

## LEARNING & TEACHING AND STUDENT SERVICES COMMITTEE

*Minute of Meeting of 13 September 2016*

The meeting commenced at 1415 hours.

**PRESENT** – S Cormack, D Duthie, J Gall, J Harper, R McGregor, D Russell,  
A Simpson (Chair), R Wallen, K Wetherall

**IN ATTENDANCE** – N Cowie, J Davidson, E Hart, P May, P Kesson

**OBSERVER** – S Matthew

Ms Simpson welcomed Mr Matthew to the meeting in his capacity as observer.

Mr Duthie thanked Committee Members for their contribution during his time as Chair.

**1. Apologies for Absence**

Apologies were received from S Masson.

**2. Minute of previous Meeting**

The Minute of Meeting held on 19 July 2016 was approved.

**3. Matters arising from previous Meeting**

The Committee noted a report providing information on matters arising from the meeting held on 19 July 2016.

**4. Report by the Principal**

The Committee noted a report providing information on: Bridge2Business Entrepreneurial Award; Beacon Award; Business Enterprise Partnership; Visit by MSPs; Visit by Minister for Further Education, Higher Education and Science; change to College Link HMI; Formula Student Competition; and CDN Annual Awards 2016.

Mr Wallen provided additional information on a number of the items. Members noted that they would receive an update in due course on the new sector-wide quality arrangements.

The Committee Chair congratulated staff and students involved in the awards gained by the College.

**5. Matter for Decision**

**5.1 Committee Terms of Reference**

The Committee considered the Terms of Reference for the Learning & Teaching and Student Services Committee.

Members approved the suggested revisions to the document, subject to the quorum being amended to 5 Members, and the inclusion of a reference to the Students' Association in the statement relating to the Committee's overall responsibility. Members noted that the Terms of Reference would be considered by the Board of Management at its October meeting, as part of a review of the Governance Manual.

## **6. Matters for Discussion**

### **6.1 Full-time Student Applications and Enrolments 2016-17**

The Committee considered a paper providing information on the level of full-time student applications and enrolments for the academic year 2016-17.

Mr Davidson provided an update on full-time enrolments for 2016-17 and said that, to date, 6,786 students have been enrolled against a target of 6,654. Members were advised that this is 343 above the number enrolled at the time last year. Members congratulated staff on this excellent achievement.

The impact of the ongoing downturn in the oil and gas industry was noted. Mr Davidson reported that the enrolments for engineering have now risen during the month, but still fall short of target.

Members were informed that enrolments for full-time courses will cease at the end of the current week and attention will then focus on retaining the full-time student numbers, together with the ongoing enrolment of part-time students.

The Committee noted the information provided in the paper and also noted that the Finance and General Purposes Committee at its meeting earlier in the day had requested for student recruitment patterns and any changes to be explored.

### **6.2 Foundation Apprenticeships**

The Committee considered a paper providing information on the Foundation Apprenticeship (FA) Programme for the academic year 2015-16.

It was noted that, to date, 26 pupils had joined the Programme against a target of 50.

Members noted that discussions have taken place with Skills Development Scotland (SDS) to identify and focus on priority areas, and to promote these accordingly.

The requirement to tender for the delivery of SDS and Transition Fund activity was noted and it was agreed that opportunities to highlight, at appropriate forums, the possible reconsideration of this requirement should be taken where possible.

Mr Cowie reported that a 'Lunch and Learn' event will take place in early October 2016 to increase industry awareness of the FA Programme.

### **6.3 North East Scotland College Curriculum**

The Committee considered a report providing information on key curriculum developments for 2016-17 and on progress with the 2017-18 curriculum.

Information was provided on the full-time Curriculum 2016-17; new provision for 2016-17; positioning the College Curriculum for the future; and College curriculum for 2017-18.

Members noted that efforts continue to try to attract students into mechanical and electrical engineering.

Following a request, Mr Davidson provided an explanation of the Heart of Worcestershire Consortia approach.

#### **6.4 Non-SFC Income Opportunities through Business and Community Development**

The Committee considered a report providing information relating to the industry engagement and non-SFC income generated by the Business & Community Development (BCD) Team.

Information was provided on: Skills Development Scotland Funding; Sponsored Initiatives; other non-SFC Funded Activity/Commercial Opportunities; Employer Engagement; other Opportunities; and areas to consider in order to generate further activity.

Members noted the information provided and were advised that the College may request additional Modern Apprenticeship places for this academic year (2016-17).

It was noted that a decision had not yet been taken on the future of the temporary post of Employer Engagement Manager.

Mr Duthie declared an interest in this item by virtue of his role as a Director of ASET.

#### **6.5 Internationalisation**

The Committee considered a paper providing information relating to international activity.

Information was provided on the current position in NESCol; the current position in ASET; and options for the College.

In noting the information Members were informed that it is becoming increasingly more difficult to recruit non-EU students.

Mr Duthie declared an interest in this item by virtue of his role as a Director of ASET.

#### **6.6 Students' Association**

The Committee considered a report prepared by the Students' Association.

Additional information was provided on Freshers' Week activities.

### **7. Papers for Information**

#### **7.1 Student Activity AY2015-16 – Final Count**

The Committee noted a paper providing information on the final status of student activity for the academic year 2015-16.

Members noted that the final figure was 1.5% over target.

#### **7.2 Key Quality Performance Indicators**

The Committee considered a paper providing information on the final information on key performance indicators relating to the Quality Data for Ay2015-16.

Information was provided on: Lesson Observation; External Verification Visits; Student Engagement; Complaints; Compliments and Thanks.

It was agreed that it would be helpful to identify the number of complaints which were upheld against those which were not. Mr Wallen said that this information would be provided for the next meeting of the Committee.

### **7.3 Student Support Funds**

The Committee considered a paper providing information on amounts allocated for various student support funds for AY2015-16 and AY2014-15, together with allocation of funds for AY2016-17.

Information was provided on the range of student support funds received; student support fund allocations for AY2015-16 and 2016-17; bursary fund allocations for AY2015-16 and 2016-17; discretionary and childcare fund allocations for AY2015-16 and AY2016-17; and disbursement of funds in AY2016-17.

A discussion was held on ongoing issues in relation to further reductions in the College's student support funds allocation from the SFC. Mr Cowie summarised further measures which will be considered in order to help mitigate the impact of the reduced allocation.

The Committee noted the information provided.

### **8. Summation of Business and date and time of next Meeting**

The Secretary gave a summation of the business conducted. The next meeting of the Learning & Teaching and Student Services Committee is scheduled to take place on Tuesday 15 November 2016 at 1400 hours.

The meeting concluded at 1525 hours