

**CONFIRMED**

Minutes of the sixth meeting of the Enhancement Steering Committee for The First Year on Tuesday 29 August 2006 held at University of Dundee.

**Present:**

Professor Ron Piper, University of St Andrews (in the Chair)  
 Professor Terry Mayes, Glasgow Caledonian University  
 Mr Tim Cobbett, Edinburgh University Students' Association  
 Dr Andrew Eadie, Glasgow Caledonian University  
 Dr Leona Elder, University of Abertay, Dundee  
 Professor David Lines, The Robert Gordon University  
 Ms Birgitta MacDonald, Edinburgh College of Art  
 Dr Anne McGillivray, University of Paisley  
 Dr David McCausland, University of Aberdeen Business School  
 Dr Jonathan Weyers, University of Dundee  
 Mr David Beards, SFC  
 Dr Pete Cannell, The Open University in Scotland  
 Ms Erica Hensens, Sparqs  
 Mr Bill Johnston, University of Strathclyde  
 Mr Gerard Madill, Universities Scotland  
 Ms Helen May, Higher Education Academy  
 Dr Simon Guild, University of St Andrews

**Officers:**

Dr David Bottomley, Assistant Head of QAA Scotland  
 Dr Christine Macpherson, Assistant Director (Enhancement)  
 Ms Marjorie Craib, Administrator, QAA Scotland

**Apologies:**

Mr Steven Findlay, Heriot-Watt University Students Association  
 Ms Sandie Randall, Queen Margaret University College  
 Ms Veronique Johnston, Napier University

<b>1</b>	<b>Welcome &amp; Apologies</b>	<b>Action</b>
	The Chair welcomed members and officers to the sixth meeting of the Enhancement Steering Committee for The First Year. Apologies were received from Sandie Randall, Steven Findlay and Veronique Johnston.	
<b>2</b>	<b>Minute</b>	
	The Minutes of the meeting (QET-FY-06-01) held on 19 June 2006 were approved as correct.	
<b>3</b>	<b>Report on progress</b>	
<b>3.1</b>	<b>Progress on the projects and contracts</b> Dr Macpherson referred to paper QET FY-06-02 and confirmed all projects have now been commissioned with the exception of Project 1 which is yet to be finalised. It was hoped that this situation would be resolved in the near future. Contracts would be issued shortly to the successful parties.	CMM



4 Cont'd	<p>this might include. It was suggested that the framework referred to in paragraph 9 of the above paper could prove useful to the Main Institutional Contacts.</p> <p>It was agreed that there could be advantages in asking each institution for an outline of the institutional activities proposed, as a means of stimulating discussion and identifying institutional priorities.</p>	CMM/DB  DB
<b>5</b>	<b>Coordinating the projects</b>	
	<p>The Chair referred to paper QET-FY-06-04 which outlined some options for coordinating the projects and invited the Committee to comment. It was agreed that the management of the projects would be the main focus of the Committee's work over the next year. The Committee suggested an interim report might be provided by each Project Director by the end of January 2007, in time for the February Committee meeting.</p> <p>The Committee agreed a paper should be drafted for use by Project Directors outlining report structure, format and language to be used to ensure consistency. It was also agreed a meeting should be arranged for all Project Directors to discuss the requirements and expectations for the projects. It was agreed that the Committee should encourage and support the projects and that a formal monitoring mechanism should be developed to ensure the Committee provides comprehensive, considered, written feedback on project reports. The Chair requested Dr Bottomley and Dr Macpherson develop a suitable mechanism.</p> <p>The Chair stressed the value of linking the projects to the Enhancement Themes Annual Conference in March 2007. It was agreed Dr Bottomley would liaise with project directors and provide an update at the next meeting.</p>	CMM  DB/CMM  DB
<b>6</b>	<b>Plans for the Enhancement Themes conference</b>	
	<p>The Committee received an oral report on the Enhancement Themes Conference which will be a two-day residential event on 8 and 9 March 2007 at Heriot-Watt University. Early ideas for the conference focus on learner centeredness and the management of quality, in addition to the themes themselves. The programme is being developed and is expected to include international input, keynote addresses, mini plenary sessions and workshops, including some relating to the first year projects.</p>	
<b>7</b>	<b>Update on other Enhancement Themes</b>	
	<p>Dr Bottomley referred to paper QET-FY-06-05 which provided an update on each of the enhancement themes. He reported that the first meeting of the Research-Teaching theme had taken place with the second scheduled for 13 October. The main work of this theme is expected to</p>	

7 Cont'd	<p>commence early in 2007, overlapping with the first year theme.</p> <p>Dr Bottomley also reported that in September, members of the Scottish Higher Education Enhancement Committee would be undertaking a study tour to Canada with the focus being student-centred higher education.</p>	
<b>8</b>	<b>Any Other Business</b>	
	<p>The Committee received an update from Ms Helen May on the Higher Education Academy's activities on the first year. She confirmed that the HEA would rerun the Innovations in Supporting the First Year Student Experience conference in Birmingham in September and that the outcome of the HEA literature review on the first year experience was expected to be available on the HEA site by 1 October.</p> <p>Ms May provided the Committee with a chart outlining 13 subject centres' activities relating to the first year experience in terms of events, projects, resources, web pages and services.</p> <p>Mrs Kochanowska confirmed that University of Strathclyde will be holding its first year symposium in November. It was agreed Bill Johnston would confirm the date in due course.</p>	BJ