**Academic Affairs Committee**

Minutes

**Meeting reference:**  AA2015-16/01

**Date and time:** Wednesday 7 October 2015 at 2.00pm

**Location:** Room 033, Brahan

**Members present:** David Gauld, David Gourley, Deborah Lally, Federica La Marca, Harold Gillespie, Jane Edwards, Margaret Munckton, Pam Wilson, Patrick O’Donnell, Samantha Finlayson

**Apologies:** Dawne Hodkinson, Jessica Borley, Martin Price, Richard Ogston, Robert Boyd

**Chair:** Margaret Munckton, Principal

**Minute Taker:** Janette Tosh

**Quorum:** 8, including the Chair or vice-chair

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| **Summary of Action Items** | | | |
| **Ref** | **Action** | **Responsibility** | **Time Line** |
| 4 | **Minutes of the Meeting held on 26 May 2015**: 5 - Actions Arising from Previous Minutes – 8.1/8.2 – Should read **Student** Engagement Strategy | Clerk | October 2015 |
| 5 | Actions Arising from Previous Minutes  Call for Nominations for Academic Affairs Support Staff Representative  Circulate Paul Oliver’s Research and Development Strategy paper and Staff Conference Presentation to Committee  Send comments on Academic Affairs Committee Draft Work Plan 2015-16 to PW and Clerk. | Clerk  Clerk  All | December 2015  November 2015  December 2015 |
| 6.3 | **National Student Survey**  Ask UHI to compare survey results with student achievement | Pam Wilson | December 2015 |
| 10.1 | **Quality Enhancement Committee – Terms of Reference**  Amendments to the membership agreed:   * 4th bullet point - delete – “who would also represent HISA”. * Clarify 2nd bullet point – academic tutor - is this a PAT?.   Revised remit to be included in papers for the next meeting. | Jess Borley  Clerk | November 2015  February 2015 |
| 10.2 | **Research, Scholarship and Knowledge Exchange Committee – Terms of Reference**  Revised remit to be included in papers for the next meeting. | Clerk | February 2015 |
| 12.1 | **Review of Academic Affairs Committee Terms of Reference**  Membership – Head of Academic Practice to be added.  Frequency of meetings to be amended to 3 meetings per academic session.  Committee to review the Terms of Reference and it will be discussed at the next meeting. | Clerk  Clerk  All/Clerk | November 2015  November 2015  February 2015 |
| 12.3 | **Draft Plan of Work for the Committee 2015-16**  Workforce Planning 2015/16 to be added to the next agenda.  Draft College Strategic Plan to be moved to May meeting.  Plan of Work to be a standing item on every agenda. | Clerk  Clerk  Clerk | February 2015  November 2015  Ongoing |

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| Item |  | | Action |
| **1** | **Welcome and Apologies**  Margaret Munckton welcomed members to the meeting and noted apologies.  Margaret welcomed David Gauld, new Board of Management member, to his first meeting. | |  |
| **2** | **Additions to the Agenda**  There were no additions to the agenda. | |  |
| **3** | **Declaration of Conflict of Interest in any Agenda Item**  There were no declarations of a conflict of interest. | |  |
| **4** | Minutes of the Meeting held on 26 May 2015  The minutes were approved as an accurate record with the following amendments to be made.  **5 Actions Arising from Previous Minutes – 8.1/8.2 –** Should read **Student** Engagement Strategy  The following agenda item was requested to be starred for discussion:  6.2 Annual Student Survey 2014-15. | | Clerk |
| **5** | Actions arising from Previous Minutes  **Noted**: the outcome of actions arising from the last meeting.  1 Call for Nominations for Academic Affairs Support Staff Representative  Not Completed - To be carried forward.    11.2 Circulate Paul Oliver’s Research and Development Strategy paper and Staff Conference Presentation to Committee  Not Completed - Still to be circulated  13.2 Send comments on Academic Affairs Committee Draft Work Plan 2015-16 to PW and Clerk.  Item 12.3 on agenda. | | Clerk  Clerk |
| **6** | **Student Experience** | |  |
| **6.1** | **Students’ Association Report**  Samantha highlighted the main points of the Students’ Association Update. It was noted that PCSA had been very active over the summer and during the first few weeks of the semester. A wide range of activities and societies had been established, class visits undertaken, and links made with external groups, including HISA. The committee welcomed the work undertaken with the Union Link staff to ensure that Fresher’s had been a great success.  Work is now ongoing on the revised Constitution, the Refreshed Student Partnership Agreement, and preparation for the Education Scotland review. The Students’ Association are also encouraging classes to appoint Class Reps in advance of training later in October. | |  |
| **\*6.2** | **Annual Student Survey 2014-15**  PW outlined the key features of the feedback on the Annual Student Survey. The survey had already been discussed in depth with the College Management Team in August, and an action plan developed in consultation with relevant managers and the PCSA.  There were 9 new questions included on 2014-15 which were part of a pilot by the Scottish Funding Council to ask common questions across all of Scotland’s Colleges. Perth College had both an excellent response rate, and well above sector average satisfaction in most questions.  Other benchmark measures included colleges throughout the UK, as well as internal college ranking.  The Strengths and Weaknesses were discussed which had formed the basis of the Action Plan which was tabled. An Infographic has also been produced to share with students at a top level. | |  |
| **6.3** | **National Student Survey**  The National Student Survey is the public face of student satisfaction across the UK. Undertaken by students in their final year of study, this was responded to by students in their HND or final degree year. It was noted that 2014-15 had seen a 4% overall drop in satisfaction across UHI. It was noted that there were 3 areas for further discussion in Perth, with meetings being taken forward with these teams and relevant Dean..  Music, Music Business, and BA Child and Youth Studies  Cross UHI planning is in hand to develop coherent strategies to engage students with the NSS, and to share good practice.  PW to ask UHI to compare survey results with student achievement. | | PW |
| **7** | **Strategic Planning** | |  |
| **7.1** | **Strategic Planning Review Timeline**  The Perth College Strategic Plan is current from 2013-2016. The paper outlined the process and timeline for wide consultation internally and externally. The review of the Strategic Plan would ensure timeous and robust introduction of the new Strategic Plan. | |  |
| **7.2** | **Review of Curriculum Strategy: Developing Scotland’s Young Workforce**  PW outlined developments in respect of the school/college response to the Developing Scotland’s Young Workforce plan. It is anticipated that over the coming years, these developments will have significant impacts on the delivery of vocational skills and industry relevant qualifications to young people. It was noted in discussion that these developments would impact on traditional patterns of recruitment, although the exact nature of this was as yet unclear.  Eight key actions are being taken forward to review Curriculum Strategy with a sub group of the School College Strategic Group. This will also take cognisance of developments in respect of wider CPP action planning. The group discussed the three appendices namely, Schools Vocational Curriculum Pathways, Schools Course Offer 2015-16 and School College Senior Phase, Curriculum Strategy draft , 2016-2020 | |  |
| **8** | **Performance Monitoring** | |  |
| **8.1** | **Recruitment Update**  **Full-Time Further Education**  It was noted that full time FE recruitment was down on planned recruitment target, although early analysis that includes looking at part-time predicts that we will hit our credit funded target. Retention of students, and recruitment of part-time students will be very important in meeting our funded credit target.  **Full-Time Higher Education**  Recruitment to HE full time courses was approximately 100 students short of planned funded targets. This was across all areas except Humanities which had over recruited. Particular shortfalls were noted in music and sound production, and in some engineering and aircraft courses. This was due to a number of issues including lower applications for new courses, lower progression, lower direct entrants. Early indications and feedback received from subject areas is that we have an increase in our part-time figures, whilst this may assist with our shortfall, the shortfall is a challenging number to make up of part-time students. | |  |
| **8.2** | **Draft SFC Institutional Internal Quality Report**  The SFC report will be circulated to members of the Committee as final figures are now available after audit and FES return. Margaret will approve the report to go forward to the Board of Management for recommendation. It was noted that overall Day One Attainment is down 1% on 2013-14 at 72%. Although disappointing that continued improvement has not been achieved as hoped, this small reduction was still a very positive outcome | |  |
| **9** | **External Review** | |  |
| **9.1** | **Distance Learning Audit**  As part of the college Internal Audit programme for 2014-15, the distance learning provision was reviewed in terms of process, range and outcome. As a result of this audit, a number of courses were removed from the portfolio, changes made to the administrative and academic processes, and a new website presence developed. Future developments in online offerings have been requested through ESIF funding. | |  |
| **10** | **Standing Committees** | |  |
| **10.1** | | **Quality Enhancement Committee – Wednesday 23 September 2015**  **Received:** Minutes of the meetings held on 23 September 2015.  **Quality Enhancement Committee – Terms of Reference**  **Membership**  The following amendments to the membership were agreed:   * 4th bullet point - delete – “who would also represent HISA”. * Clarify 2nd bullet point – academic tutor - is this a PAT?.   The revised remit was otherwise approved.  Revised remit to be included in papers for the next meeting. | JB  Clerk | |
| **10.2** | | **Research, Scholarship and Knowledge Exchange Committee – Thursday 24 September 2015**  **Received:** Minutes of the meeting held on 24 September 2015  **RSKE – Terms of Reference**  The revised remit was approved.  Revised remit to be included in papers for the next meeting. | Clerk | |
| **11** | | **UHI Committee Updates** |  | |
| **11.1** | | **Academic Council**   * 18 June 2015 * 08 September 2015   **Received:** An update on this Committee was provided by Norman Wilson. |  | |
| **11.2** | | **Research Committee – Thursday 17 September 2015**  Minutes not yet available. Item 5 of the RSKE Committee at Agenda Item 11.2 contains all the key points from the UHI Research Committee meeting on 17 September 2015. |  | |
| **12** | | **Committee Organisation** |  | |
| **12.1** | | **Review of Terms of Reference**  **Membership** -Head of Academic Practice to be added to membership.  **Quorum** - Frequency of meetings to be amended to 3 meetings per academic session.  The Committee would review the Terms of Reference and it will be discussed at the next meeting. | Clerk  Clerk  All/Clerk | |
| **12.2** | | **Final Calendar of Meetings for 2015-16**  Final Calendar of Meetings issued for information. |  | |
| **12.3** | | **Draft Plan of Work for the Committee 2015-16**  Workforce Planning 2015/16 to be added to the next agenda.  Draft College Strategic Plan to be moved to May meeting.  Plan of Work to be a standing item on every agenda. | Clerk  Clerk  Clerk | |
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| **12.4** | | **Date and time of next meeting**  24 February 2016 |  | |
| **13** | | **Review of Meeting**  Well run meeting, papers were helpful. |  | |

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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  Closed

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