

MINUTES

Meeting: Academic Quality Committee

Date: Monday 7 November 2022 at 3.30pm

Location: Microsoft Teams

Present: Zoe Thomson (Chair), Stacey Fleming, Hugh Hall, Evelyn McPhail, Emma Wallace

Apologies: Lynn Davis, Pamela Dobson

In Attendance: Wendy Brymer, Iain Hawker, Dorothee Leslie, Marianne Philp

1 Welcome

The Chair welcomed those present to the meeting and introduced Stacey Fleming as a new member of the Committee.

2 Minutes of Previous Meeting: 8 June 2022

The minutes of the previous meeting were approved as an accurate record.

3 Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted.

4 Curriculum Update Report

The contents of the paper that had been circulated were outlined and noted. Strategic highlights included:

- The SFC baseline target 132,399 credits for academic year 2021-22 had been met.
- 81% of the credit target for 2022-23 had been met which is 7% better than at this point in 2021-22.
- Student retention was currently looking positive at the 25% cut-off date, but processing still requires to be undertaken to confirm this. Contact is also being made with students who did not return to College after the October holidays to try to re-engage them.
- The number of students advising that they were withdrawing for mental health reasons had halved which indicated that the support put in place was effective. Very few students were citing financial hardship as a reason for withdrawal despite cost of living increases.

The additional curriculum updated noted on pages 12 and 13 of the Boardpack were also briefly outlined.

Decision: To discuss off-line variances in student recruitment between curriculum areas and at different levels.

Responsibility: Dorothee Leslie/Stacey Fleming

Deadline: 13 February 2023

5 Fife College Students' Association (FCSA) Update

The contents of the paper that had been circulated were noted. Updates were given on:

- Class Reps 2022-23: various engagement strategies were being utilized and this appeared to be having a positive impact.
- Student engagement tracker: timetabling issues at the start of term was the main issue raised by students.
- FCSA Student Executive: Student Societies were being introduced to replace the Officer model which would allow roles to be shared more effectively.
- FCSA open badges: more individuals were taking part in volunteering activities than in previous years.
- Freshers' Fayre had been very successful with lots of initiatives undertaken to support new students.

The FCSA was commended on a positive report and on a successful start to the new academic year.

6 Performance Update

6.1 Complaints 2021-22 and Early Learner Feedback 2022-23

The contents of the paper that had been circulated were noted. A brief update was given on the number of complaints and on outcome status. It was confirmed that complaints were spread throughout the college and no area was giving particular concern. Customer care related issues remained the main area of concern and where these are upheld or partially upheld, the OD and HR team are involved to suggest any support or training that can be offered. The Scottish Public Services Ombudsman had been contacted in relation to one complaint, but had upheld the College's decision.

An update was given on learner surveys issued since the last meeting. These continued to show good response rates in Fife College, despite a downward turn for the sector overall. In the 2021-22 final survey, 90% of students had confirmed they were happy with their Fife College experience.

6.2 Performance Data Report

The contents of the paper that had been circulated were noted. In particular the key observations (high level) were outlined (page 22 of the Boardpack). It was noted that part-time enrolments were growing and that performance indicators (PIs) were showing a decline across the College apart from in partial success which remains at or better than sector.

It was noted that all College courses were given a RAG rating with an action plan being drafted where action required to be taken in order to improve PIs. A PI dashboard had also been introduced to make review easier for all staff.

6.3 School and University Partnership Report

The contents of the paper that had been circulated were noted. It was noted that the number of School College Partnership enrolments had increased to 1284 in 2021-22. It was noted that whilst the PIs appeared to be declining, partial success was improving and this could be a potential outcome for students in this category.

An update was also given on articulation routes in place with universities with the total number once again increasing. More work was being undertaken to promote the degrees available at Fife College, and to advise that HNC/D work counted as progress towards a degree.

Decision: To share the more detailed report on School College Partnerships with Committee members for information.

Responsibility: Iain Hawker

Deadline: 11 November 2022

7 Education Scotland Visit – Action Plan Status

The contents of the paper that had been circulated were noted. It was confirmed that the College had a new HMle in place, Peter Connelly, and that he would attend the next meeting of the Committee. An annual engagement visit was expected to take place in 2022-23. An update was given on the action plan prepared following the progress visit in November 2022 which confirmed all actions were on track for completion.

8 Learner Voice Framework: Annual Update

The contents of the paper that had been circulated were noted. It was highlighted that this was an annual paper and that it was similar to last year, showing a lot of opportunities were in place for the learner voice to be heard.

9 Learning Strategy Update

The contents of the paper that had been circulated were noted. It was confirmed that the Learning Strategy would link to the overall Strategic Plan and the Digital Strategy and the Performance and Planning Team were assisting to ensure linkages without duplication. The revised strategy was shorter with more measurable objectives. Feedback was being taken from key groups with the final version being submitted to the Committee for approval and to the Board for endorsement in due course.

Decision: To provide any feedback on the draft Learning Strategy to the Director: Governance and Compliance by email.

Responsibility: All Committee Members **Deadline:** 18 November 2022

10 Academic Update: New Campus Project

The contents of the paper that had been circulated were noted. Good progress continued to be noted.

11 Review of Meeting

The Chair invited members to feedback to the Director: Governance and Compliance any information that was missing or that could be made more useful.

It was confirmed that guest speakers could be invited to attend future meetings if topics would be of interest to members.

12 Date of Next Meeting

Monday 13 February 2023 at 3.30pm