

AGENDA

Papers highlighted in purple font have not been published with the agenda as they are either due for future publication or are not in the public domain.

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

No	Item	Action	Lead	Pages
1	Welcome, Apologies and Declarations of Interests	Note	SC	N/A
2	Minutes of Previous Meeting: 13 June 2018	Approve	SC	
3	Matters Arising / Actions Outstanding	Note	SC	2-2
4	Draft EREP Report	Approve	DL	
5	Curriculum Update Report	Note	DL	3-6
6	Fife College Students' Association Update	Note	JA/CH	7-10
7	Initial Learner Feedback (College and FCSA) (<i>Verbal Update</i>)	Note	IH	N/A
8	Student Performance Data	Note	IH	11-14
9	School and University Partnership Report	Note	IH	15-18
10	Partnerships Overview (Academic, Industry, Other)	Note	DL	
11	Guest Speaker: Dawn Clark (Employability) (<i>Verbal Update</i>)	Note	DC	N/A
12	Update from Committees: 12.1 Learning and Teaching Committee	Note	DL	
13	Date of Next Meeting Wednesday 13 March 2019 at 3.30pm Boardroom, Halbeath Campus, Dunfermline	Note	SC	N/A

Key:

Outstanding and deadline passed

Progressing and on target

Complete

Board of Governors: Academic Quality Committee**Actions Outstanding / Progress Made**

	Date of Meeting	Action	Responsibility	Deadline	Status	Comments
1	13.06.18	To recommend to the Board of Governors that the Academic Quality Committee continues beyond the pilot and approves the suggested changes to the remit.	Marianne Philp	27.06.18		Complete. This was agreed by the Board
2	13.06.18	To move the February meeting to March.	Marianne Philp	27.06.18		Complete
3	13.06.18	To suggest to the Chair of the Board taking forward the issues raised at the Finance, Commercial and Estates Committee.	Marianne Philp	27.06.18		Complete. Now agreed as a Strategy Day discussion looking at from perspective of H&S and HR, Academic Quality and Finance, Commercial and Estates Committees



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Curriculum Update: October 2018	
Date of Meeting:	31 October 2018
Purpose:	To provide Committee members with an update on progress made with curriculum matters
Intended Outcome:	To note the update
Paper Submitted by:	Dorothee Leslie
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Dorothee Leslie; dorotheeleslie@fife.ac.uk ; : 01592 223190
Date of Production:	24 October 2018

BOARD OF GOVERNORS OF FIFE COLLEGE

Academic Quality Committee

Curriculum Update

Introduction

This paper provides a brief update on curriculum matters, including credit position, Performance Indicators available for 2017-18 and Student Recruitment to date for 2018-19.

Brief additional information on some other key topics is also included and available in more detail within the papers provided under subsequent agenda items.

1 Credit Position and Academic Faculties Portfolio

For academic year 17.18 the College overshot its credit target by realising 133,830 credits against a target of 132,765 (additional childcare credits having been declined). The College's 2018.19 agreed credit target is 132,685; this includes 4,690 credits ring-fenced for Childcare. The need identified last academic year for regional SVQ type provision and for pipeline courses leading to HE programmes has now been recognised and the corresponding offer included against these ring-fenced credits. Faculties are finalising the in-year portfolio in line with recruitment to date and to include more school based activity in preparation for the 19.20 intake. Credit targets have been increased in Engineering (ENTE), Construction (BESS), Computing (CRIN), Care (CSSE) and reduced in other areas such as Hairdressing and Beauty (BHRT), Supported Education (SUPL) and Administration and IT (BHRT). Outsourced credits have also been reduced in the Creative Industries faculty (CRIN). These changes are reflected in the overall credit targets for each faculty as noted below.

The definitive 2018.19 credit allocation per Faculty is being finalised with resources being adjusted as part of the F1 outturn. This includes revised and now confirmed commercial targets as per the table below.

FACULTY	CREDITS REALISED 17.18*	CREDIT TARGET 18.19*	COMMERCIAL TARGET 18.19
BESS	19,915	20,920	980,000
BHRT	32,576	29,853	419,000
CRIN	23,848	23,583	61,500
CSSE	30,424	32,729	455,000
ENTE	17,321	17,536	1,384,050
SUPL	9,069	7,173	N/A

A number of credits were realised through the SPS contract in 2017.18. The SPS target for 18.19 is up to 2,000 credits and will be confirmed as part of the F1 exercise.

The 19.20 portfolio will continue to be refined with a view to further streamline and update the existing courses.

Progression pathways are in place in all curriculum areas.

2 Student Recruitment 2018.19

Student recruitment for has now ended for FT programmes and shows an overall improvement over last year with FTFE at 97% and FTHE at 87%. It is to be noted that these figures are against day 1 targets as opposed to eligible numbers required to realise credits income. The current overall “eligible” position for FE is encouraging at 102% whilst the HE figures remain lower at only 92%. Additional activity has been planned to address shortfalls.

January start programmes will be reported on in due course.

Some curriculum areas have recruited considerably less than their target numbers; these figures, together with the Performance Indicators now available for 17.18, are informing the streamlining exercise mentioned earlier.

PT recruitment, whilst not complete, continues to show an increased demand and over performance is still anticipated on the targets.

The new website is now live with Ambassadors supporting Marketing approaches in each academic faculty. Extensive campaigns continue to highlight pathways and progression opportunities. These are supported by more tailored materials targeting specific audiences (e.g. articulation pathways for school pupils).

3 Performance Indicators

A summary report of the College PIs based on the September FES return is available under agenda item 8. The progress reported is very encouraging with an overall 4.1% increase in the completed successfully rate.

Further commentary will be provided under item 8.

ROA targets linked to national priorities such as widening access (SIMD 10 participation rates) or STEM are progressing well. Discussions have resumed with SFC in preparation for the next iteration of our Regional Outcome Agreement with a view to agree aspirational but balanced targets.

4 Learning and Teaching Survey

The initial learner feedback survey has taken place. A summary report will be presented at this meeting. The working group (FCSA / College Emerging Themes) comprising of representatives of the Student Association, the curriculum and the professional services continues to meet on a regular basis to address and anticipate potential issues

5 Self-Evaluation / Quality

The new online e4e (evaluation for enhancement) tool is now fully rolled out to both academic and professional areas and supports the production of the College’s Evaluation Report and Enhancement plan required by the Scottish Funding Council and Education Scotland as part of our Quality reporting and reporting against Regional Outcome Agreement targets. The draft report has been revised following the pre-endorsement meeting (19.10.18) and will be submitted by 31st October 2018 subject to approval by this committee.

The operational planning and review cycle has been implemented and will now comprise formal performance review opportunities as part of the College’s improvement strategies.

6 Learning and Teaching Strategy

The Learning and Teaching Committee will continue to drive the implementation of the Learning and Teaching Strategy with an increased focus placed on digital capability and innovative learning.

As described in the minutes provided under agenda item 12, the remit of the committee has been revised and more aligned to performance review with a view for the membership to produce recommendations and to support monitoring of actions related to improving recruitment, retention, attainment and progression.

The College has been shortlisted for 4 CDN Awards with the awarding ceremony taking place on Thursday 25 October in Glasgow.

Dorothee Leslie
Vice Principal, Academic Strategy

24 October 2018



COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Fife College Students' Association (FCSA) Update Report	
Date of Meeting:	31 October 2018
Purpose:	To update members of the Academic Quality Committee on the progress made by the FCSA since the last meeting.
Intended Outcome:	To note the position.
Paper Submitted by:	Carol Hunter
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Jen Anderson; FCSAJenAnderson@fife.ac.uk Carol Hunter; FCSACarolHunter@fife.ac.uk
Date of Production:	24 October 2018

ACADEMIC QUALITY COMMITTEE

FCSA Update

1 **General**

Carol Hunter took up office as FCSA President Education and Representation on 1 July 2018. Jen Anderson was returned for a second term as President for Welfare and Equality.

Following a successful application to Cycling Scotland Internship Programme, Bethanie Helas joined as our Campus Cycling Officer on 24 August 2018. Bethanie's internship is fully funded by Bright Green Business and will be with us until April 2019 to help improve the cycling facilities at the college as well as encouraging more students and staff members to take active travel to their campuses.

2 **Class Reps 2018-2019**

This year we returned to using an online form to register Class Representatives instead of the paper form we have used since 2016. Usage of the form was low and the majority of representatives were input by the FCSA Staff following receipt of paper forms or emails to our general mailbox. This may have been due to all staff not having yet been migrated onto the new platform however the form should have been accessible for all members of Fife College staff.

As of 23 October 2018, we have received notification of 416 registered reps. This is an increase from 374 at the same date last year. The promoted deadline for electing reps was Friday 5 October 2018.

This year both Carol Hunter and Gloria Laurini have completed training to become in-house SPARQS trainers. This has allowed us to tailor our approach to delivering training sessions rather than having to rely on the availability of external trainers. To work around the lack of room availability we will be delivering smaller sessions of 10 representatives at a time in the FCSA Offices in St. Brycedale and Halbeath campuses and are working with the academic staff in Stenton campus to source suitable rooms. This does mean an increased time investment from both Carol and Gloria so their normal weekly tasks will be shelved until after the training is delivered.

There are currently 119 groups where no Class Representative has been nominated. This is less than the 140 at this point from last year. We are circulating the list of these classes and will be working to help resolve this. For reference a group is term as any course that is running full-time on campus with 7 or more students currently enrolled.

This year we have reduced the total number of Class Representative meetings we will be facilitating. The scheduled meetings will now take place every other month,

with drop in sessions being advertised in the months were meetings are not scheduled.

3 Student Engagement Tracker

The FCSA log all issues raised by students / representatives onto the FCSA Student Engagement Tracker. If we are able to resolve these we will attempt to do so, however if anything is viewed as very serious we still log the issue and advise the person to look at using the official complaints system. Members of the College Quality team and leadership group also have access to this system.

Each engagement record is classed into one of three categories: Concerns, Commendations and Suggestions. As at 23 October 2018 we have logged 32 Concerns, 3 Suggestions, 0 Commendations and 14 Queries. At this point last year we had only logged 35 records – the increase is due to better use of the system and improved awareness of the FCSA rather than potentially an increase in issues.

Queries is a new category for 2018-19; this has been introduced to cover cases where the student requires our assistance however there is no associated dissatisfaction with the situation.

4 FCSA Student Executive

We currently have 8 Voluntary Officers. This is a decrease of our total of 17 at this point last year. We are actively encouraging more students to become involved.

Jen is the lead for the Equality Officer Remits - LGBT, Womens, Students with Disabilities, Care Experienced, and Black and Minority Ethnic.

Carol is the lead for the Campus Representatives.

5 FCSA Open Badges

Last year our volunteers amassed a total of 2016 volunteering hours. In comparison Edinburgh University volunteers totalled 1735 and in 2017/18 our volunteers amassed 1845.

The majority of our Student Executive have noted that working towards the Open Badges is a key reason they have joined the FCSA Executive.

We have also developed badges for FCSA Action for Health, FCSA Green Club, and our new *Reppin' Player One* scheme is gamifying our Class Rep work and we have already seen increased interest in being a rep, which students are relating as being due to the new incentives.

6 FCSA Freshers' Fayre 2018

FCSA Freshers took place from Monday 3 September 2018 to Thursday 6 September 2018. A mixture of business, non-profit and charitable organisations attended the event alongside college support departments.

7 FCSA General

The FCSA Constitution, Strategic and Operational Plans, Calendar of Events and Student Engagement Tracker are all currently being used as examples of best practice by representatives from NUS and sparqs.

The FCSA and Fife College were awarded a 4 Star award for last year's work on the Healthy Body, Healthy Minds awards. However, the guidelines for the awards have changed significantly this year so we have to respond and adapt our approach to ensure we can maintain this award going forward. If last year's submission was judged under the new guidelines we may have only received a two star award.

We continue to work and support Students' Associations across Scotland to help them to create and introduce a variety of projects such as a refreshed constitution, open badges, and the Student Engagement Tracker.

We are also in the initial stages of working with sparqs to develop representation models for our prison learners and high school pupils.

Jen Anderson
President – Welfare and Equality
Fife College Students' Association

23 October 2018

Carol Hunter
President – Education and Representation
Fife College Students' Association

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

Student Performance Data	
Date of Meeting:	31 October 2018
Purpose:	To provide members of the Academic Quality Committee with an update on student performance data for 2017-18 and student destination data for 2016-17.
Intended Outcome:	To note the update
Paper Submitted by:	Iain Hawker
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Iain Hawker; iainhawker@fife.ac.uk
Date of Production:	15 October 2018

PI Data 2017/18

ALL	ENR	EW	FW	TW	PS	CS
2015/16	12338	6.2	14.8	21.0	8.6	70.4
2016/17	11452	6.5	13.6	20.1	14.8	65.1
2017/18	12344	5.8	11.2	17.0	13.8	69.2
Yr on Yr Diff	892	-0.7	-2.4	-3.1	1.0	4.1
3 Yr Diff	6	-0.4	-3.6	-4.0	-5.2	-1.2

FE	ENR	EW	FW	TW	PS	CS
2015/16	8632	7.0	15.4	22.4	9.4	68.2
2016/17	8173	7.3	14.5	21.8	14.5	63.7
2017/18	8419	6.7	11.5	18.2	13.3	68.5
Yr on Yr Diff	246	-0.6	-3.0	-3.6	1.2	4.8
3 Yr Diff	-213	-0.3	-3.9	-4.2	-3.9	0.3

FTFE	ENR	EW	FW	TW	PS	CS
2015/16	4059	9.3	21.5	30.8	7.3	62.0
2016/17	3942	9.8	19.4	29.2	13.3	57.4
2017/18	3523	9.4	17.2	26.6	14.3	59.1
Yr on Yr Diff	-419	-0.4	-2.2	-2.6	-1.0	1.7
3 Yr Diff	-536	0.1	-4.3	-4.2	-7.0	-2.9

ENR - Enrolments

EW - Early Withdrawal

FW - Further Withdrawal

TW - Total Withdrawal

PS - Partial Success

CS - Completed Successfully

HE	ENR	EW	FW	TW	PS	CS
2015/16	3706	4.3	13.3	17.6	6.8	75.6
2016/17	3279	4.5	11.9	16.4	15.0	68.5
2017/18	3925	3.7	10.5	14.2	15.0	70.8
Yr on Yr Diff	646	-0.8	-1.4	-2.2	0.0	2.3
3 Yr Diff	219	-0.6	-2.8	-3.4	-8.2	-4.8

FTHE	ENR	EW	FW	TW	PS	CS
2015/16	2425	5.2	17.4	22.6	7.6	69.8
2016/17	2283	5.0	14.1	19.1	12.8	68.1
2017/18	2340	5.3	15.2	20.5	12.7	66.8
Yr on Yr Diff	57	0.3	1.1	1.4	0.1	-1.3
3 Yr Diff	-85	0.1	-2.2	-2.1	-5.1	-3.0

PTFE	ENR	EW	FW	TW	PS	CS
2015/16	4573	4.9	10.1	15	11.3	73.7
2016/17	4231	5.0	10.1	15.1	15.4	69.5
2017/18	4896	4.8	7.3	12.1	12.6	75.3
Yr on Yr Diff	665	-0.2	-2.8	-3.0	2.8	5.8
3 Yr Diff	323	-0.1	-2.8	-2.9	-1.3	1.6

PTHE	ENR	EW	FW	TW	PS	CS
2015/16	1281	2.7	5.5	8.2	5.2	86.7
2016/17	996	3.4	7.0	10.4	20.2	69.2
2017/18	1585	1.5	3.6	5.1	18.3	76.7
Yr on Yr Diff	589	-1.9	-3.4	-5.3	1.9	7.5
3 Yr Diff	304	-1.2	-1.9	-3.1	-13.1	-10.0

Key Observations (high level)

*Overall retention improved by 3.1% and completed successfully increased by 4.1%

*For FT programmes, HE performed poorer compared to the previous session in both retention (-1.4%) and completed successfully (-1.3%), however it achieved an increase of 0.1% partial success

*For FT programmes, FE performed better in both retention (+2.6%) and success (+1.7%), however partial success increased by 1.0%

*For PT programmes both FE and HE performed better with completed successfully FE increasing by 5.8% and HE increasing by 7.5%

*Enrolments in FE overall by 246 with PT increasing by 665, however FT reduced by 419

*There was a significant increase of 646 enrolments for HE courses, these were mainly in PT provision with a 59% increase (589)



Student Destination Data 2016/2017

The 2016/2017 Destination Data of full-time students was analysed and the findings are detailed below.

A total of 3,251 Full Time successful students were surveyed on both non advanced (FE) and advanced (HE) courses. The College had an overall response rate of 74.1% (2,409 students), with 25.9% unconfirmed.

A total of 842 students have unconfirmed destinations, of which 350 are full time FE students, and 492 are full time HE students.

Of the confirmed destinations, 96.7% of students resulted in a positive destination. The breakdown is as follows:

FE:

A total of 1,829 full-time Further Education students completed their studies and completed the destination survey. 97% of students went into a positive destination.

1,547 full-time FE students (84.6%) went on to further study

- 1,492 (81.6%) full-time FE students went on to study full-time
- 55 (3%) full-time FE students went on to study part-time

227 (12.4%) full-time FE students went into employment, including Modern Apprenticeship

- 115 (6.2%) full-time FE students commenced a Modern Apprenticeship
- 112 (6.2%) full time FE students went into confirmed employment.

39 (2.1%) full-time FE students were unemployed and looking for work

16 (0.9%) full-time FE students fell into the category of not looking for work or ill and can't work

HE:

A total of 580 full time Higher Education students completed their studies and completed the destination survey. 95.9% of students went into a positive destination.

466 full time HE students (80.3%) went on to further study

- 427 (73.6%) full time HE students went on to study full time
- 39 (6.7%) full time HE students went on to study part time

90 (15.5%) full time HE students went into employment

- 73 (12.6%) full time HE students went into full time employment
- 17 (2.9%) full time HE students went into part time employment

15 (2.6%) full-time HE students were unemployed and looking for work

9 (1.6%) full-time HE students fell into the category of taking time out to travel or not looking for work.

COVER SHEET FOR PAPERS TO BE CONSIDERED BY THE BOARD

School and University Partnership Report	
Date of Meeting:	31 October 2018
Purpose:	To provide members of the Academic Quality Committee with an update on school and university partnerships
Intended Outcome:	To note the update
Paper Submitted by:	Iain Hawker
Prior Committee Approvals:	N/A
Financial Implications:	N/A
Equality and Diversity Implications:	N/A
Risks Assessed:	N/A
Publicly Available:	Yes
Author Contact Details:	Iain Hawker; iainhawker@fife.ac.uk
Date of Production:	23 October 2018



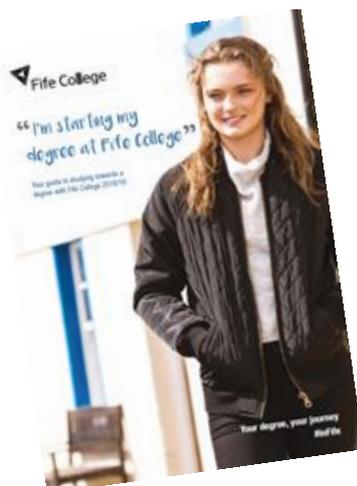
Iain Hawker
 Assistant Principal:
 Quality and Academic Partnerships



Ann Playford
 University Partnership
 Co-ordinator

Articulation routes

Articulation routes ensure that our students progressing to university get full credit for the HN qualification studied at the college; entry to year 2 of a degree with an HNC or year 3 of a degree with an HND. Over the last year we have formally signed off over 120 routes. Fife College currently over 200 formal articulation routes in place at 11 different universities and a further 50+ generic routes at a further 3 universities. All of these routes are listed in the new degree brochures.



Degree guide
 Version for school pupils
[WEBSITE LINK](#)



HE guide
 Version for current
 students or returners
[WEBSITE LINK](#)

If students have any specific queries please encourage them to use the degrees@fife.ac.uk email.

All staff can also find more specific details about the articulation agreements including any requirements specified in relation to required units or graded unit grades on the [HE PORTAL](#) on the Staff Gateway.

Over the past year Ann and/or Iain have met with representatives at all of the Scottish Universities. Ann and other staff have also visited the University of Cumbria to discuss partnership opportunities and a reciprocal visit is arranged for later this month. If you would like further articulation routes set up or would like a closer working relationship with universities in your curriculum area please contact Ann Playford who will support this.

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Workshops

There is a lot of information on the HE Portal on the Staff Gateway. If you want to find out more about this work please book into one of the information sessions running on [October 26th](#).

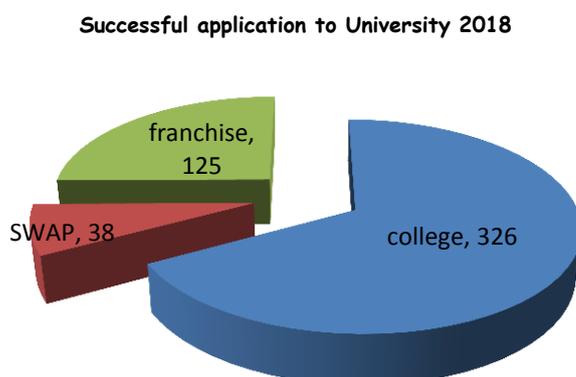
Supporting Students to Progress to University Progression	Ann Playford	10.00 - 11.00 14.00 - 15.00	H4.19, Halbeath BG07, St Brycedale
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If you cannot make either of the sessions Ann can attend faculty, department or curriculum team meetings, please email Ann with suggested dates and times so she can plan to attend.

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UCAS - 2018 Cycle

The final figures are almost in for the last cycle and it has been another successful year for our students with a total of 486 Fife College students progressing to a degree course.



You can find out more UCAS information on the [HE PORTAL](#) on the Staff Gateway.

You can see how many students were successful on each course and the universities and degrees they have chosen to progress to.

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Fife College University Hub

The Fife College University Hub is now open on the top floor of the Carnegie Conference Centre. Some of our Abertay franchise degrees as well as some Higher National courses are now being delivered in this venue and, as time goes on this will become the centre for our Higher Education delivery. Watch this space for more news.

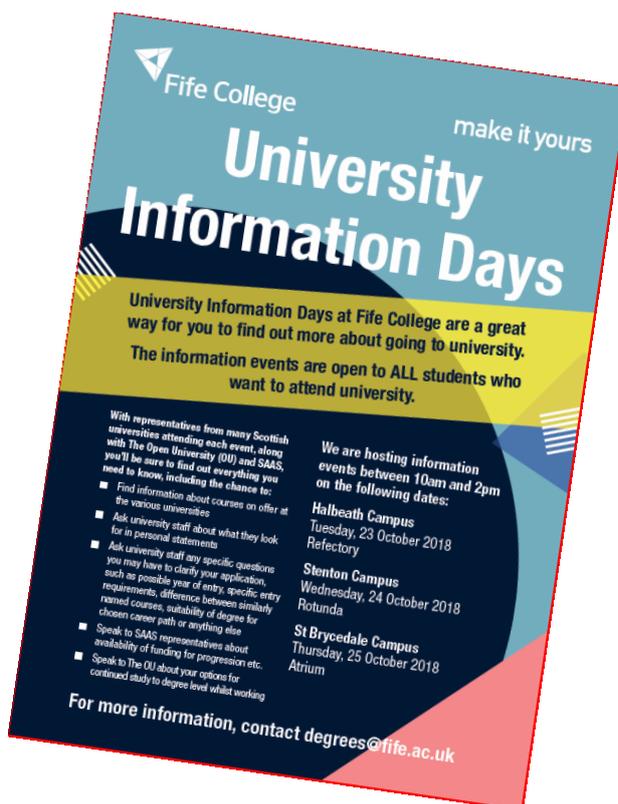
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University Partnership - supporting the learner journey from HN to Degree!

University Information Days October 23rd, 24th and 25th

Most of our university partners will be joining us for at least one of our events and several are attending all 3, including SAAS and The Open University.

Please encourage your students to attend as they will have the chance to get answers to their questions first hand from university staff. Why not take the opportunity to speak to the university staff yourself and get the most up-to-date information on possible progression routes for your students and may be arrange a visit specifically for your group.



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Contact Details

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