

**Minutes of the Meeting of the Curriculum and Quality Committee**  
**29<sup>th</sup> April 2010**

**Present:** Ms J Hare (in the chair)  
Mr B Davies  
Mr D Finch  
Mrs J Siddle – (in attendance for item 7 only)  
Ms D Doyle – (in attendance for item 4 only)  
Mrs C Driver – (in attendance for item 4 only)  
Mr R Hughes - (in attendance for item 5 and 6 only)

**Apologies:** Mr D Hardacre, Mr W Hunt

**Minutes of the Academic Board Meeting held on 16<sup>th</sup> April 2010**

The minutes of the Academic Board meeting held on 16<sup>th</sup> April 2010 were noted.

**Matters Arising**

**Welsh Language Board**

David Finch, Deputy Principal (Academic) reported that the Welsh Language Board has considered the College Welsh Language Report submitted by the College and confirmed that it was satisfied with the progress made by the College in relation to the scheme.

**Minutes of the Validations Sub Committee Meeting held on 4<sup>th</sup> December 2009**

The minutes of the Validations Sub Committee meeting held on 4<sup>th</sup> December 2009 were noted.

**Minutes of the Validations Sub Committee Meeting held on 22<sup>nd</sup> January 2010**

The minutes of the Validations Sub Committee meeting held on 22<sup>nd</sup> January 2010 were noted.

**Minutes of the Validations Sub Committee Meeting held on 5<sup>th</sup> March 2010**

The minutes of the Validations Sub Committee meeting held on 5<sup>th</sup> March 2010 were noted.

**Minutes of the Quality Assurance Committee Meeting held on 23<sup>rd</sup> March 2010 and 13<sup>th</sup> April 2010**

The minutes of the Quality Assurance Sub Committee meeting held on 23<sup>rd</sup> March 2010 and 13<sup>th</sup> April 2010 were noted.

## **Internal Inspection of Learning Area 6: Information and Communication Technology**

Delyth Doyle, Head of Department (PACS) presented details of the Internal Inspection of Learning Area 6: Information and Communication Technology.

The Committee noted that the learning area was very well prepared for the inspection. Members considered the positive features and shortcomings identified within the inspection report and noted that the department had made very good progress in addressing the recommendations for improvement arising from the inspection.

Members noted that a grade 1 had been awarded for teaching, learning and assessment, the first time a programme area had been awarded a grade 1, and a grade 2 awarded for learner achievement. 96% of observed classes were graded at or above grade 2 with 100% of classes at or above the quality threshold. The Committee were informed that a further progress report against recommendations for improvement arising from the inspection is to be considered at a future meeting of the Academic Board.

Members expressed their thanks and appreciation to Delyth Doyle and those staff involved in the inspection.

## **Internal Inspection Report on Construction, Planning and The Built Environment**

Reg Hughes, Head of Department (Technology) together with David Finch, Deputy Principal (Academic) presented details of the Internal Inspection of Learning Area 5 – Construction, Planning and The Built Environment. The Committee noted that the learning area was well prepared for the inspection. Members considered the positive features and short comings identified within the inspection report and noted that the department has made good progress in addressing the recommendations for improvement arising from the inspection.

Members noted that a grade 2 had been awarded for teaching, learning and assessment and a grade 2 awarded for learner achievement. 85% of observed classes were graded at or above grade 2 with 97% of classes at or above the quality threshold. A progress report against recommendations for improvement arising from the inspection is to be considered by the Academic Board at the first scheduled meeting of 2010/2011.

The Committee expressed their thanks and appreciation to all those staff involved in the inspection process.

## **Progress Against Recommendations Identified as part of the Internal Inspection of Engineering (March 2009)**

Mr R Hughes, Head of Department (Technology) circulated and discussed details of the progress made against recommendations identified as part of the Internal Inspection of Engineering (March 2009). Members noted that considerable progress had been made against the completion of specified actions. The Committee

requested that a further review of the progress against recommendations be presented to the next meeting with particular reference to progress on the following issues:

- Improve learner punctuality and the accurate marking of registers.
- Improve the smartness of ILP targets.
- Ensure all tutors conduct one to one tutorials with appropriate supporting documentation.
- Improve the use of BKSB results to inform teaching and learning.

### **Thematic Internal Inspection Report on Staff Development**

Joan Siddle, Vice Principal (Student Services/Student Support) presented the Thematic Internal Inspection Report on Staff Development. The Committee considered in detail the findings of the report including the good features and short comings together with the recommendations intended to enhance and support the existing staff development arrangements across the College.

### **Progress Update on the Recommendations from the Internal Inspection of Part-time Provision**

David Finch, Deputy Principal (Academic) presented the progress update report on the recommendations from the Internal Inspection of part-time provision. The Committee noted that good progress had been made in relation to the recommendations for Key Questions 1 and 2 identified in the internal inspection of part-time provision.