



CURRICULUM & QUALITY COMMITTEE

Minutes of the meeting of the Curriculum & Quality Committee held on Wednesday 09 June 2021 at 1000 through the use of Microsoft Teams

Agenda Item	
	<p>Present: David Anderson Sasha Brydon Neil Cowie Neil McLennan – Vice Chair Andrew Russell – Chair Gwen Watt</p> <p>Observer: Jim Gifford</p> <p>In attendance: Robin McGregor, Vice Principal Curriculum & Quality Alesia du Plessis, Director of Learning Susan Grant, Director of Learning Duncan Abernethy, Director of Business Development Gill Griffin, Director of Quality Ken Milroy, Regional Chair David Blackhall E Fulton, Student Engagement Manager (for Agenda item 06-21) P Smith, Director of Marketing & Communication (for Agenda item 11-21) Susan Lawrance, Secretary to the Board Lorraine Garden, Minute Secretary</p>
01-21	<p>Apologies: Apologies were presented for Anne Simpson and Julie McGinley</p>
02-21	<p>Declaration of any Potential Conflicts of Interest in relation to any Agenda Items N McLennan declared a potential conflict of interest by virtue of his role at the University of Aberdeen</p>
03-21	<p>Minutes of Previous Meeting – 24 February 2021 The minutes were approved as a true and accurate record.</p>
04-21	<p>Matters Arising from the Previous Meeting Members noted the matters arising report.</p> <p>Members were advised that the draft Student Partnership Agreement will be available for the next Curriculum and Quality Committee meeting.</p> <p>N McLennan reiterated that engagement with Parental Groups both locally and nationally could be helpful in the College's efforts to promote its USP and what it can offer.</p>

	Presentations
05-21	<p>Quality Assurance and Enhancement Activities Overview G Griffin shared the 'Quality Activities' presentation and advised the Committee that a full summary report will be available at the next meeting.</p> <p>Members noted the highlighted areas within the Student Focus Group. Members also noted the new compliment and complaints area added to the Website. A full annual report created at Year End will be available.</p> <p>Members noted the final overview of the Curriculum Approval Panel Update, and acknowledged the work put into supporting students throughout the year.</p> <p>The SFC 2019-20 KPI's were also summarised as well as the external verification information and figures.</p> <p>A summary of the Self Evaluation interim process was given, and Members noted a new online automated system is in development to enhance the efficiency of data input. Members noted the new system, once available can be demonstrated to Committee.</p> <p>G Griffin drew Members' attention to the Virtual Café resource for students, highlighted nationally within Education Scotland's National Overview of Practise on Remote Learning.</p> <p>N Cowie recognised the high standards of the overview provided by G Griffin.</p> <p>In response to a query from N McLennan G Griffin to interrogate Complaints data for any themes and advise Committee.</p>
	<i>K Milroy and L McDermid joined the meeting during the Quality Assurance Overview</i>
06-21	<p>Introduction of new Student Engagement Manager E Fulton joined the meeting and was welcomed by A Russell.</p> <p>E Fulton provided a verbal update to Members on the past and upcoming projects and events of the Students Association. This update included feedback on the recently held Student elections with members noting that S Brydon was re-elected as SA President along with 2 new Vice-presidents, commencing 1 July.</p> <p>Members noted the more than 60 nominations received for Lecturer of the Year Awards, held annually by the SA with all nominees and winners congratulated. Members were advised the SA Enhancement Plan review, which will include a review of the current class representative arrangement, will include cross campus engagement. E Fulton advised, in response to a query, that arrangements will be put in place for one of the Vice-presidents to travel to Fraserburgh to allow for increased campus visibility. N Cowie acknowledged the College's commitment to enhance student engagement.</p> <p>E Fulton advised the Student Partnership Agreement will be discussed at upcoming student and staff focus groups, with feedback collated and presented to the Student Engagement Action Group for discussion.</p> <p>Action: Student Partnership Agreement, once agreed at SEAG to be presented to C&Q Committee.</p> <p><i>E Fulton left the meeting</i></p>

07-21	<p>Academic Year 2021-22</p> <p>Members received a presentation from R McGregor on Academic Year 21-22 Scenario Planning/Progress. Members noted the positive position regarding fewer numbers of students still to complete their course for the current year with the five key areas of non-completion highlighted. R McGregor acknowledged the requirement to consolidate and condense some delivery is not optimal, but gave re-assurance to Members that the College remains committed to delivering as positive an experience to students as possible along with excellent practices.</p> <p>R McGregor shared a summary of plans and approaches adopted for the next AY, along with planned Next Steps including proposed term start date and a summary of what next year's delivery will look like, including a robust and blended delivery of teaching and student induction. R McGregor gave re-assurance to the Committee that best practices from this AY will remain and that any changes to Government Guidance will be communicated to students and staff as quickly as possible.</p>
08-21	<p>Business Priority Planning Update</p> <p>Members received an updated "Business Priority Planning" presentation from A du Plessis. Members noted the progress made in relation to Phases one and two and the ongoing work to create a Nescol Roadmap for 2021-24, which includes specific activity targets. A du Plessis advised the Roadmap is to be shared with internal and external stakeholders, including new Heads of Sector (created from the curriculum re-structure) who will be in place for 1st August.</p> <p>D Abernethy acknowledged the challenges lean resources present, and the need to respond quickly to developments in the economic landscaping, but gave re-assurance that through planning, the direction of travel and execution is presently correct. It was agreed flexibility, awareness of change and dynamics are key.</p> <p>A Russell expressed his thanks for the presentation.</p>
	<p>Matters for Decision</p>
09-21	<p>Learning & Teaching Strategy</p> <p>Members noted the papers provided in relation to the Learning & Teaching Strategy Update, R McGregor re-assured Committee that the Strategy remains a key document used for the framework delivery, including work based learning and work experience that remains fundamental within the broader strategy and qualification delivery.</p> <p>In response to a question raised by the Committee Chair, R McGregor acknowledged the need to create a NESCol blended online teaching model that he is hopeful will be in place within 2021.</p> <p>The Committee agreed to adopt and approve the Learning and Teaching Strategy as presented.</p>
10-21	<p>Business Development Strategy</p> <p>Members noted the papers provided in relation to the Business Development Strategy, which reflects on the impact of Covid-19, and the growth and evolution of the Flexible Workforce Development Fund that is fundamental to support the local economic recovery and growth capacity. Members noted the revised Strategy clarifies the enhanced relationship going forward with ASET.</p>

	<p>The Committee agreed to adopt and approve the Business Development Strategy as presented.</p>
11-21	<p>Marketing & Communication Strategy P Smith joined the meeting and was welcomed by A Russell.</p> <p>Members were updated on the key points of the Marketing and Communications Strategy and the focus on change taking into account Integration, digitalisation, engagement, amplification, targeting and evaluation to enable engagement with as wide an audience as possible.</p> <p>A Russell acknowledged the huge increase in the College's visibility on social media and the formal strategy.</p> <p>In answer to a Member's query, P Smith advised whilst there are no restrictions on recruitment locality, targeted activity continues to focus on the College's core areas of delivery.</p> <p>The Committee noted the ongoing Google Analytics training the M&C team are undertaking to help better understand the data and review automatic technology opportunity.</p> <p>K Milroy commended P Smith and the M&C Team for their work in producing the Marketing and Communication Strategy.</p> <p>In response to a query regarding external recognition, P Smith advised external, including Parliamentary recognition, is something the College is striving for and highlighted the continued building of relationships with local MSPs.</p> <p>The Committee agreed to adopt and approve the Marketing and Communications Strategy as presented.</p> <p><i>P Smith left the meeting.</i></p> <p><i>L McDermid left the meeting at this point.</i></p>
	<p>Performance Reporting</p>
12-21	<p>Credits Forecast AY2020-21 Members received an updated Credits Forecast showing the College remains on target to meet both core and ESF credits with some activity spanned into next AY. Members noted this information continues regularly be reviewed on a fortnightly basis.</p>
13-21	<p>AY2021-22 Applications Update Members received a summary of the AY2021-22 applications and noted the positive trajectory, with a positive position forecast (compared to last year's figures) by July. Members were reassured that work will continue throughout the summer period.</p>
14-21	<p>Planned Credits AY2021-22 Members received an update on AY2021-22 Planned Credits showing the ongoing work to ensure core targets are achieved.</p> <p>Action: Update on Planned Credits presented to Committee at the first Committee Meeting of AY2021-22.</p>

	Matters for Discussion
15-21	<p>Student Support – Activity Report Members noted the updated Student Support Activity Report, with key activities regarding student wellbeing highlighted by A Du Plessis.</p> <p>A Russell highlighted there had been no student involvement in the recent internal student support audit, and advised this is being addressed as an action for the internal auditors going forward.</p> <p>Action: An updated Student Support Activity Report will be available for the next meeting.</p>
16-21	<p>Students' Association – Activity Report Members noted the Students' Association Activity Report covering the period from February 2021 to early June 2021 summarised by S Brydon.</p> <p>S Brydon advised a review, over the summer period, of SA representation at Committee and Action Teams would take place.</p> <p>The Regional Chair congratulated S Brydon on being re-elected as SA President.</p>
	Matters for Information
17-21	<p>Student Satisfaction & Engagement Survey AY 2020-21 G Griffin apologises for the late circulation of the Survey data.</p> <p>The Committee noted the full-time student Survey results for AY202-21 help measure the level of student satisfaction.</p> <p>Action: A summarised version of trends from the survey will be presented to the next C&Q Committee Meeting.</p>
18-21	<p>Any Other Business No other business was raised.</p>
19-21	<p>Date of Next Meeting The next meeting date of the Curriculum & Quality Committee will be confirmed once the Programme of Meetings for AY2021/22 has been discussed at the Regional Board Meeting in June 2021.</p> <p><i>Trade union representatives left the meeting.</i></p>
	Reserved Items of Business
20-21	Curriculum Management Restructure Update
	Meeting ended 1215 hours

Agenda Item	Actions from Curriculum & Quality Committee 16/06/21	Responsibility	Deadline
05-21	In response to a query from N McLennan, G Griffin to interrogate	G Griffin	For next meeting

	complaints data for any themes and advise Committee.		
06-21	Student Partnership Agreement, once agreed at SEAG to be presented to C&Q Committee.	S Brydon	For next meeting
14-21	Update on Planned Credits to be shared with Committee at the first Committee Meeting of AY2021-22.	R McGregor	For next meeting
15-21	An updated Student Support Activity Report will be available for the next meeting.	A du Plessis	For next meeting
17-21	A summarised version of trends from the Student Satisfaction and Engagement Survey to be presented to the next C&Q Committee Meeting.	G Griffin	For next meeting
	Reserved Item of Business		
20-21			

Signed:.....

Date:02.12.21.....