



**Minutes of the
Academic Standards and Quality Development Committee Meeting
held in the Boardroom at the Moat House (Sutton Coldfield Campus)
on Thursday 11 March 2010 at 8.30am**

Present:

Dr J Rimmer (Acting Chair) (Chair)
Mr D Gould (DG)
Mr D Latham (DL)

In Attendance:

Mr R Minett (Executive Director of HE and International) (RM)
Ms K Wood (Executive Director Quality Improvement) (KW)
Ms K Pankhurst (Director of Quality Improvement) (KP)
Mrs C Bennett (Clerk to the Corporation) (Clerk)

Apologies for Absence:

Dr C Braddock (CB)
Ms R Boyne (RB)
Ms S Binning (SB)

Declarations of Interest

There were no declarations of interest.

Item 1* - Minutes of the Meeting held on 9 December 2009

It was agreed by the Committee that the minutes of the meeting held on 9 December 2009 were a true and accurate record.

Item 2 – Self Assessment and Quality Improvement Plan Reports for Sutton Coldfield and Matthew Boulton Colleges

- 2.1 This item was presented by KW. KW explained that the SAR is based on a review of provision in 2008/09. It was made clear from the outset by RM and KW on behalf of the Principal that the report was in draft and was evolving. In her absence, the Principal wished the Executive to make it clear that matters had moved on, grades had become historic and the report could again be updated.

- 2.2 KW gave a detailed explanation of the areas of provision for both SCC and MBC which provide the statistics for analysis. KW also explained to the Committee that the SAR and the CPR (College Performance Report) comprise the major sources of information by which Ofsted judge a College's performance and are also key in moving towards self-regulation.
- 2.3 KW also explained that the review was supplemented by a series of internal reviews in February 2010, where review teams considered data, the SAR, the Quality Improvement Plan (QIP), lesson observations, talking to staff, managers and students and reviewing quality assurance and course documentation.
- 2.4 KW went on to outline the areas where the College is self assessing and the current grades and explained to the Committee that the majority of provision is good. KW stated that where there are areas of improvement, clear responsibilities and timescales have been put in place to achieve improvement actions.
- 2.5 The Committee then looked in detail at the report and made various comments and suggestions. Both RM and KW reiterated that the report before the Committee is in draft form and is already in the process of being updated.

Resolved:

There were no resolutions for this item although the Committee was asked to consider and discuss the draft report.

Item 3 – Achievements and Awards

- 3.1 This item was presented by KW and KP.
- 3.2 KP explained to the Committee that the College has received accreditation from the British Council for the first time. KP stated that this involved an inspection process of college provision for international students over a two week period which looked at every aspect of an international students' experience from teaching provision to accommodation.
- 3.3 The Committee agreed it was an excellent achievement.
- 3.3 KW stated that the College has received accreditation for the Training Quality Standard (TQS) for its work for employers. KW explained that this was previously held by Sutton Coldfield College and that the new accreditation lasts for three years and accredits the College (Part A) and the Engineering and Manufacturing Sector provision (Part B).

- 3.4 KW went on to say that by holding the TQS the College is automatically considered in the Framework for Excellence to be outstanding for employer responsive provision.

Resolved:

There were no resolutions specifically for this item. However the Committee agreed that the awards were an excellent achievement for the College.

Item 4 – Final Achievement Report

- 4.1 This item was presented by KW. KW led the Committee through her report examining the following areas in more detail for the Academic Year 2008/09 for both SCC and MBC:
- QSR Report
 - Train to Gain
 - Apprenticeships
 - Value Added
 - College performance reports and graphs
- 4.2 KW explained that there is a rule change that has affected the results whereby if a student is with the College for six weeks or more, they are included in the data. This is a change to the previous year.
- 4.3 KW explained to the Committee that there are issues with how the data is being measured and all 157 colleges are experiencing similar issues and therefore Ofsted are being asked to use their judgment.
- 4.4 A detailed discussion then took place amongst those present as to which areas needed improvement and which areas were doing particularly well.
- 4.5 KW explained that the current position was not yet accurate as not all data was either available or had been inputted as yet.
- 4.6 The Chair asked whether both the Management Information Systems and the timing of when the data was being reported needed to be examined again. KW said that the necessary systems and staff were in place and both the Committee and the Corporation as a whole can be reassured that all data will be on the system when it will be required.

Resolved:

There were no specific resolutions for this item although the Committee were asked to consider and discuss the report.

Item 5 – Improvement Measures

- 5.1 KP presented this item and explained that a lot of the detail had already been addressed under other items. KP explained that in the SAR some key priorities had been identified and in light of the internal reviews and final outturn data, the Quality Improvement Plan for 2009-10.
- 5.2 KP then led the Committee through the priorities for improvement and a detailed discussion took place on each area identified.
- 5.3 The Chair asked the Committee for comments and questions. DL stated that it is equally important to focus on the successes and congratulate staff for their hard work. KW agreed and added that it is vital that the stronger areas be looked at to identify what makes them work so well and what can be learned from them by the less stronger areas.

Resolved:

There were no specific resolutions for this item although the Committee was asked to consider and discuss the report.

Item 6 – Higher Education Annual Monitoring Report

- 6.1 RM presented this item and explained that this year the College has implemented a bespoke higher education quality assurance monitoring procedure for the first time.
- 6.2 RM explained to the Committee the reasons for developing this procedure as follows:
 - to harmonise the quality assurance process for HE course across the College;
 - to meet the requirements of the quality assurance agency (IQER) developmental engagement;
 - to provide a means of summarising all of the issues in one document in order that effective action can be taken to improve provision;
 - to be more resource efficient and produce one composite report to satisfy the needs of all the HE institutions.
- 6.3 RM explained to the Committee that in relation to the latter, all but one university has accepted this which the Chair commented is an achievement in itself.
- 6.4 RM explained to the Committee the categories addressed in the report and a detailed discussion took place on each.

Resolved:

- (1) The Committee endorsed the HE annual monitoring process and the submission of the report to the quality regulators where appropriate;
- (2) The Committee received the HE annual monitoring report and confirmed its support of the associated actions identified within each category.

Item 7 – Teaching and Learning Development – (1) The Management Development Programme (MDP) and (2) The BMET Way

- 7.1 This item was presented by RM and KP. RM explained that there have been a number of initiatives and projects across the College to enhance and improve teaching and learning and/or the management of the teaching and learning process. RM said that some have been the result of the internal reviews whilst others have developed through the pursuit of excellence or as a means of achieving external quality kite marks.
- 7.2 RM focused on the MDP and explained that all managers from all departments across the College have attended one half day per week since January and will continue to do so for the remainder of this academic year.
- 7.3 RM explained to the Committee that the programme includes various workshops and presentations and he then led the Committee through the programme.
- 7.4 The Chair asked how is the impact of the sessions evaluated? KP stated that evaluation sheets are completed at the end of each session, the results collated and reviewed and fed down where necessary.
- 7.5 KP then presented The BMET Way and explained that it was launched back in February this year and is designed to be a resource that collects together the research, development work and resources that are based around teaching and learning to give guidance on how to implement the mission and embody the values of the new Birmingham Metropolitan College.
- 7.6 KP explained to the Committee that it is a separate tab on Sharepoint and is managed and updated by the Quality Team that brings together much of the previous work into a usable format for teaching staff and their managers.
- 7.7 KP then led the Committee through a hard version of what could be found on The BMET Way.
- 7.8 The Chair stated that this was an excellent, innovative and exciting venture and DG added that emphasis on teaching and learning was very good.

Resolved:

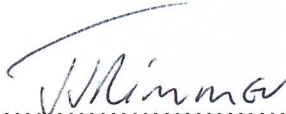
- (1) To support the Executive in the implementation of the MDP;
- (2) To approve the development of the standardisation and harmonisation of the practice of recording the teaching and learning process.


Item 8 – Date of Next Meeting: 17 June 2010

Any Other Business

There was no other business.

The meeting ended at 10.05am


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Signed (Chair)


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Date