

**South Lanarkshire College
Development Committee (Board of Management)
Meeting held on 3rd December 2009**

Present J Heraghty
 J Gordon
 C Ferguson
 I Macpherson
 S McKillop

 A Martin
 A Allan
 J MacDonald

Apologies Donna Burnett, John Carr

Declaration of Members' Interests

No declarations were received.

Minutes of the Previous Meeting

The Minutes of the meeting held on 3rd September 2009 had already been agreed by the Board of Management.

Matters Arising

Renewable House

Launch took place on 1st December 2009 with John Swinney. The whole event was a great success with some 85 visitors coming on the day. Thanks was given to all staff involved in the organisation of the day.

Quality Group Report

In the absence of Mr Carr, the Principal informed the Committee that the report sought to update on quality assurance and enhancement activities within the College since the last meeting.

Internal Audit

Notifications have dispatched to all areas identified in the annual audit report. Each area will be contacted by the lead auditor some three weeks prior to audit.

SPARQs Training

Learning and Teaching Arrangements

It has now been agreed and systematic observations of learning and teaching will be carried out by College Associate Assessors and other trained staff. This process was agreed with the JNC and a number of observations have now been carried out.

Self-Evaluation

Critical analysis of each are of the college activity has now been undertaken through the annual self-evaluation exercise. The Quality Enhancement Group reviewed these reports on 1st November 2009 and feedback on effectiveness has been given to the Faculties/Departments.

Aspect Reports

HMIe has selected the College to participate in two aspect reports:
More Chances, More Choices
Equality and Diversity in Scotland's Colleges

Findings will be discussed at the end of the visit with published reports on this provision across Scotland's Colleges published in Autumn 2010.

The College will also participate in a second planned visit from the Learning Skills Network (LSN) to evaluate Colleges Quality Enhancement Systems.

Student Feedback

The Quality Unit has undertaken additional mechanisms to further improve student feedback. The Quality Manager has initiated two weekly meetings with the Student President and this will greatly assist with capturing additional feedback. He will also attend the Student Association Meetings.

Annual Report for Scottish Funding Council 2009

The Depute distributed a copy of the above document to all members. Having explained the content he asked that members agree the document for approval of the Board of Management Meeting on 10th December 2009.

Marketing Report

Mrs MacDonald stated that the report sought to update the Committee on recent marketing initiatives and activities and provide an analysis and evaluation of activities undertaken.

August Recruitment Campaign

Members were referred to the tables giving a broad analysis of the main activities and sources of enquiry, showing the total expenditure on the activities and the cost per enquiry.

The total number of applications for full-time programmes processed by Admissions by early September was 4004 an increase of 30% on the previous year.

Members noted that the cost per enquiry had dropped from £10.68 in 2007/2008 to £3.85 in 2009/2010.

Marketing and Client Satisfaction Survey

1,222 questionnaires were issued to full-time applicants between April to September 2009. 236 completed questionnaires were returned, this number was in line with previous years.

Mrs MacDonald stated that overall the feedback had been very positive and explained how useful this information was to the College in line with changes that students may wish.

Discussion took place with regard to unmet demand and the actions being taken to try and alleviate this.

Ms Heraghty asked in information could be gathered on student who are offered a place and do not take it up. Mrs MacDonald stated that this information differed on a student to student basis.

Events

Mrs MacDonald took members through the number of events that the Marketing Team had contributed to since the last meeting.