Fife College

Final Version

MINUTES

Minutes of the Academic Quality Committee meeting held on Wednesday 9 June 2021 at 3.30pm via Microsoft Teams.

Present: Shona Cochrane (Chair), Pamela Dobson, Sarah Ferguson, Hugh Hall, Joseph Harney, Zoe Thomson

Apologies: Jen Anderson

In Attendance: Dorothée Leslie, Iain Hawker, Sharon Burns, Janet Campbell, Marianne Philp

1   Welcome

The Chair welcomed those present to the meeting, in particular Pamela Dobson who was attending for the first time. It was noted that this was Sarah Ferguson's last meeting, and the Chair thanked her on behalf of the Committee for her input and continued attendance.

It was confirmed that there were no updates to bring from any of the Committees.

2   Minutes of Previous Meeting: 28 October 2020

The minutes of the previous meeting were approved as an accurate record.

3   Matters Arising / Actions Outstanding

The contents of the paper that had been circulated were noted.

4   Curriculum Update Report

The contents of the paper that had been circulated were outlined and noted. Highlights included:
- The College had achieved 98% of its projected credits and was therefore on track to achieve the target for 2020-21
- Whilst there had been a small increase in withdrawal figures compared with last year, the figure remained positive in light of the exceptional circumstances of the year
- Full-time and part-time recruitment for 2021-22 was progressing well
- Plans were in place to support as many students as possible to complete their courses, and scenario planning was well underway for next academic year

A query was raised about the proposed independent and hybrid learning model and what support would be put in place for level 4 and 5 students who have fed back that they find this challenging. It was noted that the following information had been sent recently in response to the SFC survey (NB detail added after the meeting):

What proportion of your learning and teaching provision will continue to be delivered on a fully or partially online basis in the next academic year?

Each course will include an online component with its delivery model. This size of component will vary depending on the level and nature of each course. However, guidelines have been provided to support a consistent approach for FT courses:

- For both HNC/HND there should be a minimum of 3-5 hours per week and per course delivered or supported online (25% to 30%)
- Degree programmes are expected to follow a similar or more extensive patterns for online learning
- For FE courses, a minimum 4 credits at SCQF level 6, 3 credits at SCQF level 5 and 2 credits at SCQF level 4 per course should be delivered or supported online (Depending on the total number of credits delivered for each course: 11% to 12.5% at SCQF L4, 16% to 18% at SCQF L4 and 22% to 25% at SCQF L6)
- PT courses are expected to follow a similar approach proportionate to their level and delivery model
- The online component will be recorded as a timetabled event for 2021-22. This will allow us to establish a clear baseline for each curriculum area and against these guidelines.

Members of the Committee noted the additional support and planning that had gone into supporting students over the past academic year and for the start of next academic year.

5 Fife College Students' Association (FCSA) Update

The contents of the paper that had been circulated were noted. Updates were given on:

- Class reps
- Student engagement tracker
- FCSA digital democracy and the FCSA digital office
- Nominations and awards

Committee members thanked the FCSA for continued good work and for the valuable support being provided to learners.

6 Learning and Teaching Practice: Digital Learning Developments

The contents of the paper that had been circulated were noted. A detailed update was given on progress made with digital learning, digital capabilities/digital readiness and innovation spaces. It was noted that significant investment had been made in this area to enable sufficient capacity for staff to develop their skills and support learners. In particular, Committee members were pleased so see an ambitious strategy, with all skills levels catered for.

It was noted that the innovation space activities would be constantly reviewed and learning would be taken to our new campus and rolled out to other campuses. Capital money was available from SFC to support this.

7   Briefing Session: Corporate Parenting, Student Carers and Estranged Students

Vicki Anton and Dawn Clark joined the meeting for this item. A copy of the slides used are available on Microsoft [Teams](#). Members were pleased to note the inclusive approach taken to support as many students as possible; together with having all staff involved and trained in corporate parenting. The importance of listening to students to hear what their particular needs was also noted. The Chair, on behalf of the Committee, thanked the presenters for their presentation and for the work they had put into these important areas.

8   Learner Survey 2

The contents of the paper that had been circulated were noted. It was agreed that a 67% response rate was excellent due to the current circumstances and only a 1% drop on last year. It was highlighted that 95% of those who responded would recommend the college to others, and the main area of negative feedback related to the impact of the ever changing Covid rules, which was outwith the control of the College.

8.1   Learner Survey 2: SFC Student Satisfaction and Engagement Survey (SSES)

The contents of the paper that had been circulated were noted. It was highlighted that there were 3 additional questions this year to get feedback on the impact of the Covid pandemic situation.

It was confirmed that Faculties would be looking at the responses specific to their areas and forming action plans.

9   Inclusion Report

The contents of the paper that had been circulated were noted, and variations were outlined. Sector data was not yet available, and this would be presented to the next meeting of the Committee.

10   Education Scotland Engagement Update

The contents of the paper that had been circulated were noted. It was confirmed that plans would be put in place for the visit in November 2021 once decisions had been made on what would be included.

11   Performance Indicators: Fife College v Sector

There was no business to discuss – this item had been covered under item 8 above.

12   Academic Update: New Campus Project

The contents of the paper that had been circulated were noted.

13   Key National Reports / Changes to National Policy

The contents of the paper that had been circulated were noted.

Decision: To issue updates via Microsoft Teams as they become available between meetings, to enable members to focus on a discussion on any key points or impacts at meetings.
Responsibility: Vice Principal: Academic Strategy **Deadline:** August 2021

14   **Review of Remit and Self-Evaluation and Annual Report to the Board**

The contents of the papers that had been circulated were noted.

Two changes were suggested to the remit
- In the first bullet point, to change "regionally" to "nationally"
- In the fourth bullet point, to rephrase to give more flexibility over the range of strategies, eg "strategies relevant to learning and teaching"

Some suggestions were made for the Annual Report to the Board of Governors.

Decisions:
- To make the proposed changes to the remit and submit it to the Board of Governors for approval.
  Responsibility: Director: Governance and Compliance **Deadline:** 23 June 2021
- To feed in suggestions for input into the Annual Report to the Director: Governance and Compliance.
  Responsibility: All Committee Members   **Deadline:** 30 June 2021

15   **AOCB**

A query was raised about the hybrid model of learning issue discussed earlier and the potential impact on partial success for students, and whether there was scope to reverse the decision if there was a negative impact.

It was noted that only a small percentage of course (maximum of 25%) would be delivered remotely and there was no reduction proposed to delivery hours. In addition, lessons learned from lockdown would be incorporated.

Some further detail was given on the detail, and it was agreed that this could be discussed further offline if required.

16   **Date of Next Meeting**

Wednesday 10 November 2021 at 3.30pm