

Curriculum & Quality Committee

Meeting at 4.00pm on Thursday 19 October 2017

Location: Board Room, Scottish Borders Campus

Minutes

ITEM	MINUTES
Present	Ian Ireland (Chair) Tony Jakimciw Angela Cox Paula Hutchison (Staff member) Emma Smith (Student member)
In Attendance	Heather Anderson (VP Curriculum and Student Services) Catherine Elliott (Director of Learning and Teaching Development) - until 16:30 James Ayling (Board Secretary) Sheila McColm (Minute Secretary)
40/17	<u>Chair's Opening Remarks</u> The Chair welcomed everyone to the meeting. He welcomed A Cox and E Smith to their first meeting as members and J Ayling to his first meeting as Board Secretary.
41/17	<u>Apologies for Absence</u> Apologies for absence were received from Sara Shinton and Virginia Grant.
42/17	<u>Minutes of meeting held on 25 May 2017 (Paper A)</u> Further to the correction of a typo on page 2, the minutes of the meeting held on Thursday 25 May 2017 were agreed as a true and accurate record.
43/17 30/17	<u>Matters Arising</u> The action for consistency around core skills to be an agenda item at this meeting had been superseded. Actions were included in the Enhancement Plan to look at individual lecturers' results and their impact on quality. All remaining actions were complete.
44/17	<u>Declaration of any Conflicts of Interest</u> There were no declarations of any Conflicts of Interest from Committee members. The Chair proposed that C Elliott's three agenda items be considered first.

51/17	<p><u>External Exam Report (Paper G)</u></p> <p>An updated External Exam Report (NQ & BTEC) for 2016/17 was circulated.</p> <p>The Director of Learning and Teaching Development clarified the following points with regard to poor success rates:</p> <ul style="list-style-type: none"> • There had only been 5 candidates for National 5 Computing Science and staff changes during the year had attributed to the low achievement rate. • The Higher Human Biology results were again below the national average, but this course remained in the College programme due to its requirement by Napier University. The problems were only with one of the three units. Students would be provided with better support early in the programme going forward. Indications this year were that students were performing better so hopefully there could be a turnaround. • The high withdrawal rate from Higher Psychology was a sector wide problem due to this subject being taken as an additional Higher.
60/17	<p><u>Annual Complaints Report (Paper N)</u></p> <p>The Director of Learning and Teaching Development presented the Annual Complaints Report for 2015/16.</p> <p>She advised that the number of complaints had increased since the previous year; however this number was still very low compared to other colleges in the sector. National percentages of average complaint per student would be available in the future. The College's Level 2 complaint figures would be compared to national figures received earlier that day.</p> <p style="text-align: right;">ACTION: CE</p>
61/17	<p><u>Quarterly Complaints & Compliments Report (Paper O)</u></p> <p>Committee members noted that three Level 1 complaints had been received since 1 July 2017.</p> <p>The sub-categories selected for these complaints were queried and would be investigated.</p> <p style="text-align: right;">ACTION: CE/SMc</p> <p>C Elliott left the meeting at this point.</p>
47/17	<p><u>Terms of Reference (Paper C)</u></p> <p>Committee members considered the existing Terms of Reference and suggested the following amendments:</p> <ul style="list-style-type: none"> • <i>Vice Principal Quality and Innovation</i> to be amended to <i>Director of Business Improvement and Performance</i> • <i>Vice Principal Curriculum</i> to be amended to <i>Vice Principal Curriculum and Student Services</i> • 2.4 to be amended as follows “<i>to consider the Evaluative Report and Enhancement Plan and recommend approval to the Regional Board</i>” • 2.5 – <i>Curriculum and Quality Team</i> to be changed to <i>SLT</i>

	<ul style="list-style-type: none"> • 2.11 – amend to “<i>receive and approve the College Enhancement Plan and identify areas for improvement</i>” (the Evaluative Report would be approved by the full Board) • 2.12 – replace <i>develop</i> with <i>approve</i> <p>An amended version of the Terms of Reference would be presented for approval at the next meeting, prior to submission to the Regional Board on 7 December.</p> <p style="text-align: right;">ACTION: II</p>
46/17	<p><u>Evaluative Report 2016-17 and Enhancement Plan 2017-18 (Paper B)</u></p> <p>The Committee was presented with three documents:</p> <ol style="list-style-type: none"> 1. College Level Self-Evaluation Report 2016/17 & Enhancement Plan 2017/18 – this was an internal College document which had been used to produce the Evaluative Report 2016/17. <p>Student success rates had declined in the Creative Industries, Sport and Business faculty and the Construction, Engineering and Land-based faculty. The problems experienced in the Sport programmes had pulled down several PI’s. There was a 9% difference in success between CISB and the highest performing faculty. CEL PI’s had dipped; however an upward trend was now evident.</p> <p>The Executive Team had reached an agreed position on grades with Education Scotland although they would not be published this year. The Principal provide a verbal account of the agreed grades.</p> <p>Clarification was provided around Yammer; the College’s internal social media for staff and the John Muir award; a 3-week transition programme for students identified by the schools as requiring help to bridge the gap between school and college.</p> <p>A teacher observation scheme was being produced and training would be provided by Education Scotland.</p> <p>Progress with targets for the Regional Outcome Agreement were also built into the document.</p> <p>The following change was agreed: Page 22, 4th bullet point – add <i>Some</i> Board members.....</p> <p style="text-align: right;">ACTION: HA</p> <p>Committee members considered it would be helpful if the terms internal and external were more apparent regarding these documents.</p> <p>The report was approved.</p> 2. Enhancement Plan 2017/18 <p>This report had been scrutinised by SFC and Education Scotland. Both had made recommendations for improvement.</p>

	<p>It was noted that some of the Areas for Improvement were not necessarily weaknesses. This would be considered next year when the report was published.</p> <p>The Committee approved the Enhancement Plan 2017/18.</p> <p>3. Evaluative Report 2016/17</p> <p>Committee members considered this to be a very good document. Page 6, item 3.1.1, 4th bullet – amend to <i>Some</i> Board members....</p> <p style="text-align: right;">ACTION:HA</p> <p>The Committee recommended approval of the Evaluative Report 2016/17 to the Regional Board.</p>
48/17	<p><u>Learner Success Strategy (Paper D)</u></p> <p>The VP Curriculum and Student Services presented this new strategy for approval.</p> <p>She said that the Strategy was very focussed on student attendance and success. An “At Risk” profile of students had been created to identify those at risk of withdrawal or failure to progress in order that interventions could be put in place.</p> <p>The Principal and Vice Principal would give presentations to continuing students as well as new students the following year to ensure they were aware of their responsibilities.</p> <p>Learning Support had been moved back to the Student Services department. Student Funding had moved into the Finance department with a focus on ensuring maximisation of bursary funding.</p> <p>The Principal advised that the 100% attendance rule had been amended to allow 8 absences before Xmas and 8 absences after Xmas. The Bursary staff would be asked to double check the guidance to ensure that these changes were permissible. They would also investigate procedures used at other colleges.</p> <p style="text-align: right;">ACTION: HA</p> <p>The following amendments were suggested by Committee members:</p> <ul style="list-style-type: none"> • 3.6.2 - <i>Ensure</i> to be replaced with <i>Strive</i> • 3.8.12 – to be amended as the College could not commit to procure transport services • 1.2 – amend to <i>the College will attempt to make reasonable adjustments.....</i> • 3.8.10 – to add <i>help students to get into employment</i> • 2.4 – replace <i>Achieving</i> with <i>Achievement of</i> <p style="text-align: right;">ACTION: HA</p> <p>The Committee approved the Strategy further to the above changes being made.</p>

49/17	<p><u>Risk Register (Paper E)</u></p> <p>The Committee received the Strategic Risk Register which had been considered by the SLT on 11 September. At this time, several changes had been made.</p> <p>Committee members suggested adding the risk of receiving a negative evaluation report which would have an impact on reputation, ability to recruit and funding.</p> <p>The VP Finance and Resources would be asked to add this risk.</p> <p style="text-align: right;">ACTION: HA</p>
50/17	<p><u>Enrolment Report (Paper F)</u></p> <p>The VP Curriculum and Student Services presented the Enrolment Report for 2017/18 and provided the following update:</p> <p>The total number of students enrolled was now 1261, which was 66 over the predicted target.</p> <p>The SFC had increased the HE target to meet the 16 HNC Childhood Practise places offered by the SFC. The faculty had successfully recruited 33 students to this programme.</p> <p>An analysis of withdrawals had also been provided. There had been an impact due to universities lowering entry requirements at the point of clearing; however the withdrawal rate was still lower than the previous year at this time.</p>
52/17	<p><u>Student Performance 2016-17 (Paper H)</u></p> <p>The Committee received the Courses for Concern and Celebration report and Analysis of KPIs for 2016-17.</p> <p>Detailed action plans for the 10 lowest performing courses had been embedded in the Enhancement Plan 2017-18 and would be monitored on a 6-weekly basis. A summary of success factors had been identified for the top performing courses and had been shared with curricular teams.</p> <p>Committee members noted concerns at some of the poor performance figures. The Principal considered there was a need for cultural change. She advised that partial success results were often due to poor performance in one unit of a programme, despite being successful in other units.</p> <p>The Staff Representative advised that mental health was an issue and she considered there was a requirement for staff development in order to identify tell-tale signs at an earlier stage. However, she also advised that the Achievement Coaches were picking up on more of these issues than a lecturer or course tutor would.</p>
53/17	<p><u>Student Performance 2017-18 (Paper I)</u></p> <p>The Committee received a faculty level summary of College absences</p>

	<p>produced through the new Advantage software. The system was still under development and in future it would be possible for the Committee to receive live data.</p> <p>Committee members commented on the very good attendance rate. The Principal advised that absences of one day were being followed up with a telephone call.</p>
54/17	<p><u>Student Discipline Report 2016-17 (Paper J)</u></p> <p>The VP Curriculum and Student Services presented the annual Student Discipline Report for 2016-17, which included a comparison with the previous two years.</p> <p>The number of written warnings had increased while there had been a decrease in temporary exclusions and disciplinary hearings.</p> <p>The Staff Representative considered this was due to a change in the Disciplinary Procedure which had made it easier for staff to follow.</p>
55/17	<p><u>Learning and Teaching Strategy Update (Paper K)</u></p> <p>The VP Curriculum and Student Services advised that the progress document had been produced in the format suggested by Committee members, using 'sprints' and 'marathons'. The document was used as a planning tool for CPD requirements.</p> <p>The Committee asked that the timeframes of the sprints and marathons be defined.</p> <p style="text-align: right;">ACTION: HA</p>
56/17	<p><u>Trust Fund Update (Paper L)</u></p> <p>The Committee was presented with a summary of applications to the Aspire Fund. Four applications had been considered by the panel, two of which were not approved, one was approved and the other was partially approved.</p> <p>It was noted that this paper should not be published due to the personal details included.</p> <p style="text-align: right;">ACTION: SMc</p>
57/17	<p><u>Internal Review (standing item) (Paper I)</u></p> <p>Internal Reviews 1 and 2 of 2014/15 were now complete.</p> <p>Many of the actions for Internal Review 2 of 2016/17 had been completed (How good are our work placement experiences in developing the employability skills of our learners?).</p> <p>Internal Review 3 of 2016/17 was ongoing (How good are we at using technology to enhance learning?).</p> <p>Internal Review 1 of 2016/17 had not been taken forward; however selection</p>

	<p>processes had been reviewed.</p> <p>Committee members noted concern that selection processes may not lead students to the right course, in particular due to demographics. The new Director of Business Performance and Improvement would be asked to look at this.</p> <p style="text-align: right;">ACTION: AC</p> <p>No Internal Reviews would be carried out this session.</p>
58/17	<p><u>Learning for Leading Reports (Paper J)</u></p> <p>The Chair reported that only a few visits had taken place during 2016/17. This would be raised at the next Board meeting.</p>
59/17	<p><u>Developing Scotland's Young Workforce Update (standing item)</u></p> <p>The VP Curriculum and Student Services provided a brief verbal update:</p> <ul style="list-style-type: none"> • The College had submitted a bid for three Foundation Apprenticeship programmes at SCQF Level 6 but only the Childcare programme was running, with 8 school pupils enrolled. • A bid for the same three programmes was submitted again for next year with a request for more funding, including the cost of leasing a minibus. • The schools have been given a soft target to recruit three young people next year. • Work placement units would be included in the qualification. • The DYW Programme Manager and Officer were engaging well with the schools and a lot of partnership work was ongoing. • The DYW road show had been supported by the Business Development Unit.
62/17	<p><u>Equality and Diversity (standing item)</u></p> <p>The Student President reported that the recent Smash the Stigma event had been very successful, as part of local diversity week and involving several mental health workshops</p>
63/17	<p><u>Any Other Business</u></p> <p>There was no further business for discussion.</p>
64/17	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the Curriculum & Quality Committee will be held at 4.30pm on Thursday 30 November 2017.</p>

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

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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 19 October 2017
Location: The Board Room, Scottish Borders Campus

Actions

Item	Action	Responsibility and Date
60/17	The College's Level 2 complaint figures would be compared to national figures received earlier that day.	C Elliott
61/17	The sub-categories selected for the 2017/18 complaints were queried and would be investigated.	C Elliott/S McColm
47/17	An amended version of the Terms of Reference would be presented for approval at the next meeting, prior to submission to the Regional Board on 7 December.	I Ireland
46/17	Make amendment to Page 22 of College Level Self-Evaluation Report 2016/17 & Enhancement Plan	H Anderson
	Make amendment to page 6 of Evaluative Report 2016/17	H Anderson
48/17	The Bursary staff would be asked to double check the guidance to ensure that changes to 100% attendance rule were permissible. They would also investigate procedures used at other colleges.	H Anderson
	Make amendments to Learner Success Strategy	H Anderson
49/17	The VP Finance and Resources would be asked to add suggested risk to Risk Register.	H Anderson
55/17	The timeframes of the sprints and marathons would be defined.	H Anderson
56/17	Ensure that paper L was not published due to the personal details included.	S McColm
57/17	Committee members noted concern that selection processes may not lead students to the right course, in particular due to demographics. The new Director of Business Performance and Improvement would be asked to look at this.	A Cox