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ACADEMIC COUNCIL

AGENDA

A meeting of the Academic Council will be held at 14:00hrs on Friday, 17 March 2017 in the Boardroom, Sighthill Campus.

		Lead Speaker	Paper
1	WELCOME & APOLOGIES	Chair	
2	DECLARATIONS OF INTEREST	Chair	
3	<u>MINUTES OF PREVIOUS MEETING</u> <i>for approval</i>	Chair	A
4	MATTERS ARISING	Chair	B
5	CREATIVE INDUSTRIES: BEST PRACTICE	J Jeffery	Presentation
6	EDUCATION SCOTLAND		
	6.1 Education Scotland Engagement	G Ritchie	Verbal
	6.2 Annual Engagement Action Plan	S-J Linton	C
7	LEARNING, TEACHING & ASSESSMENT STRATEGY UPDATE	J Buglass	Verbal
8	REGIONAL OUTCOME AGREEMENT 2017-2020	S-J Linton	D
	<i>Item 8 is presently exempt from publication under the Freedom of Information (Scotland) Act 2002, Section 27, Information Intended for Future Publication.</i>		
9	BUSINESS TRANSFORMATION PLAN		
	9.1 Business Transformation Plan Update	A Bruton	Verbal
	9.2 Recruitment & Retention Report attached	J Buglass	E
	9.3 Curriculum Programme Report	J Buglass	Presentation
10	COLLEGE SATISFACTION SURVEYS		
	10.1 Pre-Exit Survey 2017 <i>for approval</i> attached	S-J Linton	F
	10.2 Survey Recommendations Summary	S-J Linton	G
11	ANY OTHER COMPETENT BUSINESS		
12	DATE OF NEXT MEETING: 02 June 2017		

FOR INFORMATION			
Meeting	Academic Council 17.03.17		
Presented by	J Pearson		
Author/Contact	J Pearson	Department / Unit	Executive
Date Created	01.03.17	Telephone	0131 297 8449
Appendices Attached	No		
Disclosable under FOISA		No	

RECRUITMENT AND RETENTION UPDATE

1. PURPOSE

This paper is to provide the Academic Council with an updated overview of the College's performance against its 2016/17 recruitment and retention targets and update progress on 2017/18 recruitment.

2. BACKGROUND

For academic year 2016/17 the SFC set Edinburgh College an activity target of 186,028 credits. This total includes 2000 credits linked to ESF activity funding under the DYW project. These 2000 credits are claimable if we achieve 184,028 credits plus an agreed level of HE provision (current target is 52,340 HN credits). Our current HE credit total is 58,460 credits.

3. DETAIL

2016/17 Recruitment

We have currently enrolled 17,878 unique students. This is **600** more than this time last year. Our current credit position is **184,242** which is 12,817 more than this time last year. The projected vs current position is shown below:

Projected Credits		Actual Credits		% Target
FT FE	98,179	FT FE	94,610	96%
PT FE	32,813	PT FE	31,172	95%
FT HE	50,923	FT HE	50,132	98%
PT HE	8,448	PT HE	8,328	99%

As can be seen from below our actual credits are close to our projections:

FT Projected	FT Actual	% Target
149,102	144,742	97%
PT Projected	PT Actual	% Target
41,261	39,500	96%

Our Early Retention figure has also shown a pleasing improvement. In academic year 15/16 our average early withdrawal rate was 5.5 %, currently it is standing at 4.3 %.

	Students Enrolled	Student WD before 1/11	WD %	Sector Average WD %
FT FE	6,526	480	7.3 %	8.6 %
PT FE	7,404	173	2.3 %	2.5 %
FT HE	3,716	169	4.5 %	4.4 %
PT HE	1,965	26	1.3 %	2.6 %

2017/18 Full-time Recruitment

The recruitment process for 2016/17 has been evaluated and a number of modifications have been made and implemented for 2017/18:

- Blanket closing date has been abolished. All courses will remain open for application until they have reached their maximum applications limit;
- Information days prior to the college summer holiday have been introduced. All 'new' applicants will attend college for 'pre-enrolment' before the end of June 2017. This will enable us to ensure that all funding is in place before the course starts thus further improvements in early retention;
- Student ID cards will be printed externally enabling both a more efficient use of EC staff resource and a quicker turnaround in card production;
- Current application data:

Applications	Offers	Accepted	Review	Int Arranged	Int Pending
9,325	2,383	1,688	1,743	1,385	2,604

The current total of 9,325 applicants is **3,280** more applicants than on 01 March 2016. This figure can be further broken down:

- 160 more external applicants;
- 3,120 more progressing students.

4. BENEFITS AND OPPORTUNITIES

By leading a series of workshops with Curriculum Managers the Depute Principal and AP's have generated an improved curriculum offer for semester 2 which has led to an increase in both student numbers and credits. By evaluating last year's recruitment process we have implemented changes designed to further improve the process for 2017/18 recruitment.

5. STRATEGIC IMPLICATIONS

The Board is responsible for the financial sustainability of the College. It is good practice for Academic Council to be appraised of the current position around recruitment and retention.

6. RISK

At the Board of Management meeting on 14 February, the following changes affecting the risk register were noted:

Change in Risk Status	Explanation	Management Response
1) Shortfall in Recruitment Residual probability increased from 3 to 4 raising the residual risk	This is primarily as a result of fewer than the targeted number of students being recruited to Engineering and Construction	Further mitigations are being put in place including new performance management arrangements (reviews 3 times

score to 16 (out of 25).	programmes. Management report, however, a high level of confidence on the basis of audit information and FES return.	per year), and work is planned with schools to progress STEM engagement.
2) Poor Retention Residual probability decreased from 3 to 2 lowering the residual risk score to 10 (out of 25).	This is as a result of an average 2% improvement in early withdrawals in 2016-17.	Further activities focused on improving retention will include: EMSI career coach software; new performance management in system 2016-17; ECSA “stay the course” initiative.

7. FINANCIAL IMPLICATIONS

Bodies fundable by the SFC are required by the Financial Memorandum to deliver their outcome agreement. Failure to achieve targets agreed with the SFC may result in financial clawback.

8. LEGAL IMPLICATIONS

Not applicable.

9. WORKFORCE IMPLICATIONS

Not applicable.

10. REPUTATIONAL IMPLICATIONS

Failure to achieve an activity target of 184,028 could have significant implications for the College’s relationship with the SFC and Scottish Government.

11. EQUALITIES IMPLICATIONS

Not applicable.

CONCLUSIONS/RECOMMENDATIONS

Academic Council are asked to NOTE the information provided by the Assistant Principal, Recruitment & Retention.

FOR APPROVAL			
Meeting	Academic Council 17.03.17		
Presented by	SJ Linton		
Author/Contact	SJ Linton	Department / Unit	Policy, Planning and Performance
Date Created	01.03.17	Telephone	Ext. 77206
Appendices Attached	<i>Appendix 1: Pre-exit survey draft questions</i>		
Disclosable under FOISA		Yes.	

PRE-EXIT SURVEY DRAFT QUESTIONS

1. PURPOSE

As discussed at the last Academic Council, this Pre-Exit survey is scheduled to run from 24 April to 25 May 2017. This survey includes the Funding Council's questions on their National Survey for Student Engagement and Satisfaction. This paper outlines the guidance and the college's response in the draft survey attached for approval. This survey is due to be returned to the SFC by 26 May 2017.

2. BACKGROUND

SFC determine a portion of the fields for this empirical research and collate the data nationally from colleges to support Regional Outcome Agreement planning, ensuring learners are best prepared for the world of work and further study.

3. DETAIL

This paper contains survey questions as requested by SFC, the college observes good governance by ensuring the Academic Council has oversight of all surveys.

4. BENEFITS AND OPPORTUNITIES

As the college transforms towards a sustainable, high performing provider of quality education-engagement with learners and employers is paramount to ensure we listen, we learn, we act and we continue to plan to provide a regionally coherent curriculum and cohort of learners who will innovate and stimulate the economy and our communities.

5. STRATEGIC IMPLICATIONS

The college is strategically driven by learner engagement and virtuous improvement.

6. RISK

SFC expect a higher yield of return to ensure a statically and meaningful relevant return. The Head of Policy, Planning and Performance will work closely with the Head of Student Experience to ensure survey yield is maximised.

7. FINANCIAL IMPLICATIONS

ROA priority measures will become more outcome focused, sustained employment and/or articulation at advanced standing- especially for learners from SIMD10 areas for graduates may, in the future, secure additional funding from SFC where the college can evidence success in specific policy drivers, especially DYW.

8. LEGAL IMPLICATIONS

Ethical collection, Data Protection and Safeguarding are all considered within the collection and storage methodology.

9. WORKFORCE IMPLICATIONS

Not applicable.

10. REPUTATIONAL IMPLICATIONS

Customer feedback must be addressed applying Scottish Public Service Ombudsman guidance.

11. EQUALITIES IMPLICATIONS

Addressed within the survey questions and spread of target audience.

CONCLUSIONS/RECOMMENDATIONS

The college must use the survey questions determined by SFC to ensure consistent, comparable data across the Further Education sector in Scotland. The Academic Council are asked to approve the survey prior to it going live across the college.

We are committed to constantly improving our student experience and especially the quality of the learning and teaching we provide to our students. The survey aims to assess student opinion and the answers you give will help improve the learning and teaching provided by Edinburgh College.

If you would like to make specific comments about any aspect of your course or college life, please make them in the comment boxes provided. Note that the answers you provide will be treated with the utmost confidentiality.

1 Overall, I am satisfied with my college experience.

Strongly Agree
Agree
Disagree
Strongly Disagree

2 Staff regularly discuss my progress with me.

Strongly Agree
Agree
Disagree
Strongly Disagree

3 Staff encourage students to take responsibility for their learning.

Strongly Agree
Agree
Disagree
Strongly Disagree

4 I am able to influence learning on my course.

Strongly Agree

Agree

Disagree

Strongly Disagree

5 I receive useful feedback which informs my future learning.

Strongly Agree

Agree

Disagree

Strongly Disagree

6 The way I'm taught helps me to learn.

Strongly Agree

Agree

Disagree

Strongly Disagree

7 My time at college has helped me develop knowledge and skills for the workplace.

Strongly Agree

Agree

Disagree

Strongly Disagree

8 I believe student suggestions are taken seriously.

Strongly Agree

Agree

Disagree

Strongly Disagree

9 I believe all students at the college are treated equally and fairly by staff.

Strongly Agree

Agree

Disagree

Strongly Disagree

10 The College Students' Association influences change for the better.

Strongly Agree

Agree

Disagree

Strongly Disagree

11 If you have any other comments about learning and teaching at the college, please write them in the box below.

12 I feel welcome and respected at Edinburgh College.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

13 I think the College does enough to promote equal opportunities and fair treatment for all students.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

14 My time in College has helped broaden my outlook about the diverse groups who make up our society.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

15 I know who to speak to if I'm concerned about an equality and diversity issue (including unfair treatment, bullying, or harassment).

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

16 I'm confident I would be supported by the College if I complained of discriminatory treatment, bullying, or harassment.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

17 I have personally experienced unfair treatment in this college on one of the following grounds:

- | | | | | | |
|-------------------------|------------|---------------------|------|---------------------|--------------------|
| Age | Disability | Gender | Race | Religion and Belief | Sexual Orientation |
| Pregnancy and Maternity | | Gender Reassignment | | Social Background | Appearance |
| N/A | | | | | |

18 If you answered yes to the question above, please give further details of the unfair treatment you experienced (any information given will be treated in the strictest confidence):

19 The sports and recreation facilities are satisfactory.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- N/A

20 Access to computer facilities for my course is satisfactory.

- Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

21 Food and drink facilities are satisfactory.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

22 Toilet and washroom facilities are satisfactory.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

23 Student social spaces are satisfactory.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

24 I've found the Library useful during my studies at Edinburgh College.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

25 I am happy with the support offered by Library staff.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

26 I've found it easy to access Moodle.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

27 I've used the library resources accessed through Moodle.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

28 I have asked Edinburgh College Student Association for help with one or more of the following:

Learning & Teaching Issue	Accommodation	Bursaries	Discretionary Fund	
Personal Support	Careers Advice	Childcare	Study Skills	Timetabling
Funding Advice	UCAS	SAAS	Societies and Sports	Other

I have not asked the Student Association for help

29 If you answered 'Other' in the previous question, please state what you asked ECSA for help with:

30 I was pleased with the help and support provided by the Edinburgh College Student Association.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

31 I have asked Student Services for help with one or more of the following:

Learning Support	Accommodation	Bursaries	Discretionary Fund	
Jobzone/Job Search	Personal Support	Careers Advice	Childcare	Study Skills
Funding Advice	UCAS	I have not needed to ask Student Services for help		

32 I was pleased with the help and support provided by Student Services.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

33 I was able to get help and support easily.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

34 I was able to get help and support quickly.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

35 I found it easy to report an absence.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

36 My Individual/Personal Learning Plan has been useful in supporting my learning.

This question is only applicable to students with a Learning Development Tutor. For those students without a Learning Development Tutor, please select N/A.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

37 My Learning Development Tutor has supported me.

This question is only applicable to students with a Learning Development Tutor. For those students without a Learning Development Tutor, please select N/A.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

38 My Learning Development Tutor was approachable.

This question is only applicable to students with a Learning Development Tutor. For those students without a Learning Development Tutor, please select N/A.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

39 My tutorial programme with my Learning Development Tutor is useful, and links in with my chosen course of study.

This question is only applicable to students with a Learning Development Tutor. For those students without a Learning Development Tutor, please select N/A.

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - N/A
-

40 I found my Equality and Diversity tutorial sessions interesting and useful.

This question is only applicable to students with a Learning Development Tutor. For those students without a Learning Development Tutor, please select N/A.

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
 - N/A
-

41 Please suggest any topics or changes that would improve tutorial time:

This question is only applicable to students with a Learning Development Tutor. For those students without a Learning Development Tutor, please select N/A.

42 My Course has fully prepared me to take my next steps in education, employment, or training.

- Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

43 I am aware of the possibilities open to me on completion of my course (e.g. more advanced courses or employment).

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

44 I now know how to look for a job.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

45 I have the confidence to apply for jobs.

Strongly Agree

Agree

Disagree

Strongly Disagree

N/A

46 I have had the help I needed to apply to university/higher education.

Strongly Agree
Agree
Disagree
Strongly Disagree
N/A

47 I have enjoyed studying at Edinburgh College.

Strongly Agree
Agree
Disagree
Strongly Disagree
N/A

48 I would recommend Edinburgh College to a friend.

Strongly Agree
Agree
Disagree
Strongly Disagree
N/A

49 Which part of your college experience did you most enjoy?

50 In your opinion what would be the one key thing we could improve on that would give students a better overall college experience?

51 Please insert any other comments you'd like to make about your experience at Edinburgh College.

We ask for the following personal information so we can understand the experience of students, ensure fairness for different groups within the College, and address the needs of all students. Personal data collected is stored in accordance with the Data Protection Act, and we will not publish any identifying information. Providing this information helps us to better meet your needs-- however, if you do not wish to answer any particular question, please use the 'prefer not to say' option where applicable.

52 How old were you on your last birthday?

15 or younger

16-19

20-24

25-39

40-59

60+

Prefer not to say

53 How would you describe your ethnicity?

Oops! You must make a selection

54 If you answered 'Other ethnic group' in the previous question, please state your ethnic group here:

55 What religion, religious denomination or body do you belong to, or what philosophical belief do you hold?

None Buddhist Christian- Protestant Christian- Roman Catholic Christian- Other
Hindu Jewish Muslim Pagan Sikh Spiritualist Other religion or belief
Prefer not to say

56 Which of the following describes how you think of yourself?

Female
Male
In another way
Prefer not to say

57 If you answered 'In another way' for the question above, please state how you would describe yourself:

58 Is your current gender (or sex) the same as the gender (or sex) you were born with?

Yes No Prefer not to say

59 Do you identify, or have you ever identified, as being a transgender or trans person?

Yes No Prefer not to say

60 Which of the following best describes how you think of yourself?

Bisexual
Gay Man
Gay Woman/Lesbian
Heterosexual/Straight
Not sure
Other
Prefer not to say

61 Are you an international student (i.e. were you offered your place by the International Team? This usually applies to students from outside the EU)?

Yes No Prefer not to say

62 Do you consider yourself to have additional support needs?

Yes No Prefer not to say

63 Do you consider yourself to have an impairment, health condition, or learning difference?

No impairment or condition Deafness or serious hearing loss Blindness or serious sight loss
Learning impairment (e.g. Down's Syndrome) Learning difficulty- specific (e.g. dyslexia)
Social/communication impairment (e.g. Autism Spectrum Disorder)
Physical impairment or mobility issue (e.g. using a wheelchair or crutches)
Mental health condition (e.g. depression, anxiety disorder, or schizophrenia)
Long-term illness, disease, or condition (e.g. cancer, HIV, diabetes, chronic heart disease, epilepsy)
Other impairment or condition not listed above Prefer not to say

64 Are you a Care Leaver (a person who has been looked after for at least 13 weeks since the age of 14 and who was in care on their 16th birthday)?

Yes No Prefer not to say

65 Do you have caring responsibilities?

No Yes- for a child/children under 17 Yes- for a disabled child/children under 18
Yes- for an adult/adults over 18 Prefer not to say

Thank you for taking the time to complete this survey.



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