

Academic Affairs Committee

Minutes

Meeting reference: Session 2018/19, Meeting 1 of 3
Date and time: Wednesday 21 November 2018 at 2.00pm
Location: Room 19, Brahan

Members present:

Margaret Cook Principal and Chief Executive (Chair)	Declan Gaughan Teaching Staff Member on the Board of Management
Veronica Lynch, Vice Principal (External)	Andrew Comrie Board of Management
Harold Gillespie Board of Management	Professor Martin Price, Chair of Research, Scholarship and Knowledge Exchange Committee
Deborah Lally Head of Student Experience	Prince Honeysett President HISA Perth
Maureen Masson Secretary to the Board of Management	

Apologies: Lorenz Cairns, Depute Principal (Academic)
David Gourley, Head of Academic Practice

Minute Taker: Maureen Masson
Quorum: 6, including the Chair or Vice-Chair

Summary of Action Items			
Ref	Action	Responsibility	Time Line
5	RSKE Terms of Reference Finalise the Scholarship and Research Committee Terms of Reference	Secretary	ASAP
6	Presentation Consider a paper to identify the underlying research for the BA Food Nutrition and Textiles Education	Sector Manager	In due course
7	Revised Terms of Reference and Membership of the Committee Update the Terms of Reference for the new Scholarship and Research Committee and other small changes	Secretary	ASAP

10.1	<p>Balanced Scorecard update</p> <p>Report back on why there had been a drop in the number of staff presenting papers and report on the work to address the performance in the area of care experienced retention levels</p> <p>Add a discussion of the ROA to the Board agenda</p>	<p>Head of Student Experience</p> <p>Secretary</p>	<p>For next meeting</p> <p>For 12 December meeting</p>
11	The Leaner Support and Intellectual Property Policies to be recommended for approval to the Board	Secretary	For 12 Dec meeting
12	Update plan of work for the Committee to refer to the Scholarship and Research Committee and remove reference to commissioning research from the plan of work	Secretary	ASAP

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>There was one additions to the agenda – the revised Terms of Reference for the revised RSKE- that would be dealt with under Matters Arising.</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 2018</p> <p>The minutes were approved as an accurate record.</p>	
<p>5 Actions Arising from Previous Minutes</p> <p>7.5 Perth College UHI: Student Services Annual Report 2016-17</p> <p>Action Update: Prepare a short Executive Summary for wider dissemination in the College</p> <p>Action: Complete – the report was prepared and circulated to the Committee who would disseminate it further within their teams.</p>	

9 HMle activity

Action Update: Review recently revised HMle guidance

Action: Completed in context of EREP development

11.1 Balanced Scorecard

Action: Check indicator 1 about the number of non SDS funded apprenticeships, and what that number relates to.

Action Update: The Principal confirmed that the number of non SDS funded apprenticeships related to those not directly funded by SDS. These include programmes with a range of managing agents including SSE, SECTT, SNIPEF, CITB, SMTA, Angus Council ,Moray Firth Training, Remit and Shetland Council.

12.2 Research Scholarship and Knowledge Exchange Committee –18 April 2018

Action: Review membership of RSKE

Action Update: The Principal outlined the background to the revised Terms of reference for RSKE. It had been agreed that there should be greater emphasis on scholarship and a reduced, but focussed membership. The Committee noted that the new name for the Committee was Scholarship and Research Committee and discussed the Terms of Reference.

Academic Affairs Committee recommended a quorum be added to the Terms of Reference and that a reference be added to cover knowledge exchange and support for staff submitting to the Research Excellence Framework (REF). In addition, an active research member would be identified.

The Terms of Reference would be included on the agenda for the first meeting of the Scholarship and Research Committee and timed so that a flow into the business of Academic Affairs was achieved.

Secretary

6 Sector Manager Presentation Catherine Etri, Sector Manager,

Catherine provided an informative and interesting presentation about the background to and creation of the new qualification BA Food Nutrition and Textiles Education and different options available to students taking this course. The Committee welcomed the innovative approach that led to the creation of the course and noted the very positive results in terms of outcomes, benefits to the College and other partners and the opportunity to develop further relationships with stakeholders.

The Committee noted that the course attracted students from all over Scotland and that many students returned to their own locale for their placements in Schools.

The Committee discussed opportunities for further development for example in postgraduate provision or as a longer term aspiration to become a centre for Home Economics Teaching. Other areas where this approach may apply included computing.

The underpinning research had not been captured for the project, but it was possible to do so retrospectively. The Committee considered that this might be worth doing particularly for the Scottish Festival of Learning or for further work with the General Teaching Council for Scotland. This would be reviewed by the Sector Manager

Sector
Manager

The Committee thanked Catherine for an interesting and informative presentation.

7 Revised Terms of Reference and membership of the Committee

The Committee noted that its revised Terms of Reference had been agreed by the Board in June 2018. The Committee agreed that under point 6 staff development should be for all staff and not just academic staff. The Terms of Reference would also have to be updated to reflect the new title – Scholarship and Research Committee.

Secretary

The Committee noted that an election was ongoing for another Teaching Staff Member on Academic Affairs.

8 Student Experience

***8.1 HISA Perth College Update**

The Committee noted the report from the Student President. A number of classes did not have sufficient class representation and a meeting with the Head of Student Experience was planned to take that forward and to consider wider engagement matters.

The Student President updated the Committee on the recent resignation of the Vice President for Education and Engagement and the plans to elect a class representative for the role.

The Committee welcomed the focus groups which were soon to start. The Chair indicated that the Student Officers were welcome to draw on the support of the Principal or Depute Principal (Academic) in taking forward this agenda.

8.2 Student Surveys: Student Satisfaction and Engagement Survey (SSES)

The Head of Student Experience introduced the paper. The Committee noted the response rate for the SSES was lower than in previous years but that trend was common across the sector. Further work would be undertaken to understand the reasons for the dip in the response rate and consideration given to incentivising returns.

The overall result for the College was positive. A number of actions plans were now in place for individual areas where improvements could be made. The Committee noted the feedback mechanisms to students that were in place.

8.3 Student Surveys: National Student Survey (NSS)

The Committee noted the outcomes from the NSS. These were very positive for UHI and Perth College with high rating for overall satisfaction against an improved turnout and a smaller question set compared to the SESS.

As with the SESS feedback could be drilled down to course level and feedback was shared with course leaders.

The Committee acknowledged some of the challenges around remote learning particularly in terms of maintaining a positive student experience when students rarely meet face-to-face.

9 Curriculum

***9.1 Student Recruitment**

The Head of Student Experience reported on FE recruitment, which had been more challenging this year across a range of factors. It was expected that the College would hit its FE target but may not achieve its ESF Target. The College was currently reviewing how it might recover its position and a January recruitment drive was planned. The Committee noted that the sector as a whole was facing some challenges in reaching the absolute sector target – the Committee recognised that the market was changing and strategies may have to be reviewed at a sector level in terms of the student demographics and course provision. The Curriculum Review and ongoing stakeholder engagement would stand the College in good stead to be alert to opportunities.

The outlook for Higher Education was much more positive and the College would hit and surpass its HE FTE target.

10 Performance Monitoring

***10.1 Balanced Scorecard Update**

The Committee noted the Balanced Scorecard and the trends and commentary. It was agreed to find out why there had been a drop in the number of staff presenting papers. Further work was planned to review performance in the area of care experienced retention levels as that had dropped since last year.

Head of
Student
Experience

The Committee discussed the baseline figures and the fact that these were established when the 2016-21 Strategic Plan was produced. It was acknowledged that these might not necessarily be the most relevant figures now and that these should be re-set when the next Strategic Plan is drafted with tolerance levels set for the identified measures.

11 Policies

11.1 Learner Support Policy

The Committee endorsed the Learner Support Policy which had been developed as part of the UH Policy Working Group, and recommended its approval to the Board

Secretary

11.2 Intellectual Property Policy

The Committee endorsed the Intellectual Property Policy and recommended its approval to the Board. The Committee considered the Policy to be comprehensive and thorough.

12 Remit and Role of Committee

The Committee discussed the draft plan of work for the Academic Year. The Committee expected to see the Evaluative Report and Enhancement Plan flowing through in the course of the year and that would be checked with the Depute Principal (Academic).

In addition, the Regional Outcome Agreement (ROA) was discussed and the various points in the year that it should come to Academic Affairs, in terms of a past review, the year in progress and the forward look. The Principal commented that a top down approach was taken to developing the ROA and that the College had limited opportunity to influence the final ROA. It was agreed that this should be added to the Board agenda for discussion and ROA should be included on the Academic Affairs Committee agenda as appropriate throughout the year.

Secretary

Finally, the plan of work should be updated to reference the Scholarship and Research Committee and reference to 'commissioning' research should be removed.

Secretary

13 Date and time of next meeting

12 February 2019 at 2.30pm

***14 Review of Meeting (to include check against ToR)**
Members agreed the meeting had covered its 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 ☒