

STAFFORD COLLEGE CORPORATION

MEETING OF THE CURRICULUM STANDARDS AND PERFORMANCE COMMITTEE TO BE HELD ON MONDAY 7 NOVEMBER 2011 at 5.30 pm in ROOM T323

AGENDA

Note: Any member wishing to discuss any of the following items prior to the meeting is asked to contact the Clerk

1. Apologies
2. Membership: To welcome the following to their first meeting of the Committee:
 - Professor H Duggal (transferred from Audit Committee)
 - FE Student Member (elected by Student Council)
3. Declaration of Interests: Members are reminded of their duty to declare an interest, financial or otherwise, in any item on the Agenda
4. Meeting held on 6 June 2011:
 - (a) Minutes
 - (b) Matters Arising:
 - Student Governor Toolkit (Minute 499.0(c)) - *Clerk to report*

Item from Student Member:

5. Student Council: FE Student Member to present the minutes of the Student Council meeting held on 17 October 2011

Items Presented by College Managers:

6. Staff Development: Mr S Crouch, Learning Development Manager, to present the following:
 - (a) Annual Staff Development Report for 2010/11
 - (b) Teaching and Learning Observation Report for 2010/11
7. Learner Support Funds: Mr R Jones, Head of Faculty of Professional Studies, to report on the following:
 - (a) Use of Learner Support Funds in 2010/11
 - (b) Bursary Update 2011/12

Items from the Quality Manager:

8. Learner Surveys: Miss E Reed to present the results of the following:
 - (a) Student End-of-Programme Questionnaire for 2010/11
 - (b) National Benchmark and Ranking Reports on Learner Questionnaires

- (c) Other Learner Surveys in 2010/11
- 9. Quality Committee Annual Report 2010/11, to include the Quality Plan for 2011/12:
Miss E Reed to present
- 10. Accolades and Complaints Monitoring Report for 2010/11: *Miss E Reed to present*

Items for Discussion:

- 11. Learner Standards and Performance: Vice Principal (Curriculum and Quality) to report on the following:
 - (a) Summer Examination Results 2011
 - (b) In-Year Retention and Withdrawal Rates 2010/11
 - (c) Learner Attendance 2010/11
- 12. Equality and Diversity: Vice Principal (Curriculum and Quality) to present the annual report of the Equality and Diversity Committee for 2010/11

Clerk's Items:

- 13. Committee Self-Assessment - *Clerk to report*
- 14. Standing Orders - Clerk to present proposed amendments to the Committee's Standing Orders, for recommendation to the Corporation in December 2011.
- 15. Any Other Business
(Note: Any member wishing to raise for discussion an item that is not already included in this agenda is requested to inform the Clerk at least two working days before the meeting)
- 16. Date and time of Next Meeting: Monday 5 March 2012 at 5.30 pm.

JPC SJJ CSP.agenda
19.10.11