

Minutes of the Meeting of the Curriculum and Quality Committee
26th November 2009

Present: Ms J Hare (in the chair)
Mr B Davies
Mr B Hunt
Mr D Finch
Mr P H Martin
Ms D Doyle - (in attendance for item 5 only)
Mr R Hughes - (in attendance for item 5 only)
Ms J Forbes - (in attendance for item 5 only)
Ms C Donegan - (in attendance for item 5 only)
Mrs J Smith - (in attendance for item 5 only)

Minutes of the Academic Board meeting held on 23rd October 2009

The minutes of the Academic Board meeting held on 23rd October 2009 were noted.

Matters Arising

Third Year Report to the Welsh Language Board

It was noted that Ian Rees, Principal Meirion Dwyfor is to run staff development workshops during February half term 2010 on the Welsh language culture/ethos.

Review of Quinquennial Review Process

Members noted details of the information requirements for quinquennial review reports including the need for the reports to be analytical and evaluative and should include timetables and the course leaflets. The Committee further noted that the reports are to be presented to the Validations Sub Committee who would in turn monitor progress against conditions and/or recommendations.

Minutes of the Academic Board meeting held on 23rd November 2009

The minutes of the Academic Board meeting held on 23rd November 2009 were noted.

Matters Arising

Welsh Language Report

The Committee were informed that the College continues to make good progress on the Third Welsh Language Report which is to be submitted to the Welsh Language Board in due course.

Minutes of the Validation Sub Committee meeting held on 19th June 2009

The minutes of the Validations Sub Committee meeting held on 19th June 2009 were noted.

Minutes of the Validations Sub Committee meeting held on 7th July 2009

The minutes of the Validations Sub Committee meeting held on 7th July 2009 were noted.

Minutes of the Validations Sub Committee meeting held on 9th October 2009

The minutes of the Validations Sub Committee meeting held on 9th October 2009 were noted.

Matters Arising

New Course Applications

(I) EDI Level 2 Certificate in Warehousing and Storage Principles: EDI Level 2 Certificate in Retail Knowledge

(II) EAL Engineering Technical Certificate Level 1

The Committee noted the approval of the aforementioned courses subject to the conditions identified in the minutes of the meeting held on 9th October 2009.

Minutes of the Quality Assurance Sub Committee meeting held on 30th June 2009.

The minutes of the Quality Assurance Sub Committee meeting held on 30th June 2009 were noted.

Matters Arising

Remit

Members noted that the Academic Board had agreed that the QA Sub Committee, as part of second tier monitoring, will consider progress against recommendations identified in internal inspections.

Minutes of the Staff Development Sub Committee meeting held on 18th November 2009

The minutes of the Staff Development Sub Committee meeting held on 18th November 2009 were noted.

Examination Results and Attainment Outcomes 2008/2009 from Heads of Department in Technology, PACS, AACTS 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 examination results and attainment outcomes (2008/2009) for their respective departments. The Committee considered details of the high/poor performing courses together with any identified reasons for poor performance and measures required to address under performance.

Members noted in the Academic Board Actions that the:

AACTS Department be requested to provide more detailed analysis particularly in relation to A* to C grades and revisit courses which are underperforming, and that Rhymney College to carry out an immediate review of community examinations and attainment outcomes.

The Committee requested that in future the examination results and attainment outcomes be presented in the same format.

Annual Report on Key Skills 2008/2009

David Finch highlighted the main features of the report. It was noted that the total number of attainments for 2008/2009 was 6260 which showed an increase of 494 attainments (8.6%) against the 2007/2008 outcomes. The Committee were informed that some quality issues have been detected through ISM and ESM in respect of the mapping and tracking key skills across the curriculum. Members noted that the quality issues identified in the report would have been avoided if quality circles and IV processes had been fully adhered to. In addition the Committee noted that 37 members of staff possess the KSPD Qualification in the following Departments:

Rhymney	15
PACS	4
AACTS	8
Work Based Learning	4
Technology	6

Finally the Committee considered the conclusions outlined in the report which included details of the Key Skills Senior Tutor programme of work in 2009-2010 which will focus on:

- Maintaining maximum attainment in the six Key Skills.
- Increasing Level 3 participation and attainment where appropriate.
- Sustaining the quality of portfolios submitted for Internal Standards Moderation.
- Improving teaching and learning resources for Key Skills.
- Provision of Staff Development.
- Continually improving the Internal Standards Moderation and Internal Verification.
- Procedure for Key Skills within the College.
- To address the poor completion of Record and Tracking Sheets.
- Tasks/assignments for Application of Number.
- Continuing to address the actions highlighted in the External Standards Moderation Reports.

Annual Report in Teaching Standards

David Finch, Deputy Principal (Academic) presented the Annual Report on Teaching Standards which included an analysis of lesson observation grades awarded as part of the programme of Internal Inspectors and lesson observation grades awarded as part of the PMAR scheme. In addition the report provided information on the programme of work carried out by the College's Teaching and Learning Advisors. The Committee noted that Heads of Department were addressing the outcomes of the PMAR process where teaching observations fell below the quality threshold and that particular attention

was given where the need for professional Development had been identified. The Committee expressed their thanks and appreciation for the work undertaken by the teaching and learning advisors and in particular for the role undertaken by Angela Whittock who sadly died in May 2009 having made a huge contribution to raising teaching standards in the College.

Annual Report on External Verification

David Finch, Deputy Principal (Academic) presented the annual report on External Verification at the College during the 2008/2009 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 being 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 which in part was due to extremely good preparation being undertaken in advance of the EV visit.

Staff Development Report 2008/2009

Members considered the Annual Staff Development Report which identified the staff development programme for 2008/2009 covering a wide range of training and development activities. The Committee noted that tutors from the Gwent Regional Language Centre had delivered an introductory 15 hour Welsh Language training session based around Welsh in the Workplace to College front line staff.

Key Question Action Plans for the College Self Assessment Report (SAR) (2009/2010) Draft Quality Development Plan

David Finch, Deputy Principal (Academic) presented the College Self Assessment Report 2009/2010 which identified key question action plans. Members approved the report for submission to the full Governing Body meeting.

Thematic Internal Inspection Report on Learning Support

David Finch, Deputy Principal (Academic) outlined the basis of the thematic internal inspection of learning support which covered:

- the services provided by the Learning Support functional area
- the engagement of the learner with these services and
- the use made by course teams and lecturers of learner information.

The Committee noted the positive features identified together with the shortcomings and recommendations.

Thematic Internal Inspection Report on Curriculum Enrichment

Paul Martin, Deputy Principal (Finance/Resources) on the Thematic Internal Inspection on Curriculum Enrichment. The Committee considered in detail the findings of the report together with details of the recommendations intended to enhance and support the current curriculum enrichment practices adopted across the College.

Progress against recommendations identified as part of the Internal Inspection for Engineering (March 2009)

The Committee requested that this item be agendered for consideration at the next meeting of the Curriculum and Quality Committee and that progress against recommendations be forwarded to members on an on going basis.

Brief Report by the Deputy Principal (Academic) on the CQFW

David Finch, Deputy Principal (Academic) presented the brief report on the Vocational Qualification reform arrangements taking place. Members noted the progress being made in Wales on this issue.

Internal Inspection Schedule 2009/2010

The Committee noted the Internal Inspection Schedule for 2009/2010.

Estyn Inspection of WBL

The Committee noted that preparations are in hand for the Estyn Inspection of Work Based Learning which is to take place week commencing 22nd February 2010.