

MINUTES

Minutes of the Academic Quality Committee meeting held on Monday 28 October 2019 at 3.30pm within the Carnegie Conference Centre, Dunfermline.

Present: Shona Cochrane (Chair), Joseph Harney, Hugh Hall, Carol Hunter, Tony Martin, David C Watt (ex officio)

Apologies: Jen Anderson, Zoe Thomson

In Attendance: Dorothee Leslie, Iain Hawker, Mark Goodall, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting.

2 Minutes of Previous Meeting: 11 June 2019

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 Career Long Professional Learning (CLPL)

Mark Goodall, CLPL Manager, outlined the current activity with regard to CLPL for academic staff, and the activities being progressed for the future. It was noted that there was an increased focus on digital skills training for all staff. A copy of the slides used are available on the [Gateway](#).

It was noted that staff would visit Bertha Park High School in Perth (the only Microsoft Flagship School in Scotland) and Newbattle Abbey College to learn from them and that, if relevant, reports could be provided to the Committee in due course.

It was confirmed that the Digital Teaching Professional Framework was helpful to use as it gave three levels of expertise. Lecturers would be expected to at least meet level 1. Those at level 3 could deliver learning at all levels. As part of the recruitment process for new staff, some skills previously specified as desirable in job descriptions had been changed to essential. Existing staff would be expected to undertake CLPL in order to develop their skills and reach the required standard, and then embed this in their delivery.

There was a discussion about the benefits of having a single platform and allowing staff to use other platforms and the impact this could have on learners. It was suggested that, rather than rolling out lots of new models, making it clear what the minimum expectations were for lecturers in order to simplify the process and avoid confusion.



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Committee members commented that this approach was very useful and gave staff the opportunity to develop their skills and meet the expectations of learners in their delivery methods. It was also noted that Managers would be responsible for setting objectives and monitoring progress by staff in their areas. Where good practice existed in College, this would be shared to encourage participation and demonstrate benefits.

5 Curriculum Update Report

The contents of the report that had been circulated were outlined and noted.

Committee members noted that it was positive to see KPIs improving in all areas of the report, and also commended those involved for improving the format of reports and quality of data within them which allowed for focus in the right areas and timely decisions to be taken.

One area of concern noted was in relation to partial success as Fife was at twice the national average for FTFE.

Recruitment for 2019-20 was progressing well with FT FE at 111%. HE was at 91% and a plan was in place to address this shortfall. Part-time recruitment would continue throughout the year but was ahead of where it was this time last year. Care continued to recruit well and was an area of growth, whilst Engineering and Business/Tourism were of concern and new delivery models were being explored to try to address issues that had been identified.

Withdrawals continued to be monitored, but looked positive. The 25% cut-off date was 1 November 2019 so the position would be known week commencing 4 November 2019.

The additional bullet points on page 14 of the Boardpack were outlined in turn.

Committee members commended staff on the improvements made and on the attention being given in relation to areas not performing so well.

6 Learning and Teaching Strategy Refresh

The contents of the paper that had been circulated were noted. Committee members commented that the Innovative Practice section was particularly strong. Members noted that this Strategy puts an expectation on staff to engage, which should help with engagement and delivery of the Strategy. Members noted that this Strategy puts an expectation on staff to engage, which should help with engagement and delivery of the Strategy.

Decision: To approve the Learning and Teaching Strategy.

Responsibility: Dorothee Leslie

Deadline: 15 November 2019

7 Fife College Students' Association (FCSA) Update

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

- Student President appointments and voluntary officers
- Appointment and training for class representatives
- Student engagement tracker
- Open badges
- Awards

It was noted that class representatives were essential to the College's quality processes and should not be seen as FCSA appointments. The importance of the FCSA and College working together to ensure communication and engagement was key.

All staff and students involved in the work of the FCSA were congratulated and thanked for the progress made.

8 Initial Learner Feedback

The contents of the paper that had been circulated were noted. It was highlighted that there had been a 26% increase in response rates over a three year period, with an SFC target of 50%. The detail within the paper was outlined.

It was noted that there would now be two instead of three surveys per academic year, in line with feedback received from students. Issuing the most recent survey by text had resulted in a significant amount of immediate responses, and a response rate of 36% had been received to date.

9 Student Performance Data

The contents of the paper that had been circulated were noted. The key observations were outlined, as were the steps being taken for improvement on page 36 of the Boardpack. It was noted that the Quality Team had highlighted those courses that were red or amber and academic teams were being asked to prepare detailed actions plans on these, and regularly report on steps being taken. Where issues could not be resolved year-on-year, courses were at risk of being discontinued.

Committee members were encouraged to see ownership and accountability at curriculum level, and looked forward to seeing further reports showing the impact of the work undertaken in due course.

10 School and University Partnerships Report

The contents of the paper that had been circulated were noted. Attention was drawn to a 45% increase in School College Partnership participation, and to the ten courses that had achieved 100% of pupils meeting the course qualification aim. Partial success required to be improved. It was confirmed that this report was in line with the Regional Outcome Agreement targets set.

There had been an increase by 8% for articulation routes. A number of opportunities are in discussion for new and established HN courses.

Committee members noted that these were two key areas for the College and were reassured to see good progress continued to be made.

11 EREP Report: Update on Progress

The contents of the paper that had been circulated were noted. It was noted that a total of 35 actions had been completed, 27 were progressing and on schedule and 0 actions were delayed. There was one action that had not started which was the School College Partnership



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portal. It was noted that that whilst the portal would improve current arrangements, current reports were adequate, and therefore this action not having been progressed as yet was not high impact.

Committee members were advised that Education Scotland would hold Enhancement Plan Review Days for Fife College on 21-23 April 2020.

12 Key National Reports / Changes to National Policy

It was noted that this was a new report, requested at the last meeting, and that feedback on its contents and format would be welcomed. Committee members confirmed that they found the report useful and having links to the documents was also useful. It was confirmed that the paper would be prepared on an “as and when required” basis rather than be a standing item for each meeting.

13 Update from Committees:

13.1 Learning and Teaching Committee

The contents of the minutes that had been circulated were noted. It was noted that the Committee was being changed to progress actions and make recommendations, and that moving forward, recommendations would be made to the Executive Team and Committee as appropriate.

Decision: To include links to minutes at future meetings rather than include minutes in Boardpacks.

Responsibility: Director: Governance and Compliance **Deadline:** 19 February 2020

14 Date of Next Meeting

Wednesday 19 February 2020 at 3.30pm, Room ES02, Glenrothes