

## MINUTES

---

Minutes of the Academic Quality Committee meeting held on Wednesday 13 March 2019 at 3.30pm within Room ES02, Fife College, Glenrothes.

**Present:** Shona Cochrane (Chair), Joseph Harney, Hugh Hall, Carol Hunter, Tony Martin

**Apologies:** Zoe Thomson, Heather Wray

**In Attendance:** Dorothee Leslie, Iain Hawker, Sue Reekie, Sarah Halliwell, Kieran McLoughlin, Louise Vallance, Marianne Philp

### 1 **Welcome**

The Chair welcomed those present to the meeting.

### 2 **Minutes of Previous Meeting: 31 October 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. Updates were given as follows:

- The College remains on track to reach its 132,685 SFC credit target. Retention figures were showing signs of improvement for 2018-19.
- The confirmed total credit target for 2019-20 is 132,652, a drop of 33 credits. Faculties were currently looking at their individual credit and commercial targets for 2019-20 to plan resourcing requirements.
- Updates on student recruitment for 2018-19 and 2019-20 were given. It was noted that marketing is now being targeted to specific groups to maximize its impact. Those groups shown in red in the table on page 10 of the Boardpack were currently being prioritised.
- It was noted that the Evaluative Report and Enhancement Plan had now been published. A link had recently been issued by email to all Board members for information.
- The Learning and Teaching Strategy would be updated to ensure full alignment with the College Strategic Plan.

A query was raised with regard to changes to the student recruitment process in that no waiting lists were now in place. It was confirmed that students put on waiting lists were likely to



# Fife College

look at alternative options, therefore academic areas had been asked to issue offers to an increased number of students. For some subject areas, class sizes could easily be increased. For practical subjects this might not be possible, but if there was sufficient demand, an additional class could be created. In addition to this, steps were being taken to ensure information sent to students was more welcoming, and to send “keep warm” communications to applicants.

It was confirmed that Directors of Faculty were being asked to look at their recruitment trends to check that they are realistic and where courses are not meeting targets, ascertain the reasons for that so that particular issues could be addressed or courses removed. Steps were also being taken to encourage applications in the industry growth areas, by targeted marketing and also working alongside schools.

It was noted that the indicative funding for 2019-20 was now known. There was a need to increase capacity, support innovation and grow commercial targets. In order to do this, staffing needed to be changed, in line with the Workforce Plan that had previously been approved by the Board.

**Decision:** To provide an update on indicative funding and required staffing changes to the Board of Governors at the next meeting.

**Responsibility:** Principal

**Deadline:** 3 April 2019

## 5 Fife College Students' Association (FCSA) Update

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

- There were currently 489 class representatives in place. A new system called *Reppin' Player One* had been introduced to encourage engagement and participation. Class Representative training had been provided locally by the FCSA. Next year, academic staff would also be asked to become more involved in this.
- The Student Engagement Tracker system continues to be in place and indicates that students are more satisfied with their College experience this year.
- There are 13 Voluntary Officers in place at the moment. Whilst this is less than last year, activity appears to be higher.
- The Open Badges scheme continues to be popular. Five students have achieved the FCSA Gold Award for this year.
- Re-freshers' Fayre took place between 4 and 8 February 2019 with 928 students engaging.
- The FCSA has been shortlisted for two awards at the NUS Scotland Awards. Members congratulated the FCSA for being shortlisted, and wished those involved every success.



## 6 Learner Surveys

The contents of the reports relating to Surveys 1 and 2 were noted. Attention was drawn to the main areas of satisfaction and dissatisfaction within the reports, and the actions that would be taken forward in order to improve the learner experience.

### 6.1 Survey 1: Early Experience 2018-19

It was noted that there had been a 43.1% response rate, which was an increase of around 9% on last year. As a result of the feedback, student induction would reduce from two sessions to one session. The induction process overall was being reviewed. It was noted that the awareness of Adam Smith Foundation scholarship opportunities had improved on last year, and that further work continued to be done on this and a further improvement in future reports was anticipated. In addition, the awareness of the FCSA could be further improved, although it was noted that the figures were perhaps skewed by part-time students who may be less aware.

### 6.2 Survey 2: Learning and Teaching 2018-19

It was noted that there had been a 43% response rate, which was an increase of around 6.5% on last year. The feedback showed that relationships between students and lecturers was seen as positive, and that course content is relevant. Some improvements were required with dealing with class management issues.

For this survey, academic staff were currently analysing the feedback for their own areas and would compile action plans to support further improvements.

**Decision:** To change the wording on page 32 of the Boardpack to more accurately reflect the position with regard to content relevance.

**Responsibility:** Iain Hawker

**Deadline:** 20 March 2019

## 7 Performance Indicators: Fife College v Sector

The contents of the paper that had been circulated were noted. It was highlighted that, whilst Fife College shows an improvement in all PIs, the sector has also improved overall. Members acknowledged the improvements made, and encouraged staff to continue to make improvements so that Fife College could exceed national PIs in future years.

It was noted that there may also be benefit in comparing Fife College with other comparable size colleges to ensure a like for like comparison. It was suggested that all comparisons were useful, and using the sector reports encouraged staff to ask questions and to look at practice in other colleges where good practice might be identified.

Members were advised that Education Scotland were undertaking an engagement visit at the end of April and would focus on six subject areas.

**Decision:** To present RAG ratings for the EREP report action plan at the next meeting to give reassurance that the actions set were on track for completion by the given deadline.

**Responsibility:** Iain Hawker

**Deadline:** 11 June 2019



# Fife College

## 8 HE Partnerships Report

The contents of the paper that had been circulated were noted. It was noted that the number of articulation routes continue to increase. A review was underway to consider where routes were working well or less well.

## 9 Partnerships: Impact on Curriculum

The contents of the report that had been circulated were noted. The challenges and opportunities as detailed within the paper were noted.

## 10 Guest Speakers: CLPL Event

Louise Vallance, Lecturer in Beauty Therapy, outlined her approach to “Flipped Learning” which involved allowing students to choose their preferred methods of learning. This had resulted in an increased number of online materials being available to students, which meant they could learn from a place of their choice, and focus on fun activities within the classroom to embed their learning. Students had retained more information, enjoyed their course, were growing in confidence and clients were getting improved treatments.

Sarah Halliwell and Kieran McLoughlin demonstrated how they were developing learning materials that were accessible on mobile devices such as mobile phones and iPads which was changing the way both students and staff were learning. As well as students being able to access an increased number of online materials, staff could more easily monitor progress and engagement and respond to comments quickly. Staff were supportive of the recent changes within the College as a result of migration, which gave access to an increased range of software and delivery methods, which gave flexibility to use the most suitable methods.

It was confirmed that these changes were part of the CLPL plan and that the correct conditions would require to be in place to allow further change.

**Decision:** To invite the presenters to the Board of Governors Development Day in May 2019 to enable the wider Board to become aware of these significant changes.

**Responsibility:** Marianne Philp

**Deadline:** 1 May 2019

## 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. It was confirmed that the aim was to change the Committee to become more performance orientated, and to make recommendations to the Academic Quality Committee.

## 12 Date of Next Meeting

Tuesday 11 June 2019 at 3.30pm, Boardroom, Halbeath Campus, Dunfermline