

Board of Management

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 25 September 2018

PRESENT: Sarah Burton, Robyn Kennedy, Helen Miller, Fiona Neilson, Shawna McKinnon, Chris O'Neil, Tom Speirs

CHAIR: Sarah Burton

APOLOGIES: Andrew Bowie, Gavin Ross

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

1. MINUTES

The Minutes of the meeting of the Learning and Teaching Committee held on 5 June 2018 were **AGREED** as a correct record, were **APPROVED** and signed.

2. OUTSTANDING ACTIONS

The Committee considered each of the actions and **AGREED** that a number of actions had been completed so could be removed from the list. The outstanding actions would be completed as per the time line.

3. GUIDANCE POLICY

A report by the Head of Student Services explained that only minimal changes had been made to the policy as it was expected that a shared UHI policy would be developed in the future.

The Committee **APPROVED** the revised guidance policy subject to a review of Section 4.1 – Legislative framework.

4. STUDENT OUTCOMES AND SATISFACTION RATES 2017/18

A report by the Depute Principal provided a summary of provisional performance indicators (PI) for student outcomes and satisfaction rates for 2017-18.

- Success rates on the college's full-time FE programmes had improved for the fifth year running and were now among the best in the sector, based on the 2016-17 sector returns. Part-time FE outcomes looked on track to stay above sector levels: the published success rate for the college in 2016-17 was 81%.
- Success rates for students on full-time HE programmes had improved after a decline in 2016-17
- The overall pass rate for students taking Higher exams was 74%; a 5 point improvement on last year and well above the overall pass rate for all students taking Highers at colleges in Scotland in 2016-17.
- The overall pass rate for students taking National 5 exams at the college this year was 76%; the same as last year and 6 points above the overall pass rate for all college students taking National 5 exams in Scotland in 2016-17.

- Student satisfaction rates had improved, with the National Student Survey (NNS) results showing a 5 point improvement in overall satisfaction and the Student Satisfaction and Engagement Survey (SSES) showing an 8 point and 2 point improvement for FE and HE satisfaction respectively.

There was one area of concern, namely the Higher Care pass rate which had fallen substantially from the previous year. Other colleges had also experienced a similar unexplained drop. The College Development Network (CDN) Care group was looking into this.

The Committee **WELCOMED** the provisional figures and discussed the actions, which had been put in to address the early withdrawal rates.

5. **STUDENT ACTIVITY 2017-18 AND STUDENT RECRUITMENT 2018-19**

A report by the Depute Principal provided an update on student activity for 2017-18 and on student recruitment 2018-19.

The outturn for FE student activity in 2017-18 was currently just in excess of the target, pending the final return to the Scottish Funding Council. The outturn for HE was also just over target.

Early indications of the recruitment for the current academic year suggested a slight positive variance on this time last year. The target for FE in 2018-19 was slightly down on last year (29,211 compared to 29,507), and the target for HE was similar to the 2017-18 outturn (1,608 compared to 1,595.4).

The Committee **NOTED** the positive position.

6. **STUDENT PARTNERSHIP AGREEMENT 2018-19**

A joint Report by the Head of Student Services and Student President provided an update on the progress made with the formal Student Partnership Agreement (SPA) for session 2018-19. The SPA would help to give clarity around what students could and should expect from their experience at IC UHI, but would also make clear what their responsibilities were as part of that. The 2018-19 SPA was different from previous years in that there were now eight themes within the agreement, which encompassed every aspect of the student experience. HISA and the College had chosen three of these themes, as enhancement themes for 2018-19, and these would dovetail into the themes identified by HISA regionally. This was an exciting new approach to enhancing aspects of the student experience, which tied in closely to the work which was progressing with sparqs.

The Chair welcomed this new approach to the SPA with three focussed themes, which would provide richer information on the student experience

The Committee **NOTED**

- the successful Freshers Fayre, the Clubs and Activities Fayre and the Pub Quiz night, which were all part of the early student experience.
- with concern, the current small number of class representatives and **REQUESTED** that information be provided to future meetings on how many class representatives were actively engaged in the role as it was important to understand the impact of their engagement.

7. **HIGHLANDS AND ISLANDS STUDENT ASSOCIATION (HISA) REPORT**

A joint report by the Student Association Coordinator and the Student President provided an update of HISA Inverness activity at the beginning of the 2018-19 academic year as follows:-

- The paid executive officers, namely President, Vice President Education and Vice President Activities and Welfare
- Class representatives registration and training
- Fresher's Events
- Student Partnership
- Clubs and Societies
- Volunteer Elections

The Committee considered the report and were happy to provide their support in encouraging the registration of class representatives.

The Chair raised the question of who was responsible for health and safety during any club or society activity, which was held off site.

The Committee **REQUESTED** that a report be submitted to the next meeting on where liability sat for these types of activities.

8. **STRATEGIES – REVIEW OF PROGRESS**

A report by the Depute Principal provided a summary of progress for a number of the strategies, which came under the oversight of Committee.

The Chair welcomed the format of the report and it was agreed that this should be used in the future.

The Committee discussed at some length the progress being made and asked a number of questions.

It was **AGREED** that a report on the stakeholder survey and a report providing an update on the curriculum review (which would help inform how the committee received information on scenario planning) would be submitted to the next meeting in December.

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

The Depute Principal provided a verbal update on progress with the EREP and referred to the key dates for meetings with Education Scotland. The final report had to be submitted by 31 October. It was proposed that a draft report would be available for the Board of Management meeting on 11 October.

There was discussion on the process for Board approval of the final report and it was **AGREED** that this would be determined once the Board was advised of what changes, if any, were required after the pre endorsement meeting on 17th October.

10. **REVIEW OF QUALITY ARRANGEMENTS**

A joint report by the Depute Principal and Quality Manager advised that following a review of the college's quality arrangements, a revised approach to self-evaluation was being piloted in 2018-19. The approach was informed by the college's involvement in the national College Improvement Project and the

sparqs action-learning project on student engagement in *How Good is Our College?* (HGIOC). Other Academic Partners were also piloting the approach as part of the regional project to harmonise FE quality arrangements. Workshops as part of the review had been titled 'Evaluation for Improvement', indicating the emphasis on the outcomes of the evaluation process. Some staff development had taken place with further sessions planned.

The Committee welcomed this structured approach which placed emphasis on the key aims and looked forward to receiving a progress report later in the year.

There was a brief discussion on the current vacancies in a number of Programme Development Manager positions. Interim arrangements for the curriculum areas had been put in place until January 2019. Consideration was being given to families of courses and this was being considered as part of the wider curriculum review

11. HIGHER MEDIA ACTION PLAN

A report by the Depute Principal provided an update on the Higher Media action plan agreed by the Board of Management in December 2017. Good progress had been made against all actions with only one still to complete.

The Committee was pleased to **NOTE** the progress being made and **AGREED** that as the last action referred to the PDR process, that further updates be submitted to the Human Resources Committee.

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

12. EXTERNAL VERIFICATION SUMMARY 2017/18

A report by the Head of Curriculum provided an overview of the outcomes of external verification (EV) by awarding bodies during the academic year 2017-18.

13. COMPLAINTS ANNUAL REPORT 2017/18

The annual report covered the period from 1 July 2017 to 30 June 2018. Although there had been an increase in the number of complaints made and *the number of complaints upheld, this was seen as positive as the college could provide feedback and take any appropriate actions.*

14. NATIONAL STUDENT SURVEY 2017/18

The results of the national student survey 2017/18 had been disseminated to show the position of UHI.

15. RED BUTTON REPORT 2017/18

The Red Button was 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. DATE OF NEXT MEETING

Tuesday 4 December 2018 at 8.30 a.m.

Signed by the Chair: Sarah Burton

Date: 4 December 18

