

EDINBURGH COLLEGE ACADEMIC COUNCIL
MINUTES OF MEETING OF 14 MARCH 2014
14.00, BOARD ROOM, GRANTON CAMPUS

Present: Colin Arthur; Fiona Candlish; Jan Cutting; Mandy Exley; Moira Frizzell; Julie McCran; James Moohan; Kelly-Marie Parry; Nigel Paul (Chair); Jane Richardson and Graham Skirving

In attendance: P MacPherson (Clerk)

By invitation: Kevin McGlynn; Lea Ozuna

1 APOLOGIES

1.1 Apologies had been received from Raphael Lehmann, Ray McCowan and Katy Nixon.

2 WELCOME AND INTRODUCTIONS

2.1 The Chair welcomed everyone to the meeting.

3 MINUTES OF PREVIOUS MEETING

The Committee APPROVED the minutes of 31 January 2014 as an accurate record of the meeting.

4 MATTERS ARISING

The Chair NOTED that all actions were covered in the agenda items.

5 PERFORMANCE UPDATES

5.1 STUDENT RETENTION FIGURES

The Committee DISCUSSED the early withdrawal (retention) figures.

Head of Quality and Equalities NOTED that the College's early withdrawal figure is currently sitting at 3.2%. He added that the final figure from last year was 4.4%.

Head of Quality and Equalities AGREED to collate figures into programme areas and to report on reason for withdrawal.

5.2 SAR

The Committee DISCUSSED the self-assessment report (SAR) executive report.

Head of Quality and Equalities NOTED that the report contained the key statistics from the SAR report. He added that the full SAR report would be ready in two weeks' time.

The following points were DISCUSSED by Members:

- 5.2.1 The Committee asked if staff were aware of action plans. Head of Quality and Equalities NOTED that his team were working with programme managers to raise awareness and were providing support for the Education Scotland visit.
- 5.2.2 Head of Quality and Equalities NOTED that learning and teaching had proposed a tri-peer observation model in conjunction with the ECSA student review.

Paragraph presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.

The Committee AGREED that the evaluation model should be progressed.

- 5.2.3 Head of Quality and Equalities NOTED that the report showed a lot of success areas for the College and added that staff and students had received 8 awards in the past year.

5.3 MONITORING OUR PERFORMANCE

VP Customer & Student Experience NOTED that 40 indicators had stayed at green, 26 amber and 9 red.

The following points were DISCUSSED by Members:

- 5.3.1 ECSA VP Education AGREED that ECSA would provide a report to the Board in April highlighting areas for improvement in the next academic year.
- 5.3.2 VP Customer & Student Experience NOTED that the current SUMS total.

- 5.3.3 VP Customer & Student Experience NOTED that objective customer 6 had been moved from red to amber based on the induction survey results.
- 5.3.4 Staff Teaching Member asked how many women were studying at the College compared with previous years. The Principal AGREED to provide these figures to the Committee.
- 5.3.5 VP Customer & Student Experience AGREED to clarify information against objective customer 6 as it was questioned why benchmark results against the 4th quartile would be acceptable.

5.4 ANNUAL ENGAGEMENT VISIT – EDUCATION SCOTLAND

Head of Quality and Equalities NOTED that the report was split into three parts:

- Overview of the review process
- What Education Scotland are looking for in the review
- What the quality and enhancement team are doing to prepare the College for the review

Head of Quality and Equalities AGREED to distribute the Education Scotland Review paper so that programme managers could print out paper copies for all staff.

Head of Quality and Equalities left the meeting.

Quality Enhancement Officer, Quality entered the meeting.

5.5 PRE-EXIT SURVEY 2014

Quality Enhancement Officer, Quality NOTED that the pre-exit survey was similar to last year's survey with some minor changes.

The following points were DISCUSSED by Members:

- 5.5.1 It was NOTED that the survey looked messy and that the comments boxes could be bigger. The Quality Enhancement Officer, Quality NOTED that the software limited changes to the format. However, she confirmed that they did have control over the size of the comments boxes.
- 5.5.2 It was NOTED that a question should be added to my next steps asking where students intend to go after finishing their course.

- 5.5.3 It was NOTED that there was a construction problem with questions 21, 22. Question 23 should be asked after each question.
- 5.5.4 It was NOTED that there was a construction problem with questions 24 and 25. Question 26 should be asked after each question.
- 5.5.5 It was AGREED that a question should be added about transport between campuses.
- 5.5.6 It was NOTED that question 19 should be split into two questions looking at log on issues and ease of access to VLE.
- 5.5.7 It was AGREED that learning support and timetabling would be added as possible answers to question 21.
- 5.5.8 It was NOTED that the wording of question 34 would be changed and that 'real' and 'really' would be removed from questions 37 and 38.

The Committee APPROVED the Pre-Exit Survey once all of the above changes have been made.

Quality Enhancement Officer, Quality left the meeting.

6 FUTURE DEVELOPMENTS

6.1 CURRICULUM STRATEGY

The Principal NOTED that the Curriculum Strategy was still to be finalised and that Members were provided with the most up to date version. Members were asked to approve the general spirit and principal of the strategy rather than the detail.

The following points were DISCUSSED by Members:

- 6.1.1 It was NOTED that VP Educational Leadership would be in contact with ECSA to discuss section 5.1 of the strategy.
- 6.1.2 It was NOTED that under item 4.4 the evidence showing that large number of people do not have the qualifications required for jobs should be moved to the top of the list as all of the other statements flow from this.
- 6.1.3 The Chair of the Board of Management NOTED that the SQW analysis should be reflected in the Curriculum Strategy.

6.1.4 It was NOTED that the strategy should be more focussed.

6.1.5 The Committee APPROVED the general spirit and principal of the Curriculum Strategy. However, the Committee Chair asked for assurance that engagement of the strategy had been undertaken by employers, students and staff. The Principal AGREED that a document detailing all engagement meetings held with employers, students and staff would be attached to the final Curriculum Strategy. The Curriculum Strategy would also include an appendix listing all of the employers who have reviewed the strategy.

6.2 LEARNING TEACHING AND ASSESSMENT STRATEGY

VP Customer & Student Experience NOTED that sparqs regarded the Learning, Teaching and Assessment Strategy as an example of good practice in the sector.

The following points were DISCUSSED by Members:

6.2.1 It was NOTED that outcomes and outputs would be changed to objectives and aims.

6.2.2 It was NOTED that an emerging priority over the first 6 months was essential skills.

6.2.3 It was NOTED that academic research was currently underway at drop in centres on campuses

6.2.4 The Committee APPROVED the Learning, Teaching and Assessment Strategy.

6.3 STUDENT ENGAGEMENT STRATEGY

The Committee APPROVED the Student Engagement Strategy.

6.4 OUTCOME AGREEMENT

VP Customer & Student Experience NOTED that the Outcome Agreement was not yet finalised but Members had been provided with the most recent version. It was NOTED that a Gaelic section had been added to the document.

VP Customer & Student Experience NOTED that the student engagement measures included in the Outcome Agreement were unique to the sector and that the Funding Council would ask other colleges to include this in future Outcome Agreements.

6.5 PARTNERSHIP AGREEMENT

Student President gave a presentation on the Partnership Agreement to the Committee.

6.5.1 The Chair of the Board of Management NOTED that he was supportive of the partnership agreement but warned that it needed support from both staff and students in order for it to work.

6.5.2 The Principal AGREED that the partnership agreement links closely with the Learning and Teaching Strategy and that the College needs to measure the pacing between these two strategies in a regular way.

7 RISK APPETITE

7.1 The Committee Chair asked Members to DISCUSS the table on page 3 of the risk appetite document.

7.1.1 It was noted that it is still unclear to Members where the College is in terms of International & Commercial Development.

7.1.2 It was noted that there should be a weighting applied to the different areas. The Committee Chair NOTED that Reputation, Compliance and Financial were weighted higher than the other items on the list.

7.1.3 It was AGREED that the above comments would be passed on to the Governance Advisor.

8 UPDATES

8.1 ECSA UPDATE

8.1.1 The Committee AGREED that issues around LDT allocation had been raised at previous meetings and would be reviewed in a year's time.

8.1.2 ECSA VP Education NOTED that there had been good student feedback from the Imagine Tomorrow events.

8.1.3 Student President NOTED that the student elections will be launched at the end of March. She added that Edinburgh College had received two nominations at the SA awards (student of the year and college students' association of the year).

8.1.4 The Chair of the Board of Management NOTED that arrangements should be in place for the incoming sabbaticals. Student President

AGREED to speak to the Governance Team about these arrangements.

J Richardson left the meeting.

- 8.1.5 Student President AGREED to update the Governance Officer on ECSA's plan to appoint a second student board member.

J Cutting left the meeting.

J Moohan left the meeting.

- 8.1.6 VP Customer & Student Experience AGREED to bring a paper looking at the role of LDTs to the next Committee.
- 8.1.7 VP Customer & Student Experience AGREED to confirm the number of staff members (including LDT tutors) with a TQFE qualification at the next meeting.

8.2 SUB GROUP REPORTS

- 8.2.1 VP Customer & Student Experience NOTED that the Student Experience & Engagement sub-group looked at the Learning and Teaching Strategy and the Student Engagement Strategy.
- 8.2.2 VP Customer & Student Experience NOTED that the Curriculum Management sub-group looked at the Curriculum Strategy.
- 8.2.3 Lecturer, Institute of Construction & Building Crafts NOTED that the Learning & Teaching and CPD sub-group had been postponed due to industrial action. The sub-group was held this week and members of staff from HR and learning and teaching were in attendance. He NOTED that there are currently 18 members of staff studying for the TQFE, 15 studying for the PDA (Learning and teaching) and 20 + studying for teaching in colleges today.

Lecturer, Institute of Construction & Building Crafts NOTED that the College is moving towards a CPD storage system called ITrent.

Lecturer, Institute of Construction & Building Crafts NOTED that there will be an envision event taking place on the 6th and 9th May. This will be an open event for learning and teaching looking at smartboards and Moodle.

- 8.2.4 Quality Support Officer, Quality & Administration AGREED to discuss Quality & Equality sub-group minutes with VP Customer & Student Experience to progress actions from meeting.

8.2.5 It was NOTED that the Capital and Infrastructure Committee would look at the issue of smart board replacement.

9 FOR INFORMATION

9.1 ECSA ENGAGEMENT MINUTE

None.

10 ANY OTHER BUSINESS

None.

11 DATE OF NEXT MEETING

The next meeting is now scheduled for **Friday 16 May 2014** at 2pm, Milton Road Campus.

The meeting closed at 1630 hrs.