

Item	
Committee	Learning Teaching and Research Committee
Date paper prepared	28/08/2024
Date of committee meeting	04/09/2024
Subject	Annual reporting schedule
Author	Hannah Ritchie Muir
Action requested	<input type="checkbox"/> For Information <input checked="" type="checkbox"/> For Discussion <input checked="" type="checkbox"/> For recommendation <input type="checkbox"/> For Endorsement <input type="checkbox"/> For Approval
Purpose of the paper	This paper provides committee members with recommendations that may inform an annual reporting schedule for LTR committee meetings in AY24/25.
Brief summary of the paper	This paper provides committee members with recommended reporting for each of the future committee meetings in AY24/25.
Consultation How has consultation with partners been conducted?	Appropriate members of UHI North, West and Hebrides SMT have contributed to this paper.
Resource implications What are the risks with this proposal?	The reporting outlined within this paper relates to the ongoing security of our core funded activity.
Risk implications	Reporting regularly and accurately on our student related KPIs, and taking appropriate actions timeously, mitigates risks related to core funding, student satisfaction, EDI, performance and reputation.

Item	
Link with strategy	Curriculum strategy (draft), UHI North, West and Hebrides college strategy, curriculum delivery plan, curriculum review, student engagement and support strategy (draft), Research and knowledge exchange strategy.
Equality, Diversity and Inclusion	Analysis of KPI reporting is used with enhancement activity and will inform performance and decision making in relation to EDI.
Island Community Impact	N/A
Paper status	<p>Highlight the paper status in the list below:</p> <p><input checked="" type="checkbox"/> Open – the paper may be circulated to non-members of the committee and published online without restriction.</p> <p><input type="checkbox"/> Restricted – the paper must not be circulated to non-members or published online until after the committee meeting.</p> <p><input type="checkbox"/> Confidential - the paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests, as specified in the next section].</p>
Freedom of information (FOI)	<p>Highlight the FOI status in the list below. Refer to North, West and Hebrides Freedom of Information Site for more information:</p> <p><input checked="" type="checkbox"/> Open</p> <p><input type="checkbox"/> Closed – disclosure would substantially prejudice a programme of research.</p> <p><input type="checkbox"/> Closed – disclosure would substantially prejudice the effective conduct of public affairs.</p> <p><input type="checkbox"/> Closed - Disclosure would substantially prejudice the commercial interests of any person or organisation.</p> <p><input type="checkbox"/> Closed - Disclosure would constitute a breach of confidence actionable in court.</p> <p><input type="checkbox"/> Closed - Disclosure would constitute a breach of the Data Protection Act.</p> <p><input type="checkbox"/> Closed - Other, please specify.</p>
Freedom of information (FOI) disclosure date	<p>If closed/ withheld is selected above, enter the date when this will become 'open':</p> <p>Click or tap to enter a date.</p>

Learning, Teaching and Research Committee

(Wednesday 4th September 2024)

Item 8.1: Annual reporting schedule



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Introduction

This paper seeks to provide committee members with recommendations for annual reporting to the LTRC. These recommendations are intended as a starting point for discussion that may result in an agreed annual reporting schedule.

Annual reporting schedule

Committee Date	Report items
04/12/24	<p>Curriculum and student experience report: A range of KPI data and student metrics, including comparison with previous year and to AY24/25 target. To include:</p> <ul style="list-style-type: none"> • Student enrolment (FE and HE) (headcount and year 1 starts) • Credit delivery to target • HE FTE to target • Early (FE) student retention to target • Curriculum review phase 3 progress update • Red Button annual report (AY 23/24) • Complaints annual report (AY23/24) • Complaints Q1 • Academic quality compliance report Q1 • Student services metrics (student counselling referrals, safeguarding, student engagement and wellbeing) <p>Education Scotland annual engagement report (final copy for publication) Early satisfaction and engagement survey (ESES) TQEF update report HISA report Post graduate taught experience survey (PTES) – full UHI report (AY23/24) Post graduate research experience survey (PRES) – full UHI report (AY23/24) Research and KE report Research theme update</p>
19/03/25	<p>Curriculum and student experience report: A range of KPI data and student metrics, including comparison with previous year and to AY24/25 target. To include:</p> <ul style="list-style-type: none"> • Credit delivery to target • HE FTE to target • Early (HE) student retention to target • Early Student Experience Survey results • Curriculum review/delivery AY25/26 • Complaints Q2 • Academic quality compliance report Q2 • Student services metrics (student counselling referrals, safeguarding, student engagement and wellbeing) <p>HISA report Research and KE report Research theme update</p>
11/06/25	<p>Curriculum and student experience report: A range of KPI data and student metrics, including comparison with previous year and to AY24/25 target. To include:</p> <ul style="list-style-type: none"> • Credit delivery to target

	<ul style="list-style-type: none"> • HE FTE to target • Complaints Q3 • Academic quality compliance report Q3 • Student services metrics (student counselling referrals, safeguarding, learning support/PLSPs, student engagement and wellbeing, student funding) <p> Student satisfaction and engagement survey (SSES) TQEF update report HISA report Research and KE report Research theme update </p>
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