

MINUTES OF A MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF SOUTHERN REGIONAL COLLEGE HELD ON WEDNESDAY 21 MARCH 2018 AT 18.30 IN THE BOARDROOM, PORTADOWN.

Present:

Mr Gordon Gough (Chair)
Mr Aidan McCormick
Prof. Gregory O'Hare
Mr Matthew Turner
Mr Jonasz Weinkauff

In Attendance:

Mr Keith Kilpatrick, Director of Curriculum
Mrs Carolyn Davison, Assistant Director for Curriculum HE
Miss Nicola Sullivan, Lead Student Representative, Quality Improvement Unit
Miss Lindsay Armstrong, Secretary to the Governing Body

The meeting convened at 18.33.

ACTION BY WHOM

1. APOLOGIES

Apologies for absence were received Mr Brian Doran and Mr Andrew Saunders.

2. DECLARATION OF INTEREST

The Chair reminded those present to declare at the commencement of the meeting interests held in any matter to be discussed. No interests were declared.

3. MINUTES OF MEETING OF 28 NOVEMBER 2017

The Chair referred Members to the minutes of 28 November 2017. These were checked for accuracy and proposed for approval by Mr Turner and seconded by Mr McCormick.

4. MATTERS ARISING

Mr Gough enquired about advances in the sector trainee development project. Mr Kilpatrick confirmed that the scoping paper has been submitted to the Department and the appointment of two employees to lead the project.

5. CHAIRMAN'S BUSINESS

None.

9. QUALITY ASSURANCE AGENCY DEVELOPMENTS

Mr Kilpatrick informed Members of a wide range of work undertaken in preparation for the QAA review w/c 23 April and advancements made in electronic engagement forums.

Mr McCormick advised of valued student engagement he has experienced in his role as HE Governor and thanked Miss Sullivan and Mrs Shipman for their hard work and dedication.

Mrs Davison informed Members of the QAA process, the review team committee and courses identified to be studied as part of the QAA review of programmes. She advised of two documents to be submitted by 30 March to evidence compliance conformity to the Quality Code; namely the College Self Evaluation Document and Student Submission.

Prof. O'Hare arrived at the meeting at 18.56.

Mrs Davison informed Members of the QAA baseline regulatory requirements; framework for HE, expectations of the UK quality code for HE, HE governance, policies and procedures to ensure consumer protection and student protection measures.

She informed the Education Committee that the scrutiny inspection will take place over three days in the Newry West campus and advised on the agenda for consultations.

Miss Sullivan informed Members of the consultative process with students to inform a global view of the learning experience and presented the QAA student written submission. She advised Members that a total of 340 Higher Education students were engaged with throughout the research and writing stages of the document and informed that the draft document will subject to further refinement to include additional case studies, an action plan on recommendations and a list of consultative groups. She stated that the final document will be distributed to Education Committee Members in due course.

Miss Sullivan

Miss Sullivan informed Members of investigative research to evidence student support including careers guidance, learning support and student activities. She stated that feedback on the quality of teaching and learning in SRC is very positive, reflected by 92% of respondents expressing satisfaction in the HE Learner Survey.

Miss Sullivan informed the Committee of student activity programmes, including a day trip to Todd's Leap Activity Centre where students were deployed in team building activities and assigned tasks such as recreating a production line. She stated that this required students to work together, communicate effectively and be aware of quality assurance while under a time restriction and in competition with other groups.

Miss Sullivan provided information on student feedback from employability days and spoke assuredly about the availability of learning resources and online provision. She advised on assessment and positive feedback enforced by various policies and procedures and evidenced through student engagement at student council meetings.

Miss Sullivan provided examples to state the following conclusions;

- the induction processes are thorough and fully support students in making the transition from prospective to current student;
- the commitment of personal tutors to their roles is outstanding and students are happy with the quality of teaching across the College;
- SRC lecturing staff, support staff and management are committed to listening to student feedback, needs and concerns and involving students in the improvement of the learning experience. Students are considered as partners through opportunities to engage in College quality and self-evaluations processes;
- the Student Activities Team are committed to giving students ownership of the HE Student Voice through the SU and class representation training provided;
- the Employability embedded curriculum is equipping students with a range of skills preparing them for the world of work;
- students can access a range of online learning resources which is accommodating full-time, part-time and HLA students.

Miss Sullivan informed of recommendations to enhance training on student led meetings and the production of an annual Student Voice Report to review and further enhance existing mechanisms.

Mrs Davison referred to the quality assurance statement endorsed by the Education Committee on 28 November 2017 and additional actions to evidence quality standards within the HE provision. She advised on work developed in comparison to the 2013 review

and informed Members of three areas of good practice identified by the review team at the time;

- the number and range of opportunities offered by the College to develop students' employability skills and increase awareness of business and industry culture;
- the collation, analysis and sharing of student support activities; and
- the College's engagement with the process of providing information to meet the diversity of student needs, resulting in the award of two charter marks.

Mrs Davison informed that the College Self Evaluation submission requires evidence of 48 set questions scrutinising best practices and identifying roles and responsibilities for maintaining academic standards. Mrs Davison advised the Committee of work undertaken to monitor academic standards and the quality of the student experience, improvements within learning, teaching and assessment and commitment to external stakeholder engagement.

Mrs Davison provided a comprehensive report evidencing SRC's assurance and efficiency in meeting the needs of HE students, and demonstrating a capacity for sustained self-improvement. She informed Members of the positive outcome of the QDP student survey.

Discussion took place regarding the Education Committee's role in academic governance, oversight of student welfare and protection measures in place.

Mrs Davison directed Members to the SRC HE website page providing detailed information on courses on offer, admissions process, learning support, careers information, advice and guidance. She referred Members to the HE guide for students and informed of financial subsistence available.

Mrs Davison stated that investigative practices identified that HE provision at SRC has the following strengths and enhancements;

- clearly articulated HE strategic direction in its curriculum offering aligned to regional employer and government priorities;
- deliberative governance and management structures in place to assure the quality of HE academic standards and HE student experience, strengthened through ongoing regulatory compliance;
- embedded and systematic self-evaluation process enabling students as partners to provide feedback to inform improvements in academic standards and HE learning experiences;
- well embedded industry engagement with employers involved in curriculum projects, as visiting speakers, industrial visits and placements ensuring that all students receive a strong vocational learning experience;
- well-developed processes to capture student feedback;
- outstanding student support services portfolio culminating in Matrix Quality Award for Student Services & Marketing in October 2017;
- all elected HE student representatives are appropriately prepared and trained to take up their role;
- strong professional relationships developed with all eight AO partners supporting the College's delivery of HE provision;
- appropriately qualified staff with strong academic and industrial profiles who are afforded the opportunity to enhance their portfolio through further scholarly activity.

Mrs Davison welcomed any remarks and stated that further comments should be directed via the Secretary. Mrs Davison agreed to distribute the set questions to identify compliance and the final document for Committee Members consideration.

Governors
Mrs Davison

Members thanked Mrs Davison and Miss Sullivan for their comprehensive report. Mrs Davison and Miss Sullivan left the meeting at 19.28.

Mr Weinkauff arrived at the meeting at 19.31.

6. DIRECTORS' KPI REPORT (IN YEAR) Curriculum Strategy Update

Mr Kilpatrick provided an update on CDP Performance and sector comparisons per subject areas. Members noted that SRC are lead providers in FT science and mathematics, engineering and manufacturing technologies, leisure, travel and tourism, social sciences and business, administration and law. The Committee was provided with sector performance for full time retention, achievement and success from 2011-12 to 2016-17. Members noted that the College has consistently outperformed the sector during this period, maintaining a success rate in excess of 90% over the period.

Members noted that the College's lowest success rate is within languages, literature and culture and indicated the smallest provision throughout the sector. Mr Kilpatrick stated that many courses overlap subject areas. Discussion took place regarding regional factors, reflective local expertise, recreational subjects and the development of specialist HUBs.

Mr Kilpatrick provided the FLU update report on College performance against CDP targets at 1 March 2018. Discussion took place concerning challenges within level 3 provision, good progress on vocational qualifications and delivery on the 14-19 strategy.

Mr Kilpatrick presented the level 2 Balance Scorecard for the Curriculum Directorate and explained he has combined the Curriculum Strategy Action Plan within, along with performance measures and statistics for ease of reference. Discussion took place regarding income generated projects with Members suggesting a change of title to the 'projected spend' field to clarify bids awarded and utilised in year.

Mr Kilpatrick

Members noted the report.

7. CURRICULUM DIRECTORS' WORKING GROUP UPDATE

Mr Kilpatrick informed Members that discussion had taken place at the Curriculum Directors' Group concerning a reform of qualifications. Mr Kilpatrick confirmed that colleges submitted a scoping paper which has subsequently been approved. He informed of the appointment of two FT project managers to oversee the development of the new traineeship framework.

Mr Kilpatrick informed of an exemplary response to the self-evaluation process stating that informal feedback on HLA and TfS has been extremely positive.

Mr Kilpatrick informed of meetings with the Open University examining a validation partnership. He advised of good engagement with Clanrye to provide quality assurance on entry level and pre entry level qualification and advised that the College is in the process of drafting TORs for corporation.

The Committee noted the information.

8. WHOLE COLLEGE QIP – UPDATE ON PROGRESS

Mr Kilpatrick presented the Quality Improvement Plan for the period September 2017 to August 2018 addressing specific objectives and actions to date. Mr Kilpatrick confirmed that a review in January 2018 confirmed good progress to date.

The Committee noted the report.

**10. DRAFT COLLEGE DEVELOPMENT PLAN 2018-2019
Report Cards and Targets**

Mr Kilpatrick presented draft report cards addressing performance measures in Qualification Outcomes, Business Engagement and Social Inclusion. Discussion took place regarding the submission of the College Development Plan, changes to the funding model and benchmarking data performance.

The Committee noted the information.

11. POLICY REVIEW

- **Admissions policy**

Minor amendments to the policy were noted.

- **Admissions Criteria**

Members noted extensive amendments to admissions criteria within the document.

- **APEL**

The Committee noted minor formatting amendments to the policy.

- **Assessment Appeals**

Members noted minor amendment to acknowledge awarding organisation requirements.

- **Assessment Malpractice**

The Committee noted updates to the policy to reference ghosting and collusion, and distribution of the policy to the student body.

- **Careers**

Members noted amendments throughout the policy.

- **Course Approval**

The Committee noted minor formatting amendments to the policy.

- **HE Course Closure Suspension and Substantial Change**

Members reviewed the first edition of the policy.

The eight policies were approved on the proposal of Mr Turner and seconded by Prof O'Hare, subject to requested formatting amendments.

Mr Doran

12. ANY OTHER BUSINESS

None.

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Education Committee is scheduled to take place on Tuesday 5 June 2018 at 18.30 in the Portadown Campus.

The meeting concluded at 20.48.



CHAIR

5/6/18

DATE

