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**MINUTES OF THE ELEVENTH MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON MONDAY 12 APRIL 2010 AT 5.00P.M.**

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**PRESENT:** Prof F Monds (Chair)  
Ms E Cavanagh (from 5.45pm)  
Dame Geraldine Keegan  
Mrs G McCafferty  
Mr S Murphy (Director)  
Mr A Rainey (from 5.05pm)

**IN ATTENDANCE:** Mr D Kinnaird (Assistant Director, Client Services)  
Mr C Morrison (Assistant Director, Curriculum)  
Mr D McClelland (Secretary)

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**11.1 APOLOGIES**

An apology was received from Mr H Faulkner.

**11.2 DECLARATION OF INTERESTS**

No member declared a conflict of interest in the business of the meeting.

**11.3 MINUTES OF MEETING HELD ON 25 JANUARY 2010**

It was proposed by Dame Geraldine seconded by Mr Murphy and agreed that the minutes were an accurate record of the meeting.

*Action: Secretary to arrange publication of approved minutes asap.*

[Mr Rainey joined the meeting during the next item of business.]

**11.4 MATTERS ARISING**

**10.4 (9.8) Strabane Update.** The Director reported that the business case for additional temporary accommodation was currently being considered by DEL. Tendering for the contract to include application for planning permission was also proceeding.

**10.5.1 Semester Year.** In reply to a question the Assistant Director (C) clarified that all courses with a very few exceptions were now operating a 2 semester year. He said there was generally a positive attitude from staff. He emphasised the advantages to students who were now receiving early feedback on their course progress.

**10.5.2 ILEX Regeneration Review.** The Chair indicated that he expected one of the outcomes of the review would be a proposal to increase provision of HE in the area in partnership with the University of Ulster.

**10.7 Portfolio of courses.** In reply to a member's question on the extent to which the college was encouraging the take-up of science, the Director said that the science access course has shown recent growth. He also mentioned the development of science related courses (now containing a strengthened science component) to encourage more participation.

**10.17 Monitoring of Complaints.** The Chair confirmed that the Governing Body had received a report at its last meeting on the complaints received over a 2 year period.

**11.5 CHAIRMAN'S BUSINESS**

No business was conducted under this heading.

**11.6 ETI: PRIORITY SKILLS AREAS LEVEL 3 (Ref: paper EC11.6)**

The Assistant Director (C) explained that PSA level 3 was being inspected in each of the 6 FE colleges. He considered that, on its conclusion, it should be possible to benchmark across the sector. He referred members to the report for the College. He said that, overall, the area inspected had received a Grade 3 rating. He mentioned the College's action plan and the areas for improvement which it contained. Members then asked questions on a number of issues arising from the report. The Chair, in concluding discussion, referred to the generally positive nature of the report.

Members noted the report and the College's action plan.

**11.7 ETI: TOURISM AND HOSPITALITY PROVISION LEVEL 2 (Ref: paper EC11.7)**

The Director reminded members of the background to this follow-up report. The Chair complimented management and the staff on the actions taken and on the very positive outcomes which had been achieved.

Members noted the report.

**11.8 QUALITY ASSURANCE AGENCY: UPDATE (Ref: paper EC11.8)**

The Assistant Director (C) referred to the role which DEL had given to the QAA to review HE provision in FE colleges. He said that present activity still related to preparation for full reviews due to commence in 2011. In reply to a question he said that, in order to ensure clarity of roles in the oversight of HE in FE colleges, he understood that QAA liaises closely with UU.

Members noted the letter.

[Ms Cavanagh joined the meeting during the next item of business.]

**11.9 TRAINING FOR SUCCESS: SELF-EVALUATION REVIEW AND QUALITY IMPROVEMENT PLAN (Ref: paper EC11.9)**

The Director referred members to the paper. He said that much of the material it contained duplicated that already provided in the College Development Plan but that it was required in this different format by the training section of DEL. In reply to a member's query, the Director undertook to check the relationship between the priority actions listed in the review and the contents of the improvement plan. It was proposed by Mrs McCafferty seconded by Dame Geraldine and agreed to recommend to the Governing Body the approval of the TfS document for submission to DEL.

*Action: Director to check relationship between priority actions listed and contents of the improvement plan for the next EC meeting.*

**11.10 STUDENT RETENTION AND ACHIEVEMENT (Ref: paper EC11.10)**

The Director drew members' attention to the paper containing rates of retention and achievement at course level for 2007/09. He related the action which management was taking both in relation to teams that had achieved a high success rate and those which were less than satisfactory. Action plans drawn up by the less than satisfactory would be reviewed next year. In reply to a question the Director said he would report on the progress towards completion of reviews by next EC meeting.  
Members noted the report.

*Action: Director to report on completion of reviews at next EC meeting.*

#### **11.11 ACADEMIC BOARD (Ref: papers EC11.11.1, EC11.11.2 & EC11.11.3)**

The Chair commented on the variation in attendance at meetings. The Director said that he would be reviewing meeting arrangements. In reply to another query the Assistant Director (CS) agreed that it might be helpful, in time, to invite the recently appointed Quality Manager to meet with the Committee. Members felt it was appropriate for the College to pursue quality recognition and hoped that there would be a speedy decision on the matter in conjunction with DEL.

Members noted the minutes of the Board and its sub-committee.

*Action: Assistant Director to arrange for the quality manager to attend a future Committee meeting.*

#### **11.12 CORRESPONDENCE**

None.

#### **11.13 ANY OTHER BUSINESS**

None.

**Date of next meeting.** - Monday 7 June 2010 at 4.00pm in Strand Road.

The meeting ended at 6.17pm.

Signed: \_\_\_\_\_ (Chair)

Date: \_\_\_\_\_