

Learner Experience Committee

Agenda

Meeting reference: Learner Experience 2022-23/03
Date: Wednesday 8 February 2023 at 2:00pm
Location: Boardroom (Braham Room 019)
Purpose: Scheduled meeting

* Denotes items for discussion/approval.

Members should contact the Clerk in advance of the meeting if they wish to request an item be starred.

	Agenda Items	Author	Led by	Paper
1	Welcome and Apologies		Chair	
2	Additions to the Agenda		Chair	
3	Declaration of Conflict of Interest in any Agenda Item		Chair	
4	Minutes of the Meeting held on: 23 November 2022		Chair	Paper 1
5	Actions arising from previous minutes		Chair	
6	Items for Approval			
	<ul style="list-style-type: none">• None tabled for this meeting			
7	Learner Experience			
*7.1	HISA Perth Plan of Work 2022-23	HISA Perth	HISA Perth President	Paper 2
7.2	Perth Partnership Project 2022-23 - update	HISA Perth	HISA Perth President	Verbal
*7.3	Induction & Early Student Experience Survey (ESES)	Quality Manager	Vice Principal (Academic)	Paper 3
7.4	Draft HMI Report		Vice Principal (Academic)	Verbal

8	Curriculum			
8.1	Student Completion & Progression - update		Head of Student Experience	Verbal
8.2	Student Recruitment – update		Head of Student Experience	Verbal
8.3	Curriculum Review		Vice Principal (Academic)	Verbal
9	College Policies and Strategy			
	<ul style="list-style-type: none"> None tabled for this meeting 			
10	Committee Minutes (for noting)			
10.1	Scholarship & Research Committee <ul style="list-style-type: none"> 18 January 2023 			Paper 4
10.2	Student Engagement Group <ul style="list-style-type: none"> 11 November 2022 			Paper 5
11	Date and time of next meeting <ul style="list-style-type: none"> 26 April 2023 @ 2.00pm 		Clerk	
*12	Review of Meeting (to include check against Terms of Reference)		Chair	Paper 6

Learner Experience Committee

DRAFT Minutes

Meeting reference: Learner Experience 2022-23/02

Date: Wednesday 23 November 2022

Location: Boardroom (Braham Room 019)

Members present: Margaret Cook, Principal (Chair – From Item 7.1)
Lorenz Cairns, Depute Principal (Deputised as Chair for Items 1-6.1)
Sheena Devlin, Board Member
Fiona Martin, Board Member
Patrick O'Donnell, Staff Board Member
Todor Pavlov-Kennedy, Student Board Member
Catherine Etri, Vice Principal (Academic)
Robert Boyd, Teaching Staff Member on the Committee
David Gourley, Head of Learning & Teaching Enhancement

In attendance: Ian McCartney, Clerk to the Board

Apologies: Jenny Hamilton, Board Member
Liam Fowley, Student Board Member
Veronica Lynch, Vice Principal (External)
Rosalind Bryce, Chair of Scholarship & Research Committee
Deborah Lally, Head of Student Experience

Chair: **Margaret Cook**

Minute Taker: Ian McCartney

Quorum: 7

Minutes:

Item		Action
1.	<p>Welcome and Apologies</p> <p>Vice Chair welcomed everyone to the meeting, and noted apologies.</p>	
2.	<p>Additions To The Agenda</p> <p>None</p>	
3.	<p>Declaration of Conflict of Interest in any Agenda Item</p> <p>None</p>	
4.	<p>Minutes of Meeting held on 27 April 2022</p> <p>The minutes were approved as being an accurate record of the meeting.</p>	
5.	<p>Matters Arising from Previous Minutes</p> <p><u>6.2 Safeguarding Policy & Procedure</u> Action: Head of Student Experience to prepare annual report on safeguarding issues for each Cycle 4 LEC, then feeding to June Board Status: Not complete – due Cycle 4</p> <p><u>7.2 Perth Partnership Project 2022-23</u></p> <p>Action: Chair requested that Partnership Project be reviewed to reflect Cost of Living and resubmitted for approval, and that the HISA Perth Plan of Work be forwarded to Clerk for circulation to Committee members as soon as possible. Status: On Agenda under Item 7.2</p> <p><u>8.2 Student Recruitment</u> Action: SMT to prepare a discussion document for future options for a subsequent LEC meeting Status: On Agenda as Item 8.2</p>	<p>Head of Student Experience</p>
6	<p>Strategy & Policy</p>	
6.1	<p>Curriculum Strategy</p> <p>Vice Principal (Academic) presented Paper 2, which Committee were advised had been in abeyance for a period while work was completed on the College Strategy.</p>	

	<p>Vice Principal (Academic) noted that the Curriculum Strategy presented was in line with other UHI Partners' strategies, and linked to the College's Learning & Teaching Strategy. The Strategy is intended to support learners in meeting their potential and the needs of a national workforce, and all Government priorities in these areas are catered for.</p> <p>Vice Principal (Academic) advised that Government policy was regularly being updated, but at time of presenting the Strategy was in line with current policies, and would be regularly reviewed to continuously keep up to date.</p> <p>Board Member queried lack of reference to International Students beyond core objectives. Vice Principal (Academic) responded that the Strategy did not differ around fulfilment methods as the curriculum should encompass all modes rather than "mainstream" FE and HE students, However, Vice Principal (Academic) advised that a separate International Strategy was under development.</p> <p>Teaching Staff Member queried whether recruitment issues superseded the curriculum review. Vice Principal (Academic) agreed that recruitment is currently the most important issue affecting the College and the sector, however all curriculum areas have known the difficulties were coming so should have been working with key agencies. The review has highlighted gaps, but work has taken place to fill those gaps in the curriculum, and there is no point filling gaps with "what we can do" rather than "what do people want/need" – the Strategy better aligns with the review and gaps.</p> <p>Teaching Staff Member queried potential impact on staffing due to skills mix. Vice Principal (Academic) responded that change was not new to the sector which is continuously evolving, and we need to be more agile in this regard. Teaching Staff Member advised that pace of change may be quicker than has been known in the past. Depute Principal noted that staff will have seen the shortfall over the last couple of years and will know that student numbers are not in Perth College's gift.</p> <p>Committee APPROVED the Curriculum Strategy.</p>	
7	Student Experience	
7.1	<p>HISA Perth Plan of Work 2022-23</p> <p>Student Board Member presented Paper 3, apologising for the delay in the Plan of Work being presented. Student Board Member highlighted the success of the Student Voice Rep recruitment process generating good numbers.</p>	

	<p>Board Member queried the degree of stretch in some of the target timelines, and that a number of targets were not defined. Student Board Member noted the comments and advised that these would be included by the next version presented to Committee. Chair advised that it would be helpful to issue the updated version to Committee prior to February 2023.</p> <p>Board Member queried whether the targets were pushing HISA Perth far/hard enough. Student Board Member responded that previous year's numbers were used as the baseline for 2022/23, however targets for Semester 2 may be reviewed based on Semester 1.</p> <p>Committee NOTED Paper 3.</p>	Student Board Member
7.2	<p>Perth Partnership Project 2022-23</p> <p>Student Board Member provided a verbal update on the Perth Partnership Project, noting that, while the Project Paper is written it was decided to suspend the process as HISA Perth determined that the Project is not ready to be taken forward due to capacity issues and Officers focusing on manifesto pledges, however the key themes of the Project are still being acted upon.</p> <p>Chair expressed disappointment in HISA Perth's decision, and advised that earlier engagement with SMT would have helped in this regard, and as advised previously a focus on Cost Of Living would be a suggested area of focus for joint working. Student Board Member thanks Chair for this input and stressed that HISA Perth were keen to work with the College to resolve the issue.</p>	
7.3	<p>National Student Survey</p> <p>Vice Principal (Academic) summarised Paper 4, noting disappointment at the Learning Community score, which should improve as increased face-to-face teaching continues to come on stream, and advised that action plans will be generated for all areas where scores were below 80%.</p> <p>Board Member queried how these action plans were overseen. Vice Principal (Academic) advised that the College's Quality Team manage the process of monitoring these action plans.</p> <p>Teaching Staff Member queried whether SSES surveys were shared between Academic Partners. Vice Principal (Academic) advised that this matter had been discussed at various committees and should be resolved.</p> <p>Committee NOTED Paper 4.</p>	

7.4	<p>Postgraduate Taught Experience Survey</p> <p>Vice Principal (Academic) presented Paper 5 and advised Committee that UHI perform significantly better than the Scottish sector average, and noted that poorer-scoring areas relate in large part to resources issues resulting in courses being taught online-only.</p> <p>Committee NOTED Paper 5.</p>																					
8	<p>Curriculum</p>																					
8.1	<p>Student Completion & Progression – update</p> <p>Depute Principal presented an update on Student Completion and Progression on behalf of Head of Student Experience, noting the following data:</p> <table border="1" data-bbox="236 763 1241 981"> <thead> <tr> <th>Category</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>Full-time FE</td> <td>61.90%</td> <td>61.52%</td> <td>66.78%</td> <td>66.18%</td> </tr> <tr> <td>Part-time FE</td> <td>74.89%</td> <td>59.84%</td> <td>80.85%</td> <td>71.90%</td> </tr> <tr> <td>Higher Education Awards (Graduated)</td> <td>1470</td> <td>1400</td> <td>1222</td> <td>1232</td> </tr> </tbody> </table> <p>Board Member queried the reasons for not completing or retaining students. Depute Principal advised that there were a number of reasons, including students being on the wrong course for them, academic failure, lack of learning support, and financial issues, including the increase in employment opportunities.</p>	Category	2021-22	2020-21	2019-20	2018-19	Full-time FE	61.90%	61.52%	66.78%	66.18%	Part-time FE	74.89%	59.84%	80.85%	71.90%	Higher Education Awards (Graduated)	1470	1400	1222	1232	
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Higher Education Awards (Graduated)	1470	1400	1222	1232																		
8.2	<p>Student Recruitment – update</p> <p>Depute Principal presents Paper 6 on behalf of Vice Principal (External) advising that the Paper looks at the levers utilised by Perth College in an effort to address the shortfall in student numbers, as requested at the previous meeting of LEC. The Paper also looks at future years' activity and focus.</p> <p>Depute Principal noted that a cross-UHI response is also being developed, however Perth College had not yet had sight of this.</p> <p>Board Member queried the future risk re student number allocation. Principal responded that numbers will be benchmarked against previous attainment and there is a danger that UHI could lose out as a result. Principal advised that there is also a time-lag to take into consideration due to UCAS application dates, meaning a “lost” year is likely.</p> <p>Committee NOTED Paper 6</p>																					

9	Committee Minutes Committee noted the following minutes: <ul style="list-style-type: none">• Scholarship & Research Committee, 07 November• Student Engagement Group, 28 September 2022	
10	Date of Next meeting <ul style="list-style-type: none">• Wednesday 08 February 2023	
11	Review of Meeting Committee confirmed the business of the meeting had been consistent with the Terms of Reference.	

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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

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 2018. 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 2018? **Yes** **No**

Perth College UHI

Paper No. 2

Committee	Learner Experience Committee
Subject	HISA Perth Local Plan 2022-2023
Date of Committee meeting	08/02/2023
Author	HISA Perth
Date paper prepared	01/02/2023
Executive summary of the paper	<p>Please outline the follow elements of this paper:</p> <ul style="list-style-type: none"> i) Purpose – what is it for ii) Impact – what are the intended outcomes iii) Course of Action – what happens next & by whom <p>This paper provides officer and operational objectives for HISA Perth during academic year 2022-23</p> <p>Any updates since last committee are in bold.</p>
Consultation Please note which related parties, stakeholders and/or Committees have been consulted	n/a
Action requested	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> Strongly recommended for approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)

Perth College UHI

<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Yes/ No</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to the College, or mitigate against existing risk?</p> <p>(If yes, please provide details)</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Link with strategy</p> <p>Please highlight how the paper links to the Strategic Plan, or assist with:</p> <ul style="list-style-type: none"> • Compliance • National Student Survey • partnership services • risk management • other activity [e.g. new opportunity] – please provide further information 	<p>n/a</p> <p>In line with HISA Strategic Plan</p>
<p><u>Equality and diversity</u></p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p>
<p><u>Data Protection</u></p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please give details:</p>	<p>Yes/ No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p>	<p>Yes/ No</p>

Perth College UHI

Does this activity/ proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?	If yes, please give details: Click or tap here to enter text.
Status (e.g. confidential/non confidential)	Non Confidential
Freedom of information Can this paper be included in "open" business?*	Yes/ No

* If a paper should **not** be included within 'open' business, please highlight below the reason.

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details] Click or tap here to enter text.	<input type="checkbox"/>

For how long must the paper be withheld? Click or tap here to enter text.

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>
and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

Local Plan – HISA Perth 2022/2023

Introduction

Below is the team and operational objectives for HISA Perth during academic year 2022-2023. It will give the individual objectives of the student officer team as well as operational plans for the year. This plan of work will be shared to be ratified by the Student Representative Council and to inform Perth College UHI of the organisation's intentions for the year. This plan also links with the HISA Strategic Plan 2020/2023¹.

Individual Objectives

Individual Objectives – HISA Perth President							
Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
On Campus Student Bar	Set up a pop-up bar on a regular basis	Sep - Dec	Students over 18 will have a dedicated safe space on campus that will maximise the student experience	Identify a local business within the Perth community that is interested in facilitating a pop – up bar.	1	2	Several potential businesses have been identified by HISA Perth. New venues are being considered. Currently trying to contact Twatams to discuss future occasional pop-up bar.
				Reach an agreement with whichever business chosen	1		Agreement with the Bank Bar has stalled. Once a new services provider has been found talks will commence with them.
	Feedback from students	Dec-May		Positive feedback gathered from students	40	3	Some feedback has been gathered from students before Winter Fling Event.

	Look at setting up a bar on campus full time	Dec- June		Discussions with local businesses	1		Will be started once a pop – up bar service provider has been found.
				Discussions with PCUHI	1		Discussions have been had with SMT and it was agreed that an occasional pop-up bar for certain events such as Freshers and other relevant events would be workable.
Enhancing the Library Service	Identification of potential student spaces within the library.	Sep 2022 – May 2023	Students will have access to more spaces within the library such as a Creators Space and other applicable spaces.	Work with the library service to identify what student spaces are needed within the library. Spaces identified in partnership with the library.	2	2	I have had regular communication with the library team especially during our monthly catch ups. We are currently discussing potentially working together on creating a Creators Space, I will also be supporting the library team in whatever way possible to help create and promote Environmental Sustainability hub within the library. The Enviromental hub will be in place from Green Week forwards and HISA will promote any materials provided to us to support the hub.

				Work with the library team and other relevant staff to create new student spaces within the library once identified Spaces created in partnership with the library.	1	1	Discussions are in progress on how to approach creating these spaces. Environmental Sustainability hub is now set up and will officially launch at Green Week.
Building Up the Student Community	Additional spaces for students to socialise on Campus	Sep 2022 – May 2023	An alternative social space will be available to students where they can gather and socialise, and they will be able to borrow board games from HISA and engage in fun activities in said space. Furthermore, I will work in collaboration with PC UHI staff and help facilitate various student groups to give students the chance to interact more with each other.	Events and activities ran in Webster and in potential new spaces.	4	2	Board games available to be rented in Webster. Music Lunches Table tennis Other activities being considered I have been supporting the DPAW in any way I can with the music lunches. Table tennis balls needing purchased for tennis table to be used. I have worked with the ASW to arrange the use of the Webster for gym classes in the late afternoon and evening which would open the building for halls students to access later in the day and give more students the chance to engage in gym classes and have access to another warm space on campus.

			Events and activities ran in Wellness Garden	1	1	<p>I have been frequently communicating with the ASW team and we have discussed how the Wellness Garden could be used by students.</p> <p>I am working with our HISA cycling intern to hold a bike sale in the Wellness Garden on the 1st of February. In March the ASW have agreed to do "Give it a go" sessions to encourage students to live more healthily. I am also planning a mental health event to take place in the garden in March. More events and activities will be planned.</p>
	Consistent meetings of student groups.	Nov-June	Groups co-facilitated with Student Services	2	2	<p>I am also working with staff members within Student Services and have agreed to co-host various student groups such as the LGBTQ+ and Allies Group and the Man Cave Group the latter of which is yet to meet. However, the LGBTQ+ and Allies group is working well and has an increasing level of student engagement. The</p>

							LGBTQ+ and Allies Group is fully run by the students and is very successful. The Man Cave Group for students is set to commence in the next few weeks.
				Students attending groups	10	25	The LGBTQ+ and Allies Group has seen increased engagement and now has a solid number of returning attendees.
				Groups becoming student led	2	1	The LGBTQ+ and Allies Group is fully led by the students participating in it. They vote and decide any activities that happen in the group and what room they would like to meet in. The group has insisted that myself and Apryll continue to attend as they feel more relaxed having us there. We are there as observers and for mental health support if needed. We frequently check with students about their thoughts on how the group is going.
Links to HISA Strategic Plan 2020-2023	1.2 UHI will be recognised for the quality of its students' experience and their achievement						

<p>3.2 HISA will be a vehicle for social change at a local, regional and national level</p> <p>3.3 Throughout UHI, officers, volunteers and representatives will work in partnership with academics and the wider staff community to solve problems and provide an evidence base to drive policy change</p> <p>5.2 To enhance the student social experience across the UHI Partnership</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community</p>
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Individual Objectives – Depute President Activities and Welfare							
Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Clubs and Societies	Creation of New Clubs	September-June	Clubs provide students with opportunities to interact with various individuals, build skills and produce evidence for their future employers/C V building	Promotion of Opportunities	10-15 students reaching out to set up clubs	7	Use of social media and other advertising to raise awareness
				Number of clubs registered	10	9	Creative Writing, Archaeology and History, Basketball, Book Club, Choir, Music Club, Sewing Club, Society of Student Activities, Volleyball Clubs looking to re-register – Politics Club, Girls football
	Support and Building club numbers	September-June		Assisting students with operations of their clubs	1	3	Aided Music club in set up with help of HISA Staff, spoke with students looking to begin Girls football club
				Members of clubs	10 (average)		Still collating members

	Give it a Goes	September – June		Freshers' sessions	3	8	Ran multiple 'Give it a go' sessions during freshers in partnership with community organisations and ASW
				Sessions during academic year	8	4	4 Sessions in semester 1 – football, basketball, volleyball and cycling
				Clubs created from sessions	1 from each session	1	Volleyball 'Give it a go' has led to creation and operation of club
Fun and Engaging Events	Carnival	October	Large Scale Events gives a chance to be fully inclusive and bring a buzz to Campus which incorporates a wide range of student opportunities and fun.	Organisation and community engagement to promote opportunities for Students	4-5 various sectors engaging with students	Finance, Police, Military, charities, education, job development, community clubs etc.	
				Activities for Students	1-2 options	5	Food organised in form of BBQ, inflatables, competitions (art, costume, student demonstration, bingo)
				Student Engagement	40	70-100	
	Winter Fling	January		Activities for Students	1-2 options	3	DJ, Marshmallow Roasting and Hot Chocolate
				Student Engagement	40	5	Full debrief to look at increasing engagement

	Tropical Getaway	April		Activities for Students	1-2 options		Being revised due to availability
				Student Engagement	40		Being revised due to availability
	Year End Blast	May		Activities for Students	1-2 options		In planning stages
				Student Engagement	40		
Socially Responsible Activities	Brit Challenge- 23 events coordination	Jan-Mar	These activities provide an opportunity to work with the community and build connections as well as to give back.	Community Engagement	2 organisations		
				Volunteer Experience for students	1		
	Christmas Box for Elderly	December		Students Engaged	10-15		
				Number of Boxes made	40	40	Made and delivered 19/12/22
Ongoing Student Activities	Movie Night	Nov-May	These activities re occur and provide a safe place to engage with other students on a regular basis with set and simple themes	Student Engagement	15-30 students	11	Took place 5/12/22 Took Place 9/1/23
				Number of activities run	5	3	Scheduled every month until May
	Music Lunch	Nov-May		Student Engagement	2-5 New participants each event that are integrated into group.	3	19/12/22 – 3 acts booked

				Number of activities run	5	2	Scheduled every month until May
	Seasonal Scavenger Hunts	Oct-May		Number of activities run	5	2	Halloween – Trick or Treat Winter – Snowflake Valentines – Love Bug St Patricks Day – in progress
				Student Engagement	35-50	40	40 students in Halloween 13 in Winter Snowflakes
Links to HISA Strategic Plan 2020-2023	<p>1.2 UHI will be recognised for the quality of its students' experience and their achievement</p> <p>3.4 Equality, diversity, and inclusiveness are embedded in all HISA activity</p> <p>4.1 HISA will be sector-leading for volunteer provision in the Student Association community</p> <p>5.1. To provide every student at UHI with the opportunity to take part in extracurricular opportunities</p> <p>5.2. To enhance the student social experience across the UHI Partnership</p> <p>5.3. To develop clubs, societies and activities that are suitable for UHI students' unique circumstances</p> <p>5.4. To ensure any student wishing to set up a club or society can do so locally or regionally</p> <p>5.5 To develop societies that are inclusive and attractive to international students</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community</p>						

Individual Objectives – Depute President Education							
Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Course delivery and satisfaction	Engagement with students on their educational experiences	Jan 23	Students are enrolled on a course that suits them & that is delivered in a way that suits them and	Student Satisfaction levels increased	70%		meeting with SDDs to discuss
				Statistics of increased engagement with lecturers	1		meeting with SDDs to discuss
				Students feel their courses are delivered appropriately	70%		meeting with SDDs to discuss
	Review of course delivery	Feb 23		Increased opportunities for hybrid lectures	30%		Working with Head of Learning and Teaching

	methods and support		their learning needs.			Enhancement to ascertain current methods of delivery
				Increase of student study spaces on campus.	2	Working with Learning Spaces Group and President on this
				Better opening hours for hospitality outlets on campus, which will in turn support learning.	1	To discuss with Aramark
	Learner Spaces reviewed, and work to ensure they are appropriate	March 23		Learner Space audit completed	1	Working with Learner Spaces group on this. Hopeful to assess this once ready.
				Findings shared and implemented wherever possible	1	Discussions about room accessibility, publicising and other issues to be had. Will be using upcoming SRCs to discuss this. Audit ongoing.
Student Voice Reps role with Perth College	SVRs being a co-decision-making body rather than an	Feb 23	By giving SVRs more power within PCUHI, this will create	Develop process of new development to go to SVRs for discussion/approval	1	Report will be initiated in the new year. Working group will be set up with some SVRs.

	advisory body within PCUHI		more opportunities for SVRs that will increase the role's autonomy and will hopefully lead to wider engagement and increased numbers	SVR Programme being student-led with support from UHIP	1		Currently working in partnership with Quality. Will assess once training process complete.
				Engagement from college decision makers with the SVRs and council meetings	1		Dates of SRCs shared with Student Engagement and Quality. Will discuss with others how can engage
Cost of Living Crisis	Food on Campus	Oct 22	Students are facing crippling financial concerns, which could/will lead to impacts on their studies, so addressing matters like food on campus,	Consult with students about food on campus	100	500	A consultation has been completed which exceeded the intended target of students and managed to capture the views of over 500 students. A report has been produced. Next stage of this: further conversation
	Access to produce	Jan 23	access to food and other initiatives could positively affect the student experience.	Set up scheme of any food going out of date from outlets across campus will be offered, for free, to students.	1		Discussions with Aramark in relation to food that is going out of date. How this is staffed & publicised still being planned.

							Aramark have introduced 'To Good to Go' bags. HISA working to remove these as produce should be free for students.
				Explore introduction of community fridge	1		Decision made not to go ahead with this due to various complexities. Will instead focus on continued partnership working on the Big Project.
	Other initiatives	Oct-May		Discuss with college about extended free breakfast times & introduction of free soup at lunch for students.	1		Breakfast time has been extended to 9.15am.
Links to HISA Strategic Plan 2020-2023	<p>1.1 The University of the Highlands and Islands will be the United Kingdom's leading integrated university, encompassing further and higher education</p> <p>1.2. UHI will be recognised for the quality of its students' experience and their achievement</p> <p>1.3. UHI worldwide reputation will be built upon its innovative approach to learning and its distinctive research and curriculum, enriched by the people, natural environment, economy, culture and heritage of our region and its communities</p> <p>2.1 H ISA, working in partnership with the academic partners and UHI, will run an effective, accessible and democratic representative system region-wide that takes into account all learning modes and demographics</p> <p>2.3 HISA will provide top-level training, support and development for its representatives and officers at the local and regional level to ensure a sector-leading student academic and, wider, experience</p> <p>3.2 HISA will be a vehicle for social change at a local, regional and national level</p> <p>6.3 Support the UHI Partnership in creating a whole community that is committed to supporting positive mental health and wellbeing</p>						

Operational Plan

Workstream	Output	Dates	Impact on students	Indicator	Target	To Date	Notes
Freshers and Induction	HISA Perth input during Inductions	September 22	New students are made to feel welcome to Perth College UHI	HISA to feature as part of induction programme at Perth College UHI	20	53	29 interactive workshops to 32 classes in Brahan Lecture Theatre, 24 delivered in class
	Freshers' activities	Aug-Sept 22		Events taken place.	3	5	Halls Welcome BBQ Freshers Fayre Give it a Go Sessions Comedy Evening Pop Up Bar
	Working with local companies/organisations/charities	Aug-Sept 22		Local companies/organisations/charities featured in Freshers' activity.	1	42	42 stalls at Freshers Fair from local organisations/companies/PC UHI departments
	Integration with regional Freshers' activity	Sept 22		Promotion of local and regional activities to be cohesive.	1	1	Shared promotion and Comedy Night streamed

							online for all UHI students
Student Voice Reps	Recruitment of Student Voice Reps	Feb 23	Student experience is improved through change suggested and led by students.	Increase in number of courses having at least one student voice representative	60%	64%	Quality and HISA separate SVR sheets, working in partnership.
	Student Voice Rep Training	Nov 22		Deliver student voice rep training in partnership with Quality Team	5	10	<p>Training took place 24th Oct-3rd Nov in partnership with Quality/Student Engagement. Alternative sessions to be held for ESOL/SLLE students.</p> <p>Training has been received well, with a review pending on how this should work going forward.</p> <p>Online self-directed</p>

							training being rolled out
				Increase number of class reps trained	70%	66%	Figures to be shared with HISA Perth by Quality
	SRC Meetings	June 23		Regular meetings held	7	3	Meetings set for academic year
				Reps attending meetings	20 per session	40 (average)	41 – SVR Welcome Event SRC 1- 51 total SRC 2 – 28 total
ESES	Help improve participation	Oct 22	Changes made to the early student experience based on student feedback.	More students take part in ESES.	38%		ESES running differently – HISA involved in process. Results to be shared with HISA
	Improve score	Oct 22		Increase in awareness of HISA	81%		
HISA Con	Improve attendance	Jan 23		Number of PCUHI students attending HISA Con	5	2	HISA Con having different format. 2 attended

							Student Impact Workshop
Elections	Local positions filled	Feb 23	Effective student representation decided by students for students.	All HISA Perth positions to have a candidate.	2 (per position)		
	Turnout	Mar 23		Increase on voter turnout from 2021-2022	7%		Elections timetable confirmed
	Number of candidates	Feb 23		Increase in number of candidates.	6		
National Student Survey	Improve participation	June 23	Student experience improved for HE students.	More students take part in NSS.	75%		
	Improve score	June 23		Increase Q26 score			NSS questions being updated, SU question now Q25
SSES	Improve participation	March 23	Changes made to the overall student experience based on student feedback.	More students take part in SSES.	41%		
	Improve score	March 23		Increase in HISA Perth specific questions from previous year.	76%		
OBI Awards	Awards Timeline	Jan 23	Best practice of staff and students shared to all at Perth College UHI	Timeline of awards created and published	1		In progress
	Update Nomination Form			Online nomination form updated to ensure comments added	1		In progress

	Nominations from every sector	Mar 23		Each sector area has nominations in every category.	1		
	Nomination numbers	Mar 23		Increase in nomination numbers in 2022-2023	400		
				Improve nomination numbers in areas with low engagement	40		
	Celebration of awards	June 23		Awards ceremony takes place.	1		Set for 31st May
				Student involvement in awards ceremony	1		
				Wider promotion of winners	1		
HISA awards	Nominations numbers	June 23	Best practice of staff and students shared to all at Perth College UHI	Increase in nomination numbers in 2022-2023	80		
Sporting Blues	Nominations numbers	June 23	Student sporting achievements celebrated, encouraging participation and success in sporting activities at Perth College UHI	Increase in nomination numbers in 2022-2023	5		
Advice for Students	HISA Advice Service	June 23	Students will have an independent	Promotion of HISA Advice Service to students	1	1	Ongoing

			advice service to support them during challenging times during their studies, helping retention and the wider student experience	Number of students accessing Advice Service from PCUHI	10		
Link to HISA Strategic Plan 2020-2023	<p>1.2 UHI will be recognised for the quality of its students' experience and for their achievement.</p> <p>2.1 HISA, working in partnership with the academic partners and UHI, will run an effective, accessible and democratic representative system region-wide that takes into account all learning modes and demographics</p> <p>2.2 HISA digital democracy will be sector leading, accessible to all its members and have a real impact</p> <p>2.3 HISA will provide top-level training, support and development for its representatives and officers at the local and regional level to ensure a sector-leading student academic and, wider, experience</p> <p>2.4 HISA's officer structure will be advanced, effective and reflect the needs of its students, UHI and the Partners.</p> <p>3.1 HISA becomes the place that students and academics alike recognise as providing independent appropriate and quality support advice on academic and welfare issues.</p> <p>3.3 Throughout UHI, officers, volunteers and representatives will work in partnership with academics and the wider staff community to solve problems and provide an evidence base to drive policy change.</p> <p>6.1 For all UHI students to feel part of a wider community and for HISA to enhance the spirit and ethos of community.</p>						

Regional Update

After an extensive review, the registration and support process of clubs and societies has been implemented by our Community Engagement Team which includes the opening of the HISA Grant. All information can be found here - [Start a New Group @ Highlands and Islands Students' Association \(uhi.ac.uk\)](https://www.uhi.ac.uk/highlands-islands-students-association).

UHI and HISA are taking part in the [Brit Challenge](#) from 26th January – 23rd March with students encouraged to take part in activities designed to improve mental wellbeing. Students can take part by downloading bingo cards and submitting to HISA Activities with the chance to win prizes! Information can be found here - [The Brit Challenge Begins! @ Highlands and Islands Students' Association \(uhi.ac.uk\)](#)

HISA Elections are underway with nominations open from 6th February to 3rd March. Voting will take place from 21st March to 24th March. HISA have introduced manifesto guidance and comms on the impact local and regional officers can have. We have also reintroduced "Recommend a Friend" where students can recommend a friend that they think would be good for a role. UHI staff can also use this anonymously.

Antony Blackshaw has been appointed interim Chief Executive Officer of HISA, commencing this role from February 2023. A recruitment process for a new permanent CEO will be explored in due course.

ⁱ Available at [Strategic Plan @ Highlands and Islands Students' Association \(uhi.ac.uk\)](#)

Committee Cover Sheet

Paper No.3

Name of Committee	Learner Engagement Committee
Subject	Student Survey 1 – Overview Report January 2023
Date of Committee meeting	08/02/2023
Author	Jessica Borley, Quality Manager
Date paper prepared	02/02/2023
Executive Summary Please provide a concise summary of the Paper outlining the purpose, impact and recommended future actions if approved	<p>The survey is issued to all students to gather feedback on their experience of applying to the course, induction and generally how satisfied they have been with their overall experience in the first few months of their studies in a new academic year or new course.</p> <p>The outcomes of the survey are evaluated by each course team as well as various groups and committees in the College to determine what is working well and what needs development to improve the student experience.</p> <p>The survey results were published on the staff intranet in January 2023 and issued to HISA Perth. Course Teams have evaluated the outcomes and, where relevant, added actions to their continual evaluation action planning and discussed these with their student classes.</p>
Committee Consultation Please note which Committees this paper has previously been tabled at, and a brief summary of the outcomes/actions arising from this.	<p>The results have been discussed at CASE CQM and at PC Student Engagement Group and the KPI dashboard is available to all staff on Quality Matters SP</p>
Action requested	<input checked="" type="checkbox"/> For information <input type="checkbox"/> For discussion <input type="checkbox"/> For endorsement <input type="checkbox"/> For approval <input type="checkbox"/> Recommended with guidance (please provide further information, below)

Committee Cover Sheet

<p>Strategic Impact</p> <p>Please highlight how the paper links to the Strategic Objectives of UHI Perth or the UHI Partnership.</p> <p>If there is no direct link to Strategic Objectives, please provide a justification for inclusion of this paper to the nominated Committee.</p>	<p>This provides direct correlation to the Learner Experience KPI 4 and KPI 6</p>
<p>Resource implications</p> <p>Does this activity/proposal require the use of College resources to implement?</p> <p>If yes, please provide details.</p>	<p>Yes</p> <p>The setting up, implementation, and data analysis relies on staff input and although it is planned activity the introduction of the new technology for the tool (SLIDO) impacted greatly on staff workloads as it is heavily manual input and export of data.</p>
<p>Risk implications</p> <p>Does this activity/proposal come with any associated risk to UHI Perth, or mitigate against existing risk?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Equality & Diversity</p> <p>Does this activity/proposal require an Equality Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p>
<p>Data Protection</p> <p>Does this activity/proposal require a Data Protection Impact Assessment?</p> <p>If yes, please provide details.</p>	<p>No</p> <p>Click or tap here to enter text.</p>
<p>Island communities</p> <p>Does this activity/proposal have an effect on an island community which is significantly different from its effect on other communities (including other island communities)?</p>	<p>No</p> <p>If yes, please give details:</p> <p>Click or tap here to enter text.</p>

Committee Cover Sheet

Status (ie confidential or non-confidential)	Non-Confidential If a paper needs to remain confidential for a prescribed period of time before being made 'open', please advise how long must the paper be withheld: Click or tap here to enter text.
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Freedom of Information

Please note that **ALL** papers will be included within 'open' business unless a justifiable reason can be provided.

Please select a justification from the list, below:

Its disclosure would substantially prejudice a programme of research	<input type="checkbox"/>	Its disclosure would substantially prejudice the effective conduct of public affairs	<input type="checkbox"/>
Its disclosure would substantially prejudice the commercial interests of any person or organisation	<input type="checkbox"/>	Its disclosure would constitute a breach of confidence actionable in court	<input type="checkbox"/>
Its disclosure would constitute a breach of the Data Protection Act	<input type="checkbox"/>	Other [please give further details]	<input type="checkbox"/>

Further guidance on application of the exclusions from Freedom of Information legislation is available via:

<http://www.itspublicknowledge.info/ScottishPublicAuthorities/ScottishPublicAuthorities.asp>

and

http://www.itspublicknowledge.info/web/FILES/Public_Interest_Test.pdf

2022 Early Student Survey Overview Report

(Previously: Early Student Experience Survey)

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1 Executive Summary

1.1 General Overview

This report summarises the top-level Perth College results from the first student survey that was circulated to students in December 2022.

This is the 10th year of conducting a survey to ascertain student satisfaction of their early experience. Over the past 5 years the college has issued the same survey as the UHI wide regional survey. This process used the JISC online survey tool and was sent via a link to a student's UHI email. Response rates have declined considerably over the past 4 years and feedback from both staff and students showed that this decline was partially due to difficulty students encountered in trying to locate the email ie it may have gone into spam or they had simply deleted it. The declining trend was discussed at CASE Q committee (Curriculum and Student Experience/Quality) and it was agreed that a complete review of the methodology and tool used to survey students would be undertaken.

The feedback from staff into this review, highlighted that there were some key issues that needed to be addressed. The PATs (Personal Academic Tutors) were not able to ensure that students were completing the survey, as they did not have a note of the individual links sent to a student and also, not all PATs taught a class in a room with PCs available. Therefore, there was a reliance on the student completing the study in their own time, or in another class time, booking into the ICT spaces or using their phone.

Engagement

To ensure that the students were involved in any proposed improvements, HISA and our Learner Voice representative joined a short life working group along with PATs and academic staff. The resulting proposal was taken to CASE Q in August 2022 and approved for implementation.

New Interactive Tool

It was agreed that the survey would be issued through an interactive tool (SLIDO) and each student group would be led through the survey process by the course PAT in a student forum. This process enabled the PAT to lead on group discussion and highlight cross college issues, identify positive actions share these with college managers. In some cases, it was not possible for all course groups to attend a student forum (either face to face or online as for example some students were on placement or work experience), in these cases a link to the survey was issued directly to the student's mobile phone.

Staff and Learner Voice Rep Training

To ensure staff were confident to engage in this new survey tool, there was considerable time and effort invested in preparing online, face to face and interactive training. Staff guidance on the new methodology and how to use SLIDO can be found on [Quality Matters/Student Engagement and Representation](#)

The Learning Technologist held drop-in training sessions on SLIDO, developed video blogs and presentations to support the actions required to ensure competence in the use of this new system.

It was recognised that the SLIDO methodology will not be appropriate for all courses/modes of delivery and alternative methodologies were prepared. Social and Vocation Skills courses had the option to capture the student voice in an alternative format that best suited the student needs.

The Quality team produced a real time overview of key indicators in the form of a dashboard, which allowed academic managers to monitor student engagement with the survey tool on a weekly basis.

Questions

The number of survey questions was reduced from 40 to 25 and questions were mapped where appropriate to NSS / ESES questions to enable benchmarking. See Section 4 below.

The survey was issued to full and part time Further Education, Higher National Award, and degree students.

However, it should be noted this report currently only shows further education and higher national students at this time due to an extension being offered to degree programmes until 3 February 2023. This report will be updated to reflect all data once complete.

1.2 Response Rates Overview

The survey was issued to 2294 students, 59% of students responded. This is an 11% increase from 38% last year (ESES 2021). The response rate for FE was 60%, which is a 12% increase from last year. For students studying on Higher National courses last session, the response rate was 36% which has increased to 57% this year.

ESES data was not presented separately for HN and degree for session 21/22, so a direct comparison with last year is not possible.

1.3 Satisfaction Rates Overview

The overall satisfaction rate of 97% was an increase by 4% on last year (93%). The tables below provide an overview of the response rates for FE & HN (Table 1), Curriculum Areas (Table 2), and Sector Areas (Table 2). Please note, the satisfaction figures are based on Question 1 – Overall, I am satisfied with my college experience.

Other key satisfaction questions show that 92% of students feel that their course delivery is meeting their needs and expectations, 81% of students were aware of support available for mental health and wellbeing, and 91% felt induction was a useful preparation for starting their course. Students provided the following examples of activities, events and communications that made them feel welcome on their course:

- “Excellent communication from the staff both before I started and during the course. An in person visit beforehand made me familiar with the workshop surroundings.” *Dip in Vehicle Accident Repair Paint (FE)*
- “The staff were very approachable, helpful and welcoming. Being given an opportunity to build upon my skills and experience has been great and I’m grateful for the patience been given to me.” *NPA Construction – Multiskills (FE)*
- “The introduction Day was very helpful and made coming to the class easier.” *Access to Beauty Therapy (FE)*
- “We were introduced to what the course would be and what was included and were asked to complete all about me boards so our lecturers and classmates could get to know us.” *FA Social Services: CYP (FE)*
- “Student support helped with starting college and got things in place to help my studies.” *NQ Access to Nursing (SWAP) (FE)*
- “The induction day a week prior to the course start was a nice way to ease into the course itself, as well as getting to meet some of the lecturers and see the campus in

person which made the process less nerve wracking.” *HNC Music Business (HN)*

- “Ice breaker games such as classmate bingo was a great way to talk to and learn about my classmates.” *HNC/D Y1 Business (HN)*
- “We had a 2-day induction that allowed us to meet each other on the course and gave us time to be comfortable with different people. We were then given an insight on what is all included in the course on one of the induction days. The freshers' events also helped as it allowed us to interact together that was organised by hisa.” *HNC Musical Theatre (HN)*

It is important to note that satisfaction for students in care has further improved by 3% to 98% and students with a caring responsibility are 3% more satisfied with their college experience this year to 97%. All age and gender groups have improved satisfaction this year.

Overall there has been an increase in engagement and an improvement in satisfaction rates. However, we are continuing to strive towards increasing the number of students who actively engage in the Learner Voice representative role, our Student Forums and Student Feedback.

2. Satisfaction Results

2.1 Response by FE/HE to Question 1: Overall, I'm satisfied with my student experience so far.

Table 1: Final Response & Satisfaction Rates by FE / HN

FE / HN	Response Rate 2022	Satisfaction % 2022	Response Rate 2021	Satisfaction % 2021	Response Rate 2020	Satisfaction % 2020
FE	60%	97%	48%	96%	31%	87%
HN	57%	95%	36%	91%	69%	81%

2.2 Satisfaction by Curriculum Area

Table 2: Final Response & Satisfaction Rates by Curriculum Area

Curriculum Area	Response Rate 2022	Satisfaction % 2022	Response Rate 2021	Satisfaction % 2021	Response Rate 2020	Satisfaction % 2020
ALS	49%	98%	28%	92%	41%	85%
BMCL	70%	93%	50%	96%	58%	83%
CCI	63%	98%	36%	90%	36%	80%
STEM	65%	99%	31%	94%	29%	80%

2.3 Satisfaction by Sector Area

Table 3: Final Response & Satisfaction Rates by Sector Area

Sector Area	Response Rate 2022	Satisfaction % 2022	Response Rate 2021	Satisfaction % 2021	Response Rate 2020	Satisfaction % 2020
Accounting	22%	100%	59%	100%	53%	87%
Administration	94%	93%				
Aircraft Engineering	60%	100%	22%	77%	32%	86%
Audio Engineering	51%	100%	41%	96%	47%	82%
Beauty Therapy	71%	98%	63%	91%	54%	75%
Built Environment, Electrical & Horticulture	68%	98%	30%	97%	21%	92%
Business*	94%	93%				
Business & Administration	70%	100%	58%	96%	58%	85%
Computing	68%	92%	40%	89%	52%	85%
Creative Industries		98%	37%	87%	35%	79%
Early Education & Childcare	64%	98%	44%	96%	42%	91%
Engineering	42%	100%	29%	87%	42%	69%

Hairdressing	38%	96%	66%	90%	50%	90%
Health & Social Care	25%	98%	23%	80%	34%	87%
Hospitality	52%	100%	37%	98%	58%	92%
Humanities & Social Sciences	30%	100%	33%	89%	40%	79%
Language School	73%	98%	84%	96%	42%	92%
Motor Vehicle	87%	100%	48%	96%	25%	86%
Music & Music Business	64%	93%	20%	82%	25%	70%
New Opportunities	64%	100%	49%	100%	33%	60%
Science & Maths	69%	100%	27%	100%	28%	74%
Sport & Fitness	85%	93%	55%	97%	62%	76%
SVS	46%	91%				

*This is the first year of reporting these areas separately.

3. Satisfaction Results by Protected Characteristics

3.1 Age Band

Age Categories	SF1 Satisfaction	ESES 2020/21 Satisfaction %	ESES 2020 Satisfaction %
16-17	98%	97%	86%
18-19	97%	94%	81%
20-24	96%	93%	79%
25 and Over	97%	93%	86%
Under 16	98%	91%	100%

3.2 Gender

Gender Categories	SF1 Satisfaction 2022	ESES 2020/21 Satisfaction %	ESES 2019/20 Satisfaction %
Female including Trans Woman	98%	93%	95%
In another Way	98%	89%	83%
Male including Trans Man	97%	94%	94%
Prefer not to say	99%	87%	88%
Blank	92%	72%	95%

3.3 Disability

Categories	SF1 Satisfaction 2022	ESES 2020/21 Satisfaction %	ESES 2019/20 Satisfaction %
I have a disability, impairment, or medical condition	98%	92%	93%
I have a physical impairment or mobility issue	100%	100%	91%
I have a specific learning difficulty such as dyslexia	99%	93%	94%
No disability	97%	94%	95%
Not disclosed	96%	No data	No data

3.4 Care Experienced

(Q Have you been or are you currently in care or from a looked after background at any time in your life?)

Categories	SF1 Satisfaction 2022	ESES 2020/21 Satisfaction %	ESES 2019/20 Satisfaction %
No	98%	94%	95%
Yes	97%	94%	91%

3.5 Caring Responsibilities

(Q Do you have unpaid caring responsibilities for a family member or friend who is ill, frail, disabled or has a mental health or addiction problems?)

Categories	SF1 Satisfaction 2022	ESES 2020/21 Satisfaction %	ESES 2020/21* Satisfaction %
No	98%	93%	83%
Yes	97%	94%	85%

4. College Overall, FE and HN Satisfaction Ratings per Question

<i>NB: Responses are based on those who answered to Strongly Agree, Agree or Yes REF: No response for this question</i>	College Overall	FE	HN
Student Satisfaction			
Overall, I'm satisfied with my student experience so far	97%	97%	95%
Application and Enrolment			
Applying to my course was easy	95%	94%	97%
It was easy to enrol on to my course	88%	86%	93%
Induction			
Induction prepared me to get started on the course	91%	92%	89%

NB: Responses are based on those who answered to Strongly Agree, Agree or Yes REF: No response for this question	College Overall	FE	HN
I am aware of the digital support scheme available at the College where I can be loaned a laptop to help with my studies	77%	75%	83%
Student Representation			
I have been made aware of the Highlands and Islands Student Association (HISA) and understand its role	79%	76%	88%
I took part in HISA Freshers activities	29%	30%	24%
I was given the opportunity to volunteer as a student voice representative for my class	74%	69%	88%
Course design and content			
Does your course delivery meet your needs and expectations	92%	93%	89%
I am satisfied with the learning and teaching I have received to date	96%	96%	96%
Learning, teaching and assessment			
I know where to access the assessment schedule for my course	81%	79%	84%
I know where to access additional study skills support	71%	69%	76%
I know how to access the library facilities	90%	88%	96%
Brightspace			
I know how to access relevant learning technologies (i.e. MyDay, Brightspace, student email)	96%	95%	100%
Do all your units or modules have appropriate learning resources on Brightspace	87%	86%	89%
Student Support & Wellbeing			
I am aware of the services on offer by the Student Services team (e.g. additional support, support at the hub, counselling, mental health and wellbeing, student engagement)	81%	79%	85%
I am aware of the services on offer by the Student Funding Team (e.g. Bursaries, Discretionary Funds, Childcare)	82%	79%	88%
I am aware of the digital support scheme available at the College where I can be loaned a laptop to help with my studies	82%	80%	87%
Communications (New)			
Communications I have received as part of my studies has been timely and useful	96%	96%	96%

The Student Forum element of the process encouraged students to provide qualitative data on their individual experiences (see a snapshot of data in Section 1.3) and this has been shared with Sector Development Directors and Sector Managers. Suggestions for quality enhancement will be implemented where possible in semester 2 as part of our action planning and sharing effective practice. An evaluation of these improvements will be included in the Semester 2 Student Forum. Some examples of the questions used to illicit more about the student experience include:

- Give some examples of the activities, events or communication that helped you feel welcome at Perth College and on your course
- What else could we do to enhance the induction experience in future years
- What would be your preferred way of receiving important information
- Is there anything we can do to improve your student experience to date

UHI Perth Scholarship and Research Committee (SRC)

Paper 4

Draft Minutes

Meeting reference: 2 of 3 in AY 2022-23

Date: 18 January 2023, 1400 - 1535

Location: Room 019 Brahan & by Microsoft Teams

Present: Rosalind Bryce (Chair), Lorenz Cairns, Margaret Cook, David Gourley, Jenny Hamilton, Katy Lees, Veronica Lynch, Christiana Margiotti, Henry Nicholson, Patrick O'Donnell, Alex Sanmark, Neil Simco, Keith Smyth (to 1500)

Apologies: Rob Boyd, Kathleen Connor, Ronnie Dewar, Lynne Griffin, Michael Rayner, David Watt

Minutes: Angela Paterson

Summary of Actions

No	Actions from Meeting	Responsibility
1	Contact D Russell re Converge Challenge once Accelerate student numbers confirmed	V Lynch
2	Arrange meeting with HN, RosB, DG & SMs to agree research capital funds spend	H Nicholson
3	Arrange meeting with UHI Research Office re REG/UIF allocation (NS, HN, RosB & DG)	N Simco
4	Sector Managers' Subgroup: update required for next meeting. If no-one available to attend, paper must be sent in advance	R Dewar
5	Research Strategy <ul style="list-style-type: none">Add to document: extra column in table to identify enablers; UHI funding opportunities; paragraph explaining how we aim to work hand in hand with UHIOrganise operations meetings with POD and RB to update progressResearch Clusters: include information on the Induction Area for new research staff. DG to take forward, in consultation with RosB & POD	D Gourley D Gourley D Gourley
6	Arrange Staff Development Fund webinar (contact: Debbie Wartnaby)	P O'Donnell
7	Staff research presentations: arrange schedule (hybrid)	P O'Donnell
8	CMS strategy: conduct equality impact assessment	R Bryce
9	University Innovation Fund: NS/VL to discuss	N Simco/ V Lynch

1	<p>Welcome, apologies & membership Ros Bryce welcomed everyone to the meeting, including Jenny Hamilton who had recently joined the committee</p>
2	<p>Minutes of the previous meeting held on 07/11/22 Approved as an accurate record</p>
3	<p>Update on actions and matters arising</p> <p>Completed:</p> <ul style="list-style-type: none"> • Meeting with KTP North of Scotland team & interested businesses: VL arranging with RosB & G McKenna • PURE/ORCiD seminar: to be held in Feb/Mar 2023 • Draft research strategy: include CMS under delivery & present final version at next meeting • Arrange meeting with Michael Osborne (University of Glasgow) and Divya Jindal-Snape (University of Dundee) • Discuss distillery project idea/PKCT: RB/VL to discuss alongside other meeting arranged • Discuss immigration requirements for visiting scholars <p>Outstanding:</p> <ul style="list-style-type: none"> • Contact D Russell re Converge Challenge once Accelerate student numbers confirmed. Kenny McAlpine@ Moray also mentioned as a contact. Action VL • Arrange meeting with HN, RosB, DG & SMs to agree research capital funds spend. Action HN • Arrange meeting with UHI Research Office re REG/UIF allocation. Action: NS (meeting with HN, RB & DG)
4	<p>Sector Managers' Research Sub-Group (R Dewar - apologies)</p> <ul style="list-style-type: none"> • Action RD: update required for next meeting; if no-one available to attend, paper must be sent in advance
5	<p>Draft Perth College research strategy (D Gourley)</p> <ul style="list-style-type: none"> • DG took on board previous actions and updated strategy circulated as a paper; this has also been considered at SMT • Action DG: Add to document: extra column in table to identify enablers; UHI funding opportunities (eg Staff Development Fund, mini sabbaticals); paragraph explaining how we aim to work hand in hand with UHI to maximise the synergy. • It was agreed that a 30-minute webinar about the Staff Development Fund would be useful for staff. Action: POD to arrange with Debbie Wartnaby • NS mentioned opportunities for professional development: <ul style="list-style-type: none"> • Following a survey, UHI to design a programme of professional development for research staff and early career researchers • Mini sabbaticals: proposal being put forward to change from short to longer sabbaticals to enable staff to produce 4* outputs; subject to UHI budget for 23/24 • As part of research environment, looking to advertise a new tranche of UHI fully funded PhD studentships (4), encourage applications from UHI Perth

	<ul style="list-style-type: none"> • Research Clusters: details about the clusters to be included on the Induction Area for new research staff. There is information on the UHI website, however, new staff need to be sign-posted there. Action DG: to take forward, in consultation with RB & POD. • SILK seminar roadshow to be held in Perth in the next 2/3 months; this will be an opportunity to hold an event to highlight research we are doing and raise awareness.
6	<p>Research & Scholarship Coordinator Update & Research Hub (P O'Donnell)</p> <ul style="list-style-type: none"> • Update on meeting with Prof Michael Osborne, University of Glasgow and Prof Divya Jindal-Snape, University of Dundee regarding discussions on UoA Education REF: Mike visiting 19/01/23 & M Rayner, K Smyth, A Paaso, H Fotheringham and M Redford invited • POD to meet Divya in February to discuss suitable date for visit, workshop on writing for REF (Education) and potential research collaborations – identity transitions with early career researchers • POD contacted Prof Anita Taylor, Dean - Duncan of Jordanstone College of Art and Design, University of Dundee. DJCAD focus on 4 main areas of investigation: Interdisciplinary Design and Innovation; People landscape and environment; Digital Futures and Visual practice. They have Interdisciplinary projects in Arts, Humanities, Social Sciences, Physical and Life Sciences, Technological Design and Engineering. (According to their press release DJCAD scored the highest rating in Scotland so any support insight will be useful). POD meeting Prof Taylor and Prof Calum Colvin, Associate Dean Research on 2/2/23 to discuss REF in the Arts <p>Research Hub activities for February 2023</p> <ul style="list-style-type: none"> • Prof Andrew Rae to present some of his research • Shona McKnight, Dundee and Angus College, will do a talk on meta skills. Shona is associate researcher for CDN and currently collaborating with staff at UHI Perth and UHI North Highland on meta skills within FE/HE. • Training for Research funding bids: workshop on grant writing to be held early 2023 (postponed from December as training materials being updated to reflect new structural/procedural developments) • PURE/ORCID seminar as Research Hub activity: to be held in Feb/ March <p>Update on research active staff (excluding CMS staff)</p> <ul style="list-style-type: none"> • All staff receiving support (remitted time) are aware about presenting in the Hub and producing posters. Will be rolled out from Feb/March. • Regarding the cohort of staff receiving remitted time /support we have some developments and outputs: <ul style="list-style-type: none"> • Andrew Dyce, Creative and Cultural industries has now left. He was writing a paper on the Future of International Music partnership within the education setting. Remitted time – half a day. • Sean McLaughlin and Dr Graham Smillie, Creative and Cultural industries, completed book chapter on The Place of Popular Music Education in Scotland in December and are now exploring/starting new research topics – outputs will be published articles in journals. Both attended and presented their research at the UHI conference • Steven Timoney, Applied Life Studies, published a report in November, multi-authored). Topic is on Cultural Heritage and Museum transition: <p>Lee, D., Timoney, S., and Sanmark, A. (2022) <i>Cultural Heritage Assessment for the</i></p>

	<p><i>Museum of Rapid Transition, Catearan Ecomuseum (Phase I)</i>. Report for the Catearan Ecomuseum, December 2022. Available from: https://pure.uhi.ac.uk/en/projects/cultural-heritage-assessment-for-the-museum-of-rapid-transition-c</p> <p>Steven currently writing a paper on 'Staying local – Experiencing local landscapes and the potential of hidden stories'</p> <ul style="list-style-type: none"> • Nuria Camps has submitted a paper on Embedding Artificial Intelligence in Teaching Practice to a peer review journal • Rahul Kulmar STEM had a paper published in November: 'Magnetic Field Sensing using Tapered Small-Core Optical Fibre Surrounded by Different Concentrations of magnetic Fluid'. Journal is MDPI Sensor Journal (published in the section Optical Sensors) <p>Update on Sector Managers' Research Sub-Group</p> <p>POD recently talked to 3 Sectors Managers, and it's clear not all the managers will see research capacity building as a key growth activity in their area. If the sector mangers research sub-group does gain traction (and it's been more than 2 years now) it will not comprise of 'all' sector managers. Moving forwards, a meeting will be held w/c 23/1/23. Thoughts are that we survey the managers to gain a sense of enthusiasm towards research. The term of reference is wide and there is lots of scope</p> <p>Other Developments</p> <ul style="list-style-type: none"> • Approached by Dundee and Angus College regarding collaborating on a research project. Key challenge is to find staff to contribute; most of the staff are active in other projects. • CDN Research and Enhancement Centre are currently looking at new themes to research and that might offer opportunities for Perth Hub. POD will be involved in discussions regarding new themes for research. • As part of the remitted time allocation, staff expected to do presentations to staff as well as poster presentations at the June staff conference. Action POD: arrange schedule between now and the end of term; try to make hybrid presentations so that UHI colleagues can join
7	<p>College Research Update</p> <p>R Bryce, Centre for Mountain Studies (CMS):</p> <ul style="list-style-type: none"> • Papers for CMS strategy and position circulated in advance. This revisited CMS' aims/objectives and strategic themes. Document also be used to review/refresh CMS website. Action RB: conduct equality impact assessment on the strategy • The importance of dissemination of projects was mentioned and consideration should be given to the opportunities for collaboration within other departments. Just transition/Zero Waste Scotland project: this could align with the college poverty project and there may be opportunities for collaboration <p>A Sanmark, Institute for Northern Studies (INS)</p> <ul style="list-style-type: none"> • Working with Steve Timoney and Dan Lee on the Catearan Ecomuseum. They are keen to continue working with us and are trying to secure further funding • Perth Museum in-person seminar series to restart; will be held on Mondays at lunchtimes at the AK Bell Library. Currently putting together a programme and plan to start from February onwards • Along with Ros, Alex is also involved in UHI visit to South Africa for Universities Doctoral Training Programme in February 2023

UHI Perth Scholarship and Research Committee (SRC)

Paper 4

8	<p>Perth College Innovation Update (V Lynch)</p> <ul style="list-style-type: none"> • Perth Big Ideas Programme, in partnership with Elevator and funded by Perth and Kinross Council: 20 students recruited to start w/c 23/1/23 over an 8-week period. • Funding Council discussion on behalf college sector re flexible fund for knowledge exchange and innovation: still no funding available but discussions will continue • International team submitted a bid for British Council funding for India however this ended up as research focussed fund and has been taken up by another college partner who have a specialist in water quality. There may be the potential of looking at international recruitment on the back of this • The University Innovation Fund (UIF): NS mentioned this model is likely to change for 24/25 and there may be the opportunity to refresh how we allocate knowledge exchange funds as a partnership as we move into a new scenario. Action NS/VL to discuss
9	<p>Current developments in Research (N Simco)</p> <ul style="list-style-type: none"> • Paper circulated in advance and key elements mentioned • The UHI Research Conference held in early January had been a very successful event with 200 staff/students attending
10	<p>AOCB None</p>
11	<p>Date of next meeting Was 27 March 2023 and now rescheduled to 29 May 2023</p>

Student Engagement Group Meeting

Minute

Date and time: Friday 11 November 2022, 11.00am – 1.00pm

Location: By MSTeams VC

Members present: Sam Monie (SM), Aimee Cuthbert (AC), Sarah Wood (SW), Gerald McLaughlin (GMcL), Kathleen Connor (KC), Jess Borley (JB), Lesley Sutherland (LS), Maureen Paris (MP)

Apologies: Lisa Findlay (LF), Mandy MacDonald (MMac), Nick Green (NG), Liam Fowley (LFO), Suzanne Miller (SM), Todor Pavlov-Kennedy (TPK), Kevin Lynch (KL)

In Attendance: Kasia Szostak (KS), Thomas Chapman (TC)

Chair: Deborah Lally

Note Taker: Nicola McAulay

Summary of Actions

Ref	Action	Responsibility	Time Line
11	Erin grant to be invited to future meetings by NM	Nicola McAulay	Next Meeting

Minute

Item

1. Welcome and Apologies

DL welcomed the Committee members.

Apologies were noted.

Action

Item	Action
<p>2. Additions to the Agenda for AOCB</p> <p>JB had asked for student voice being in a separate section which will be done for next meeting.</p>	
<p>3. Minutes of the Previous Meeting – Paper 1</p> <p>The minutes of the meeting held on 28 September 2022, were approved as an accurate reflection of the discussions that had taken place.</p>	
<p>4. Review of actions from previous meeting / Matters arising <u>that are not included elsewhere on the agenda:</u></p> <p>WEEE centre – Jill Martin had put in a funding bid to PK council to get funds paying us to refurbish Computers through WEEE centre by students and looking to bring it in as a module. Message will be sent out to students once finalised and will be managed through the computing studies programme.</p>	
<p>5 The library as a Sustainability Hub</p> <p>Kasia Szostak who is the library advisor and administrator shared with us plan for having the library as sustainable hub.</p> <p>A presentation that Kasia had created was shared with us during the meeting.</p> <p>Surveys shows at least 60% of students are worried about the future. What can we do to change this? Creating spaces physical and virtual where students can access resources and share ideas. The library is already working towards sustainability with lending of books. The library team would like to work with HISA to promote the information hub as they would like students to be at the heart of this. Kasia has created an intro reading list of books and websites etc for sustainability. Below are some great ways to get involved by taking part in the following events:</p> <ul style="list-style-type: none"> Talk from local photographer Meeting with local businesses Competitions Informative displays videos and posts Petition sign up challenge Support for student lead initiatives <p>LS had mentioned a lot of students are now asking for a physical card, we need to explore this further and engage in further conversation.</p> <p>Dundee and Angus College been in touch, they are proposing that any UHI student or staff who resides in the Dundee area can use the library</p>	

Item**Action**

space and they are happy to go ahead with that and students can get connected through eduroam network. They have asked if we would we do the same for their staff and students? Principal is keen for this to go ahead.

We do have the Sconul access scheme available already available to university students when it comes to other colleges Kasia thinks it's a great idea but her level to make this decision.

6. Safeguarding

No updates for this at this meeting. Few risk assessments and safety plans being looked at, followed through accordingly.

7. Student Engagement Service - Update

Sam – Over 75 workshops completed now, 1000 on average students. Each week ESOL have asked Sam to attend the classroom to provide workshops, very engaging.

Working with HISA and quality team to do student voice training – very good – SRC group and numbers were amazing, they will continue working closely together.

Heat project coming on campus 24th November lunchtime – free expert energy advice.

Careers event in Perth Academy

Meeting with Police Scotland to provide an event on campus related to hate crime and the 3rd party reporting system. Gerald can take forward with HR so we can have another member of staff trained on 3rd party reporting.

Jess – SRC – quality have been sending out notices of all SRCs to students asking if they would like to register with HISA

8. Period Dignity

Papers circulated to team – at last meeting Deborah had circulated a proposed questionnaire for the students. Survey was slightly changed after feedback,

We may not be able to get brand named products depending on procurement.

Item	Action
<p>Survey sent out, open for 1 week, 63 responses – see paper for further information.</p> <p>QR code on toilet door or go to reception and ask for products to either be collected or sent to their home address – to be trialled. Next week DL is meeting with the working group and will share this idea with them.</p> <p>Statement of intent – Proposed and shared with SMT and CMT, no feedback yet. Needs to go up on college website.</p>	
<p>9. SLWG</p> <p>SLWG – keep on agenda, start again in April next year.</p>	
<p>10. Student Residences</p> <p>One of our international students had a birthday and quite a few got together to celebrate, nice to see them engaging together.</p> <p>Halloween competition organised for the residences waiting for pics for this from Noel.</p> <p>Boilers are all in – shouldn't have any issues like we have had before.</p> <p>1st year opening to 16-year-olds – slight issues with them coping and looking after themselves. This will be discussed going forward, may not be something we continue.</p>	
<p>11. Digital Accessibility</p> <p>Continued to give laptops on loan, dongles not freely on loan but exceptiona circumstances. Library do have laptops now also, so they can borrow it within the library. Will be keeping an eye on demand. Additional funds for more digital equipment for students, if we don't spend it the funding council will take it back, speaking with IT to see how to spend this</p> <p>Erin grant to be invited to future meetings by NM.</p>	<p>NM</p>
<p>12. HISA updates</p> <p>12.1 freshers Update - during SRCs asked for induction feedback, majority couldn't remember because of the lapse of time. Majority of reps found they were excellent with many students able to get to the library for induction tour. A lot of students weren't told how to get student card, more communication needed in the future. Students have stated inductions made them feel more prepared, how to get support, use of Brightspace etc.</p>	

Item**Action**

12.2 Student Voice Representatives Update - 51 reps attended the meetings. Information coming out about access across the campus. Student congregating at the doors and smoking or vaping in the mornings, lifts being broken, Workload intensity. First round of training done, in person sessions were attended better than the online sessions, to be reviewed.

12.3 Aramark consultation – During October HISA stationed themselves in each food refectory to ask students for feedback on what can be done to improve the catering, honest feedback from students to take forward.

12.4 SVR – Jess update. Partnership with quality and HISA as there is a bit of an issue regarding GDPR and privacy statements. Some student voice reps have not signed up with HISA so quality have not been able to pass on the students details to them. There are currently 243 courses overall in Perth, any students were allowed to volunteer, and many courses have more than one class group. At present 68% of courses have voice reps, 74% of classes have a rep. Analysis of breaking this down to sector areas to see what the figures are. The STEM area is lacking in representatives. 61 reps have been trained, training is up on Brightspace, will be an online module also.

13. Student EG Member Updates: - not included elsewhere in the agenda

Jess – Update on changing the way we gather the student voice – no longer using the big bang surveys, instead we will be now using student forums which are being used already. We will be using an interactive tool called slido, 25 questions and it is just about to launch next week. Welcome meeting set up by Aimee and Sam which quality joined, a lot of students attended and were consulted, didn't want the big survey.

Kathleen – 14th – 22nd book week Scotland – every year Maria applies for funding to hold events in the library. Author event taking place on the 15th and 16th of November and on the 17th of November there will be a creative writing event.

Laptops available now, promoting library as a warm comfortable safe space into the evening, now closed at 8pm until end of Semester 1. Bookable study spaces now being refurbished and hopefully be bookable again in a week or so. Open day was fantastic about 100 students who came through the library.

Sarah wood – transgender awareness week next week – Sarah will be running pilot transgender awareness and pronoun awareness session, Hopefully will be rolled out to all staff.

Item	Action
<p>Large increases in students disclosing being neurodiverse – 2 separate types of training to be introduced, there will be a shorter session for front facing staff and Perth autism support are currently designing this.</p>	
<p>Terrence Higgins Trust sexual health sessions – no further forward now but very positive meeting took place.</p>	
<p>Lift – increased breakdowns of lifts, caused by students who are misusing the lift – not sustainable. Restrict lift access for staff and students and visitors unless they have mobility conditions. Coming into place in the next 2 -4 weeks, communication will go out and lift card provided.</p>	
<p>Gerald – Council funding for external counselling may stop next year but shouldn't have an impact on the services we provide. Number of different workshops relating to stress and stress awareness, unfortunately not well attended asking if it can be opened to staff.</p>	
<p>Are we doing something for transgender awareness week? We are and GMcL will let SW know.</p>	
<p>14. AOCB</p>	
<p>DL – corporate parenting plan – support to give care experience students ran out last year and therefore due to be renewed DL drafting things up just now, probably won't change much.</p>	
<p>15. Date of Next CMT Meeting:</p>	
<ul style="list-style-type: none"> • 	
<p>16. Date of next Student Engagement Group Meeting:</p>	
<ul style="list-style-type: none"> • 19 January 2023 	

Information recorded in College minutes are subject to release under the Freedom of Information (Scotland) Act 2002 (FOI(S)A). There are certain limited exceptions, but generally all information contained in minutes is liable to be released if requested.

The College may also be asked for information contained in minutes about living individuals, under the terms of the Data Protection Act 2018. It is important that fact, rather than opinion, is recorded.

Notes taken to help record minutes are also subject to Freedom of Information requests and should be destroyed as soon as minutes are approved.

Board of Management - Learner Experience Committee

Terms of Reference

Paper 6

Membership

- Principal (who shall act as Chair)
- No fewer than 2 Representatives of the Board of Management (one of whom to act as Vice-Chair of the Committee)
- 2 Academic Staff Representatives (Board Teaching Staff Member plus one other nominated teaching staff representative)
- 2 Student Representatives (to be nominated by HISA Perth)
- Depute Principal
- Vice Principal (Academic)
- Vice Principal (External Engagement)
- Chair of Scholarship and Research Committee
- Head of Student Experience
- Head of Learning and Teaching Enhancement

By invitation

Student Services Manager, Student Records Manager, Quality Manager

Quorum

The quorum shall be 7 including the Chair or Vice Chair, and must include one Independent Member of the Board of Management

Frequency of Meetings

At least 3 times per academic session, and as required.

Terms of Reference

1. To maintain an overview of academic quality assurance and outcomes by reviewing reports from the Quality Assessment Committee and other relevant internal and external sources including feedback and evaluation from student and stakeholder surveys.
2. To consider the implications of reports and updates from other relevant College and UHI Committees and, where appropriate, act to ensure the relevance and currency of the academic offer.
3. To review and approve College's policies and strategies that relate directly to the student experience.
4. To receive regular reports from Management and HISA Perth on progress with student engagement in the operation of the College.