

Minutes of: Curriculum and Quality (HE) Committee

Date: 4pm on 25th March 2025 **Location:** A5, College Road Campus

Present	In attendance
<ul style="list-style-type: none"> ▪ Mervyn Jones (<i>Chair</i>) ▪ Abigail Appleton (<i>Principal & CE</i>) ▪ Ian Axtell ▪ Kate Seekings ▪ Charlotte Semus (<i>Student Governor</i>) <p>Collectively referred to as the “<i>Committee</i>” and individually as a “<i>Committee Member</i>”</p>	<ul style="list-style-type: none"> ▪ Justin Gregory (<i>Vice Principal of Higher Education, “Vice Principal (HE)”</i>) ▪ Xaviere Hughes (<i>Vice Principal of Further Education, “Vice Principal (FE)”</i>) ▪ Abigail Boyce (<i>Clerk to the Corporation, “Clerk”</i>) ▪ David Hawkins (<i>Vice Principal of Business Development and Student Experience, “Vice Principal (BDSE)”</i>)
Quoracy: Meeting was quorate in accordance with paragraph 1 below.	Absent: Russell Roberts, Helen Hurford and Kate Mori.

1. Quorum

The meeting was duly convened as a quorum of three members was present, satisfying the quorum requirement set out in Section 5, Clause 2.2 of the Standing Orders (*Academic Quality and Standards Terms of Reference*).

2. Apologies and Declarations

- Apologies for absence:** Apologies for absence were received from Russell Roberts and Kate Mori. Helen Hurford was absent without notification.
- Declarations of interest:** there were no new declarations of interest.

3. Minutes of last meeting

- Approval of minutes of meeting held on 12th November 2024:** the minutes were approved as a true and accurate record.
- Matters Arising:** all actions were noted as complete or as in progress.

4. HE Performance data: Key data year to date

The Vice Principal (HE) presented the report, highlighting that HCA continues to use POLAR data, despite the Office for Students moving away from this measure. Retention has shown overall improvement, although there was a slight decline at Level 4 due to a small number of student withdrawals.

A Committee Member asked whether similar retention analysis could be done at course level. The Vice Principal (HE) confirmed that this could be done and broken down by year.

The new admissions process, which no longer includes interviews, was discussed. Concerns were raised regarding its effectiveness for Fine Art, as it lacks the initial student connection. In response, the Head of Department is addressing this by sending personalised emails and inviting prospective students to visit the College. The Student Governor highlighted the importance of building early connections with students.

The MA programme was discussed and the Vice Principal (HE) explained that the low number of applications at this stage is typical, as applications for MA courses tend to be submitted later in the year, with no formal cut-off point.

ACTION: The Vice Principal (HE) to review a three-year comparison of retention data and conduct retention analysis at course level, broken down by year. The summary table for enrolment will be moved to the appendix.

5. HE Quality Reports – The Vice Principal (HE) presented this report, highlighting key areas.

a. Minutes of Academic Board (*for noting*)

The Vice Principal (HE) reported that the Board discussed Equality, Diversity, and Inclusion (EDI) and the Teaching Excellence Framework (TEF). An update was also provided on student complaints and the AI policy.

b. Quality Improvement (*update on SAR priorities*)

The Vice Principal (HE) outlined the journey towards achieving TEF Gold. It was explained that HCA had an initiative called "Open Studios," where students from different courses could view each other's work. However, this initiative was not successful, as student feedback indicated a lack of prior awareness, resulting in low attendance. To improve this, Open Studios will be timetabled in the future.

ACTION: Extract key points from Quality Improvement to include in the Principal's Report to the Board, providing an overview of quality and improvement initiatives. Organise a development session on TEF Gold for May Board.

c. Teaching and Learning Development Cycle

The Vice Principal (HE) discussed the Teaching and Learning Development Cycle, highlighting key points. The topic was briefly reviewed, with no further decisions or actions taken at this stage.

d. Student Voice: module outcomes and semester one survey

The Vice Principal (HE) provided an overview of the recent results from the internal end-of-semester survey. They noted that the response rate was low and therefore would not be recognised as robust data by the Office for Students (OfS). The College's marketing activity was discussed, and a Governor queried the effectiveness of the UCAS stand, given survey feedback indicating limited impact on student recruitment. It was noted, however, that attendance at UCAS events is beneficial, as it provides an opportunity for staff to engage with academic teams from other colleges and institutions. The Committee also noted that the number of courses offered has increased since the previous year. The use of module surveys was discussed as a tool to support module-level improvements, while acknowledging that they should not be viewed as the sole measure of quality or effectiveness.

e. TEF Update (*verbal*)

The Vice Principal (HE) provided an overview of the developing TEF plan, noting that a more comprehensive approach is being taken to consolidate all key elements relevant to HCA. It was emphasised that consistency across the evidence base is essential, with the aim of demonstrating a coherent narrative over time, leading up to 2027.

6. Regulatory: OfS Requirements regarding retention of Assessed Work (*verbal*)

The Vice Principal (HE) provided an overview of how student work is currently being recorded and retained at HCA. A Committee Member queried the robustness of the retention process and whether it meets Office for Students (OfS) expectations. It was noted that while all work is documented digitally, the physical pieces themselves are not retained. The Committee was informed that UAL moderates through the use of images, providing a benchmark for standards. A further query was raised regarding the use of 3D recording. It was noted that while 3D recordings and video files offer enhanced documentation, they are storage-intensive and challenging to catalogue. However, it was confirmed that CAD files are available for some work and that HCA has access to 3D scanners to support this process.

7. Key Risks

No key risks were identified during the discussion at this time. The Committee will continue to assess and address any potential risks as they arise.

8. Close of Business and Date of Next Meeting

With no further business to discuss, the Chair adjourned the meeting. The next meeting is scheduled for Tuesday 17th June 2025, at 6:00 PM.

Minutes approved: Date: