

Academic Affairs Committee

DRAFT Minutes

Meeting reference: Session 2017/18, Meeting 3 of 3
Date and time: Wednesday 16 May 2018 at 2.00pm
Location: Room 19, Brahan

Members present:

Margaret Cook Principal and Chief Executive (Chair)	Jessica Borley Head of Quality, Chair of Quality Enhancement Committee
Lorenz Cairns Depute Principal Academic	Brian Crichton Board of Management
David Gourley, Head of Academic Practice	Dawne Hodgkinson, International & Corporate Services Director
Prince Honeysett President HISA Perth	Deborah Lally Head of Student Records
Veronica Lynch, Vice Principal External and Engagement	Richard Ogston Head of Student Services
Patrick O'Donnell, Research Co-ordinator	Professor Martin Price, Chair of Research, Scholarship and Knowledge Exchange Committee
Maureen Masson Secretary to the Board of Management	

Apologies: Harold Gillespie, Board Member
Jane Edwards, Support Staff Representative
Sharon Maguire, Board Member
Nurina Sharmin, Vice President HISA Perth

Minute Taker: Maureen Masson
Quorum: 8, including the Chair or Vice-Chair

Summary of Action Items			
Ref	Action	Responsibility	Time Line
*7.5	Perth College UHI: Student Services Annual Report 2016-17 Prepare a short executive summary for wider dissemination in the College	Head of Student Services	For next meeting
9	HMle activity	Depute Principal	Asap

	Review recently revised HMle guidance	(Academic) and Head of Quality	
*11.1	Balanced Scorecard Check indicator 1 about the number of non SDS funded apprenticeships, and what that number relates to.	Head of Academic Practice	For final Balanced Scorecard presentation
12.2	Research Scholarship and Knowledge Exchange Committee –18 April 2018 Review membership of RSKE	Principal, Depute Principal. Research Co-ordinator	For next Academic Year

Minutes

Item	Action
<p>1 Welcome and Apologies</p> <p>The Principal welcomed members and the Committee noted apologies.</p>	
<p>2 Additions to the Agenda</p> <p>The was one addition to the agenda notified by the Head of Quality on outcomes arising from the recent exit surveys. That would be taken at the end of the meeting.</p>	
<p>3 Declaration of Conflict of Interest in any Agenda Item</p> <p>There were no declarations of a conflict of interest.</p>	
<p>4 Minutes of Meeting Held on 17 May 2017</p> <p>These were accepted as an accurate record – for completeness Barbara Nelson should to be added to the ‘in attendance’ list of the last meeting.</p>	
<p>5 Actions Arising from Previous Minutes</p> <p>All actions were covered in the agenda apart from the following where updates were noted:</p> <p>11.1 Student Engagement Strategy Update</p> <p>Provide an update on development of a student enabling plan</p> <p>The Head of Student Services had been unable to progress the enabling plan for a number of reasons, but this would be progressed over the coming weeks and he would provide an update at the next meeting.</p>	

6 Sector Manager Presentation

Karen Downs, Sector Manager, Skills for life, Learning and Employment

Karen provided an informative and interesting presentation about the very positive work ongoing in her Department. The Committee noted the different areas of work the Skills for Life and Learning and Employment supported and noted that challenges in that delivery. Demand for the services provided by SLE were rising and the Department was working with Skills Development Scotland to look at how their services might be developed.

The Committee thanked Karen for an interesting and informative presentation.

7 Student Experience

***7.1 HISA Perth College Update and Student Elections**

The Committee noted all activity in the HISA update and that the Partnership Agreement had been signed by the Principal and Students Association.

The Committee further noted the outcomes from recent student elections. Meetings with the new student representatives would be planned during August when students returned after the summer break.

***7.2 Student Destinations 2016-17**

The Head of Student Records introduced a tabled paper which provided data about known student leaver destinations. Information on a student population of 87% was collected and 83.7% of students were entering a positive destination. The Committee noted that this was similar to other FE colleges. The Committee further noted that employer data was now being captured but that did not extend to information on salaries. A final trawl of data by SFC would be undertaken soon and that may alter final numbers.

The Committee commented that the information was positive overall.

***7.3 Quality Review Meetings – closed**

***7.4 UHI Subject Reviews**

The Committee noted the Depute Principal's update on the recent and forthcoming subject reviews.

***7.5 Perth College UHI: Student Services Annual Report 2016-17**

The Head of Students Services introduced the paper which provided a summary of all activity undertaken in the Area of Student Services for Academic Year 2016-17. The report was used by each area for self-improvement. .

The Report was welcomed and there was discussion about its audience and circulation. It was agreed that it might be helpful to provide short executive summary for wider dissemination in the College

Head of
Student
Services

8 Strategic Planning

8.1 Access & Inclusion Strategy: Update and Progress Report

The Committee noted a report by the Head of Student Services on a range of work ongoing since the College's Access and Inclusion Strategy had been approved last year. A number of priorities were identified, including the creation of an implementation plan to chart progress, identify priorities and progress set aims.

9 Curriculum

9.1 HMle Activity Update

The Committee noted a number of planned meetings with HMle colleagues over the next several weeks. The Committee further noted that HMle had issued revised guidance recently and that it would be reviewed by the Depute Principal and Head of Quality.

Depute
Principal
and Head
of Quality

9.2 Student numbers (16/17 and 17/18)

The Committee noted the final student numbers for 2017-18 and planned student numbers for 2018-19. The College had succeeded and surpassed its targets for HE and FE respectively. In terms of 2018-19 the planned targets had been submitted to Partnership Council and the College was waiting for confirmation but was planning on the basis of no change.

The Committee noted that Perth and another College had over delivered and that that this would 'balance out' across the partnership. The overall budget and credits distribution would be discussed at FERB.

The Committee wanted to record its thanks for the considerable effort and hard work that had helped deliver such positive outcomes.

10 Engagement

***10.1 Tay Cities Deal**

The Principal reported that the outcomes from the bid process were expected at the end of June 2018.

10.2 CPD Workforce Plan 2017-18

The Committee noted the CPD workplan and the positive CPD activity that was ongoing.

***11 Performance Monitoring**

***11.1 Balanced Scorecard**

The Committee noted the Balanced Scorecard and that indicator 2 reflected the destinations data that had been recently captured. HE data was not yet available. The remaining elements of the Balanced Scorecard would be populated as the end of the academic year approaches.

A query was raised in relation to indicator 1 about the number of non SDS funded apprenticeships, and what that number related to. It was thought to relate commercial activity in particular CITB and SSE apprenticeships but that would be checked.

Head of
Academic
Practice

12 Standing Committees

12.1 Research Scholarship and Knowledge Exchange Committee – 18 April 2018

The minutes were noted although the meeting was not quorate. It was agreed that the membership of the Committee should be reviewed as there had been some changes to roles around the College. It was agreed that the Principal, Depute Principal and Research Co-ordinator should undertake the review.

Principal,
Depute
Principal.
Research
Co-
ordinator

It was further noted that the annual review process was changing and a new approach was being piloted. A paper had been presented to the last JNC and had been well received and it was acknowledged that may drive some change in membership. There was some discussion about innovation funding and how that might be visible to the Committee.

The Committee noted that the recent scheduled QEC had to be cancelled because it was not quorate.

Additions

The Head of Quality provided an overview of the work ongoing on the exit survey. A review of the questions had been undertaken with UHI colleagues and the wording of a small number of questions had been changed and two others added. Students undertaking online or distance learning has now been included as it was recognised that their experiences were different.

Initial analysis of the results indicated that whilst the number of students overall has risen, the response rate had gone down. Further analysis of the results would be undertaken in due course.

13 Date and Time of Next meeting

21 November 2018

***14 Review of Meeting (to include check against ToR)**

Members agreed the meeting had covered its Terms of Reference.

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). Certain exemptions apply: financial information relating to procurement items still under tender, legal advice from College lawyers, items related to national security.

Notes taken to help record minutes are also subject to Freedom of Information requests, and should be destroyed as soon as minutes are approved.

Status of Minutes **Open** ☒ **with removal of item 7.2**

An **open** item is one over which there would be no issues for the College in releasing the information to the public in response to a freedom of information request.

A **closed** item is one that contains information that could be withheld from release to the public because an exemption under the Freedom of Information (Scotland) Act 2002 applies.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 1998. It is important that fact, rather than opinion, is recorded.

Do the minutes contain items which may be contentious under the terms of the Data Protection Act 1998?

Yes ☐ No ☒