

Curriculum & Quality Committee

Meeting at 4.00pm on Thursday 25 May 2017

Location: Board Room, Scottish Borders Campus

Minutes

| ITEM | MINUTES |
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| Present | Ian Ireland (Chair) Tony Jakimciw Jane Martin Virginia Grant Andy Winwood Kevin Armstrong |
| In Attendance | Heather Anderson (VP Curriculum) David Killean (Board Secretary/VP Quality and Innovation) Angela Cox (Principal) Catherine Elliott (Director of Learning and Teaching Development)- item 25/17 Sheila McColm (Minute Secretary) |
| 20/17 | <u>Chair's Opening Remarks</u> The Chair welcomed everyone to the meeting. |
| 21/17 | <u>Apologies for Absence</u> Apologies for absence were received from Sara Shinton. |
| 22/17 | <u>Minutes of meeting held on 9 March 2017 (Paper A)</u> The minutes of the meeting held on Thursday 9 March 2017 were agreed as a true and accurate record. |
| 23/17 | <u>Matters Arising</u> |
| 07/17 | It had been suggested that an action plan of priorities should be produced as an appendix to the Learning and Teaching Strategy; however this practice was not used with other College strategies. The objectives would therefore be categorised and used to inform the College enhancement plan. The document would be circulated when complete and updates would be presented at future meetings. ACTION: HA |
| 08/17 | "Criteria for Trust Fund awards" was on the agenda. |
| 11/17 | D Killean advised that 21.5% of ESOL students were in the 20% Most Deprived Postcode category. All remaining actions were complete. |

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| 24/17 | <p><u>Declaration of any Conflicts of Interest</u></p> <p>There were no declarations of any Conflicts of Interest from Committee members.</p> |
| 25/17 | <p><u>Presentation – Learning and Teaching Development and Learner Support</u></p> <p>Catherine Elliott, Director of Learning and Teaching Development introduced herself to Committee members.</p> <p>She gave a presentation of her role in supporting staff to gain professional development awards, and in leading the new Learning Support team. The team was easily accessible to all academic staff and the system was proving to be very successful. Around 25% of full-time students in the College were currently receiving learning support. Previously, the learning support service was provided by staff on lecturers' salary and conditions of service, while the new service was provided under support terms and conditions. This has resulted in additional hours being available to support learners, and diagnostic assessment could now be carried out during the summer period to ensure that learners have the right support in place for the start of the new session.</p> <p>The very successful audit on the Learning Support service carried by the College's Internal Auditors was noted.</p> <p>The issue of the 7% decline in terms of performance over the past three years was raised. C Elliott advised that performance targets have been set to measure the added value of the new learner support service.</p> <p>A Winwood reported that the presence of a Learning Support Adviser at the Newtown site was providing students with a much more positive experience.</p> <p>The Chair noted that C Elliott's enthusiasm in her role was very evident. He thanked her for the presentation and she left the meeting at this point.</p> |
| 26/17 | <p><u>Criteria for Trust Fund Awards (Paper B)</u></p> <p>The VP Curriculum presented the paper which had been prepared by herself and the Head of Student Services in response to the request from the Students Association to disburse Trust funds. She advised that funds should be disbursed by the College and not by the Students Association.</p> <p>A proposal from the College to operate and disburse funds through an Aspire Scheme was also included, with a request for the Trust to provide £3k per year for the next three years to support the Scheme. Any other funding received by the College, e.g. from SRU would also be used to operate the Aspire Scheme. In order to respond to funding requests in the required timeline, it was proposed that applications should be received and approved by SMT. An update would be provided at each Committee meeting.</p> <p>Committee members acknowledged that a small amount of money could often make a big difference to a student. They agreed to the proposal and delegated disbursement of the funds to SMT. The scheme would be reviewed at the end of the first year of operation. The VP Curriculum and</p> |

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| | <p>Faculty Heads would track progress and agree a method of reporting at the end of the year, possibly involving students.</p> <p style="text-align: right;">ACTION: HA</p> |
| <p>27/17</p> | <p><u>Assessment Arrangements Policy and Procedure (Paper C)</u></p> <p>The Assessment Arrangements Policy and Procedure was presented for approval. The Policy had been scrutinised by SQA and met with their approval. It had also been to JCCP and College Management Team meetings.</p> <p>The Committee approved the Policy.</p> |
| <p>28/17</p> | <p><u>Strategy to improve Performance Indicators (Paper D)</u></p> <p>An updated report was circulated.</p> <p>The VP Curriculum presented the strategies which have been devised to improve retention and achievement rates from the beginning of the learner journey through to further progression.</p> <p>She advised that an “At Risk” system was being developed to identify students most likely to withdraw and early guidance meetings would be held with these students. A Student Attendance Policy and Procedure Policy and Procedure was being developed and reports to monitor attendance had been improved. New roles of Achievement Coach and Programme Tutors would replace the current Course Tutor system for the new academic session. The bursary payment system had been changed and was now in line with the EMA system. Attendance, withdrawal and progress would be closely monitored by Faculty Heads and reported to the VP Curriculum, and progress would be monitored by SMT through regular KPI snapshots. The new Advantage software would provide the information required at course level and reduce the need for separate reports to be created. A new Performance Review system had also been created, details of which were included in the paper.</p> <p>The Committee noted that the 7% decline in achievement over the past three years was very worrying. Members requested updates with progress and to be provided with early warnings. They also agreed it would be useful over time to discover which strategies had been most effective.</p> <p>The Principal considered that a cultural change among staff was needed in order to adapt and change. They should be aware of success rates by this time of year. This was an open and inclusive college and every student that comes here should have an opportunity to achieve. Staff struggled with the range of diversity and capabilities in class and in tracking completion of modules, attention to individual learner progress and being accountable for it.</p> <p>The VP Curriculum advised that several years ago, the College was able to be more selective. Students were being turned away due to the number of applications received. It now faced the challenge of being more inclusive and open and attaining a high achievement rate. With regard to offering the correct programmes, she confirmed that programme reviews were undertaken and changed if necessary.</p> |

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| | <p>It was also noted that, in some cases students that had withdrawn from their programmes had returned to College when they were better prepared.</p> |
| 29/17 | <p><u>Risk Register (Paper E)</u></p> <p>The Committee received the Strategic Risk Register which had been considered by SMT on 17 May. At that point it had been agreed to raise Risk 2b to recognise the impact of strike action by lecturing staff.</p> <p>No further changes were suggested.</p> |
| 30/17 | <p><u>Annual Learner Satisfaction Survey (Paper F)</u></p> <p>The VP Quality and Innovation presented the Annual Learner Feedback Survey Report for session 2016-17.</p> <p>The response rate of 67% was considerably higher than the previous year. Areas with a satisfaction rate of less than 87% had been identified and line managers had responded with plans for improvement. These plans would be shared with the student population.</p> <p>The overall decline in essential skills was noted, particularly in numeracy. This was an issue the College was aware of and a project group was being set up around core skills and ensuring consistency across subject areas.</p> <p>It was noted that the interpretation of questions around core skills could have affected the results. However, the issue around consistency was acknowledged and this would be an agenda item for the next meeting.</p> <p style="text-align: right;">ACTION: DK</p> |
| 31/17 | <p><u>Learners' Destination Report (Paper G)</u></p> <p>The VP Quality and Innovation presented the outcome of the Learners' Destinations Survey for 2015-16 completers.</p> <p>The trends in the report were positive, with more students gaining places at university and finding employment than in previous years.</p> <p>This positive report was noted by Committee members.</p> |
| 32/17 | <p><u>Annual Approvals Report (Paper H)</u></p> <p>The Committee received the end of academic year Approvals report.</p> <p>In future, the awards would be divided into new provision and replacement provision.</p> <p style="text-align: right;">ACTION: DK</p> |
| 33/17 | <p><u>Internal Review (standing item) (Paper I)</u></p> <p>Internal Reviews 1 and 2 of 2014/15 were almost complete.</p> |

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| | The Management Response to Internal Review 2 for 2016/17 (How good are our work placement experiences in developing the employability skills or our students?) had been completed and added to the monitoring report. |
| 34/17 | <u>Learning for Leading Reports (Paper J)</u> The Committee received four reports of visits by Board members to their assigned programme areas, which included areas for the attention of College management. |
| 35/17 | <u>Developing Scotland's Young Workforce Update (standing item)</u> The VP Curriculum reported that the College had been awarded additional funding from SDS for Foundation Apprenticeships. |
| 36/17 | <u>Quarterly Complaints and Compliments Report (Paper K)</u> The VP Quality and Innovation presented the Complaints and Compliments report from July 2016 to the present date. There had been an increase in the number of complaints received from the same period in 2015/16; however three of the Level 2 complaints related to the same issue which was now successfully resolved. |
| 37/17 | <u>Equality and Diversity (standing item)</u> The VP Quality and Innovation advised that the College was required to have its Gender Action Plan in place by 3 July 2017. |
| 38/17 | <u>Any Other Business</u> There was no further business for discussion. |
| 39/17 | <u>Date of Next Meeting</u> The next meeting of the Curriculum & Quality Committee will be held at 4.30pm on Thursday 19 October 2017. |

Signed..... Signed.....
Chairman **Secretary**

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 25 May 2017
Location: The Board Room, Scottish Borders Campus

Actions

| Item | Action | Responsibility and Date |
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| 07/17 | The objectives from the L & T Strategy would be categorised and circulated when complete and updates would be presented at future meetings | H Anderson |
| 26/17 | Provide update on Aspire Scheme at each meeting Track progress with HOFs and agree a method of reporting at the end of the year, possibly involving students | H Anderson |
| 30/17 | Consistency around Core Skills to be an agenda item for the next meeting. | D Killean |
| 32/17 | In future, Approval awards would be divided into new provision and replacement provision | D Killean |
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