

## MINUTES

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Minutes of the Academic Quality Committee meeting held on Wednesday 19 February 2020 at 3.30pm within Room ES02, Glenrothes Campus.

**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, Marianne Philp, Fiona Riddoch (Edinburgh College)

### 1 **Welcome**

The Chair welcomed those present to the meeting.

### 2 **Minutes of Previous Meeting: 28 October 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 **School College Partnership: “promoting pathways and meeting young learners’ needs**

Lynne Ralph joined the meeting for this item. A copy of the slides used are available on the Gateway. It was noted that the School College Partnership was progressing well with a range of activities now under way. Various delivery models were in place and programmes were linked to LMI and the ROA. School pupils could start their degree whilst at school and a range of qualifications were on offer. Foundation Apprenticeships showed a 5.8% uptake and improved retention.

It was noted that working with schools continued to be challenging as parents and school staff saw College as a second choice to university. Getting into schools early to change mindsets was key.

Committee members commented staff involved in improving retention and achievement and working in challenging circumstances.

### 5 **Curriculum Update Report**

The contents of the report that had been circulated were outlined and noted. Committee members noted that 92% of the credit target had been achieved and that this was on track for the year end. Withdrawal statistics also looked positive but required ongoing monitoring.



# Fife College

Additional Modern Apprenticeship places had been awarded to the College, and this would have a knock-on effect for 2020-21.

The new curriculum planning tool was highlighted as very useful to academic areas and would provide information not previously available to inform strategic planning decisions.

A progress visit by Education Scotland would take place during week commencing 21 April 2020. Work had commenced on this and a report would be presented to the Board after the visit.

## **6 Fife College Students' Association (FCSA) Update**

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

- Class representatives
- Student engagement tracker
- FCSA Student Executive
- FCSA Open badges
- Events and Awards
- Student Mental Health

Committee members were pleased to note good progress in all areas. Members of the Committee asked to be kept updated on the barriers identified in relation to class representatives. They also commended the FCSA on the work being undertaken in relation to mental health issues and noted that this would continue as part of the FCSA strategic plan.

## **7 Learner Survey 1**

The contents of the paper that had been circulated were noted. Members were delighted to note a 69% response rate. It was noted that peaks in responses directly correlated with when chase ups had been issued. It was confirmed that negative feedback had been followed up in a targeted way. Learner Survey 2 was scheduled to be issued on time.

## **8 Welcome Days Summary Review**

The contents of the paper that had been circulated were noted. It was noted that the welcome days had been successful and that the areas of development highlighted in the paper were now being taken forward for next year.

## **9 Performance Indicators: Fife College v Sector**

The contents of the paper that had been circulated were noted. The paper showed improvements at College level across all areas. The College was now above sector average in all areas, with the exception of partial success. The performance indicators would now be interrogated at course level so that areas of concern could be looked at. Trend information was also available which would help identify where there were one-off circumstances affecting a programme, or if it was a longer-term issue. It was noted that the performance indicators had been published on the website in line with SFC requirements and that a media statement was now being prepared highlighting the improvements made by the College.



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## **10 HE Partnerships Report**

The contents of the paper that had been circulated were noted. It was highlighted that the number of articulation routes had grown from 280 to 370 in the past year. A new degree guide was being prepared and would be available soon.

It was noted that Edinburgh Napier University was sending additional Associate students to Fife this year, and the number of UCAS applications from Fife college students had increased compared with last year. This showed that the HE approach was working well.

## **11 Partnerships: Impact on Curriculum**

The contents of the paper that had been circulated were noted. The findings and further opportunities noted on page 43 of the report were highlighted.

Areas of upskilling in light of Brexit were considered and it was noted that the College would start to speak to local employers about where they would experience skills gaps.

## **12 Key National Reports / Changes to National Policy**

The contents of the paper that had been circulated were noted. The Cumberford Little report had been issued to all Board members for information, and this was also noted.

## **13 Date of Next Meeting**

Wednesday 10 June 2020 at 3.30pm, Boardroom, Dunfermline Campus

(Note: EREP report to be reinstated as a standing item.)