Minutes of the meeting of the Curriculum & Quality Committee held on 15 May 2019 at 1030 hours in G10, Aberdeen City Campus.

<table>
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<th>Agenda Item</th>
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| **Present:** | Martin Dear  
|             | Susan Elston  
|             | Abha Maheshwari  
|             | Robin McGregor  
|             | Liz McIntyre  
|             | Neil McLennan  
|             | Andrew Russell – Vice Chair  
|             | Anne Simpson – Chair  
|             | Gwen Watt  
| **In attendance:** | Ken Milroy, Regional Chair  
|             | Neil Cowie, Vice Principal Access, Outcomes & Partnerships  
|             | Duncan Abernethy, Director of Business Development  
|             | Susan Betty, Director of Learning  
|             | Susan Grant, Director of Learning  
|             | Robin McGregor, Director of Learning  
|             | Pauline May, Secretary to the Board  
|             | Zoe Burn, Minute Secretary  

**Apologies:**

Apologies were presented for A Miah.

Members were advised that K Godsman had resigned as Students’ Association Depute President and as a Regional Board Member with effect from 10 May 2019.

G Watt was welcomed to her first meeting of the Committee.

**Declaration of any Potential Conflicts of Interest in relation to any Agenda Items**

N McLennan declared potential conflicts of interest in relation to his role at the University of Aberdeen.

**Minutes of Previous Meeting – 30 January 2019**

The minutes were approved as a true and accurate record.

**Matters Arising from the Previous Meeting**

Members noted the matters arising report and no further issues were raised.
**Presentation**

**Implementation of Business Development Strategy**

The Committee received a presentation from the Director of Business Development providing an overview of the work of the Business & Community Development Team, including the Flexible Workforce Development Fund, Foundation Apprenticeships, and the Scottish Maritime Academy. Members were also provided with information on the implementation of the College’s Business Development Strategy.

- **Flexible Workforce Development Fund:** D Abernethy advised of the use of the funding in AY2018-19 and the expected use in AY2019-20. Members were advised that the dominant sector for employers accessing the fund was oil and gas, with a number of other approaches being received from seafood processors and the public sector. It was reported that training requests in high demand were for leadership and management, IT, and mental health.

- **Foundation Apprenticeships (FAs):** Members were advised of a significant increase in applications for AY2019-20. An issue with Aberdeen Council in relation to bids was noted. A discussion followed, with Members agreeing with the need for the College to clearly brand its FA provision to distinguish it from other providers, and for improved communication across the region regarding FA bids and delivery.

- **Scottish Maritime Academy:** D Abernethy advised of a new Merchant Navy cadet course which is due to start in September 2019. Members were given information on the recruitment challenges facing the Maritime Academy, some of which were linked to national collective bargaining arrangements.

- **Business Development Strategy Implementation:** D Abernethy advised of the introduction of new ceremonies and events linked to employers that are increasing footfall at campuses. L McIntyre advised of work that was required to improve engagement with some employers and to increase employer awareness of the College’s offer and high quality facilities.

The Committee thanked D Abernethy for an informative and thorough presentation.

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**Matter for Decision**

**Students’ Association Budget Proposal AY2019-20**

Members considered a paper providing the Committee with an opportunity to consider a budget proposal for AY2019-20 submitted by the Students’ Association.

N Cowie introduced the paper, highlighted that the amount requested by the Association is in line with funding provided for the current academic year. S Betty presented the detail of how the funding, if awarded, would be allocated by the Association in AY2019-20. S Betty provided reassurance that the Association carefully managed its budget throughout each academic year.

Members commented on the value for money provided through the work of the Association, adding that its positive impact on the College has significantly developed in recent years.

In response to a query from N McLennan A Simpson and P May explained why the budget is considered by the Curriculum & Quality Committee and not the Finance & Resources Committee.
Members agreed to recommend the proposal as presented to the Regional Board at its meeting scheduled for June 2019 as part of the consideration of the College’s overall budget for AY2019-20.

**Matters for Discussion**

**Quality Annual Report AY2018-19**
The Committee noted a paper providing information on key performance indicators relating to the College’s quality assurance function for AY2018-19. A correction to a total included in the paper was highlighted.

Members were provided with assurance from N Cowie that the targets for both internal audit and external verification were expected to be met by the end of the academic year. N Cowie also confirmed in response to a query that the findings and any good practice from the quality activities referred to in the report were shared with staff as appropriate to help inform quality improvement activities.

The Committee agreed that it was beneficial to be provided with this information as it provided Member that robust quality processes are in place. A Simpson noted that the future format and timing of the paper may be revisited when considering the Committee’s Programme of Business for AY2019-20.

**Sparqs Student Engagement Workshop**
The Committee noted information provided on a Sparqs student engagement workshop hosted by NESCol.

S Betty summarised the approach undertaken and how workshop outcomes had supported the development of a new College Student Engagement Framework. Members were also provided with recommendations from workshop feedback received from Sparqs. It was confirmed that the new Framework would be shared with the Committee once finalised.

**Student Applications AY2019-20**
The Committee was advised by N Cowie of the holding of weekly admissions meetings to monitor applications against target and to identify actions to address any areas of concern. Members were also advised that a focus for these meetings has been to improve communications with potential and continuing students.

Members were provided with information on the current position in relation to full-time applications for AY2019-20 from each of the Directors of Learning:

- S Betty advised that her 4 faculties had 10% fewer applications in comparison to the same time last year. Areas of high demand were noted – ESOL, Healthcare, and Creative Industries, especially sound production and drama. Increase marketing activities, including the launch of dedicated curriculum area Facebook pages was noted.
- R McGregor advised that applications for the Fraserburgh Campus were 16% lower than at the same time last year despite increased marketing and schools engagement activity. Current areas of concern were noted - ESOL, Business and Admin, Electrical Engineering, and Measurement & Control. Current partnership working with RGU to encourage engineering
enrolments was highlighted. The possible negative impact of the AWPR on enrolments at the Fraserburgh Campus was noted.

- S Grant advised that the applications gap in relation to her faculties in comparison to last year has been improving but varies between curriculum areas at 8-12%. Work to seek to understand and improve the conversion rate for applications to enrolments was noted.

It was noted that overall the College currently had 9% fewer full-time applications in comparison to the same time last year.

Current discussions about opportunities to offer family friendly courses were noted.

L McIntyre advised that staff were aware that a ‘if only we had’ approach was not acceptable i.e. actions to increase applications and to improve retention are to be considered and implemented. L McIntyre added that improved planning, monitoring and review processes were supporting the College to do as much as possible to be responsive to the needs of the region and ensuring that applicants are enrolled on the best course for them.

Work being planned by a new College Action Team in relation to engagement with the region’s schools was summarised. Members agreed that this work was important to try and address the perception of many that the College is back-up option for school leavers. K Milroy advised of positive feedback on the College that he had received as part of work on a DYW review he was undertaking.

Recent discussions with the local authorities regarding the potential for new regional senior phase hubs were noted.

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<th>19-19</th>
<th>Matters for Information</th>
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<tr>
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<td>College Level Review Enhancement Plan AY2018-19 – Progress Update</td>
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|  | The Committee noted a paper provide an interim progress update for the College Level Enhancement Plan for AY2018-19. A Simpson commented on the RAG status of the areas for development, highlighted that good progress had been made against each with none flagged as ‘red’.

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<th>20-19</th>
<th>Student Satisfaction &amp; Engagement Survey Results AY2017-18</th>
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|  | The Committee noted a paper detailing the results of the AY2018-19 Student Satisfaction & Engagement Survey for full-time students.

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<th>21-19</th>
<th>Discussion</th>
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<td>Future Meetings</td>
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|  | A discussion was held in relation to future meetings of the Committee. It was noted that the work of the Committee would inform and be informed by the work of the College’s refreshed Curriculum & Quality Action Team.

Members were asked to confirm if the presentation item at each meeting of the Committee should be maintained. It was agreed that the presentations were beneficial. A short discussion followed with L McIntyre suggesting that presentations could have a faculty focus. P May suggested two presentation
ideas - the current review of the implementation of the new whole-College support model, an update on the embedding of the Partnership Agreement.

A Simpson noted earlier discussion held with D Russell, N Cowie, P May and G Griffin about the operation of the Committee in AY2019-20, adding that it was thought that the Committee should continue to meet four times per academic year but that the timing of some meetings may be revisited to improved alignment to the College’s planning and quality cycles. Members were also advised that it was thought that the Committee should receive further information on KPI monitoring, and on the work of the Student Engagement Action Group in AY2019-20.

It was noted that work on the development of the Committee’s Programme of Meetings and Programme of Business for AY2019-20 would be undertaken over the Summer break. Members were asked to share any proposed future agenda items or presentation topics with the Committee Chair and Secretary to the Board.

22-19
Any Other Business
The Principal provided the Committee with an update on recent national bargaining developments, including the current stalemate between the Employers’ Association and the EIS. L McIntyre summarised the impact of strike action to date at NESCol, noting that support for the strike has been significantly less than at other colleges. Members were also advised of current action short of strike being encouraged by the EIS. L McIntyre summarised discussions held at recent College conversation with staff member regarding the industrial action.

23-19
Summation of Business and Date of Next Meeting
The Secretary gave a summation of the business conducted. The next meeting of the Curriculum & Quality Committee is expected to be scheduled for September or October 2019 and will be confirmed at the June Board Meeting when the Programme of Meetings for AY2019-20 is approved.

Meeting ended 1230 hours

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<tr>
<th>Agenda Item</th>
<th>Actions from Curriculum &amp; Quality Committee 15/05/19</th>
<th>Responsibility</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>5-19</td>
<td>Students’ Association budget proposal to be included in draft Budget for consideration at Board Meeting in June 2019.</td>
<td>P. Smith</td>
<td>12 June 2019</td>
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<tr>
<td>17-19</td>
<td>New Student Engagement Framework to be shared with Committee.</td>
<td>S. Betty</td>
<td>First meeting of the Committee in AY2019-20</td>
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<td>21-19</td>
<td>Proposed future agenda items or presentation topics to be shared with A Simpson and P May.</td>
<td>All</td>
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Signed: ........................................................................... Date: ......................................................