

**Minutes of the Meeting of the Curriculum and Quality Committee**  
**11<sup>th</sup> July 2011**

**Present:** Ms J Hare (in the chair)  
Mr B Davies  
Mr B Hunt  
Ms L Hill  
Mr PH Martin  
Mr D Finch  
Mrs J Siddle – (in attendance for item 7 only)  
Ms J Forbes - (in attendance for item 4 only)  
Ms C Donegan – (in attendance for item 5 only)  
Ms D Doyle – (in attendance for item 6 only)  
Ms E Jones – (in attendance for item 6 only)

**Apologies:** Mr D Hardacre

**Minutes of the Academic Board Meeting held on 20<sup>th</sup> June 2011**

The minutes of the Academic Board meeting held on 20<sup>th</sup> June 2011 were noted.

**Matters Arising**

**Use of Sound Recorders for Teaching and Learning**

The Committee noted that the pilot project on the Use of Sound Recorders for Teaching and Learning had been extended.

**Progress Report from the Literacy Skills Working Party**

David Finch, Deputy Principal (Academic) outlined details of the recommendations proposed by the working party which would have an impact on areas such as the recruitment/appointment of staff and the PMAR process.

**Assessor Tracking in Work Based learning**

Members noted details of the Assessor Tracking in Work Based Learning tool which provided snapshot information on the progression of a learner at any given moment. In addition the Committee noted that the tracking system gave an indication of caseloads of learners by assessor, employer, monitoring and vetting and learner progress on individual units and dates. It was further noted that the College is reviewing with Heads of Faculty the development of the system cross College.

**Welsh Language Scheme**

The Committee were informed that, to date, the College had not received any feedback on its Welsh Language Scheme from the Welsh Language Board.

## **Essential Skills Literacy Strategy**

Members noted that the Academic Board had approved the proposals submitted on the Essential Skills Literacy Strategy and that a working party is to be established to consider this issue.

## **Minutes of the Quality Assurance Sub Committee Meetings held on 7<sup>th</sup> June 2011 and 21<sup>st</sup> June 2011**

The minutes of the Quality Assurance Sub Committee meetings held on 7<sup>th</sup> June 2011 and 21<sup>st</sup> June 2011 were noted.

### **Matters Arising**

#### **Retention**

It was noted that David Finch, Deputy Principal (Academic) is to prepare a report on the issue of learner retention during the next academic year.

## **Minutes of the Validations Sub Committee Meeting held on 15<sup>th</sup> April 2011, 13<sup>th</sup> May 2011, 10<sup>th</sup> June 2011, 23<sup>rd</sup> June 2011 and 24<sup>th</sup> June 2011**

The minutes of the Validations Sub Committee meetings held on 15<sup>th</sup> April 2011, 13<sup>th</sup> May 2011, 10 June 2011, 23<sup>rd</sup> June 2011 and 24<sup>th</sup> June 2011 were noted. The minutes of the Validations Sub Committee meeting held on 29<sup>th</sup> June 2011 are to be considered at the next Curriculum and Quality Committee meeting.

### **Matters Arising**

#### **Quinquennial Review: BTEC National Diploma in Business**

The Committee noted the conditions and recommendations identified in the minutes of the meeting held on the 15<sup>th</sup> April 2011.

#### **Quinquennial Review: Foundation Degree in Early Years Care and Education**

The Committee noted the conditions and recommendations identified in the minutes of the meeting held on 13<sup>th</sup> May 2011.

#### **Quinquennial Review: Level 1 Electronics**

Members noted that the quinquennial review of the level 1 Electronics course is to be rescheduled for consideration at a later meeting of the Validations Sub Committee. The Committee were informed that the report submitted for consideration at the 13<sup>th</sup> May 2011 meeting did not contain a clear focus on identifying what was working well, issues that needed to be resolved and areas for development.

## **Quinquennial Reviews**

- (a) BTEC First Diploma ITP**
- (b) National Extended Diploma Construction**

The Committee noted the conditions and recommendations identified in the minutes of the meeting held on 10<sup>th</sup> June 2011.

## **New Course Applications**

Members noted that the BTEC Level 1 Award in Health and Social Care and CACHE level 3 Certificate in Supporting Teaching and Learning in Schools had been approved by the Validations Sub Committee subject to the conditions identified in the minutes.

## **Quinquennial Review – Level 2 Travel and Tourism**

The Committee noted the conditions and recommendations identified in the minutes of the meeting held on 23<sup>rd</sup> June 2011.

## **Quinquennial Reviews**

- (i) Modern Foreign Language**
- (ii) Technology in Progress**

The Committee noted the conditions and recommendations identified in the minutes of the meeting held on 24<sup>th</sup> June 2011.

## **New Course Applications**

### **Right Track (WBL Using FE Funding)**

The Committee noted the new course which was approved by the Validations Sub Committee subject to certain conditions.

## **Progress Update form the Head of Faculty (AACTS) on the recommendations of the Internal Inspection of General Education (LA2 Science and Maths; LA9c Art and Design; LA 10 History, Philosophy and Theology; LA 11 Social Sciences; LA 12b Languages, Literature and Culture**

Judith Forbes, Heads of Faculty (AACTS) presented the Committee with an update on the action plan which was formed following the outcomes of the Internal Inspection of General Education. The Committee noted that considerable progress had been made in addressing the recommendations arising from the inspection with a number of the actions identified having been achieved. Members were informed that a progress update would continue to form part of the regular agenda item for discussion at future meetings of the Curriculum and Quality Committee as agreed at its previous meeting on 13<sup>th</sup> April 2011.

## **Internal Inspection Report on Rhymney College**

Carolyn Donegan, Manager at Rhymney College presented details of the Internal Inspection of Rhymney College. The Committee noted that the College was very well prepared for the inspection. Members considered the positive features and short comings identified within the Inspection Report and noted that the Faculty is addressing the recommendations for improvement arising from the inspection through an agreed action plan which was considered by the Committee. Members noted that the provision had been awarded a grade profile of good for full-time and part-time provision as a measurement against outcomes. In addition the Committee noted that the standard of teaching and learning had been awarded a grade profile of good with 84% of teaching and learning observations at or above grade 2 and in seven instances a grade 1 had been awarded. Members were informed that 96% of classes were above the quality threshold.

## **Internal Inspection Report on Learning Area 7c – Hospitality and Catering**

Delyth Doyle, Head of Faculty (PACS) and Liz Jones, Head of School presented details of the Internal Inspection of Learning Area 7c – Hospitality and Catering. The Committee noted that the learning area was very well prepared for the inspection. Members considered the positive features and short comings identified within the Inspection Report and noted that the Faculty is addressing the recommendations for improvement arising from the inspection. Members noted that the provision had been awarded a grade profile of good for full-time provision and unsatisfactory for part-time provision with an overall grade of good as a measurement against outcomes.

In addition the Committee noted that the standard of teaching and learning had been awarded a grade profile of good with 94% of teaching and learning observations at or above the grade 2 and in six instances a grade 1 had been awarded. Members were informed that 100% of classes were at or above the quality threshold.

## **Verbal Report of the Vice Principal (Student Services/Student Support) on the Learner Council**

Joan Siddle, Vice Principal (Student Services/Student Support) outlined details of the developments which have taken place following the introduction of the Learner Council. The Committee were informed that since its development in December 2010 the council membership has a 110 strong student representation from different schools and groups from cross college. Members noted that during 2010/2011 the College's aims were to:

- Continue its work towards building a comprehensive learner feedback process.
- Encourage learners to build their confidence, self esteem and motivation to give constructive feedback.
- Encourage learners to develop an interest and commitment to the wider College community.

- Continue to develop our campuses and Community Education as learning communities where learners are treated as equal partners in the shaping of their learning experience.
- Actively involve staff and learners in the identification of activities (where the learners are seen as equal partners in the development of their learning experiences).
- Maintain an inclusive culture where all individuals are involved and where the principles of equality and diversity inform all learner involvement activity.

In addition the Committee were informed that the impact of Learner Council had been varied and included:

- Learner representation at Course Team meetings.
- Principal's Question Time which allows learners to participate in shaping their learning experience.
- Changes in curriculum, printing allowances, refectory and café issues, Induction programme etc as a result of the Learner Council.
- Attendance of two learners at National NUS Conference.
- Changed learners who value the "Learner Voice".
- First year where learner representation has attended all Governor meetings.
- Learner-led Conference.
- First opportunity to let SMT and staff know the views of Learners.

### **Internal Thematic Inspection Report on Ethos, Equality and Diversity**

David Finch, Deputy Principal (Academic) presented the Internal Thematic Inspection Report on Ethos, Equality and Diversity which provided a review of the College's Strategic Policy and it's operational practice in these areas.

Members noted the positive features identified within the report together with the shortcomings and recommendations for improvement. The Committee in consideration of the recommendations for improvement formally approved that the College publish a specific College Ethos statement which reflects the core values contained within the College Vision, Mission Statement, College Core Values, Educational Character and Welcome to The College Ystrad Mynach statements.

### **Report of the Deputy Principal (Academic) on the development of the College's HE work**

David Finch, Deputy Principal (Academic) outlined to the Committee details of the development of Higher Education Work in the College. The Committee were informed that the 2010/2011 academic year has been dominated by the development of the UHOVI programme and curriculum development of the European Social Fund programme for Foundation Degrees and HE Modules. Members noted that the College would be offering an extensive range of new Foundation Degree courses in 2011/2012 as follows:

- FD in Digital Photography (UHOVI(UWN) (subject to validation)
- FD in Business and Law (UHOVI (UoG) (subject to validation)

- FD in Customer Service Excellence (subject to validation)
- FD in Financial Services (UHOVI (UoG) (subject to validation)
- FD in ICT (UHOVI (UoG) (subject to validation)
- FD Electronics (UHOVI (UoG) (subject to validation)
- FD in Financial Services (UWIC) (subject to validation)
- FD in Food Science (UWIC)
- FD in IT for Business Management (UWIC) (subject to validation)

In addition the Committee were informed that discussions were taking place about Foundation Degrees in the following subject areas:

- Sustainable Construction
- Early Years Business Management
- Learning Support
- PcET Adult Numeracy
- FD in SME Management
- FD in Reflective Practice

### **Report of the Deputy Principal (Academic) on Curriculum Developments including ILT and Enterprise**

David Finch, Deputy Principal (Academic) provided a report in the curriculum development which had taken place throughout the academic year which included research in the following areas:

- Computing and Electronics
- Heating, Ventilation and Gas and Electronics
- Motor Vehicle and Electronics
- Information Technology and Art and Design
- Sport and Technology

It was noted that Awarding Organisations have not yet responded to these cross-curricular developments in the content and design of their qualifications. The Committee were informed that a cross college 'homework' and assignment policy has been introduced with all Faculties introducing homework policies which have been differentiated to reflect the nature of the curriculum within each School and Faculty. Members noted that Creative Curriculum Plans have been introduced for each Learning Area which clearly identify the role of enterprise and creativity in the curriculum. In addition the Committee were informed that the use of ILT within teaching and learning has been analysed through a structured programme of lesson observations and moreover an ILT Skills Matrix is currently being developed.

