**Academic Affairs Committee**

Minutes

**Meeting reference:** Session 2015/16, Meeting 3 of 3

**Date and time:** Wednesday 18 May 2016, at 2.00pm

**Location:** Room 033, Brahan

**Members present:**

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| Margaret Munckton, Principal and Chief Executive (Chair) | Dr Harold Gillespie,  Board of Management Rep (Vice Chair) |
| Pam Wilson,  Vice Principal Academic | Dawne Hodkinson, International and Corporate Services Director |
| Deborah Lally,  Head of Student Records | Jane Edwards,  Support Staff Representative |
| Jessica Borley,  Head of Quality | Professor Martin Price,  Chair of Research, Scholarship and Knowledge Exchange Committee |
| Patrick O’Donnell,  Academic Staff Representative | Dr Robert Boyd, Academic Staff Representative |
| Roy Anderson, Head of Academic Practice |  |

**Apologies:** David Gauld, Board of Management Rep

David Gourley, Curriculum and Business Engagement Director

Donald MacLean, Support Staff Representative

Richard Ogston, Head of Student Services

Sam Finlayson, Vice President Education/PCSA Rep

**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** |
|  | **Presentation by Liz Kelly, Business Planning Support Officer – Regional Skills Assessments -** A copy of the presentation to be distributed with the minutes. | Clerk | June 2016 |
| 5 | **HISA Election turnout** – Jessica Borley to circulate by email. | Jessica Borley | June 2016 |
| 7.1 | **Regional Outcome Agreements -** Final version to agenda when available. | Clerk | October 2016 meeting |
| 11 | **Research Activity –** Presentation byDr Paul Oliver, Research and Scholarship Coordinator - A copy of the presentation to be distributed with the minutes.  Universities Innovation Fund – To be taken forward within Planning and the Perth College Research Committee. UHI Steering Group – we require to have a member.  Request that Professional Review paperwork include research.  Paul to attend the CMT meeting on 29 June 2016 to give his presentation | Clerk  Clerk  Clerk/  Susan Bald  Pam Wilson | June 2016  June 2016  June 2016  June 2016 |
| 12.1 | **Quality Enhancement Committee – Terms of Reference and Work Plan 2016/17** - It was agreed that the Remit should be shorter but detailed in the Work Plan. JB will reword and circulate for Chairs action. Ratify. | Jessica Borley | June 2016  October 2016 |
| 14.1 | **Draft Plan of Work for the Committee 2015-16 to review for 2016-17** - To be revised prior to next meeting. | Clerk | October 2016 meeting |

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| Item |  | Action |
|  | **Presentation by Liz Kelly, Business Planning Support Officer – Regional Skills Assessments**  Liz Kelly gave a presentation on Regional Skills Assessments  The updated RSA documents now include one for the Highlands and Islands. The data matrix is now updated and available for all regions in Scotland.  A copy of the presentation to be distributed with the minutes. | Clerk |
| **1** | **Welcome and Apologies**  Attendance and apologies were noted as above.  Thanks were extended to David Gauld for his input to the Committee. He had given his apologies and this would have been his final meeting. |  |
| **2** | **Additions to the Agenda**  There were none.  7.1 Regional Outcome Agreements and 10.1 Balanced Scorecard, should be for discussion. |  |
| **3** | **Declaration of Conflict of Interest in any Agenda Item**  No members declared any outside interest in any agenda item. |  |
| **4** | Minutes of Meeting Held on 25 February 2016  These were accepted as an accurate record. |  |
| **5** | **Actions Arising from Previous Minutes**  **HISA Election turnout** – Jessica Borley to circulate by email. There was a higher turnout this year.  **Student Association Report** – It was confirmed that we will adopt the new Student Intranet – September launch. | JB |
| **6** | **Student Experience** |  |
| **6.1** | **Students’ Association Report**  The Students’ Association Report was circulated prior to the meeting. PW spoke to the paper.  It was noted that the Students’ Association had had a very good year. The report contained many highlights of their year showing that they had been very proactive. An excellent legacy.  The turnout for the Students’ Association election had risen and congratulations were extended to the new Executive.  The report was welcomed by the Committee. |  |
| **6.2** | **Student Funding Update**  A Student Funding Update was circulated prior to the meeting.  The paper outlined the current approach to FE/HE student funding in the sector and College and highlighted current and future challenges to be adopted and implemented in session 2016/2017.  The bursary allocation was significantly higher from the region in 2015-16 plus in-year redistribution (from the sector) and ESIF funds.  Going forward we are moving next year to paying Bursary for students 18-19 years old instead of EMAs. This is estimated to cost £300K per annum. Students will now have to have 100% attendance except for authorised absence.  Student funding is still under review nationally. |  |
| **6.3** | **Student Destinations Report**  A Student Destinations 2014-15 paper was circulated prior to the meeting.  First destination data is collected every academic year for our FE full-time students. The Scottish Funding Council (SFC) continue to work with various third parties with regards to data sharing and some of the destination information we gain is via this route.  From 2013-14 SFC introduced the ‘College Leaver Destination Survey’ as statutory and in December 2015 produced an Experimental Statistics Publication.  For 2014-15, the collection of destination information was undertaken in January 2016. There were 877 qualifiers and the proportion of known destinations was 819 (93%).  The paper included both 2013-14 and 2014-15 information with benchmark data where available.  There had been an increase in 2014-15 of students entering a positive destination (88%). Sector data was not yet available for 2014-15. |  |
| **6.4**  **6.5** | **Subject Reviews 2015-16 – Creative and Cultural Industries**  Subject Review: Creative and Cultural Industries Subject Network, Final Report November 2015 was circulated prior to the meeting and noted.  This was the only Subject Review to take place in 2015-2016. The panel had some very positive commendations for the student experience and also recognised challenges in resourcing, some elements of student feedback on NSS, research development and building stakeholder links.  Martin Price advised that Post Graduate Sustainability Studies had been revalidated and had received 7 commendations and no recommendations.  Martin Price advised that our funding for PhD students was linked to us being in the LUPS area. This was unexpected and MP is hoping that this will change by next year. |  |
| **7** | **Strategic Planning** |  |
| **7.1** | **Regional Outcome Agreements Progress Report on 15-16 Preliminary Progress Report**  The Draft Regional Outcome Agreement 2016-17 was circulated prior to the meeting. It contains an embedded review of the progress made towards achieving the targets and outcomes agreed in the OA 2015-16.  The delay in confirming the OA for 2016-17 is due to the delayed receipt of the Scottish Funding Council (SFC) funding letter. The final OA will be further delayed until the alterations to some of the measures, currently being undertaken by the SFC, are complete.  The final version of the 2016-17 OA will be available at the next meeting. | Clerk |
| **7.2** | **Perth College Strategic Plan 2016-2021 – DRAFT**  The draft was circulated prior to the meeting for information.  This was the most recent version of the Perth College strategic plan entitled ‘Vision 2021: Strategic Plan 2016-21’.  The draft version shows the proposed layout and indicative content including the provision of contextual data as background information to the College and for each of the 5 high level aims and Balanced Scorecard. The final section provides information relating to the College’s relationship within the UHI.  This had already moved on since being circulated as edits continue. The final version will be approved by the Board of Management at their June meeting. |  |
| **8** | **Curriculum** |  |
| **8.1** | **Curriculum Planning and Chart of Courses**  Curriculum Planning and Chart of Courses paper was circulated prior to the meeting.  It was noted that Perth College UHI’s Curriculum Strategy reflected and was aligned to the skills supply needs in Perth and Kinross, its travel to work area and the Highlands and Islands region as a whole. The RSAs for both regions are indicating that the important areas for skills demand are Healthcare and Leisure, Food and Drink, Tourism and Hospitality, Creative Industries and Engineering/Sustainable Energy and this is reflected in our curriculum planning where we are offering subjects in these areas from introductory level to degree or master’s degree level.  The Developing the Young Workforce (DYW) strategy is influencing the colleges approach to vocational education and preparing young people for employment by ensuring a work relevant educational experience. This involves working more closely and purposefully with schools and employers to make this happen. One of the biggest impacts to date of DYW is the planned delivery of Foundation Apprenticeships (FAs). The college is offering FAs in Engineering, Civil Engineering, IT (Software development) and Children and Young People to pupils in Perth and Kinross going into fifth year at school next academic year as part of our schools provision. We are also offering two tasters to third year pupils in Perth and Kinross in Health Wellbeing & Care and in Science, Tech & Business.  A chart of courses that maps out our curriculum provision for next year was provided and illustrated how we have a cohesive and progressive curriculum that ranges from school link level and runs all the way up to post-graduate level that meets skills needs of region and the travel to work area of Perth.  The Committee were pleased to note the coherent approach to curriculum planning and that significant work had been undertaken in schools provision. |  |
| **9** | **Engagement** |  |
| **9.1** | **Community Planning Partnership/Single Outcome Agreement Update**  A paper was circulated prior to the meeting.  The paper was the CPP/SOA, Annual Public Performance Report 2014-15 with an accompanying Powerpoint slide to show the links between the College’s strategic aims and the Local Outcomes and Strategic Objective of the CPP/SOA.  Perth College UHI had provided data, performance highlights and narrative for 2 indicators in addition to a case study:  1 Strategic Objective: Developing educated, responsible and informed citizens; Local Outcome: People are ready for life and work.  2 Strategic Objective: Promoting a prosperous, sustainable and inclusive economy; Local Outcome: Employment opportunities for all.  3 Strategic Objective: Independent, healthy and active lives; Case study: Perth College UHI Fitness, Health and Exercise students working with older adults.  Data on the above indicators and current case studies will be submitted for the Annual Performance Report 2015-16 by the end of May 2016. |  |
| **10** | **Performance Monitoring** |  |
| **10.1** | **Balance Scorecard AY2014-15**  The Committee were asked to formally consider the update on one measure – positive student destinations (rated green)  At the time only the data for destinations of full-time Further Educations students were available; equivalent data for Higher Educations students will be available by the end of May and will be presented to the Board of Management in June. |  |
| **11** | **Research Activity**  Dr Paul Oliver Research and Scholarship Coordinator gave a presentation on work already completed and current work.  A copy of the presentation to be distributed with the minutes.  Martin Price stated that:   * The draft Strategic Plan referenced research at several points. * SFC has previously provided funding through Knowledge Transfer Grant. Being replaced by Universities Innovation Fund. * RSKE Committee was poorly attended. * Professional Review – how can research be considered as part of this?   Universities Innovation Fund – MP raised awareness of this fund and asked that we review our approach to align with it. This is to be taken forward within Planning and the Perth College Research Committee. UHI Steering Group – we require to have a member.  It was noted that discussions had begun with the City/UHI.  Professional Review – to be discussed with Susan Bald to include research.  Paul Oliver to attend the CMT meeting on 29 June 2016 to give his presentation | Clerk  Clerk  Clerk/  SB  PW |
| **12** | **Standing Committees** |  |
| **12.1** | **Quality Enhancement Committee – 27 April 2016 – Minutes**  The minutes were noted.  **Quality Enhancement Committee – Terms of Reference and Work Plan 2016/17**  The proposed new remit was circulated.  It was agreed that the Remit should be shorter but detailed in the Work Plan. JB will reword and circulate for Chairs action. | JB |
| **12.2** | **Research, Scholarship and Knowledge Exchange Committee – 27 April 2016 – Minutes**  The minutes were noted. |  |
| **13** | **UHI Committees Update** |  |
| **13.1** | **Academic Council – 15 March 2016**  The report was noted. |  |
| **14** | **Committee Organisation** |  |
| **14.1** | **Draft Plan of Work for the Committee 2015-16 to review for 2016-17**  Formal Research and Knowledge Exchange item to be added for one meeting - May meeting. To be revised prior to next meeting. | Clerk |
| **14.2** | **Date of Next Meeting**  Forward Schedule of Meetings 2016-17 was circulated.  It was noted that it was necessary to recruit an independent BOM member. |  |
| **15** | **Review of Meeting** |  |

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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  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