**Academic Affairs Committee**

Minutes

**Meeting reference:** Session 2016/17, Meeting 2 of 3

**Date and time:** Wednesday 22 February 2017, at 2.00pm

**Location:** Room 033, Brahan

**Members present:**

|  |  |
| --- | --- |
| Margaret MuncktonPrincipal and Chief Executive (Chair) |  |
| Brian CrichtonBoard member | David GourleyCurriculum & Business Engagement Director |
| Dawne HodkinsonInternational & Corporate Services Director | Deborah LallyHead of Student Records |
| Donald MacleanSupport Staff Representative | Jane EdwardsSupport Staff Representative |
| Jessica BorleyHead of Quality, Chair of Quality Enhancement Committee | Louis McNaughtPC Students’ Association Representative |
| Pam WilsonVice Principal Academic | Patrick O’DonnellAcademic Staff Representative |
| Rachel DanielPC Students’ Association Representative | Richard OgstonHead of Student Services |
| Roy AndersonHead of Academic Practice | Sharon McGuireTeaching Staff Board Member |

**Apologies:** Dr Harold Gillespie, Board of Management Rep (Vice Chair)

 Jim Crooks, Board member

 Professor Martin Price, Chair of Research, Scholarship and Knowledge Exchange Committee

 Dr Robert Boyd, Academic Staff Rep

**Minute Taker:** Carolyn Sweeney-Wilson

**Quorum:** 8, including the Chair or Vice-Chair

|  |
| --- |
| **Summary of Action Items** |
| **Ref**  | **Action** | **Responsibility** | **Time Line** |
| **Carry Forward from 18 May 2016** |
| **5** | **Regional Outcome Agreements -** Final version to agenda when available. | Pam Wilson | May 2017 |
|  |  |  |  |
| **Carry Forward from Wednesday 23 November 2016** |
| **6.3** | **Provide further analysis to the Committee** including correlating the results between the NSS and Annual Student Survey. | Jessica Borley | First meeting 2017-18 |
|  |  |  |  |
| **Wednesday 22 February 2017** |
| **6** | **Presentation by Sharon McGuire, Sector Manager, Sport and Fitness -** a copy of the presentation to be distributed with the minutes. | Clerk | May 2017 |
| **10.1** | **Formal Review of Student Engagement Strategy and Enabling Plan -** change of wording, at page 7 (point 3), 3rd bullet point, from: “informal focus groups” to: “informal methods of gathering feedback”. | Richard Ogston | Immediately |
| **11.1** | **Draft Revised Committee Terms of Reference -** **Proposed name of Committee**: Student Academic Experience Committee**Quorum**: The following to be added as a caveat against the quorum number – including at least one independent Board member.**Terms of Reference -** the following changes to be made:Point 2: should now read: “Ensure that the student academic experience is continually benchmarked and reviewed in the context of best practice in the sector.”Point 6: should now commence with: “Monitor the College’s contribution to the Regional ……”Point 8: should now commence: “Review and approve the College’s strategies that relate directly to the student academic experience, such as Learning and Teaching; Student Engagement ……..”.Point 9: should now commence: “Instigate actions it considers appropriate …..”.**Membership -** Further advice to be taken on the composition of the membership and Committee members to be emailed responses. | Chair ChairChair | May 2017May 2017June 2017 |

Minutes

|  |  |  |
| --- | --- | --- |
| Item |  | Action |
| **1** | **Welcome and Apologies**Margaret Munckton (MM), Chair, opened the meeting by welcoming all members to the meeting and introducing Carolyn Sweeney-Wilson, who was the note taker for this meeting and Rachel Daniel, a new PCSA representative.Attendance and apologies were noted as above. |  |
| **2** | **Additions to the Agenda**MM requested that the tabled Research, Scholarship and Knowledge Exchange (RSKE) Strategy document was taken at item 8.3 and that this item was 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 23 November 2016These were accepted as an accurate record. |  |
| **5** | **Actions Arising from Previous Minutes****Carry Forward from 18 May 2016:****5** **Regional Outcome Agreements -** Final version to agenda when available.**Action Update:** The ROA for 2017-18 was still being written. Alterations to some of the measures, currently being undertaken by the SFC, were expected to be completed by the end of March. There will be one joint ROA for 2017-18 and it was hoped this could be presented to the next meeting, in May 2017. **11 Professional Review paperwork** to include research – Confirm this is in placeMM confirmed that there was a meeting in place for Susan Bald, VP HR and Communications to meet with PO’D and Paul Oliver to ensure that the paperwork would be in place. **Action Completed****14.1 Quality Enhancement Committee** – Terms of Reference and Work Plan 2016/17 for ratificationJB advised that she would bring this document to a future meeting for approval to align with this Committees terms of reference.**Action Completed****Wednesday 23 November 2016****5 Pursue a response from Linda Stewart** to clarify funding for PhD students with regard to LUPSMM advised that this proposal will go to F&GP at University and Court on 22 March.**Action Completed****6.3 Provide further analysis to the Committee** including correlating the results between the NSS and Annual Student Survey.**Action Update:** JB advised that an analysis between the College exit survey and NSS would be done in the summer, when the NSS results would be available. This item to come back at the first meeting in 2017-18 of this Committee.**7.1 Include members from another team on the sector teams** so there is a cross college mix evaluating the curriculum. DG said it would be good practice to continue this. Committee agreed.**Action Completed****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**Action Update:** item included on the Agenda at 11.1.**Matters arising**None. |  |
| **6** | **Presentations**Sharon McGuire, Sector Manager, Sport and Fitness, gave a presentation on her area and how it had progressed from 2013 to 2016.**Action:** A copy of the presentation to be distributed with the minutes.The Committee thanked Sharon for an excellent and insightful presentation about the review and development of her sector area to provide a progressive and aligned tertiary curriculum. BC asked how staff ensure that any new course being offered provided a ‘unique’ need. SMcG said that the approval process was very robust and very structured. PW said that while it was good to be unique, the College had a responsibility for provision for the local area, so it was important to have synergies with packages of work locally and also linking in to Tay Cities deal etc. | **Clerk** |
| **7** | **Student Experience** |  |
| **\*7.1** | **Students’ Association Report**The Students’ Association Report was circulated prior to the meeting and LMcN drew the Committee’s attention to some of the main points.With regard to the student complaint about absence recording, DL said she would appreciate feedback on this, out with the meeting, as it was her team that wrote the guidance and if an amendment was required, then she would make that change. The report was welcomed by the Committee and thanked the PCSA for their clear and succinct report. |  |
| **7.2** | **Induction Survey 2016/17****Noted**MM said that the outcome of the action plan would inform action planning in May/ June for next year’s induction arrangements.  |  |
| **8** | **Strategic Planning** |  |
| **8.1** | **Regional Outcome Agreements – Progress report on 2015/16****Noted**As noted above, there will be a delay in confirming the ROA between UHI as the University and the Regional Strategic Body, and the SFC. PW said this will be presented to the next meeting, in May 2017.   |  |
| **\*8.2** | SFC Benchmark Report on KPIsPW advised that these tables were published annually as required by SFC and they were on the College website. It was noted that the College was above sector average overall in most FE indicators. A range of outcomes contributed to this high average and the Quality Review process considers the student journey and action plans for future enhancement and improvement. One area with lower achievement than sector average is in courses 120 – 360 hours. The courses in this category are, Highers and some school college provision. The School College Strategic and Operational Groups are working to jointly plan for actions to address this PW said that the student achievements were a whole College effort and RO’s team was much involved in this, particularly in targeting support into certain areas. |  |
| **\*8.3** | **Research, Scholarship and Knowledge Exchange (RSKE) Strategy** MM advised that this strategy document went to the RSKE Committee and then to CMT for noting and comment. PW advised that this strategy sat within the UHI RSKE strategy which was evolving, as UHI hoped to achieve research degree awarding powers shortly. This very much linked to the College’s Strategic Plan and pulled out the research aims of this plan Five broad themes had been identified which would provide areas of research and knowledge exchange focus. These areas will be both Interdisciplinary and discipline-specific as appropriate: Applied Health and Wellbeing Creative Industries Sustainability Food and Drink PedagogyThat maps into UHI Research Clusters, (broadly aligned with the REF Main Panels), which are:Arts and Humanities Society, Identity, Landscape and Knowledge Marine, Environmental Science and Engineering Health and WellbeingThis strategy will be implemented by an Enabling Plan, utilising the annual operational planning process to agree priorities and targets, with the Research Scholarship and Knowledge Exchange Committee providing oversight of progress and informing developments. This work will be coordinated through the Chair of the Committee, the Research and Scholarship Coordinator, and the Vice Principal Academic.This Enabling Plan will go to the next RSKE Committee meeting to move this forward and will inform the operational planning for next year.BC commented that the Committee it would have been helpful for the Strategy to have been circulated with the main papers. **Approved**.The Committee approved the Research, Scholarship and Knowledge Exchange Strategy. |  |
| **9** | **Curriculum** |  |
| **\*9.1** | **Workforce Planning 2016/17**This report provided the Committee with an update on recent and planned workforce planning activities.It was suggested that reporting on support staff qualifications would be helpful. This was agreed and suggested that the revised Terms of Reference for this committee would address this. PW pointed out that this report was written specifically for this Committee’s current remit and was focused on academic staff.BC queried the number of CPD days declining trend, wondering what the reason was for staff having less time to attend CPD events. PW said there were issues with recognised categorisation and recording of their CPD on CIPHR. It was noted also that staff generally were very busy across a range of activities, and that an element of cross college operational planning looking at review of prioritised core processes may assist in some regard. BC felt that the College should also be looking at what it was not doing well at and reviewing that, in order to ensure that it moves forward with these areas in the future. MM said that it was important to share good practice amongst staff, so that this was a positive process. SMcG said that the process of self-evaluation that staff go through annually, be it individual performance appraisal, team self-evaluation or operational planning, helped with this process and it was robust and evidence based process.PW said that the College had tried focussing both ways and it was important to ensure a balance in regard to looking at the negative and the positive to ensure ongoing developmental approaches.JE queried why there was no mention in the paper about succession planning, as she felt this should form part of this report. PW said that it would not be possible to go into detail, as this could potentially focus on individuals and it would, therefore, be difficult to do without identifying those individuals. It was agreed that succession planning was largely informed by pro-active CPD, professional review and qualifications to allow progression as required, and that it was recognised that this was undertaken across the college in key areas.  |  |
| **9.2** | **Quality Review Process Update**The report was noted. |  |
| **10** | **Engagement** |  |
| **\*10.1** | **Formal Review of Student Engagement Strategy and Enabling Plan**MM indicated that this Committee was being asked to approve the Student Engagement Strategy (SES); the Enabling Plan accompanied the strategy, but was for information only.RO gave background to the SES, indicating that this was a new 3 year strategy, replacing the previous one which ran from 2013-2016. RO advised that the overall framework and structure behind the SES remained as per the previous strategy as this aligned with recognised national student engagement frameworks, however, the content had been refined. Changes made had taken account of the current context of student engagement, and our new Strategic Plan, which would then have a bearing on its content and aims over the 3 year lifecycle.RO confirmed that the SES had been circulated extensively for consultation, including to PCSA, and that it was now with this Committee for approval.**Approved.**The Committee approved the Student Engagement Strategy, subject to the change of wording (at page 7 (point 3), 3rd bullet point), from: “informal focus groups” to: “informal methods of gathering feedback”. | **RO** |
| **11** | **Remit and Role of Committees** |  |
| **\*11.1** | **Draft Revised Committee Terms of Reference**MM reiterated that this document had been extensively discussed at the last meeting, where membership in particular has been discussed. The review of the Terms of Reference and Membership were driven by a desire to ensure that the Committee reflected the academic student journey, and that the Board of Management were more fully represented. Following those discussions this further revised draft of Membership and TOR had been provided to this Committee for discussion and approval, with a view to it going to the Board of Management meeting in June. The proposal was for this new TOR and membership to be in place for 2017-18.BC said he was happy with the quorum being 7, but he thought that, the quorum should include at least one independent Board member.**Proposed and Noted: Quorum**.The Committee agreed the quorum number should be 7, subject to the following caveat: the quorum should include at least one independent Board member.**Proposed and Noted: Committee Name.**The Committee proposed the name of the committee, which should now be: The Student Academic Experience Committee. **Proposed and Noted: Terms of Reference.**The Committee agreed the TOR subject to the following changes:Point 2: should now read: “Ensure that the student academic experience is continually benchmarked and reviewed in the context of best practice in the sector.”Point 6: should now commence with: “Monitor the College’s contribution to the Regional ……”Point 8: should now commence: “Review and approve the College’s strategies that relate directly to the student experience, such as Learning and Teaching; Student Engagement, RSKE, Access and Inclusion”.Point 9: should now commence: “Instigate actions it considers appropriate …..”.**Membership**There was a wide ranging discussion about the membership, particularly with regard to those staff who were proposed to be ‘in attendance’ rather than full members of the committee.It was agreed that pending further confirmation of the composition of the membership for this specific committee in relation to the Board of Management, the committee membership should be comprised of all members as named, ex officio as full members. This would be circulated to the Committee for confirmation. **AP:** Confirmation of the composition of the membership and Committee members to be emailed. | **Chair** |
| **\*11.2** | **Plan of Work for the Committee 2016-17**The Committee reviewed the Plan of Work for meeting 3, 17 May 2017.Strategic Planning: The 2016-17 Preliminary Progress Report to be removed from the list as this won’t be available.Curriculum: Quality Review Outcomes: JB will give a verbal update given the timing of the committee.Engagement: The item “CPP/Single Outcome Agreement” should read CPP/ Locality Outcome Improvement Plans.External Review: The “SQA Systems Development Audit” has changed its name to: “SQA Systems Verification Visit”. This will not be available in time to report to the May meeting and so this will be scheduled for the first meeting in 2017-18 instead.All other items on the Plan of Work were agreed. | **Clerk****Clerk****Clerk****Clerk** |
| **12** | **Standing Committees** |  |
| **12.1** | **Quality Enhancement Committee – 26 January 2017 – Minutes**The minutes were noted. |  |
| **12.2** | **Research, Scholarship and Knowledge Exchange Committee – 20 January 2017 – Minutes**The minutes were noted. |  |
| **13** | **UHI Committee Updates** |  |
| **13.1** | **Academic Council – 7 December 2016**The report was noted. |  |
| **13.2** | **Research Committee – 13 October 2016** The report was noted. |  |
| **14** | **Date and time of next meeting*** 17 May 2017
 |  |
| **\*15** | **Review of Meeting (to include check against ToR)**The meeting covered the 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 [x]  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 [x]