

MINUTES of the MEETING of the LEARNING AND TEACHING COMMITTEE held in the Boardroom, 1 Inverness Campus on Tuesday 7th March 2017

PRESENT: Jaci Douglas, Louise James, Ryan McAdam, Helen Miller, Gavin Ross, Gabriel Starr, Kate White
CHAIR: Louise James
APOLOGIES: Diane Rawlinson, Steve Walsh
ATTENDING: Depute Principal
Head of Curriculum
College Secretary

1. MINUTES

The Minutes of the meeting of the Learning and Teaching Committee held on 6 December 2016 were **AGREED** as a correct record, were **APPROVED** and signed.

Matters arising**Item 3 – Quality Enhancement processes**

The Chair suggested that the presentation by the Depute Principal be included in the new member induction material.

Item 8 – External Quality Arrangements

The Depute Principal confirmed that the two documents referred to had been finalised and would be circulated.

2. SUPPORTING STRATEGIES - LEARNING AND TEACHING, QUALITY ASSURANCE AND ENHANCEMENT AND STUDENT ENGAGEMENT

The Chair referred to the three strategies which were to be discussed and congratulated management on the very readable and user friendly format.

The Depute Principal advised that these were the first of the five supporting strategies which would be presented to the Committee at this and the next meeting at the end of May. The new Access and Inclusion Strategy was linked to the Regional Outcome Agreement and a draft had to be submitted to the Scottish Funding Council by the end of March. The final strategy was Research and this was an update from the current strategy.

The strategies also identified the key performance indicators (KPIs) that would help to evidence the impact of the objectives. KPIs 1 – 8 in the covering report by the Depute Principal were high level KPIs across the college, the remaining KPIs, 9 – 17 were specific to a particular strategy.

The Depute Principal elaborated on each of the objectives within the three strategies, highlighting the particular actions which would be taken to achieve the objectives.

On the Student Engagement Strategy, the Vice President (Engagement) gave an example of student led marketing being very effective elsewhere and asked if this was something which could be considered. The Depute Principal confirmed that he would discuss this proposal in the first instance with the Director of Business Development.

The Chair thanked everyone involved for the considerable work which had been put into all three strategies.

The Committee asked a range of questions on each of the strategies and

1. requested that targets be set for some of the KPIs
2. that cross references be made to other strategies as appropriate and
3. **AGREED** to recommend the Learning and Teaching, Quality Assurance and Enhancement and the Student Engagement strategies with the supporting KPIs to the Board of Management for approval.

3. **STUDENT RECRUITMENT 2016-17**

A report by the Depute Principal provided an update of student recruitment for 2016-17 and a summary of applications received to date for 2017-18. The FE credit target for 2016/17 was 29,647. As at 24th February, the FE enrolments totalled 3,472. These were generating 29,862 credits – 215 above the target. However, early withdrawals from January start FE programmes had still to accrue, as had enrolments on some rolling programmes so this was still an interim figure.

The HE target for 2016-17 was 1664.6 FTE. As reported previously, the College would not make its HE undergraduate student activity target although the HE FTE activity would still be higher than in previous years for both undergraduate and postgraduate provision.

Student recruitment for 2017-18 was well underway and applications were looking very positive at this time. Applications for 2017-18 would be monitored closely through the college committee structures.

The Committee **NOTED** the positive report.

4. **STUDENT PARTNERSHIP AGREEMENT**

A Report by the Head of Student Services provided an update on the progress made in the Student Partnership agreement across the 4 aspects of:-

- **Student Representation**
There was now a full complement of student volunteer officers as well as 227 class representatives. In addition, attendance at the monthly Student Representative Committee (SRC) had been healthy and had continued to provide an effective forum for individuals to receive updates but also to express any feedback they had from their class.
- **Student Community**
The student community continued to develop and this had been identified as one of the LEAD management projects. The LEAD project would consider the results of a survey of the student residents to gauge interest in various out of hours services. There had also been a meeting with representatives from the Dingwall Sub-Aqua Clu who were keen to provide support in the establishment of an Inverness College UHI Sub Aqua Club. The annual university student health event - Healthy, Happy

You had been very successful and the Live, Study, Play group was piloting a project of active collaboration with business to arrange specific deals and events for students

- The College Welcome
Induction for January start programmes went smoothly during the week of 25th January 2017. Attention was turning to session 2017-18 and the early student experience.
- Learning and Teaching
Students had attended around two thirds of course committee meetings where they could provide feedback on their courses and programmes. Improved attendance would be a focus for next year to help maximise the student voice.

The Committee **NOTED** the progress being made.

5. CUSTOMER SERVICES EXCELLENCE FINAL REPORT

A report by the Head of Student Services provided an update on the outcome of the recent review of Customer Service Excellence, which was conducted in Dec 2016.

The outcome was very positive with the College being re-accredited with the Customer Service Excellence Award. 23 areas of good practice had been identified which had impacted positively on the customer experience. Some minor areas for improvement had been identified and work had begun on these ahead of the next annual review.

The Committee were pleased to **NOTE** the very positive outcome of the review.

The following items were included in the agenda for noting only and therefore no discussion took place at the meeting.

6. 2015-16 COLLEGE PERFORMANCE INDICATORS

A report by the Depute Principal provided confirmation of the published college, region and sector performance indicators (PI) for further education (FE) programmes for 2015-16. The report contained success rates for full-time and part-time FE programmes overall and by subject area, and an analysis of early withdrawal, further withdrawal and partial success rates for full-time programmes.

7. STUDENTS' ASSOCIATION REPORT

A report by the Vice President Equality provided an update on the range of activities undertaken by the Students' Association in the last quarter.

8. DATE OF NEXT MEETING

Tuesday 30 May 2017 at 8.30 a.m.

Signed by the Chair:

C Joisse James

Date:

30 May 2017

