

**MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 6 December 2016**

**PRESENT:** Jaci Douglas, Louise James, Ryan McAdam, Helen Miller, Steve Walsh, Kate White  
**CHAIR:** Louise James  
**APOLOGIES:** Diane Rawlinson, Gavin Ross, Gabriel Starr  
**ATTENDING:** Depute Principal  
Head of Curriculum  
College Secretary

**1. MINUTES OF THE MEETING OF THE LEARNING AND TEACHING COMMITTEE HELD ON 20 SEPTEMBER 2016**

The Minutes were **AGREED** as a correct record, were **APPROVED** and signed.

**2. STUDENT RECRUITMENT 16/17 – UPDATE**

A report by the Depute Principal provided an update of student recruitment for 2016-17.

Total FE credits, as at 25<sup>th</sup> November, was 24,679, with the total credit target being 29,647. The college was on track to meet its FE activity target for 2016-17.

In relation to HE, the PPF target for funded UG students in 2016-17 was 1622.9 FTE. The predicted actual at year end was 1,528.9. It was now clear that the college would not make its HE student activity target for 2016-17. However, the HE FTE activity would still be higher in 2016-17 than in previous years.

The Depute Principal confirmed that staff recruitment would be closely monitored, managers would focus on budgets and would amend the expectation of the variable staffing requirement to ensure that staffing levels were aligned with income.

The Committee **NOTED** the position.

*Ryan McAdam joined the meeting*

**3. QUALITY ENHANCEMENT PROCESSES**

A report by the Depute Principal provided an overview of the college's quality enhancement processes in the shape of the college's 'quality and planning arrangements calendar' and annual quality monitoring diagram. A presentation by the Depute Principal illustrated how they formed a quality enhancement system that ensured the college could maintain and enhance the quality of its provision.

The Committee thanked the Depute Principal for an excellent presentation which provided a better understanding of how data was collected and

monitored in order to enhance the quality of processes and provision across the college.

#### **4. EARLY STUDENT RETENTION 2016-17**

A report by the Depute Principal provided an update on early retention/early withdrawal rates for students on programmes in 2016/17. Early Withdrawal rates were one of the key performance indicators (KPI) published annually for colleges by SFC and scrutinised by Education Scotland. This year the college had implemented a system called INSIGHT: this was an enhanced process for tracking the attendance and academic progress of students throughout the year. INSIGHT was being piloted in 2016-17 for all full-time FE programmes, with a view to rolling it out for all FE and for Higher National (HN) programmes in 2017-18. Early feedback on the process was very encouraging and it had been well-received by staff.

The early withdrawal percentages for FEFT, FEPT and HEFT had all improved (decreased) from those figures in 2015/16 and were all below the most recent (2014/15) sector percentages. The figure for HEPT had increased slightly from 2015/16 but was still below the sector percentage. The early retention/withdrawal rates would continue to change as further enrolment took place.

The Committee **NOTED** the report.

#### **5. EARLY STUDENT EXPERIENCE 2016-17**

A report by the Depute Principal provided an initial analysis of the Early Student Experience Survey results for 2016. The survey was only one of several mechanisms used to ascertain student satisfaction with college processes and provision. Because of an IT issue, the results for 2016 were at college level only. Overall satisfaction with the early college experience remained high at 92%, a 2 percentage point increase on last year.

The Committee **NOTED** the report.

#### **6. STUDENT PARTNERSHIP AGREEMENT**

A Report by the Head of Student Services provided an update on the progress made in the Student Partnership agreement across the 4 aspects of:-

- **Student Representation**  
Despite significant disruption to the ICSA executive over the last 6 months, three Vice Presidents were taking ICSA forward, all voluntary positions, with the exception of the Activities officer, had been filled and there were 215 class representatives in place.
- **Student Community**  
ICSA were continuing to develop the student community and various clubs and societies. Many were affiliated with HISA which afforded them a better opportunity to compete with other universities and colleges.
- **The College Welcome**  
There were over 80 stalls at the Fresher's Fair in September allowing ICSA to promote the association as well as promoting what the wider community had to offer. Consideration was being given to extending the Fresher's Fair to 2 or 3 days.
- **Learning and Teaching**  
Consideration would be given to how ICSA could be represented formally on the College's Learning and Teaching working group.



The Committee **NOTED** the position.

## **7. CURRICULUM DEVELOPMENT**

A report by the Head of Curriculum provided a summary of ongoing curriculum developments, including progress against targets set in 2015-16 and the planned focus for 2017-18.

During the past academic year the college had refined the systematic processes to approve the implementation of new courses and to review existing courses. These processes scrutinised any proposed development to ensure that the curriculum was sustainable, relevant and accessible whilst enabling changes to be implemented to courses in response to local, national and international demands.

The focus for curriculum development for 2017 would be to:

- a) Review the HE curriculum in accordance with the planning cycle
- b) Undertake a review of degree provision offered by Inverness College UHI
- c) Review the curriculum maps for each area
- d) Increase the number of FTE undertaking undergraduate and post graduate studies
- e) Complete the revision of delivery timetables of existing full time courses
- f) Review of the evening class offering for 16-17

The Committee **NOTED** the report

*The Chair welcomed Andrew Brawley of Education Scotland to the meeting.*

## **8. PRESENTATION BY ANDREW BRAWLEY OF EDUCATION SCOTLAND**

Mr Brawley referred to the new external quality arrangements which required colleges to evaluate, on an annual basis, their own performance and produce an action plan for improvement. Previously Education Scotland undertook a formal review every four years. Colleges would take ownership and have responsibility for their annual review.

Mr Brawley referred to the process which would be undertaken and to two key documents which were in the process of being finalised.

The Chair thanked Mr Brawley for his informative and useful presentation.

## **9. COMMITTEE AND COMMITTEE CHAIR EVALUATION**

A report by the College Secretary made reference to the requirement for College boards of management to undertake annual evaluation exercises.

The Committee collectively undertook an evaluation of the Committee, following which the Chair left the meeting and the remaining members undertook an evaluation of the Chair.

*The following items were included in the agenda for noting only and therefore no discussion took place at the meeting.*

## **10. STUDENTS' ASSOCIATION REPORT**

A report by the Vice President Equality provided an update on ICSA activities in the first three months of the academic year. Three of the four paid executive

positions had been filled and there were over 200 class representatives and 20 student ambassadors in place. The interest in and number of clubs and societies continued to grow. Members of the ICSA executive had attended a number of cross college committees and events as well as a number of NUS events.

**11. MINUTES OF MEETINGS OF ACADEMIC COMMITTEES**

The Minutes of the Meetings of the following Management Committees had been held since the last meeting:-

- a) Academic Management Group – 25 August 2016
- b) Academic Management Group – 22 September 2016
- c) Academic Management Group – 27 October 2016
- d) Equality and Diversity Committee – 2 September 2016
- e) Student Support Committee – 13 October 2016

**12. DATE OF NEXT MEETING**

Tuesday 7 March 2017 at 8.30 a.m.

<b>Signed by the Chair:</b>	<u>C Louise James</u>
<b>Date:</b>	<u>07 March 2017</u>