



For the future you want

ACADEMIC COUNCIL

AGENDA

A meeting of the Academic Council will be held at 14:00hrs on Friday, 07 September 2018 in the Boardroom, Sighthill Campus.

		Lead Speaker	Paper
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	MINUTES OF PREVIOUS MEETING <i>for approval</i>	Chair	A
4	MATTERS ARISING		
	4.1 Matters Arising Report	Chair	B
	4.2 Review of Committee Operation 2017/18	Chair	C
	4.3 Student Communications Report	N Croft	Verbal
5	TERMS OF REFERENCE	Chair	D
6	SCOTTISH GOVERNMENT 15-24 LEARNING JOURNEY REVIEW	J Buglass	E
7	'HOW GOOD IS OUR COLLEGE?' UPDATE	K Heathcote	F
<i>Item 7 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.</i>			
8	STRATEGIC BLUEPRINT 2017-22		
	8.1 Blueprint 2017-22 Update	N Croft	G
	8.2 Learning Analytics Project Overview	J Buglass	H
<i>Item 8 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to the Effective Conduct of Public Affairs.</i>			
9	STUDENT EXPERIENCE REPORT		
	9.1 Student Experience Update	M Hoenigmann	I Attached
	9.2 Promonitor Project Overview	K Heathcote	J Attached
10	COLLEGE SATISFACTION SURVEYS UPDATE	K Heathcote	Verbal
11	HORIZON SCANNING REPORT	N Croft	K

12 ANY OTHER COMPETENT BUSINESS

13 DATE OF NEXT MEETING: 16 November 2018



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FOR INFORMATION			
Meeting	Academic Council 07.08.18		
Presented by	Monica Hoenigmann		
Author/Contact	Monica Hoenigmann	Department / Unit	Student Experience
Date Created	29.08.18	Telephone	
Appendices Attached			
Disclosable under FOISA	Yes		

STUDENT EXPERIENCE REPORT

1. PURPOSE

The purpose of this paper is to update the Academic Council on Student Experience developments since the last meeting.

2. BACKGROUND

There have been a range of new developments to improve the experience and retention of students. Details of these are provided within this report.

3. DETAIL

3.1 Welcome Events

The Welcome Events took place from 14 to 24 August across all campuses to enrol students and prepare them for college. The Head of Student Experience will provide a verbal update to the Academic Council on feedback from the Welcome Events at the meeting on 07 September.

3.2 Funding

The academic year 2017/18 was a challenging period for students funding with some students not receiving their funding until well into their college term. This resulted in a review of the funding team / processes, and lead to the following actions been taken:

- The development of a new student funding tool;
- student advisers were given caseloads of students to support through their funding applications;
- Funding drop in session were made available on all campuses every week throughout the summer;
- Funding staff were present to support the 2018/19 Welcome Events to progress applications.

3.3 Health and Wellbeing

A team has now been established with two part-time Student Counsellors and a Health and Wellbeing Adviser.

3.4 Care Experienced

A new Care Experienced Bursary was announced by Scottish Government over the summer, and systems have now been put into place to market and disperse this funding.

Further to this, the Hub for Success has secured two years funding to work in partnership with Edinburgh College, Edinburgh Universities, Open University and the City of Edinburgh Council to improve engagement of Care Experienced people in further and higher education.

3.5 School College Partnership

The following progress relating to School College Partnership (SCP) has been made over the summer period:

- A Team leader for SCP has been appointed and there are now coordinators based on each campus to engage with students, staff and schools;
- a transition programme ran at the college in June 2018 for SCP pupils;
- a new software programme is being purchase to improve attendance reporting to school;
- the college continues to improve information for schools on attainment.

4. BENEFITS AND OPPORTUNITIES

Students are now contacted at the main 'trigger points', which includes applications, unconditional offers, drop-in sessions (over the summer period) and welcome events, to ensure that their support and funding are in place to enhance a smooth transition into college life.

5. STRATEGIC IMPLICATIONS

The work undertaken by the Student Experience Team is key to meeting Aim 1 of the Edinburgh College Strategic Plan 2017-22 - 'delivering a superb student experience'.

Supporting Care Experienced students is a Scottish Government priority and its attainment fund supports the Care Experienced Bursary.

6. RISK

A number of mitigations and controls relating to Student Experience impact on the risks associated with Poor Retention (Top Risk 2 on the Top Risk Register).

7. FINANCIAL IMPLICATIONS

Not applicable.

8. LEGAL IMPLICATIONS

Not applicable.

9. WORKFORCE IMPLICATIONS

Staff overtime may be required to meet tight deadlines when there is increased pressure on the funding and the student records teams.

10. REPUTATIONAL IMPLICATIONS

Supporting our learners with a range of support interventions at the earliest opportunity will improve the experience of students and therefore improve retention. This will enhance our reputation as an inclusive college supporting widening participation.

11. EQUALITIES IMPLICATIONS

Equality Act 2010. This came into force in October 2010 and combines a number of laws, including The Disability Discrimination Act, into one single Act. It also takes into account the 1,000 Voices Scottish Government Manifesto.

CONCLUSIONS/RECOMMENDATIONS

The Academic Council are asked to NOTE the Student Experience Report.



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FOR DISCUSSION / INFORMATION			
Meeting	Academic Council 07.09.18		
Presented by	Kerry Heathcote		
Author/Contact	Kerry Heathcote	Department / Unit	Curriculum Planning and Performance
Date Created	20.08.18	Telephone	
Appendices			
Disclosable under FOISA	Yes		

PROMONITOR PROJECT OVERVIEW

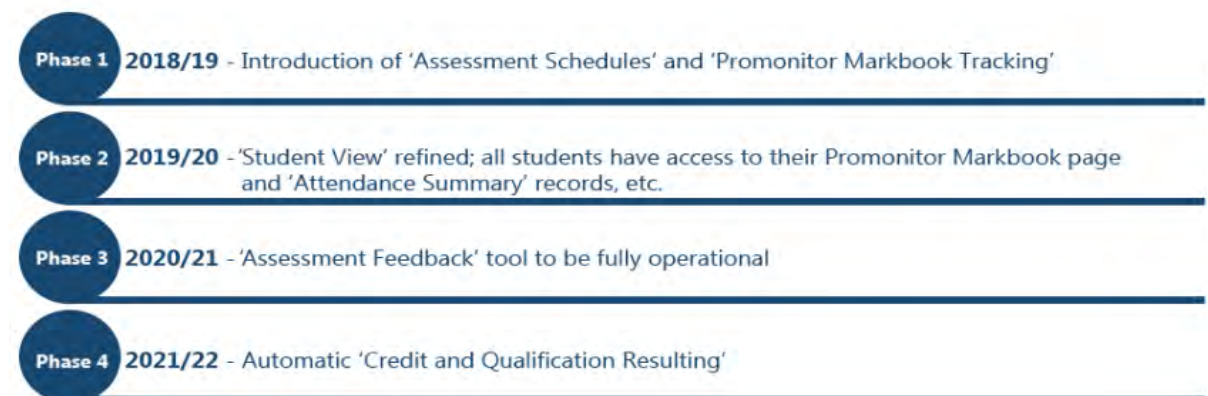
1. PURPOSE

To note and discuss the strategic and operational implications and benefits of engaging with ProMonitor.

2. BACKGROUND

ProMonitor is a user-friendly platform, developed collaboratively by a number of further and higher education colleges, for the purpose of creating a Single Central Record (SCR) for every student.

Already in use at Edinburgh College for a number of pastoral aspects of the student experience, the aim for 2018/19 is to complete the first of four phases in establishing a SCR. Ultimately ProMonitor will also be able to automatically result all credit and qualification outcomes.



3. DETAILS

3.1 Pastoral features of ProMonitor:

- Record pastoral information about students;

- Monitor students by group, tutorial group, or individually;
- Plan and record 1-to-1 tutorial reviews and other types of meetings;
- Set and monitor SMART targets;
- Record and monitor comments about Students;
- Record induction information;
- Create and manage 'Reports to Parents';
- Create UCAS references;
- Record and monitor 'Student Support Services'.

3.2 Markbook features of ProMonitor:

- Flexibly describe the 'Units, Assessments and Tasks' components of Markbook;
- Schedule work;
- Track assessments and re-submissions;
- Comprehensive reporting of Markbook;
- Calculate and display academic 'Progress against Target'.

3.3 Course Structures

The 'Course' is a pool of 'Units, Assessments and Tasks' - any of which may be allocated to student groups to build the student group Markbook. Any units, assessments or tasks added to the course are available to all 'Student Groups' that belong to the 'Course' - year after year.

The main purpose of this screen is to allow you to add, modify and remove:

- Units
- Assessments
- Tasks

The structure is a simple three level hierarchy. Assessments are related to units and tasks (where appropriate) are related to an assessment.

It is not obligatory to fully utilise the three levels of the hierarchy; the structure is designed to be as flexible as possible to cater for various types of subject.

A feature of this facility is that 'Tasks' (within the same Course) can be related to each other. Therefore within Markbook, when one task is completed, the related task(s) are completed also.

The units, assessments and tasks defined using this facility are available for all student groups related to the course. Any units, assessments and tasks created using this facility are available for use by related student groups, but are not automatically allocated to related student groups.

3.4 Functionality

The Head of Curriculum and Planning will provide a brief presentation on the main functionality of ProMonitor at the Academic Council meeting on 07 September.

4. BENEFITS AND OPPORTUNITIES

The ultimate aim of this initiative is to provide a single, central record (SCR) for every student, producing instantaneous resulting of achievements as they occur.

5. STRATEGIC IMPLICATIONS

The work undertaken by the Curriculum & Performance Planning and Student Experience teams are key to meeting Aim 1 of the Edinburgh College Strategic Plan 2017-22 - 'delivering a superb student experience'.

6. RISK

A number of mitigations and controls relating to Student Experience impact on the risks associated with Poor Retention (Top Risk 2 on the Top Risk Register).

7. FINANCIAL IMPLICATIONS

None.

8. LEGAL IMPLICATIONS

Not applicable.

9. WORKFORCE IMPLICATIONS

Not applicable.

10. REPUTATIONAL IMPLICATIONS

Not applicable.

11. EQUALITIES IMPLICATIONS

Not applicable.

CONCLUSIONS/RECOMMENDATIONS

The Academic Council are asked to NOTE this project overview of the ProMonitor system.

