



**Minutes of the Academic Standards and Quality Development Committee
held on Thursday 21 June 2012 at 8:00am
in the Boardroom at James Watt Campus**

Present:

Ian Oakes (Chairman)
Jason Allen (Staff Governor) (JA)
Gurjeet Kaur Bains (GB)
Veronica Docherty (VD)

In Attendance:

Roger Minett (Executive Director) (RM)
Julie Nugent (Executive Director) (JN)
Barbara Hughes (Assistant Principal – Quality) (BH)
Anthony Dennant (AD) (Item 5 Only)

Apologies

Raj Mack (RMa)
Anisa Shahban (Student Member) (AS)

Declarations of Interest

There were no declarations of interest save for those already declared in the Register.

Item 1 – Minutes of the Meeting Held on 24 April 2012

- 1.1 The Chairman led the Committee through the minutes of the above meeting. BH stated that her title was actually Assistant Principal and not Director. The Clerk agreed to amend.
- 1.2 Subject to the above amendment, the Committee agreed that the minutes were a true and accurate record of the meeting held on 24 April 2012.

Matters Arising

Papers for VD from the Academic Standards and Quality Development Committee meeting that took place on 29 November 2011 – the Clerk confirmed that these papers would be posted in the Dropbox folder.

The Clerk confirmed that the Harborne Academy site visit was going ahead on Monday 25 June 2012.

RM confirmed that a more succinct version of the Quality Improvement Plan would be brought to the Committee in the Autumn term.

JN confirmed that an evaluation of the staff development sessions will also be brought to the Committee during the Autumn term.

In relation to carrying out actions as a result of student views, JN confirmed that this would be brought to the Committee in the Autumn term when detailed analysis had been carried out.

JN also confirmed that more detailed analysis of lesson observations would be provided in Autumn once it had been obtained by the end of this academic year.

Item 2 – The Learner Experience (Including Surveys and Evaluation)

- 2.1 JN presented this item. She led the Committee through her report on the learner experience which included a summary of outcomes from the Teaching and Learning Survey, the result of feedback and information on focus groups and campus committees.
- 2.2 JN also led the Committee through the full data report on the 2011-12 Teaching and Learning Survey.
- 2.3 The Committee discussed the summary of outcomes in detail focusing on particular trends that had arisen, the use of Moodle, the alignment of this information with the Programme Monitoring Boards, the Quality Improvement Plan and the Self-Assessment Report. BH also commented on the Ofsted aspect of this.
- 2.4 JN commented that a great deal of work is being undertaken to improve student survey response rates although this year's figure was quite pleasing.

ACTION:

The Chairman requested that for the next meeting the updates to the SAR and the QIP be specifically linked to the outcome of student surveys. The Chairman also requested that the Committee be provided with the percentage figure of responses to student surveys.

ACTION:

The Chairman requested that Management follow up with the Estates Team as to what work is being undertaken in terms of heating and windows at James Watt Campus and an update to be provided at the next Committee meeting.

- 2.5 After detailed discussions the Chairman concluded that a lot of really good work is taking place and all this work helps us improve. Management and Committee members agreed that a combined use of qualitative and quantitative methods is important going forward.
- 2.6 The Committee noted the report and the actions of the Quality team as set out in the report.

Item 3 – Data Report – Projections on Retention, Achievement and Success Rates

- 3.1 RM presented this item. He led the Committee through the report which set out data on retention, attendance and projected data (achievements).

- 3.2 Turning to retention first, RM commented that there is a vast improvement on retention suggesting an improvement in actual success rates. He went through this in terms of directorate in more detail. RM added that there is a slight caveat in relation to withdrawals but it is not anticipated that this will affect the retention rates significantly. The Committee discussed retention overall as well as retention in terms of ethnic group in detail and Management responded to any questions Committee members had.
- 3.3 Turning to attendance, RM reported a slight drop in term three but commented that it is not unusual for this time of year. RM then went through each directorate in detail and provided information on how attendance is being improved as well as how measures of attendance are being improved. Committee members discussed how attendance is being measured in detail.

ACTION:

An update to be provided to the Committee on how Management are addressing the issues relating to how attendance is recorded.

- 3.4 RM reported to the Committee on success rates. He reported an overall improvement on the previous year and added that we will need to see what the outcome is at the end of the academic year. Committee members discussed success rates in detail focusing on specific subject specific areas/directorates.
- 3.5 The Committee discussed apprenticeships in detail and how apprenticeship data is reflected in these reports.

ACTION:

Apprenticeship report with data to be provided at the next Committee meeting.

- 3.6 The Chairman thanked Management for the report and commented that there are vast improvements in these areas.

Item 4 – Confidential Item

AD joined the meeting at this stage

Item 5 – Confidential Item

AD left the meeting at this stage

Item 6 – Summary of Complaints and Actions

- 6.1 JN and BH presented this item. They led the Committee through the report which set out the procedure for making complaints, the nature of complaints received throughout the year and actions being taken.
- 6.2 The Committee discussed in detail the nature of complaints being received and explored the actions along with management.
- 6.3 The Committee commented that the report was very useful and requested some additional information be given at the next meeting.

ACTION:

- Additional information to be provided on how the College's complaints system ties in with its Safeguarding Policy.
- Copy of the Student Grievance Procedure to be provided.

6.5 Following detailed discussion, the Committee accepted the report and the actions taken to resolve the complaints set out in the report.

Item 7 – AOB

7.1 VD asked for the withdrawal data to be provided to the Committee as soon as it is available.

ACTION:

Withdrawal data to be provided to the Committee as soon as it is available.

7.2 IO gave his apologies for the Corporation meeting taking place on 10 July 2012. The Clerk noted this.

7.3 The Clerk commented that there may be an issue with the date of the Spring Committee meeting and how it is aligned with the Programme Monitoring Boards and suggested her and RM agree a more appropriate date and circulate it to Committee members. This was agreed.

7.4 The Chairman concluded that some excellent work has been carried out and the information available was extremely useful.

The meeting then ended.

Date of Next Meeting:

Wednesday 5th December 2012.