**Academic Affairs Committee**

DRAFT Minutes

**Meeting reference:** Session 2016/17, Meeting 1 of 3

**Date and time:** Wednesday 23 November 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) |
| Brian Crichton, Board member | David Gourley, Curriculum and Business Engagement Director |
| Deborah Lally,  Head of Student Records | Donald Maclean, Support Staff Representative |
| Jessica Borley,  Head of Quality, Chair of Quality Enhancement Committee | Jim Crooks, Board member |
| Louis McNaught, Student Representative | Professor Martin Price,  Chair of Research, Scholarship and Knowledge Exchange Committee |
| Pam Wilson,  Vice Principal Academic | Richard Ogston, Head of Student Services |
| Dr Robert Boyd, Academic Staff Rep | Roy Anderson, Head of Academic Practice |
| Sharon McGuire, Teaching Staff Board member |  |

**Apologies:** Dawne Hodkinson, International and Corporate Services Director

Jane Edwards, Support Staff Representative

John Gibson, Student Representative

Patrick O’Donnell, Academic Staff Representative

**Minute Taker:** Jenny Simmonds

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

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| **Summary of Action Items** | | | |
| **Carry Forward from 18 May 2016** | | | |
| **Ref** | **Action** | **Responsibility** | **Time Line** |
| 5 | **Regional Outcome Agreements -** Final version to agenda when available | Pam Wilson | February 2017 |
| 11 | Professional Review paperwork to include research – Confirm this is in place | Clerk | February 2017 |
| 14.1 | Quality Enhancement Committee – Terms of Reference and Work Plan 2016/17 for ratification | Jessica Borley | February 2017 |
| **Wednesday 23 November 2016** | | | |
| 5 | pursue a response from Linda Stewart to clarify funding for PhD students with regard to LUPS | Martin Price | February 2017 |
| 6.3 | Provide further analysis to the Committee including correlating the results between the NSS and Annual Student Survey. | Jessica Borley | February 2017 |
| 7.1 | Include members from another team on the sector teams so there is a cross college mix evaluating the curriculum. | David Gourley | February 2017 |
| 9.1 | Draft revised Committee Terms of Reference | Clerk | February 2017 |
| 9.1 | Draft revised Terms of Reference and remit of Quality Enhancement Committee and Research, Scholarship and Knowledge Committee to align and dovetail with revised Terms of Reference and remit of Academic Affairs Committee | MM/PW/JB/MP | February 2017 |

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| Item |  | Action |
| **1** | **Welcome and Apologies**  Margaret Munckton (MM), Chair, opened the meeting by welcoming all members to the meeting and introducing new members to the Committee.  Attendance and apologies were noted as above. |  |
| **2** | **Additions to the Agenda**  No additions to the Agenda were noted.  Martin Price requested Agenda item 10.2 Research, Scholarship and Knowledge Exchange Committee minutes - 19 September 2016 be starred for discussion. |  |
| **3** | **Declaration of Conflict of Interest in any Agenda Item**  No members declared any conflict of interest in any agenda item. |  |
| **4** | Minutes of Meeting Held on 18 May 2016  These were accepted as an accurate record. |  |
| **5** | **Actions Arising from Previous Minutes**  A copy of Liz Kelly’s presentation to be distributed with the minutes  **Action Completed**  **5 HISA Election turnout** – Jessica Borley to circulate by email.  **Action Completed**  **7.1 Regional Outcome Agreements -** Final version to agenda when available  **Action Update**: The ROA is still being written and will be presented to the next meeting.  11 **Research Activity –** Presentation byDr Paul Oliver, Research and Scholarship Coordinator - A copy of the presentation to be distributed with the minutes.  **Action Completed**  11 **Universities Innovation Fund** – To be taken forward within Planning and the Perth College Research, Scholarship and Knowledge Exchange Committee.  **Action Update**: David Gourlay is now a member of the UHI Innovation Fund Steering Group. Perth College UHI lodged four bids with the UHI Innovation Fund and has been asked to work together with other Colleges in the Partnership and combine bids to deliver the required outcome and make the most effective use of resources.  **11 Request that Professional Review paperwork include research**.  **Action update: Carry forward:** Susan Bald, VP, HR and Communications to ensure Professional Review paperwork include research  **11** Paul to attend the CMT meeting on 29 June 2016 to give his presentation  **Action Completed**  **12.1 Quality Enhancement Committee – Terms of Reference and Work Plan 2016/17**  **Action Update:** The QEC ToR’s will be presented to the next Committee for ratification.  **14.1** **Draft Plan of Work for the Committee 2015-16 to review for 2016-17** - To be revised prior to next meeting.  **Action Update:** Item included on the Agenda at 9.2  **Matters arising**  **Agenda Item 6.5** – Martin Price to pursue a response from Linda Stewart to clarify funding for PhD students with regard to LUPS. | Martin Price |
| **6** | **Student Experience** |  |
| **6.1** | **Students’ Association Report**  Louis McNaught introduced the Perth College Students’ Association Report and drew the Committee’s attention to some of the main points.  It was noted that the impact of the work of the PCSA was noticeable this year in the Student Records department as it is clear Students are being supported. There has been a marked increase in the number of class representatives largely due to the engagement work of the PCSA Officers.  The Committee thanked the PCSA for a very clear and succinct report. |  |
| **6.2** | **Annual Student Survey 2015-16**  Jess Borley (JB) spoke to the Annual Student Survey 2016 and also reported on the three year trend (AYs 2013-14-2015-16). This survey covers full time FE and HE learners. There was a return rate of 58.3%  The Committee discussion covered the following areas:   * The rating scoring system of the results and the implications of this. * SFC Questions: The first 10 questions in the survey are part of the SFC Student Satisfaction and Engagement Survey pilot. The returns are collated and circulated to all Colleges for benchmarking purposes. * Cycle time of survey: JB noted that the cycle time of the survey was not ideal. SFC required results by the end of May when many students were on placement and/or revising. Some of the College returns are therefore not included in the SFC return as they were received after the SFC deadline. These returns are however used by the College and class tutors. * The Quality Team are trying to find out why a handful of the question have a very low return rate compared to the majority of questions * An action plan based on the trends of the result is being developed and will be discussed with the PCSA and the College Management team. * The survey and action plan will align with the new Education Framework.   The Committee noted that it is important that the College receives the appropriate data for College purposes and appreciated how the information gained was fed into the action plan to address areas of concern. |  |
| **6.3** | **National Student Survey**  Jess Borley (JB) introduced the National Student Survey results 2016. This survey is restricted to HE student leavers.  All indications are Perth College UHI is in a good place with results in the 80’s and 90’s percentages.  Timing of the reports and to what extent the results feed into the Senior Management Team and inform operational planning and quality improvement was discussed.  JB noted that the College is wary of making large scale material changes based on one year’s data. There can be swings in year to year data results depending on various external factors, e.g., student make-up. It is more important at the NSS level to understand the underlying issues and trends.  The UHI report is fairly broad scale. Any teams scoring below 80% or is more than 10% adrift from the benchmark are required to review the results and do action planning.  The issue of network provision and delivery is an important factor in understanding how Perth College UHI students may respond to the surveys and also in understanding the results themselves. Due to the nature of UHI and the network provision is not easy to isolate and identify each individual College’s contribution to some or all courses and so there has to be a variety of actions to suit the different situations. This will have an effect on how a student may complete the different surveys.  It was agreed that more analysis is required between the Annual Student Survey and the NSS on a programme by programme basis.  **AP**: Provide further analysis to the Committee including correlating the results between the NSS and Annual Student Survey to provide more focused information of what the surveys are telling us in a local and regional context. | Jess Borley |
| **7.1** | **Curriculum Planning and Chart of Courses**  David Gourley updated members on the Curriculum plans and the new evaluation process designed for sector teams to review the performance of their curriculum.  **AP:** Consider including members from another team on the sector teams so there is a cross college mix evaluating the curriculum. This adds a degree of independence and balance to the evaluation process. | David Gourley |
| **7.2** | **Learning and Teaching and Assessment Strategy Review**  Roy Anderson introduced the review and update of the above Strategy.  The Committee agreed the Strategy was an excellent document which had been developed through consultation with staff.  **Approved**  The Committee approved the Strategy subject to including at Aim 3 and Aim 5 wording to ensure staff have the opportunity to develop and enhance use of digital resources and skills. |  |
| **7.3** | **Student Recruitment**  Deborah Lally (DL) spoke to this paper. DL reported that while the College has not recruited the full-time target the core grant will be secured due to ongoing part-time enrolment.  The Committee queried whether there was any financial exposure to the College for not meeting the target but was re-assured that the College will be paid for its delivery to the students. |  |
| **7.4** | **Developing the Young Workforce Update (DYW)**  The positive progress in the development of activity in the area of DYW was noted by the Committee. The Committee thanked Pam Wilson for a very useful report. |  |
| **8** | **Performance Monitoring** |  |
| **8.1** | **Balanced Scorecard**  **Noted**  The Committee noted the performance of the College with respect to the Balanced Scorecard measures considered by the Academic Affairs Committee. |  |
| **8.2** | Institutional Quality Report  Noted  The Committee noted the Institutional Quality Report for 2015-16. This Report had already been approved by the Board of Management at its meeting on 27 October 2016. |  |
| **8.3** | **Subject Overview and Quality Cycle reports**  **Noted**  The Committee noted the subject overview and quality cycle reports and agreed the schematic Quality and Planning schedule 2016-17 was very useful. |  |
| **9** | **Remit and Role of Committees** |  |
| **9.1** | **Proposals for Change – Revised Education Programme**  It was reported that in light of requirements of therevised Education Scotland Framework it is timely to review the remit, role and membership of the Academic Affairs Committee to meet the needs of the new reporting process and role of the Board and Board Committees.  The Committee considered the initial proposals presented in the paper. The Chair also noted that currently the Committee has a large executive and staff membership. Consideration needs to be given to the number of executive members to reconstitute the Committee to bring it more in line with other Board Committees.  The following points were discussed:  2 new Board members are now members of the Committee bringing Board membership of the Committee to 5 (3 independent non-executive Board members and 2 executive members (the Principal and the Teaching Staff Board member).  The proposed name Student Outcome, Opportunity and Experience Committee was discussed and it was agreed it does cover the remit of the Committee. Other wordings can be considered.  The Chair suggested that the current staff representation (2 Academic Staff Representatives and the 2 Support Staff Representatives) be reduced so that staff are represented by the 2 Staff Board on Management members. Members commented that this membership may not fully represent the breadth and depth of staff knowledge, views and experience on the Committee as Staff Board members fulfil a different function.  It was agreed that prior to determining membership the revised Terms of Reference and work plan be developed. This will determine membership, topics and the level and status of papers to be considered by the Academic Affairs Committee. The ToRs will need to meet the requirements of the Education Scotland Framework. The relationship between the revised Academic Affairs Committee and the QEC and RSKE will also need to be reviewed.  AP: Draft revised Committee Terms of Reference  AP: Draft revised Terms of Reference and remit of Quality Enhancement Committee and Research, Scholarship and Knowledge Committee to align and dovetail with revised Terms of Reference and remit of Academic Affairs Committee.  Consideration also to be given to the Committee cycle and timing of meetings to ensure the correct flow through of papers to the right Committee at the right time. | Clerk/  Chair  MM/PW/JB/MP |
| **9.2** | **Draft Plan of Work for the Committee AY 16/17**  The Committee reviewed the work plan for 2016-17.  It was suggested the work of the Committee may be better spread over more than three meetings. However, it was proposed to keep the current structure for the moment.  The lead authors and presenters of individual Agenda items are requested to be clear about:   1. what information they wish to present to the Committee; 2. what they are asking the Committee to consider and/or action; and 3. to ensure the starring system is adhered to. |  |
| **10** | **Standing Committees** |  |
| **10.1** | **Quality Enhancement Committee – 22 September 2016 – Minutes**  The minutes were noted. |  |
| **\*10.2** | **Research, Scholarship and Knowledge Exchange Committee – 27 April 2016 – Minutes**  The minutes were noted. |  |
| **11** | **UHI Committees Update** |  |
| **11.1** | **Academic Council – 9 June 2016**  The Report was noted.  **Academic Council – 6 June 2016**  The Report was noted |  |
| **12** | **Date and Time of next meeting** |  |
|  | 22 February 2017 |  |
| **13** | **Review of Meeting (to include a check against Terms of Reference)**  The meeting covered the Terms of Reference. |  |

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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