

Minutes of the Meeting of the Curriculum and Quality Committee
15th November 2010

Present: Ms J Hare (in the chair)
Mr B Davies
Mr B Hunt
Mr D Finch
Mr P H Martin
Ms J Forbes - (in attendance for item 3 only)
Mr R Hughes - (in attendance for item 3 only)
Ms D Doyle – (in attendance for item 3 only)
Ms C Donegan – (in attendance for item 3 only)
Ms J Smith – (in attendance for item 3 only)

Examination Results and Attainment Outcome Reports from the Heads of Department in AACTS, PACS, Technology (including Work Based Learning) and the Manager at Rhymney College

Ms J Forbes, Ms D Doyle and Mr R Hughes, Heads of Department together with Ms C Donegan, Manager at Rhymney College and Ms J Smith, Head of School presented details of the examinations results and attainment outcomes (2009/2010) for their respective departments.

The Committee considered in detail the successful completion reports for each area with particular reference to the high/poor performance courses which had also been reflected in the minutes of the Academic Board meeting held on 9th November 2010. Members noted that each department had given particular attention to any identified reasons for poor performance and had introduced measures to address under performance.

The Committee requested that in future the reporting format for each course include reference to national comparators.

Minutes of the Academic Board meeting held on 1st November 2010

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Minutes of the Validations Sub Committee meeting held on 22nd October 2010

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Minutes of the Academic Board meeting held on 9th November 2010

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Annual Report on the Quality of Teaching and Learning 2009/2010

David Finch, Deputy Principal (Academic) presented the Annual Report on the Quality of Teaching and Learning (2009/2010) which included an analysis of lesson observation grades awarded as part of the programme of Internal Inspections and lesson observation grades awarded as part of the PMAR scheme. The Committee noted that a total of 141 observations of learning were carried out during 2009/2010 as part of the Internal Inspection programme of which 89% of the sessions were awarded a grade 1 or 2. In addition members were informed that a total of 178 lesson observations were carried out as part of the Annual Performance Management Review of which 92% were graded at or above grade 2.

Members were informed that the PMAR scheme is to be reviewed in 2010/2011 and will consider a number of issues including the suggestion that PMAR teaching observations no longer be graded but that the process focuses on highlighting good performance and identifying where help and support may be needed. In addition the review will consider whether any adjustments to the notification period for teaching observations need to be made.

Annual Report on Key Skills 2009/2010

David Finch, Deputy Principal (Academic) presented the Annual Report on Key Skills 2009/2010. The Committee noted that from the statistical data Key Skills attainment has decreased from 6260 in 2008/2009 to 5082 in 2009/2010 a decrease of 18.8% in total, based on raw data. Members were informed that this decrease was anticipated as a result of the change in the curriculum offer agreed in each Department. In addition the Committee noted that all Departments continued to make improvements in the quality of portfolios submitted for moderation. Moreover quality circles have been established in some Departments which has made a positive impact on the Internal Verification process and which is to be extended to continue in all Departments to ensure that Internal Verification is conducted as prescribed by the requirements for Key Skills Moderation. The Committee were informed that the Key Skills Senior Tutor programme of work in 2010/2011 will focus attention on:

- Maintaining maximum attainment in the three Essential and three Wider Key Skills.
- Increasing Level 3 participation and attainment.
- Sustaining the quality of portfolios submitted for Internal Standards Moderation.
- Improving teaching and learning resources for Essential Skills and Wider Key Skills.
- Provision of Staff Development.
- Continually improving the Internal Standards Moderation and Internal Verification procedure for Essential and Wider Key Skills within the College.
- Continuing to address the actions highlighted in External Standards Moderation Reports.
- Support of the Welsh Baccalaureate.
- Maintaining support, advice and guidance in respect of the new curriculum Essential Skills Wales.

- Restoring Direct Claim Status in respect of IOLP and Problem Solving Level 3.
- Supporting the development of a Quality Circle for Internal Verification in General Education.
- Ensuring all further action indicated in ISM and ESM Reports is adhered to.

In addition members noted the College has been accredited Direct Claims Status until 2011 for all Key Skills apart from IOLP Level 3 and Problem Solving although measures are in place to address this issue. Finally the Committee noted that 45 members of staff have achieved the KSPD qualification.

Annual Report on External Verifier Reports (2009/2010)

David Finch, Deputy Principal (Academic) presented the Annual Report on External Verification at the College during the 2009/2010 period. It was noted that the process of reviewing the external verification report findings continues to be effective with an evaluation of the content of the reports carried out by the Deputy Principal (Academic) who in turn communicates written feedback and actions to course teams and managers. The Committee were informed that overall the College had performed well in relation to external verification with 83% of external /moderation reports confirming that all awarding body criteria had been met. Members noted that where areas for improvement had been identified through External Verifier reports then action plans to address any shortcomings had been developed. The Committee were informed that Departments had been requested to continue to provide advanced notice of the dates of EV visits to the Deputy Principal (Academic).

Annual Report on Staff Development 2009/2010

David Finch, Deputy Principal (Academic) presented the Annual Report on Staff Development (2009/2010). The Committee noted that the College has maintained its usual commitment to extending to all staff opportunities to engage in continuous professional development and enabling them to broaden their expertise. Members were informed that in supporting this objective the staff development programme during 2009/2010 continued to support a wide ranging programme of training and development which included cross College, external providers and in-house Departmental activities.

Report on Staff Development Strategic Priorities for 2010/2011

David Finch, Deputy Principal (Academic) presented the report, prepared by Ann Coxwell, Director of Information Services, on the Staff Development Strategic Priorities for 2010/2011. It was noted that the strategic priorities were formulated after discussion with the Senior Management Team, Heads of Department and Functional Managers and with reference to the College SAR and Strategic Plan. Members were informed that the strategic developments included meeting the need for HE provision and more effective evaluation systems.

Annual Report on ILT Activity 2009/2010

David Finch, Deputy Principal (Academic) presented the report prepared by Kevin Lawrence, ILT Developer which outlined details of ILT activities undertaken

throughout 2009/2010 to support teaching, learning and support services. The Committee were informed that the ILT main areas included Moodle, Meddwl, e-ILP and Tutorial, Staff Development, external activities, resource development, research resources and other technologies, contributing to a variety of internal groups, help desk support and the support of the College systems such as Heritage LMS, e books, Bluewave and Learning Centre Self Service. Members requested that the report continue to be presented to the Curriculum and Quality Committee on an annual basis.

Thematic Inspection Report on Admissions

The Committee were informed of the basis of the thematic internal inspection of admissions which covered admission to full time FE courses and included the management of admissions, the admissions process, interview arrangements, course publicity materials, admissions to courses, staffing, changing courses and learner perceptions.

Members noted the positive features identified together with the shortcomings and recommendations. The Committee were informed that an action has been prepared by Joan Siddle, Vice Principal (Student Services/Student Support) to address the recommendations raised in the report.