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Curriculum & Quality Committee

Meeting at 4.30pm on Thursday 31 May 2018

Location: Board Room, Scottish Borders Campus

<u>Minutes</u>

ITEM	MINUTES
Present In Attendance	Ian Ireland (Chair) Tony Jakimciw Angela Cox Sara Shinton Virginia Grant David Elder (Student member) Heather Anderson (VP Curriculum and Student Services) Janet Robertson (Director of Business Improvement and Performance) Amy Hamilton (Students' Association Support Officer) Douglas Jardine (Student President Elect) James Ayling (Board Secretary) Sheila McColm (Minute Secretary)
20/18	**<u>Chair's Opening Remarks</u>** The Chair welcomed everyone to the meeting. He extended a particular welcome to D Jardine, Student President Elect, who was attending the meeting as an observer along with A Hamilton, Students Association Support Officer.
21/18	**<u>Apologies for Absence</u>** Apologies for absence were received from P Hutchison.
22/18	**<u>Minutes of meeting held on 15 February 2018 (Paper A)</u>** Further to the following amendments being made, the minutes of the meeting held on Thursday 15 February 2018 were agreed as a true and accurate record. Replace *student representative* with *student member* throughout the document. P3. 2nd sentence – replace *endure* with *ensure*.
23/18	**<u>Matters Arising</u>**
10/18	The VP Curriculum and Student Services had contacted Gordon Hunt to seek mental health support from the Robertson Trust but had not yet received a response. She would follow this up.
12/18	The VP Curriculum and Student Services advised that the Work Experience

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	Procedure was currently under review.
	All remaining actions were complete.
24/18	**Declaration of any Conflicts of Interest**
	The Student President Elect declared a conflict of interest relating to item 25/18.
25/18	**Trust Fund – Annual Report (Paper B)**
	The Student President Elect left the room during discussion of this item.
	The VP Curriculum and Student Services presented the report of applications to the Aspire Fund for academic year 2017-18. She explained that one application had been submitted retrospectively as the applicant was under the impression that evidence was required in order to apply.
	It was agreed that it would be necessary to review the information given to students and if there was a lack of clarity a retrospective award of £200 (part of sum requested) may be granted in this case. Members agreed this decision could be left to the discretion of the Executive Team.
	The Committee also agreed that clearer parameters should be set around criteria for applications. The original dialogue had been around aspiration and ambition, for example, encouraging students to compete nationally, e.g. World Skills and such competitions which related to their course. A review of the process would be undertaken and circulated by email, for implementation in September. **ACTION: HA**
26/18	**Risk Register (Paper C)**
	The Committee considered the Risk Register which had been updated by the Executive Team on 1 May. A number of risks had been moderated following the allocation of increased credits by the Scottish Funding Council.
	Regional Improvement Collaboratives were still considered to be a risk, which was reflected in risk 1b.
	There was discussion around the risk of poor student retention on outcome and success. This was not specifically reflected in the Risk Register although different contributing aspects were covered. The Chair would give this some consideration and discuss with the Principal. **ACTION: TJ**
27/18	**Learner Destination Report (Paper D)**
	The Director of Business Improvement and Performance presented the Learner Destination Report for 2016-17 completers.
	She explained that national data would be available in September, at which point she would revisit this report. Her aim was to work towards obtaining 3-

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	year trends with targets and benchmarks/comparables. Colleges offering similar delivery would be identified in order to have peer comparisons, e.g. Dumfries & Galloway College. It was suggested that this data may be shared prior to national data being released. The predominantly positive trends within the report were noted.
28/18	**Annual Learner Satisfaction Survey (Paper E)** The Director of Business Improvement and Performance presented the Annual Learner Satisfaction Survey Report 2017-18. She advised that comparison data would be available in September and an update would be provided to the Committee then. **ACTION: JR** During discussion the following points were agreed: • The feedback should be split into curriculum areas to look at the differences in trends. • The baseline of 87% was not sufficiently aspirational and should be increased to 90%. • Consultation to take place with BCSA on how best to communicate the feedback to students. **ACTION: BCSA** • A different approach would be taken the following year to increase the response rate (47%). • Posters and display screens could be used to remind students to complete the survey. A similar approach would be taken to reinforce procedures around complaints and appeals. **ACTION: HA/JR**
29/18	**KPT Snapshot - Attendance (Paper F)** Updated copies of the Key Strategic Indicators dated 29 May were circulated in order to compare against the exact date the previous year. Current figures indicated a likelihood of exceeding the SFC credit target. Committee members noted that retention remained an issue. There was uncertainty around the length of time that students were absent before being contacted by the Achievement Coaches. The VP Curriculum and Student Services would seek clarification around the policy and ensure it was being adhered to by all. **ACTION: HA** It was noted that Dundee and Angus College operated a stop and review point on courses where support was provided to those students falling behind. In line with this, the VP Curriculum and Student Services reported that the College Student Discipline Procedure was being amended for next year. Behaviour plans, agreed by the relevant team would now be issued to those students misbehaving on a programme. Recruitment figures were looking positive for session 2018-19; however some

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	applicants had conditions to meet.
30/18	**Annual Approvals Report (Paper G)**
	The Annual Approvals Report to May 2018 was presented for information. Committee members requested some narrative in future, providing detail of courses no longer offered, more detail on the level of programmes being offered etc. With the report in its current format as an appendix.
	The Principal advised that a review of the College's curriculum design was required in order to respond to regional and national priorities around future skills needs and how best to deliver.
	A 5-year Curriculum Strategy 2018-2023 had been devised to provide a framework to ensure strategic goals were met. This document would be presented to the Board for approval on 14 June, before being launched in August.
31/18	**Internal Review Progress (Paper H)**
	An update on progress against Internal Reviews 2 and 3 of 2016-17 was provided.
	Internal Review 2 (How good are our work placement experiences in developing the employability skills of our learners?) was almost completed and the Work Placement procedure was currently being updated.
	Internal Review 3 (How good are we at using technology to enhance learning?) was an ongoing priority.
	Committee members requested progress reports on recommendation 11c. (ISLT to develop metrics to show increased e-assessment usage). **ACTION: HA**
	The Principal reported that a different approach had been used to implement technology to support learning. A 5-stage process had been devised, with each course at different stages but with a framework plan to adhere to.
	The Head of ISLT would be asked to collect national data from JISC to use as a comparison tool. **ACTION: AC**
32/18	**Developing the Young Workforce Update (standing item)**
	The VP Curriculum and Student Services reported that the DYW Borders celebration event the previous day at Springwood Park in Kelso had been very successful. The College had been heavily involved in the organisation of the event and had several stands to showcase its work with industry in the Borders.
	The DYW Programme Manager post had become vacant and interviews to fill the post would be taking place in the next few weeks.

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	The Vice Principal and Assistant Principals were meeting with the SBC Education Department to discuss their curriculum plan for the future. The Regional STEM hub would be part of these discussions; the College was being provided with equipment from ESP which could be loaned out to the schools.
33/18	**Quarterly Complaints and Compliments (Paper I)**
	An update of complaints and compliments received since 1July 2017 was presented.
	The Director of Business Improvement and Performance reported that the reporting processes were being reviewed in order to close the loop and ensure that lessons learned from the complaints were reported to the wider management team. The forms were being improved to capture all the required information. The new system would be in place for the start of the new academic session.
	Only the front sheet of the report would be published on the website. **ACTION: SMc**
34/18	**Leading for Learning (Paper I)**
	A summary of visits by Board members to programme areas and a brief review of overall trends was presented.
	It was agreed that Learning for Leading reports would be shared with the Executive Team in future. **ACTION: SMc**
	The Learning for Leading programme would be updated for the next academic session, i.e. to link Board members to programme areas. **ACTION: JA**
35/18	**Equality and Diversity (standing item)**
	The VP Curriculum and Student Services reported that the College had created a new Equalities and Inclusion Committee, which she was chairing. A document had been produced to keep track of reporting requirements.
	Strategic targets would be revisited and aligned with the Scottish Funding Council. **ACTION: HA**
36/18	**Any Other Business**
	The Director of Business Improvement and Performance reported that feedback had been received from Education Scotland's recent visit. A summary would be circulated to staff and students in due course. **ACTION: JR**
	High level outcomes would be produced for the Board meeting on 14 June. **ACTION: AC/JR**

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37/18	**Date of Next Meeting** The next meeting of the Curriculum & Quality Committee will be held at **4.30pm on Thursday 18 October 2018.**

Signed…………………………………… Signed…………………………………….
<div align="center">**Chairman**   **Secretary**</div>

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Actions

Item	Action	Responsibility and Date
10/18	Follow up contact with Gordon Hunt to seek mental health support from the Robertson Trust	H Anderson
25/18	A review of the Aspire Fund process would be undertaken and circulated by email, for implementation in September	H Anderson
26/18	Consider if the risk of student retention on outcome and success should be in Risk Register and discuss with Principal	T Jakimciw
28/18	Provide an update on Learner Satisfaction against national data	J Robertson – next meeting
	Feedback to be sought from BCSA on how best to communicate the feedback to students	BCSA
	Use posters and display screens to reinforce procedures around complaints and appeals	H Anderson/J Robertson
29/18	Seek clarification around the policy for contacting absent students and ensure it was being adhered to by all Achievement Coaches	H Anderson
31/18	Provide progress reports on recommendation 11c of internal review (ISLT to develop metrics to show increased e-assessment usage).	H Anderson
	The Head of ISLT would be asked to collect national data from JISC to use as a comparison tool re technology enhanced learning	A Cox
33/18	Only the front sheet of the Complaints report would be published on the website.	S McColm
34/18	Learning for Leading reports would be shared with the Executive Team in future	S McColm
	The Learning for Leading programme would be updated for the next academic session	J Ayling
35/18	Strategic targets would be revisited and aligned with the Scottish Funding Council.	H Anderson
36/18	Education Scotland's recent visit. A summary would be circulated to staff and students in due course.	J Robertson
	High level outcomes would be produced for the Board meeting on 14 June.	A Cox/J Robertson

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