

QUALITY and STANDARDS COMMITTEE

Minutes of a Meeting 2.00pm Wednesday 23rd November 2011 Gordon Canning Room

Present: Mr David Crawford (DC)(Chair)
Mr David Barnett (DB)
Ms Pippa Halling (PH)
Mr John Perry (JP)
Mr Luke Rake (LR)
Professor Ron Ritchie (RR)
Mrs Rosie Scott-Ward (RSW)
Dr Stephen Waite (SW)
Mr Malcolm Wharton (MW)

In Attendance:

Apologies:

Minutes: Mr Rob Lee

		ACTION	ACTION DATE
1.	The Chair welcomed Ms P Halling, representing HE students, to her first meeting. Apologies All Members were present.		
2.	Declaration of Interest – Paper QS02/11/11 The Clerk advised that member’s interests would be taken as those disclosed in the Register of Members Interests. There were no declarations of members interests for agenda items.		
3.	Minutes of the Last Meeting – Paper QS03/11/11 Minutes of the meeting held on the 21 st June 2011 were agreed to be a true and accurate record and signed by the Chair.		
4.	Matters Arising 4.1. (5.1) Computer facilities. In response to DC LR advised that the opening of the new building at		

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	<p>Home Farm had considerably enhanced the computer facilities in this area and he further advised that at a recent lunch with course representatives the College computer facilities had not been raised as an issue.</p> <p>4.2. (5.1) Communication with students.</p> <p><i>The Clerk advised that the paper outlining possible methods of communication with students was going to the next meeting of the Equality and Diversity Committee in January 2012 and would then be reported to this Committee.</i></p> <p>4.3. (5.2) Completion of UWE student survey.</p> <p>RSW advised that students were expected to complete a number of student surveys and this one was not seen as the priority and was therefore not marketed. RR believed that it was a concern that only small numbers of students completed the survey and this generally gave poor results and suggested that we should negotiate with UWE not to complete.</p> <p><i>Discussions will take place with UWE on the need to complete the UWE student survey.</i></p>	<p>Clerk</p> <p>SW/RR</p>	<p>15/02/12</p> <p>Immediate</p>
5.	<p>Discuss and recommend for approval the College Self-Assessment Report 2010/2011. Paper QS05/11/11</p> <p>LR advised that College Self Assessment Report was an annual requirement and outlined the process that had commenced in April and completed recently with a validation exercise with Landex. LR confirmed that the format was similar to the previous year with some extra course points being added. LR believed that the key page in the report was that which gave the overall success rates for the academic year and we would be judged by Ofsted on this data. Success rates continue to improve and it was an excellent performance with only one area, Short Courses Level 3 which had only 31 enrolments, falling below national benchmark. In response to DC LR advised that success rate was based on achievement and completion of the course and included A Levels. In response to RR LR confirmed that students were graded with a "pass", "merit" or "distinction" and it would be unusual for students to complete course and not pass. In response to DC LR referred Members to the section outlining grade profiles for our vocational provision. LR advised that some programmes are unable to award D* and in response to DC advised that report on value added will go to the next meeting. LR referred Members to the section outlining A Level grades achieved. In response to DC LR confirmed that the overall distance travelled was nil and therefore students achieved the grades in line with expectation which given their other commitments to sport for most students this was a positive outcome. The link with sport has now been changed and the current year 2 and the new year 1 are demonstrating higher ability and this should result in the proportion of higher grades rising. DC felt that the ALIS data would be useful to put in to the document. RR believed that we should benchmark against significant neighbours. LR advised that some benchmarking had been carried out against international schools. RR asked why A Levels were not a key area for improvement and LR advised that there was a curriculum action plan, which included A Levels that had been raised as a result of this Report.</p>		

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	<p>RR enquired why such a significant area was not a college priority instead of a curriculum priority and LR advised that currently increases in A Level student numbers was not a College priority. RR then turned to the area of student satisfaction and the report was slightly negative. LR agreed that there had been a slightly negative trend in rugby and game keeping courses but there were improvements in this current year RR felt that this should be turned into a positive with evidence a bit mixed but which the outcomes more than cancel out and it was agreed that a further comment should be added to the Report. Relating to equality and diversity RR believed that reference should be made to our Single Equality Scheme and it was agreed that this would be added to the Report. LR referred Members to the data on different groups of students and agreed that further data would be brought to February meeting.</p> <p><i>The College Self Assessment report for 2010/2011 with the above two amendments is recommended for approval by the Corporation.</i></p> <p><i>Further data on value added and student groups will be brought to the next meeting.</i></p>	LR	08/12/11
		LR	15/02/12
6.	<p>Discuss FE Academic Performance. Paper QS06/11/11</p> <p>(A) Review performance 2010/2011</p> <p>LR advised that we had exceeded all targets with the exception of teaching observations and exceeded all applicable benchmarks. LR outlined action taking place to improve teaching.</p> <p>(B) Approve targets for 2011/2012</p> <p>LR recommended that the targets for this current year should remain as last year. RR stated that this meant that our targets were below our current performance and are we therefore saying we have exceeded our capabilities. RR felt that we should set aspirational targets. DB advised that he would support a shift in some of the KPI's but they must be achievable. In response to DC JP stated that the targets were also used for staff appraisal purposes and DC queried whether the same target could be used for both purposes. RR suggested some revised targets.</p> <p><i>It was agreed that LR would review the proposed targets and confirm to Members.</i></p>	LR	Immediate
7.	<p>Review HE performance to UWE KPI's. Paper QS07/11/11</p> <p>SW advised that the UWE/Hartpury business Plan sets out targets for the next three years. The targets in green are KPI's embedded in the Academic Agreement. SW advised that targets set for year one relating to National Student Survey and the level of student withdrawals had been exceeded. Performance to other KPI's will be reported when available.</p>		

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8.	<p>Review HE performance on enrolments and withdrawals.</p> <p>(A) Year on year performance 2009-2011. Paper QS08A/11/11</p> <p>SW advised that the retention rate had remained at 79% for the last two years. RSW advised that some of the poor retention rates were due to low numbers of students on some programmes. SW advised that the data enabled a comparison between programmes and variations are reviewed and go into action plans. RSW advised that in some areas additional support had been put in to help the students.</p> <p><i>It was agreed that all future data analysis should include an executive summary.</i></p> <p>(B) Withdrawals by month 2010/2011. Paper QS08B/11/11</p> <p>RSW advised that the monthly figures showed the result of changes made by UWE on re-sits where they had been reduced from four to two and this had meant the programmes had been restructured in the last year. SW advised that this had cleared out students and whilst there were still peaks they were not so marked. In response to DC RSW advised that trends were noted on specific courses and action plans formulated.</p> <p>(C) Withdrawals by reason 2010/2011. Paper QS08C/11/11</p> <p>SW advised that the major reason why students left early in their course was that they had made the wrong choice and if there was a trend it is necessary to see how changes can be made to the way we market or explain the course. In response to DC SW confirmed that it was an objective to reduce the numbers leaving because they were performing poor academically to nil.</p>	SW	15/02/12
9.	<p>Review HE achievement.</p> <p>(A) Module Performance 2010/2011. Paper QS09A/11/11</p> <p>SW advised that the data shows the performance at module level at the first assessment and then at the re-sit. RR felt that we should set a threshold of 50% which should trigger urgent action. SW advised that we are aware of the areas and RSW confirmed that the appropriate actions were in the Department Action Plans and these could be brought to the meeting. RR felt that this would not be necessary if outline of actions were put in to commentary that should accompany each set of data in the future.</p> <p>(B) Undergraduate credits achieved 2008-2011. Paper QS09B/11/11</p> <p>The data was noted.</p> <p>(C) Undergraduate Degree Classification 2008-2011. Paper QS09C/11/11</p> <p>The data was noted.</p>		

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	<p>(D) Undergraduate Good Honours achievement 2007-2011. Paper QS09D/11/11</p> <p>RR advised there had been some significant changes between 10/11 and 09/10. RSW advised that staff training was required on awarding marks and in response to DC SW advised that some staff seem to under mark and there were issues on lack of confidence on subject all of which was being addressed. SW advised that the poor performing courses were identified and action taken and in some instances, such as Equine Dental Science, the course dropped.</p>		
10.	<p>Discuss provisional judgements of IQER Review. Paper QS10/11/11</p> <p>SW advised that provisional judgement has now been received on the Summative Review that had taken place in October and it was a very good outturn. The Review identified a number of areas of good practice and SW advised that there were three levels of recommendation, Firstly, "Essential" where the recommendations had to be acted on immediately. Secondly "Advisable" where the recommendations have to be acted upon and lastly "Desirable" where it is up to the College if the recommendations are put in place. The Review had recommended only two "Desirable" actions and these would be acted upon. SW advised that he had looked at the performance of other land based institutions with significant HE on IQER reviews and he issued data which will be numbered QS10A/11/12. The data showed that when you take account of the recommendations that had been made and points of good practice identified only Exeter College showed a better outcome.</p>		
11.	<p>Update on Ofsted consultations on Common Inspection Framework.</p> <p>LR advised that there were currently two Ofsted consultations taking place. It seems in the first relating to 16+ education it will be proposed that the restricting grade for capacity to improve on safeguarding will disappear. The second consultation on Care Standards may lead to inspections taking place without any notice being given.</p>		
12.	<p>Discuss results of National Students Survey 2011. Paper QS12/11/11</p> <p>SW presented the results of the National Student Survey and advised that all areas with the exception of Learning Resources had shown improvement over the period from 2009. RR advised that the results had shown real achievement and the significant progress had been noted by UWE. RR stated that the numbers at Hartpury might be of the restraining factors on the library. The UWE Library was open 24 hours and it had high usage throughout the night particularly it seemed at 4.00am. SW advised that the Collage now ran the Library and the major problem of opening for longer hours would be staffing and security. RSW advised that if we were looking at operating for 24 hours then we should look at other functions on the campus to be available for the same period. SW advised that if a new FE Learning Zone was constructed it would be easier to define the range, IT space and opening hours of what would become an HE Learning Resource Centre. RSW advised that the new HE</p>		

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	Building was helping with improving the student experience. The final part of the Report outlined a summary of student comments and SW confirmed that members of staff were being given priority targets to improve some of the areas mentioned.		
13.	Discuss Destination of Leavers from Higher Education Survey 2010. Paper QS13/11/11 SW advised that data outlined in the Report was collected by UWE on our behalf and the most impressive conclusion from the Report was the high employability of our students. RR advised that there was a year on year trend that is positive which is very good in a recession. The number of graduates gaining graduate level work in 2010 has increased to 44.9% compared to 32.5% in 2009. Foundation degree students gaining graduate employment increased to 47.1% compared to 27.3% the previous year.		
14.	Note Minutes of Student Representative Forum. Paper QS14/11/11 The minutes were noted. In response to RR the Clerk advised that responses would be made to student concerns and these would be reported in the next set of minutes received.		
15.	Review analysis of customer complaints. Paper QS15/11/11 The Clerk advised that complaints had fallen for the first time in four years and were 19% lower than the previous year. Academic complaints, mostly HE, remained the highest but complaints of theft had dropped by 50%. DC noted that transport in its own right appeared as a category for the first time. The Clerk advised that the reasons for the complaints were split between issues over timetables (HE) and seats on buses (FE) and complaints against the standard of the driving. All had received responses.		
16.	Any Other Business There was no other business.		
17.	Dates of future meetings-all commence at 2.00pm Wednesday 15th February 2012 Wednesday 20th June 2012 Wednesday 14th November 2012 Wednesday 13 th February 2013 Wednesday 22 nd May 2013 Wednesday 20 th November 2013		

Mr David Crawford
Chair Quality and Standards Committee

15th February 2012