

## DN COLLEGES GROUP

<b>CORPORATION HIGHER EDUCATION PERFORMANCE AND QUALITY COMMITTEE</b>
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### Minutes of the Meeting held on 26 February 2018

The Clerk informed the Committee that several members had recently resigned from the Corporation Board, and therefore this Group, i.e. A. Monighan, M. O'Reilly and M. White. It was noted that R. Hewson, one of the Student Members, had secured an internship at North Lindsey University Centre and would be tendering his resignation after this meeting. The Corporation Board would be informed at their next meeting.

1 **Present**

M. Keyworth (Chair), A. Briggs, R. Hewson, P. Senior, M. Swales, A. Tyrrell, K. Walker

**In Attendance:** K. Brentnall, J. Charles, M. Butler-Holmes, A. Girvin, S. Johnstone, M. Lochran

2. **Apologies** None

3 **Declarations of Interests**

Members were reminded to declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

4 **Terms of Reference**

Members noted the Terms of Reference all committees will be reissued in a standard format when agreed by the Corporation Board.

5 **Minutes**

The minutes of the HE Performance and Quality Committee meeting, held on 29.11.17 were approved as a true record.

6 **Action Points / Matters Arising from Minutes NLC**

Date	Item	Action Point	Action
25.9.17	7	The data dashboard is in use at North Lindsey but not yet at Doncaster. A report on further progress will be made to the next meeting.	MBH

As requested by Governors, a series of training sessions on Teaching Excellent Framework and Annual Provider Review requirements will be arranged prior to the HE P&Q meetings. Guest speakers from specialist areas at both University Centres will be invited to address the Committee. (carried forward) Clerk

## 7 **University Centre at North Lindsey College – Mid-Year Performance Update**

Members received a report on the Higher Education Performance Indicators for UCNL.

- Each Cognate Area Leader has agreed key result indicators (KRI) for their particular cognate area. These KRIs relate to recruitment, attendance, retention, achievement/success, progress/attainment and student satisfaction
- Cognate area performance will be formally reviewed as part of the HE Directorate Leadership Team meetings each month
- Programme level performance will be monitored through cognate and programme operations meetings as well as reporting into the HE Quality, Standards and Performance Group
- Key Result and Performance indicators for student feedback mechanisms (NSS – National Students Survey/ HE Survey) commenced February for NSS2018 with regular updates in relation to response rates. The HE Survey will take place towards the end of the Spring term with results published in the Summer term.

It was noted that the half year performance panels had taken place. Students are categorised as Completed/Achieved; Completed/Not Achieved; or Not Completed/Not Achieved. Despite the number at present categorised as not completed and/or not achieved, there are no concerns across programmes.

Retention forecast for all full time students is 96%; part time 98%.

The statistics shown in the report were extracted from the Data Dashboard. It was noted that a similar process is being considered for introduction at the University Centre Doncaster.

There were a large number of Higher apprenticeships within the statistics shown. It was noted that the Government Minister had recently commented on the good progress made at NLaG (North Lincolnshire and Goole NHS Foundation Trust) which is the only NHS Trust which had met all the levy targets.

With reference to provision, MBH pointed out that taster days are being held for Level 3 students across the DN Colleges Group.

The Scholarship Engagement and Employability (SEE) project was explained. It was noted that the model has been redesigned following staff and student

feedback. Recent presentations have been made to the AoC regional network meeting and the University of Hull Federation of Colleges Scholarship conference. A pilot project will trial the concept of the SEE Award with FdA Children, Learning and Development students which will enable students to gain recognition for their scholarly engagements beyond the explicit curriculum. The pilot project will be submitted as part of an application to the Humber LEP seeking accreditation of the Humber Employability Skills Passport.

## **8 University Centre at Doncaster College – Mid-Year Performance Update**

Members received a report on the Higher Education Performance Indicators for UCD (University Centre Doncaster).

- Indications were that targets for attendance and retention are likely to be met. This provides reassurance in light of the physical relocation of some of the higher education programmes
- Sports Science is one area where close scrutiny will be required. Many of these students are enrolled on the distance learning programme based in London. The learning platforms available for these students are being reviewed to ensure they received appropriate interventions to get them back on track.
- The UCD provision did not start the academic year following the new dashboard recording against targets introduced at UCNL (University Centre North Lindsey). This impacts on the completion/achievement reporting. It will be aligned gradually and be fully in place for 2018/19
- The formal mid year progress boards at both UCD and UCNL are scheduled for the same time as the HE Performance & Quality Committee. Members are requested to consider the timing of meetings to ensure the most effective reporting.
- A summary was provided of the joint approach being taken towards the National Student Survey and other survey data

## **9 DN Colleges Group University Centre Update**

M. Butler-Holmes presented an update on the DN Colleges Group Higher Education institutional transition plan 2017-18 which had originally been prepared in advance of the merger. The plan identified the key areas of activity to be addresses i.e.

- Funding and data reporting
- Academic governance
- Annual reporting
- Published information and consumer protection obligations
- Awarding body arrangements
- Recruitment 2018

- External surveys and published metrics

The plan has been progressively updated and reported through SLT meetings and continues to evolve. Key decisions to date were:

1. Published information, consumer protection and student protection obligations
2. Key policies including HE Admissions Policy, Terms and conditions, Course closures statement and HE Complaints procedure – all approved and posted on both Colleges' websites
3. Access Agreements for each College previously approved by OFFA (Office For Fair Access) in April 2017 apply for 2018 entry. These have been compiled into one document and published under the DN Colleges Group on the OFFA website.
4. The DN Colleges Group HE Performance and Quality Committee is in place
5. The DN Colleges Group Joint Development Board was established for the University of Hull provision.
6. University Centres' deliberative structures and HE strategy is being prepared, a proposal paper will be presented by Easter
7. Early opportunities are being explored for collaboration and ensuring economies of scale in managing the provision and effective specialist staffing
8. The National Student Survey is being conducted for the DN Colleges Group. Results will be published August 2018.
9. HE Survey (internal) which mirrors the NSS will be conducted across the Group student population, providing the first cross-campus formal insight into the student academic experience
10. Teaching excellence framework (TEF) metric workbooks were issued by HEFCE for each college in December 2017. It had been agreed not to enter TEF3 therefore metrics will be merged based on TEF2
11. A joint development day for HE staff across the University Centres is planned for 21 March 2018. This is to establish awareness of the portfolios, student profiles, quality assurance processes and student engagement. A similar day will be organised in partnership with lead student representatives for students for the summer term.

It was noted that DN Colleges Group is the 6<sup>th</sup> largest college based HE provider for 2017/18.

## 10 **National Students Survey**

SJ reported that the National Students Survey has been open for 3 weeks and will run to the end of April. To date there has been a 38% response across the Group which was a positive start.

The internal HE Survey will be rolled out from 12 March.

Progress made against the comments in previous surveys (You Said: We Did) is communicated through programme committees, via student representatives and within student groups.

A recent recruitment to the Student Internship programme was R. Hewson who will take forward the internal HE Survey at North Lindsey; a similar model is being considered at Doncaster.

Consideration will be given to adding value to the HE Survey outside the meeting. MS and MBH will discuss.

MS/MBH

It was noted that the students at UCD had received emails regarding the NSS headed North Lindsey, which was confusing for some. SJ will investigate.

SJ

11 **University Campus – Update**

AVT said that there are currently two initiatives being progressed, i.e. one is the University City in Doncaster and the other the University Presence in Scunthorpe. There is some funding available from the Greater Lincolnshire LEP for the Scunthorpe project which involves the University of Lincoln. The Doncaster project involves Sheffield Hallam University. AVT is on the steering group for both projects. Updates will be given to the next meeting.

AVT

12 **Date of Next Meeting**

27 June 2018

Date	Item	Action Point	Who
29.11.17	7	The data dashboard is in use at North Lindsey but not yet at Doncaster. A report on further progress will be made to the next meeting. (carried forward)	MBH
		As requested by Governors, a series of training sessions on Teaching Excellent Framework and Annual Provider Review requirements will be arranged prior to the HE P&Q meetings. Guest speakers from specialist areas at both University Centres will be invited to address the Committee. (carried forward)	Clerk
26.2.18	10	Consideration will be given to adding value to the HE Survey outside the meeting. MS and MBH will discuss.	MS/MBH
		It was noted that the students at UCD had received emails regarding the NSS headed North Lindsey, which was confusing for some. SJ will investigate.	SJ
	11	AVT said that there are currently two initiatives being progressed, i.e. one is the University City in Doncaster and the other the University Presence in Scunthorpe. There is some funding available from the Greater Lincolnshire LEP for the Scunthorpe project, which involves the University of Lincoln. The Doncaster project involves Sheffield Hallam University. AVT is on the steering group for both projects. Updates will be given to the next meeting.	AVT