

**Minutes of the Meeting of the Curriculum and Quality Committee**  
**11<sup>th</sup> March 2009**

**Present:** Ms J Hare (in the chair)  
Mr D Finch  
Mr P H Martin  
Mr W J Hunt  
Mrs G Phillips (in attendance)  
Ms J Forbes (in attendance for item 5 only)  
Ms A Shacklady (in attendance for item 5 only)  
Mr M Jones (in attendance for item 4 only)  
Ms D Doyle (in attendance for item 3 only)

**Apologies:** Mr B Davies

**Minutes of the Academic Board meeting held on 24<sup>th</sup> February 2009**

The minutes of the Academic Board meeting held on 24<sup>th</sup> February 2009 were noted.

**Matters Arising**

**Progress Update by Heads of Department on the IV Action Plan**

The Committee noted the on going progress taken by the College in addressing the recommendations outlined in the action plan considered by the Curriculum and Quality Committee at a previous meeting.

**DCELLS Provider Performance Review (PPR) Classification for WBL**

Members noted that as a result of the 2008 provider performance review the following categorisations had been awarded:

Learners' expenses and achievements:	}	Skillbuild	- Good
		Apprenticeships	- Excellent

Planning and Management: - Excellent

**Minutes of the Validations Sub Committee meeting held on 30<sup>th</sup> January 2009**

The minutes of the Validations Sub Committee meeting held on 30<sup>th</sup> January 2009 were noted.

**Minutes of the Validations Sub Committee meeting held on 27<sup>th</sup> February 2009**

The minutes of the Validations Sub Committee meeting held on 27<sup>th</sup> February 2009 were noted.

**Internal Inspection on Learning Area 15: Business, Administration and Law**

Delyth Doyle, Head of Department (PACS) presented details of the outcome of the internal inspection of Business Administration and Law. The Committee noted the positive features identified by the inspection process together with the shortcomings which were pointed out. Members were informed that the Department is currently addressing the small number of recommendations arising out of the inspection.

The Committee expressed their thanks and appreciation to Delyth Doyle and those staff involved in the inspection process and were pleased that a grade 1 for full-time provision and a grade 2 for the part-time provision on learners achievement had been awarded with an overall grade 2 for teaching, learning and assessment. In addition members noted that 86% of classes were graded at or above grade 2 with 94% of classes at or above the quality threshold.

### **Internal Inspection Report on 14-16 Active Pathways/School Links**

Martin Jones, 14-19 Co-ordinator presented details of the internal inspection report on 14-16 Active Pathways/School Links. The Committee noted the positive features identified by the inspection process together with the shortcomings which were pointed out. Members were informed that the recommendations arising out of the inspection were being addressed.

The Committee expressed their thanks and appreciation to those staff involved in the inspection process and were pleased that a grade 2 had been awarded for teaching and learning. It was noted that 80% of classes were graded at or above grade 2 with 90% of classes being graded at or above the quality threshold.

### **Internal Inspection Report on Learning Area 2 Science and Mathematics, and Learning Area 9c Art and Design**

Judith Forbes, Head of Department (AACTS) and Alison Shacklady, Head of School (General Education (AACTS)) presented details of the internal inspection report on Learning Area 2 – Science and Mathematics and Learning Area 9c - Art and Design.

The Committee noted that both Learning Areas were well prepared for the inspection with the Head of School carrying out a thoughtful and detailed review of the standard of learners' work. Members considered the positive features and shortcomings identified within the inspection report and noted that the department is currently addressing the recommendations for improvement arising out of the inspection.

The Committee expressed their thanks and appreciation to those staff involved in the inspection process and were pleased that a grade 2 had been awarded for teaching, learning and assessment with Creative Arts being awarded a grade 2 for learner achievement and Science/Mathematics awarded a grade 3 for learner achievement. 82% of classes overall were graded at or above grade 2. 100% of classes in Creative Arts and 93% of classes in Science and Mathematics were at or above the quality threshold.

### **College Self Assessment Report (SAR) 2007/2008 Grade Profile and Key Question Action Plans**

David Finch, Deputy Principal (Academic) presented the College Self Assessment Report (SAR) 2007/2008 which identified the grade profile and key question action plans. It was noted that the grade profile for key question 4 had improved to grade 1 and that the grade profile for key question 6 had improved to a grade 2.

### **Quality Assurance Sub Committee Monitoring Arrangements**

David Finch, Deputy Principal (Academic) outlined details of the outcomes of discussions of the Quality Assurance Sub Committee on monitoring arrangements. The Committee were informed that the College approach to 'monitoring' develops the quality ownership ethos that underpins the continuous quality improvement agenda. Members approved the model approach as outlined in the report and requested that a progress report on this issue be presented to the next meeting of the Curriculum and Quality Committee.