Scott Isaacs (Chair)

Dr Jo Cahill
Katie Kennedy
Viren Amin
Michele Harding
Linda Paterson

Charlotte Gale
Helen Hall
Nancy Small
Dr Mariana Lilley

Azita Pourghasem
Dr Stefanie Schmeer
Sharmila O’Reilly
Dominic Bygate

IN ATTENDANCE:

251 APOLOGIES

Apologies received from Rifaat Foufa, Megan Knight, Alison McLauchlin, Karen Leong, Barbara Henry and Chris Dunks.

252 CHAIR’S OPENING REMARKS, IF ANY

It was noted that Linda Paterson was attending the meeting on behalf of Rifaat Foufa and Sharmila O’Reilly had been added to the membership as interim CPL for the Extended Degree Law.

Scott Isaacs thanked everyone for navigating another challenging year and thank you to the CPLs and wider services for supporting the colleges. Special thanks to Dominic Bygate for organising another successful Consortium Conference.

253 NEW DECLARATIONS OF INTEREST, IF ANY -

None.

254 MINUTES - TO CONFIRM THE MINUTES OF THE LAST MEETING

Minutes confirmed.

255 MATTERS ARISING FROM THE MINUTES

<table>
<thead>
<tr>
<th>Minute</th>
<th>Action</th>
<th>Update</th>
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<tbody>
<tr>
<td>228</td>
<td>Dr Megan Knight to follow up on IY Architecture responses within the school and contact admissions to provide data on rejected applications from the Architecture programme at UH.</td>
<td>Due to Megan Knight not being present an update will be provided at the next meeting.</td>
</tr>
<tr>
<td>229</td>
<td>Scott Isaacs to circulate ASAC paper re academic engagement with collaborative partners post covid.</td>
<td>Complete.</td>
</tr>
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</table>

256 TO RECEIVE A VERBAL REPORT CONCERNING THE BUSINESS DISCHARGED FROM ASAC AND ESEC

Scott Isaacs noted that there had been 2 ASAC meetings since March. At the first meeting a review had been undertaken of the SAC process and a report was presented which will be shared with the colleges after the meeting. There was also a review and report regarding the Module Evaluation Process and a guidance document outlining the
expectations for this process has been published – to be shared with colleges after the meeting.

At the most recent ASAC meeting a report of an audit of public information taken from collaborative partner websites was provided. 42 partners were audited including all consortium colleges. The purpose was to highlight any partners where there was a delayed response to the requirements of the audit. Unfortunately, 2 consortium colleges were highlighted with a delay of up to 4 months in responding. However, the timing of the audits may have affected this due to it taking place over the summer when colleges go on annual leave. Scott Isaacs reminded colleagues of the importance of responding to requests of audits in a timely manner and any requirements or actions to be targeted as soon as possible.

At ESEC an annual report was presented regarding the Institutional BAME Action Plan. It would be useful for the colleges to have oversight of this report and look at the actions that the university has taken in accordance with it’s BAME Action Plan. Staff engagement with this at the university has been very high and a lot of work has been undertaken at school level to reduce the awarding gap. Monitoring and evaluation of the plan will continue, with another update being provided in September.

The new approach to the Access and Participation Plan was also shared at ESEC. There will be a 3 phased approach to this plan from the OfS moving forwards. First phase was to ensure we have monitored the Access and Participation Plan for 2021, which has been completed. The second phase was to put in place variations to the plans which need to be submitted in response to 4 new priorities that the OfS have listed. The third phase is to submit a new Access and Participation Plan for 2024/25 – 2027/28 which will need to be approved in the summer of 2023. Scott to share the university’s approach to this.

TO RECEIVE AN UPDATE ON THE PRE ASSESSMENT MODERATION FORM PILOT

Helen Hall previously circulated the updated pre assessment moderation form. The pilot will be used for this round of module planning and feedback provided once complete. This pilot is the first step in looking reviewing all consortium moderation forms in order to make the moderation processes more efficient. It was noted that there is mixed practice with marking on Canvas therefore the moderation tools cannot always be utilised.

TO RECEIVE AN UPDATE ON THE CONTINUOUS ENHANCEMENT PLANNING PROCESS (CEP)

Helen Hall noted that the next stage of the CEP process is to meet with HE Managers to discuss implementation and the data required. The new process does not require more work than the original AMER process and submission deadlines will be similar. The process will be focussed on data and the action plan rather than compiling a long report. The consortium calendar will be updated with the CEP deadlines once confirmed and Scott and Helen will arrange a meeting with each HE Manager to support the process further.

TO RECEIVE AN UPDATE ON THE LATEST APPLICATION FIGURES FOR THE CONSORTIUM

Helen Hall provided an update on application figures. It was noted that it was disappointing to see little movement on numbers, considering the hard work that has taken place with the marketing teams. The consortium is at 23% of target for CF and UF offers and the colleges will continue to be heavily reliant on clearing.

Linda Paterson noted that NHC had been running open days including a combined event for EDS and computing, which had moderate attendance from applicants. HRC are also organising applicant days with a ‘bring a friend’ option.
It was agreed that the colleges need to continue to work hard to convert numbers and thanked Helen for providing the data. Helen thanked Chris Dunks for all his hard work with the consortium marketing and the updating of the website.

260 TO RECEIVE AN UPDATE ON THE RECENT VALIDATION OF CREATIVE TOP UP DEGREES AT HRC

Katie Kennedy reported that the validation event had been successful with no conditions, just some recommendations. Megan Knight and Lewis Harrison-Barker are in the process of updating documents and the college are awaiting the contract. Scott Isaacs noted that the college performed well at the event and praised staff/student attitudes and college resources.

261 TO RECEIVE AN UPDATE ON THE NEW EDS WEBSITE CONTENT

Scott Isaacs confirmed that the web team have the information which is ready to be uploaded. Katie Parkash will liaise with Academic Services to ensure the course fact sheet and programme spec is uploaded.

Stef Schmeer is working to ensure appropriate CPL support is in place for the new academic year and has had discussions with HSK regarding the lack of supported from courses that benefit from EDS students. Scott Isaacs to contact Frank Haddleton to highlight the issue of recruiting a new CPL so that it can be discussed further with the Dean of School. Scott will also write to Colin Malcolm on behalf of the Quality Management Committee to thank him for contribution and support with the EDS programme.

262 TO RECEIVE AN UPDATE ON THE FD BUSINESS MANAGEMENT RE-VALIDATION

It was confirmed that the FD Business revalidation preparation is progressing and the business team are working together to produce the material.

263 TO RECEIVE AN UPDATE ON THE SEMESTER B SVQ RESULTS

It was noted that the response rates for Semester B were disappointing and the colleges had been provided with routine updates during the survey period. The university expects a minimum of 50% response rate and therefore the colleges need to aim for this. This will be discussed at the next HE Managers meeting as it is important for the university and colleges especially when data is needed for upcoming revalidations. Going forward the SVQ dates will be added to the consortium calendar. It was noted that the timings of the SVQs fall at a pressured time for students, but module leaders need to set aside time for students to complete the survey.

264 TO RECEIVE AN UPDATE ON UNISTATS 2022

The Unistats date of courses has been audited and returned by Scott Isaacs and Helen Hall. University courses at the colleges will be reported by UH.

265 TO RECEIVE AN UPDATE ON THE NSS RESULTS

NSS results will be available from the 6 July. Helen Hall and Scott Isaacs will collate the results for the colleges for comparison purposes and discuss at the next QMC meeting in October. Colleges should have oversight of their own NSS results, particularly the comments section, to establish where strengths are and also where action will need to be taken.

266 TO DISCUSS HSU ENGAGEMENT ARRANGEMENTS FOR THE NEXT ACADEMIC YEAR

Helen Hall noted that little activity had taken place over the last year and communication broke down with HSU. Helen will contact the new VP Community over the summer and facilitate a meeting between them and the HE Managers. Moving
forwards a central contact from each college needs to be identified to develop and maintain the relationship. Jo Cahill suggested involving Mairi Watson to reinforce the plans of engagement, due to this being an ongoing issue each year, and share proposals with the Principals at the next Consortium Strategy Group.

267 TO RECEIVE AN UPDATE FROM LTIC

The Consortium Conference took place last week with a range of topics covered, which had been suggested by the colleges. The conference provided the opportunity for staff to network and the session on ‘Decolonising your Curriculum’ really stood out as well as the Mental Health and Wellbeing item. Dominic Bygate thanked John Griffiths from HRC for also for being involved.

The colleges thanked Dominic for all his support with arranging the event.

It was noted that the university has a blended learning journal and would be keen for the colleges to start academic writing about their experiences – details will be emailed to HE Managers.

Scott Isaacs noted a query regarding HN staff at the colleges being able to access Canvas however this is not possible without a UH membership and therefore wellbeing resources will need to be downloaded by the colleges and circulated to them.

268 TO SHARE ANY ITEMS OF GOOD PRACTICE OR ISSUES OF CONCERN

The appointment of a new CPL for EDS had been raised as a concern. Nothing further to add.

269 TO RECEIVE VERBAL REPORTS FROM SCHOOLS ON MATTERS ARISING FROM THEIR CONSORTIUM PROVISION

Azita Pourghasem thanked Katie Parkash for her support with FD Computing Technologies while training a new member of staff and thank you to the other colleges for their collaborative working.

270 TO RECEIVE VERBAL REPORTS FROM EACH COLLEGE ON MATTERS ARISING FROM THEIR HE COMMITTEES AND AN UPDATE ON THEIR ENGAGEMENT WITH HSU

OAK – the college have developed their HE Strategy which has been put forward for approval. This puts HE at the forefront of college priorities and investment as well as focussing on quality matters and BAME.

WHC – no further updates.

HRC – Siobhan Dunne has recently retired and a new member of staff will be replacing her next week. The college have confirmed Teacher Education with a different provider at another university.

NHC – no further updates and Linda Paterson will ensure all updates are fed back to the college director in Rifaat’s absence.

271 TO RECEIVE AN UPDATE ON MARKETING

HE Managers are due to meet with Chris and the Insight Team. The meeting thanked Chris for all his hard work in supporting the consortium.

272 TO RECEIVE A VERBAL REPORT FROM THE RECRUITMENT AND ADMISSIONS SUB COMMITTEE THAT TOOK PLACE ON 15 JUNE 2022

The recent sub committee discussed clearing arrangements and the training available. Clearing tariffs were confirmed as 32 points and staffing is being arranged after some issues with college staff being unable to sign up using the online form.
STAFF DEVELOPMENT

None to report.

NATIONAL DEVELOPMENTS

None to report.

CLERK’S REPORT

Clerk’s report noted.

EMERGENCY BUSINESS

Scott Isaacs took the opportunity to recognise all the hard work that Helen Hall has done in her involvement with the colleges. Helen has been a fantastic support and on behalf of the meeting thanked her and wished her all the best for retirement.

RISK

None to report.

DATE OF NEXT MEETING - SEE CLERKS REPORT FOR 2022/23 DATES

SUMMARY OF ACTIONS

<table>
<thead>
<tr>
<th>MINUTE</th>
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<tbody>
<tr>
<td>255</td>
<td>Megan Knight to provide an update on Initial Year Architecture</td>
<td>Megan Knight, next meeting</td>
</tr>
<tr>
<td>256</td>
<td>Scott Isaacs to circulate the following reports from ASAC and ESEC – SAC process, Module Evaluation guidance, and the University’s approach to the new Access and Participation plan</td>
<td>Scott Isaacs, asap</td>
</tr>
<tr>
<td>258</td>
<td>Update Consortium calendar with CEP process deadlines</td>
<td>Katie Parkash/Helen Hall/Scott Isaacs</td>
</tr>
<tr>
<td>261</td>
<td>Katie Parkash to liaise with Academic Services for EDS programme spec and CFS to be uploaded</td>
<td>Complete</td>
</tr>
<tr>
<td>261</td>
<td>Scott Isaacs to contact Frank Haddleton to discuss the new EDS CPL appointment and to write to Colin Malcolm on behalf of HHEC-QMC thanking him for the support given to EDS</td>
<td>Scott Isaacs, asap</td>
</tr>
<tr>
<td>266</td>
<td>Scott Isaacs to raise the issue of HSU engagement with Mairi Watson and share the plan for the new academic year with Principals at CSG</td>
<td>Scott Isaacs, start of term</td>
</tr>
</tbody>
</table>