



## CURRICULUM & QUALITY COMMITTEE

Minute of the meeting of the Curriculum & Quality Committee held on 8 November 2017 at 1000 hours in G10, Aberdeen City Campus.

Agenda Item	
	<p><b>Present:</b>            Martin Dear            Doug Duthie            Josh Gall            John Harper            Robin McGregor            Abby Miah            Anne Simpson - Chair</p> <p><b>In attendance:</b>            Neil Cowie, Vice Principal Access &amp; Partnerships            John Davidson, Vice Principal Curriculum &amp; Quality            Ken Milroy, Regional Chair            Pauline May, Secretary to the Board            Zoe Burn, Minute Secretary            Susan Betty, Director of Curriculum (Agenda Item 19-17 only)</p>
15-17	<p><b>Apologies:</b>            Andrew Russell – Vice Chair            Liz McIntyre</p>
16-17	<p><b>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items</b>            Mr McGregor declared a conflict of interest in regard to agenda items 25-17, Digital Futures Project Update and 28-17, Internal Review AY2016-17 – Timetabling. Mr Duthie declared a potential conflict of interest in regard to his role as a Director of ASET.</p>
17-17	<p><b>Minutes of Previous Meeting – 29 September 2017</b>            The minutes were approved as a true and accurate record.</p>
18-17	<p><b>Matters Arising from the Previous Meeting</b>            Members noted the matters arising report, and no further matters were noted.</p>
19-17	<p><b>Presentation - School of Creative Industries, Computing, ESOL &amp; Business Enterprise</b>            Ms Betty, Director of Curriculum for Creative Industries, Computing, ESOL and Business Enterprises gave a presentation providing an overview of the School's activity.</p> <p>The presentation covered the following key areas:</p> <ul style="list-style-type: none"> <li>• 3 year trend data for full-time applications and enrolments</li> <li>• An overview of the School's provision</li> <li>• Staff numbers and staff utilisation</li> <li>• Employer and community engagement</li> </ul>

	<ul style="list-style-type: none"> <li>• Areas for strength and good practice</li> <li>• Identified areas for improvement</li> <li>• School success stories.</li> </ul> <p>Members thanked Ms Betty for her detailed and enthusiastic presentation. Members requested that the presentation be made available on the Committee's Collaborative Space.</p>
	<i>Professor Harper and Ms Betty left the meeting at this time.</i>
	<b>Performance Reporting</b>
20-17	<p><b>Curriculum Activity Report</b> Members considered the Curriculum Activity Report providing information on the level of student enrolments for AY2017-18 as part of the monitoring of key information and performance indicators.</p> <p>Mr Davidson reported that enrolments had increased by 2% since figures were considered at the Committee's previous meeting in September 2017. It was noted that although the School of Engineering, Science and Technology had not achieved its recruitment target, the shortfall would be rectified by due to the School of Creative Industries, Computing, ESOL &amp; Business Enterprise exceeding its recruitment target. Members were advised that a number of January start courses would also operate, contributing to the achievement of recruitment and credits targets for AY2017-18.</p> <p>Mr Davidson confirmed that the College is expected to achieve its SFC-funded activity target for AY2017-18.</p> <p>Members were advised that a high level review of the curriculum would be undertaken during AY2017-18 to identify areas of increasing demand and those in decline. It was noted that review would also consider related funding and resource implications of changing the College's curriculum offer.</p>
21-17	<p><b>Summary of KPI Achievement AY2016-17</b> Members considered a paper providing KPI summary information to enable the Committee to consider the College's effectiveness at providing high quality learning.</p> <p>Mr Davidson advised Members that the national benchmarking KPIs would be published in the New Year.</p> <p>It was noted that it was important for the College to understand the factors that lead to students withdrawing from their courses. Mr Davidson advised that feedback on this was sought and recorded whenever possible to enable issues to be addressed if required.</p> <p>Mr Davidson thanked Mr McGregor for his contribution in the creation of the report.</p>
22-17	<p><b>Courses for Concern &amp; Most Improved Report AY2016-17</b> Members considered the Report providing information on programmes that are of concern for FE and HE full-time and those programmes where significant improvements have been made as part of the monitoring of key information and performance indicators.</p>

	<p>Mr Davidson advised that the Directors of Curriculum are currently working with relevant members of academic staff to identify and implement actions to address the courses for concern. The Committee were advised that they would be updated on progress in due course.</p> <p>Mr Davidson reported that actions taken by those courses which have significantly improved will be reflected upon and shared with other curriculum areas as appropriate.</p> <p>Members commented that the Report would be a very useful management tool, and that it was appropriate for the Committee to be informed of the work being undertaken by the College in this area. The Committee thanked the Principal for the introduction of the new Report.</p>
	<p><b>Matters for Discussion</b></p>
23-17	<p><b>College Level Review AY2016-17 &amp; Enhancement Plan AY2017-18</b> The Chair advised that consideration of the College Level Review AY2016-17 &amp; Enhancement Plan AY2017-18 had been postponed until the Committee's meeting scheduled for January 2018. Members acknowledge an email recently sent by the Principal to explain the delay with the document.</p>
24-17	<p><b>Transitions Annual Report</b> Members considered the Report providing an update of the current status of the College's partnerships with universities and schools.</p> <p>Mr Davidson recorded his thanks to Ms Griffin and Ms McKenzie for their contributions to the Report.</p> <p>It was noted that AY2016-17 figures for the majority of universities noted were outstanding, and Mr Davidson advised that Members would be updated once this information had been received.</p> <p>The Committee noted the significant increase in Foundation Apprenticeship enrolments and the increase in the number of pupils from Aberdeen City schools participating in College programmes. Two upcoming Stakeholder Events with Aberdeen City and Aberdeenshire Headteachers were noted.</p> <p>It was noted that sector discussions were being held in relation to the SCQF level of Foundation Apprenticeships.</p> <p>Members commented that it was good to see the significant number of universities with which the College has articulation agreements in place.</p>
25-17	<p><b>Digital Futures Project Update</b> Members considered a paper providing an update on recent work undertaken as part of the Digital Futures Project. The Committee was advised that the Project had been introduced to all staff at the beginning of AY2017-18 as part of the Principal's 'Welcome Back' presentations.</p> <p>Mr McGregor summarised significant developments that have occurred to date, including the successful recruitment of three Digital Learning Advisors, and the holding of the first meeting of the Project Steering Board.</p> <p>Mr McGregor summarised the key aspirations for the Project, noting proposed targets for mandatory staff CPD, and the planned formal launch of the Project as part of the All Staff Conference scheduled for 23 January 2018.</p>

	<p>Members were advised that by the end of AY2017-18 all College staff will have commenced on a pathway to an agreed benchmarked level of digital skills competency.</p>
26-17	<p><b>Students' Association Activity Report</b>  Members considered the Report providing information on the Association's activities undertaken during the period 01 September to 23 October 2017.</p> <p>Mr Cowie thanked Mr Gall and Ms Miah for their work this academic year to raise the Association's profile.</p> <p>Mr Gall advised that the Partnership Agreement was progressing well, noting that the Agreement was expected to be presented to the Regional Board at its meeting scheduled for December 2017.</p> <p>Ms Miah provided Members with further information on the Association's participation in the Scottish Government's Period Poverty Campaign and the recent Torcher Parade held in Aberdeen.</p> <p>The Committee agreed that the new reporting template provided by the Association was appropriate and helpful.</p> <p>It was that a presentation from the Association had been included as part of the Agenda for the Board's upcoming Strategy Event.</p>
	<p><b>Matters for Information</b></p>
27-17	<p><b>Internal Review AY2016-17 – Admissions</b>  Members noted a paper providing information on progress of the College's Admissions Review.</p> <p>Mr Cowie provided Members with information relating to the implementation of Phase 1 of the Admissions Review Action Plan, including the development of an external communications strategy regarding changes to NESCol admissions processes.</p> <p>Members agreed that the Action Plan in place was suitable, and Mr Cowie advised that the Committee would be updated on progress in due course.</p>
28-17	<p><b>Internal Review AY2016-17 - Timetabling</b>  Members noted a paper providing information on progress of the College's Timetabling Review.</p> <p>Mr Davidson summarised some of the key challenges currently experienced in relation to timetabling and the implementation of timetabling rules, and actions which are already being implemented to address them.</p> <p>Members were advised that Mr McGregor had visited other colleges to investigate approaches to timetabling and the use of different timetabling systems. It was noted that, in due course, consideration may be given to short-term and longer-term changes to the IT system the College currently utilises for timetabling purposes.</p>
29-17	<p><b>Internal Reviews AY2017-18</b>  Members were provided with information regarding the planned Internal Reviews which will be conducted during AY2017-18.</p>

	<p>There will be two cross-College reviews, expected to be completed by March 2018:</p> <ul style="list-style-type: none"> <li>• Student Support</li> <li>• Learning Development</li> </ul> <p>There will also be one curriculum area review - Care courses – which is expected to be completed by mid-January 2018.</p> <p>Mr Cowie advised of the key staff who are expected to be involved in undertaking the three planned Internal Reviews in AY2017-18.</p>
30-17	<p><b>Demonstration – MyNESCol</b> Members received a demonstration from Mr McGregor, in his role as Director of Learning Enhancement, on the new MyNESCol website and related app.</p> <p>Mr McGregor advised that the website had been developed with input from NESCol computing students who helped to define its scope.</p> <p>Members were advised that the new website had been developed with easy of navigation and functionality in mind. Mr McGregor explained the key information which can be accessed through MyNESCol (attendance and punctuality, print balance, timetables, College email account), noting that the website will continue to be developed as required and to reflect feedback received from users.</p> <p>Members were advised that the introduction of My NESCol had increased the proportion of students now accessing their NESCol account on a daily basis, from 12% to 80%.</p> <p>Positive feedback received from both students and staff on the website and app was noted.</p> <p>Mr McGregor advised Members on where the app was available to download from, and that staff could also log in. Members requested for a link to the website to be sent.</p>
31-17	<p><b>Any Other Business</b> There were no further items of business raised.</p>
32-17	<p><b>Summation of Business and Date of Next Meeting</b> The Secretary gave a summation of the business conducted. The next meeting of the Curriculum &amp; Quality Committee is scheduled to take place on 24 January 2018 at 1000 hours at the Aberdeen City Campus.</p>
	Meeting ended 1205 hours

Agenda Item	Actions from Curriculum & Quality Committee - 08/11/17	Responsibility	Deadline
19-17	Publish CICEBE presentation on Committee Collaborative Space	P May	As soon as possible
23-17	Consider College Level Review AY2016-17 & Enhancement Plan AY2017-18 at January meeting of Committee	J Davidson	17 January 2018
24-17	Provide Members with outstanding articulation figures	J Davidson	Once information is available from the relevant universities
30-17	Send Members link to MyNESCol website	P May	As soon as possible

Signed:.....

Date: .....