and University Partnership Report**

The contents of the report that had been circulated were noted. It was noted that there had been a reduction in enrolments in school activity. Challenges with timetables and the way college activity was viewed by schools and parents was discussed. A range of activity was underway to continue to make improvements in this area of work.

University activity was currently growing and was a focus as a result of the formation of the Fife College University Hub. Articulation routes had increased from 84 to 223. These now needed to be monitored to focus on those that were working well. Awareness raising of staff was being progressed by the introduction of a newsletter published on the Gateway.

## **10 Partnerships Overview (Academic, Industry, Other)**

The contents of the report that had been circulated were noted. It was noted that the next report that would come to the Committee would focus on the impact partnerships have on the curriculum. It was agreed that the number of partnerships was not relevant, it was more about the impact and benefits of having them.

## **11 Guest Speaker: Dawn Clark (Employability)**

A presentation was made on employability activity. A copy of the slides used are available on the Gateway. It was noted that it was essential to embed employability within the curriculum rather than have it seen as something separate. Committee members commended the employability team on progress made in this important area of work.

## **12 Update from Committees:**

### **12.1 Learning and Teaching Committee**

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



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## 13 AOCB

An update was given on the networking activity being looked at for Chairs of Learning and Teaching Committees. The first meeting would be held on 13 November 2018 where the interest in having such a forum would be explored. If there was an appetite for such a group, the intention was it would share good practice. Members of the Committee could also be asked for their views and input in advance of any meetings.

## 14 Date of Next Meeting

Wednesday 13 March 2019 at 3.30pm, Boardroom, Halbeath Campus, Dunfermline