

**South Lanarkshire College
Development Committee (Board of Management)
Wednesday 7th June 2016**

Present D Burnett (by conference call)
 P Devenny
 C Ferguson
 S McKillop

 A Allan
 A Martin

1. Declarations of Members' Interests

No declarations were received.

2. Minutes of the Previous Meeting

The Minute of the meeting held on 9th March 2016 had previously been agreed by the Board of Management.

3. Matters Arising

Action Learning Pilot

The Principal referred to the presentation given by Andrew Brawly HMle at the Board of Management meeting on 23rd March 2016.

He also indicated that a Catch Up meeting will take place on Thursday 9th June 2016 and that the findings of this engagement would be presented to the Board of Management at a future meeting.

City and Guilds

The Principal updated members that he had now been inducted on to the City and Guilds Scottish Advisory Board.

Action Learning Pilot

A Allan is now part of a national steering group for the Action Learning Pilot.

4. Marketing and International Activity

Media Campaign

The media campaign was covered in some detail. This included a wide range of activities which had been costed and was presented in the form of a Gant chart.

Ms Burnett thought that the spread of activity was well covered. She enquired in regard to January intake and that if this intake represented a different demographic cohort than the August / September intake.

Applications

Discussion took place in regard to the number of applications received for 2016/17 and this showed a 3.98% increase on 2015/16. The Principal updated the board on the increase in funded activity between 2015 and 2016.

Interview Activity

The Principal informed the Board in regard to the summer activity for 20 Chinese staff and updated the Board on the Chinese students undertaking the HND in Construction Management.

Erasmus +

Paul Devenny gave an update on his experiences, Ms Burnett was very keen to ensure that as many students as possible get the chance to participate in a European experience. Ms Burnett asked questions in relation to the required level of language skills that would be required to participate in a European exchange. Paul Devenny thought that it was possible for the students to have at least some rudimentary language skills.

The Board approved the recommendations on

- The media campaign
- The student recruitment information
- International student activity
- The update on the College website
- Recent events

Quality enhancement Group Report

Action Learning Pilot

The ALP project came to an end in spring 2016. Allan is a member of the Education Scotland Quality Arrangements Group which is working on the future quality arrangements for colleges.

Education Scotland

Margaret Hamilton and Peter Pringle both Associate Assessors visited the College on 6th May for the final visit as part of the Education Scotland aspect task on Employability.

The summary of their findings highlighted a number of key strengths relating to the College's approach to employability.

Internal Audit Update

Of the 11 internal audits planned for 2015-16 4 have taken place, 4 are in progress and two others will take place before the end of June. One had been cancelled as the programme is no longer offered in the College

Student engagement - update

The results of the *In-Course Questionnaire 2015-16 Part 2* have been distributed, presented and discussed at the Academic Board (AB) in May. Corresponding actions will be incorporated into CM reports and AB action plans. The questionnaire included:

- 10 questions for the *National College Student Satisfaction Survey* required by the SFC. The return was sent to the SFC on 26 May 2016.
- 7 questions for the Lanarkshire region on student satisfaction. Responses have been incorporated into a Lanarkshire template. The College has performed above the targets set in the Regional Outcome Agreement and students rated their satisfaction as 89% and above across all questions.
- The final 5 questions on *The Student Voice* was included as part of the audit on *The Student Experience* by the College appointed internal auditors (Scott-Moncrieff). The audit took place during w/c 21 March 2016. The College are awaiting the final report.

The annual student *Question Time* event, chaired by the Student Association President took place on Tuesday 17 May 2016. 38 students attended and posed a number of questions to the Senior Management Team (SMT). The event was widely publicised prior to the event by the Quality Unit and the Student Association. An action plan has been agreed with SMT and students will be kept informed of progress via the Student representative network and refreshed 'You said.... Together we did....' posters.

Awarding bodies activity - update

The College was selected for 70 External Verification (EV) events in 2015-16 including EV Visits and central verification.

- 62 EV events have been planned
- To date 4 EVs have not made contact
- 5 EV selections have been cancelled by SQA during 2015-16
- 3 graded units have been selected for June 2016 central verification
- The National 5 Maths was selected for central verification and was successful
- The National 4 Care added value unit was selected for central verification and was successful

- Of the 53 EV visits expected from SQA and City and Guilds 44 have taken place
- To date 9 planned EV visits have still to take place

Quality Forum update - update

The Quality Forum, met on 24 February 2016 and 4 May 2016 and included the following areas for discussion:

- Gaining full approval from City and Guilds, sharing practice from the Faculty of Construction.
- GoPro – application in the curriculum and sharing practice from current users.
- Analysis and discussion of the survey of the 2014-15 approach to Curriculum Area Annual SE Report.
- Presentation, workshop and discussion of the SQA criteria 2015-18 relating to External Verification.
- Presentation and discussion on the approach to Curriculum Area Annual Self – Evaluation 2015-16.

College involvement in quality enhancement - update

- SQA/Colleges Quality Focus Group

The Quality Manager continues to be involved in this SQA/College group giving a presentation on the College approach to devolved authority approvals at the annual event on 25 February 2016 and attending a meeting of the group on 27 April 2016. Items of interest are disseminated within the College and to New College Lanarkshire.

- SQA

A number of staff have been involved as exam setters and markers as part of this session's exam diet.

- Education Scotland

A number of staff who are Education Scotland Associate Assessors have been deployed on external review, aspect task and annual engagement visits.

The Committee approved the following recommendations

- 4.1 Notes the update on the Action Learning Pilot Project.
- 4.2 Acknowledges the positive feedback received from the Education Scotland employability task visit.
- 4.3 Receives the internal audit update.

- 4.4 Notes the update on student engagement activity.
- 4.5 Receives the update on external verification activity.
- 4.6 Supports the discussions and actions to improve a range of quality initiatives through the Quality Forum.
- 4.7 Notes the College involvement in quality enhancement at regional and national level.

There being no other business the Chair thanked everyone for attending.