

Board of Management

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 26th September 2017

PRESENT: Robert Berg, Ollie Bray, Sarah Burton, Jaci Douglas, Helen Miller, Fiona Neilson, Chris O'Neil, Tom Speirs, Kate White

CHAIR: Sarah Burton

APOLOGIES: Gavin Ross, Gabriel Starr

ATTENDING: Depute Principal
Head of Curriculum
Head of Student Services
Head of Research Development
Secretary to the Board of Management

Ollie Bray declared an interest in item 12, External Verification, as he had provided evidence as part of the verification process.

1. MINUTES

The Minutes of the meeting of the Learning and Teaching Committee held on 30 May 2017 were **AGREED** as a correct record, were **APPROVED** and signed.

Matters arising

Item 5 – End of year student survey

The Chair requested that qualitative analysis be provided to the next meeting in December.

The Chair suggested that the order of the agenda be amended to allow the Head of Research Development to attend another meeting. The Research report would be considered after the Gender Action Plan. This was agreed.

2. LEARNING AND TEACHING COMMITTEE - TERMS OF REFERENCE

The Board Secretary referred to the suggested amendments which had been made to the Learning and Teaching Committee terms of reference which had last been reviewed in June 2015.

The Committee, subject to a number of small amendments being incorporated, **RECOMMENDED** the amended terms of reference to the Board of Management for approval.

3. POLICIES

a. Admissions Policy

The Head of Student Support gave some background to the amendments which had been made to the Admissions Policy as a result of changes introduced around the interview processes and procedures as well as to the pre-course information and services which applicants received. The revised

policy had been through due process and discussed at Scrutiny Panel (27 April 2017), published for Staff consultation (6 – 16 June 2017) and discussed at SMT (17 August 2017).

The Committee, subject to the inclusion of reference to the General Data Protection Regulations under para 2.1, Legislative framework, **AGREED** to recommend the Admissions Policy to the Board of Management for approval.

b. Core Skills Policy

The Head of Curriculum gave some background to the changes which had been made to the Core Skills Policy which mainly provided clarity on the core skills (numeracy, communication, ICT, problem solving and working with others). The revised policy had been through due process and discussed at Scrutiny Panel (6 June 2017), published for staff consultation (15 June – 22 August) and discussed at SMT (17 August 2017).

The Committee **AGREED** to recommend the Core Skills Policy to the Board of Management for approval.

Jaci Douglas entered the meeting during consideration of the following item.

4. GENDER ACTION PLAN

A report by the Head of Student Services provided an overview of the Inverness College UHI Gender Action Plan (GAP) which was a requirement of the Scottish Funding Council and which formed part of the Regional Outcome Agreement. The GAP was intended to positively impact on existing policy and practice as well as outline how additional policy and /or practice would be developed to ensure the required step-change in gender ratios in certain curriculum programmes. This institution wide approach encompassed both staff and students in its scope, although the primary focus was students. The plan was a long-term plan, with the final targets having to be achieved by 2030. The plan had already been submitted to SFC in July 2017.

A six month update would be provided in March 2018 and an annual progress report would be provided in September 2018.

The Chair suggested that those areas which related to staff could initially be discussed at a Chairs Committee. The Human Resources Committee would monitor the plan in relation to its areas of responsibility.

The Committee, subject to one small amendment being made on page 7 of the report, retrospectively **APPROVED** the Gender Action Plan.

5. RESEARCH STRATEGY ANNUAL REPORT 2016/17

A report by the Head of Research Development provided an update on research activity during 2016/17. Some of the key activities discussed were as follows:-

- UHI were currently undertaking a stock take in preparation for the 2021 REF. The target for the 2021 REF was 10 FTE staff submission, a considerable increase from 1.8 FTE in 2014.

- There was a significant increase in the number of both PhD and Masters by research students. Funding for these studentships was through partnerships with a number of external organisations.
- The Inverness College Research Development Framework was currently being finalised and further detail would be submitted to a future meeting.

The Chair **REQUESTED** that a breakdown of research funding be submitted to the next meeting.

6. STUDENT OUTCOMES AND SATISFACTION RATES 2016/17

A report by the Depute Principal provided a provisional summary of high-level performance indicators relating to student outcomes and a summary of student satisfaction rates for the academic year 2016-17.

Five areas relating to student outcomes had been identified as red under the RAG reporting system and action plans had been drafted in consultation with the appropriate Programme Development Managers.

The Committee **NOTED** the report.

7. STUDENT RECRUITMENT 2017-18

A report by the Depute Principal set out the position on student recruitment so far in 2017-18. FE and HE enrolments were ahead of the totals at this time last year and, based on these figures and previous trends, both looked likely to hit target.

The Committee **NOTED** the report.

8. STUDENT PARTNERSHIP AGREEMENT

A joint report by the Head of Student Services and Student President provided an update on the progress made with the Student Partnership Agreement (SPA) across the 4 aspects of

- Student Representation
- Student Community
- The College Welcome
- Learning and Teaching

The students' association and the College collectively took responsibility for the SPA. The framework itself had been held up as best practice by Sparqs but did need refinement following the merger with HISA.

It had been identified that the college welcome to students in the student residence accommodation needed to be built into the partnership agreement and further work had to be undertaken to ensure that college activities were fully promoted to those students.

The Committee **NOTED** the report.

9. EDUCATION SCOTLAND – DRAFT EVALUATIVE REPORT AND ENHANCEMENT PLAN (EREP)

A report by the Depute Principal presented the draft of the Evaluative Report (ER) element of the EREP and gave some background to the EREP, which was the outcome of the new annual quality review model for Scotland's Colleges

and set out the timescales associated with the final approval and publication of the document. The enhancement plan was being drafted and would reflect the areas for development in the draft report. Other areas of the report also required further refinement.

The Committee confirmed that they were happy with the content of the report, All other Board members would be able to provide any comments on both the ER and the EP elements at the Board of Management meeting in October.

The Committee **AGREED** to recommend the draft Evaluative Report to the Board of Management for approval

10. KEY PERFORMANCE INDICATORS 2017/18 (KPIs)

A report by the Depute Principal set out the KPIs which related to the work of the Committee. The Board Secretary advised that the Chair of the Board would be discussing KPIs with the Principal.

The Committee **NOTED** the report.

11. HIGHLANDS AND ISLANDS STUDENT ASSOCIATION (HISA) REPORT

A report by the Student President IC set out the recent activities of HISA Inverness. This included attendance at a number of training events, organising and hosting the Fresher's Fayre in the middle of September, promoting clubs and societies and registering and arranging training for class representatives.

The Committee **NOTED** the report.

Kate White left the meeting.

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

12. EXTERNAL VERIFICATION SUMMARY 2016/17

A report by the Head of Curriculum provided an overview of the outcomes of external verification (EV) by awarding bodies during the academic year 2016-17.

13. COMPLAINTS ANNUAL REPORT 2016/17

The annual report covered the period from 1 July 2016 to 30 June 2017.

14. NATIONAL STUDENT SURVEY 2016/17

The results of the national student survey 2016/17 had been disseminated to show the position of UHI.

15. RED BUTTON REPORT 2016/17

The Red Button is an informal feedback and problem resolution mechanism used across UHI where students were encouraged to submit questions, suggestions, issues of concern and positive feedback.

16. ADDITIONAL SUPPORT FOR LEARNING POLICY

The Chair requested that reference to the General Data Protection Regulations be included under the section on legislative framework/related policies.

17. DATE OF NEXT MEETING

Tuesday 5 December 2017 at 8.30 a.m.

Signed by the Chair: Sarah Bunter

Date: 5th Dec 2017.

