

MINUTES

Minutes of the Academic Quality Committee meeting held on Wednesday 28 October 2020 at 3.30pm via Microsoft Teams.

Present: Shona Cochrane (Chair), Jen Anderson, Sarah Ferguson, Joseph Harney, Hugh Hall, Amanda Kindness, Zoe Thomson

In Attendance: David C Watt, Evelyn McPhail, Janet Campbell, Dorothée Leslie, Iain Hawker, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting. It was noted that this was Amanda Kindness' last meeting. Members congratulated Amanda Kindness on her appointment to SFC and wished her every success in her new role.

It was noted that Janet Campbell had been appointed as the College's HMIe to replace Karen Corbett who had recently retired. Janet Campbell was attending the meeting as an observer and was welcomed to the meeting.

A briefing session had been held prior to the start of the meeting on Partnerships: Universities and Colleges. The contents of the paper that had been circulated were noted. The slides used are available via Teams and the Gateway. It was noted that the number of articulation routes in place had increased and that a range of university partners were used. For many learners, enrolling for an HNC/D at the College and articulating into year 3 of a University degree programme was a better option. The importance of having the right partners and of being able to have open and honest dialogue was key. It was hoped that the SFC Coherence Review would help Colleges address ongoing issues of parity of esteem.

2 Minutes of Previous Meeting: 10 June 2020

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 paper that had been circulated were outlined and noted. The following highlights were noted:

- Student satisfaction in 2019-20 remained high with 94% of students satisfied with their College experience. Participation rates had increased by 25%.
- Student recruitment for 2020-21 was progressing to plan. Full-time FE and HE recruitment was at 104% of the target. Part-time recruitment was on track and courses would be



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offered in line with new and emerging needs as the post pandemic landscape continued to unfold.

- Modern Apprenticeship recruitment was progressing to plan and numbers continued to look healthy.
- A total of 956 students had been provided with a device for 2020-21 study with a further 400 awaiting a device. The total cost to the College was £0.5m.
- Guidance was awaited on the Regional Outcome Agreement.

Committee members congratulated staff involved in the progress made with recruitment, issuing devices and online learning, particularly given the current challenging climate.

5 Fife College Students' Association (FCSA) Update

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

- Class representatives – recruitment, training and online chat and drop-in sessions
- Student engagement tracker
- FCSA Student Executive
- Changes to the Health Body, Healthy Minds Award, noting that FCSA and Fife College are the only institution (College or University) to have attained any award under the new scheme.
- The FCSA General Manager had been shortlisted for the CDN College Colleague of the Year Award, with the ceremony due to be held in December
- The FCSA and Fife College awards ceremony was held online on 9 October 2020 and was available to view online

Committee members congratulated the FCSA on making significant progress and continuing to support students throughout the pandemic situation.

Decision: To pass on the Committee's best wishes to the FCSA General Manager for the CDN College Colleague of the Year Award.

Responsibility: Director: Governance and Compliance **Deadline:** 6 November 2020

6 Initial Learner Feedback

The contents of the paper that had been circulated were noted. Members were delighted to note a 26% increase in response rate between 2018-19 and 2019-20. It was noted that some other Colleges had postponed their survey due to the Covid-19 pandemic which had resulted in SFC cancelling the requirement for this year's submission and sector-information will therefore not become available.

The first learner survey for 2020-21 had been issued and responses were being returned at a good rate. Completion online and via mobile phones was being used to maximize return rates.

7 Student Performance Data

The contents of the paper that had been circulated were noted. It was highlighted that the figures were skewed as students who had been unable to complete their learning 2019-20 had been removed and would be included in 2020-21, to coincide with the date they completed their course.



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It was noted that, whilst the figures shown in red reflected a decline, the figures remained above the sector average. It was anticipated that the College position might further improve compared against the sector average once the figures for 2019-20 were received in Spring 2021.

Each Faculty would now review their own position in order to make any required improvements.

It was noted that SQA had announced that no National 5 exams would be held on 2020-21. Arrangements were being put in place to ensure a consistent approach was taken in Fife, and guidance and briefing materials would be provided to relevant staff once SQA had issued a full briefing.

8 EREP Progress Report

The contents of the paper that had been circulated were noted. It was reported that Education Scotland and SFC had removed the requirement for Colleges to submit an EREP for session 2019-20. It was noted that the 2017-18 priorities previously reported on were out of date. At the next meeting, an update could instead be provided on the College's progress with SIMD10 actions.

Decision: To report on the College's progress with SIMD10 actions at the next meeting.

Responsibility: Vice Principal: Academic Strategy

Deadline: 17 February 2021

9 Key National Reports / Changes to National Policy

The contents of the paper that had been circulated were noted.

10 Date of Next Meeting

Wednesday 17 February 2021 at 3.30pm