

MINUTES OF THE SECOND MEETING OF THE EDUCATION COMMITTEE OF THE GOVERNING BODY OF THE NORTH WEST REGIONAL COLLEGE HELD IN THE BOARDROOM, STRAND ROAD CAMPUS, ON MONDAY 29 OCTOBER 2007 AT 4.00P.M.

PRESENT: Prof F Monds (Chair)
Miss E Cavanagh
Mr A Rainey
Mr S Murphy (Director) (from 4.15pm)

IN ATTENDANCE: Mr C Morrison (Assistant Director, Curriculum)(for item 2.4)
Mr D McClelland (Acting Secretary)

The Chair welcomed Assistant Director (Curriculum) to the meeting.

2.1 APOLOGIES

Apology was received from Dame Geraldine Keegan

2.2 MINUTES OF MEETING HELD ON 20 SEPTEMBER 2007

It was agreed to accept the amendment suggested by the GB Chair recording his opening remarks. The revised wording to be as follows: "He suggested that the Committee could have an audit-type role in ensuring the curriculum met the College's strategic objectives and was being effectively and efficiently delivered."

Subject to this amendment it was proposed by Mr Rainey seconded by Miss Cavanagh and agreed that the minutes were an accurate record of the meeting.

2.3 MATTERS ARISING

The Chair reported on the issues which the Governing Body had approved at their meeting on 9 October 2007. He indicated that other matters would arise under substantive agenda items.

2.4 REPORT ON CHINA

The Assistant Director (Curriculum) reviewed the recent trip to NE China undertaken by a College delegation under the auspices of North West Marketing. The members noted the report and requested that a 3 year business plan be developed for the next meeting setting out the costs, returns and risks involved in such a venture.

2.5 UPDATED CONSTITUTION OF ACADEMIC BOARD

Members noted the finalised version as adopted by the Governing Body at its meeting on 9 October 2007.

2.6 ANNUAL WORK PLAN

A discussion took place on the features which would contribute to an AWP. The Chair suggested that there could be two broad aspects to the plan

- Matters of a recurrent and routine nature e.g. College Development Plan, ETI surveys, accreditations by professional bodies, responses to DEL documents

- Key areas of strategy which would need to be identified and dealt with over the life of the plan

It was agreed that a first draft of a plan would be developed for the next meeting.

The Director indicated that a paper on quality within the institution was being prepared for the next Governing Body meeting.

Members agreed that it would be helpful if copies of the minutes of the meetings of the NW Work Development Forum were made available to them.

Members also recommended to the Governing Body that minutes of the Academic Board meetings should be received by the Committee.

2.7 ENROLMENT COMPARISONS

The Director outlined current enrolment trends. It was noted that there was a significant decrease in the part-time enrolments while others were slightly down on last year's figures (an amalgamation of figures for the NWI and Limavady College). The Director indicated that future figures for January 2008 would more accurately reflect the year's enrolments. The Chair emphasised the need to keep the Governing Body apprised of any significant deviations from the College Plan in enrolments and any consequences which might ensue.

It was agreed that the Governing Body should be notified of the resulting Funded Learning Units analysis with possible implications for the financial profile and for the curriculum.

It was also suggested that it would be helpful to receive a breakdown of enrolments by campus. In response to a question the Director reported that a team from the College would be seeking to help with the possible re-training of employees affected by the announcement of the closure of Seagate Technology's operations in Limavady.

2.8 ANY OTHER BUSINESS

The Chair emphasised the need for members of the Governing Body to be made aware of Circulars and letters from DEL which relate directly to their role in the College, and for the Education Committee to be aware in particular of correspondence relating to curriculum quality and delivery. The GB Chair has agreed to forward relevant documentation which comes to him. The Director agreed that his office would keep a file of all such documents and related actions and notify the Education Committee accordingly.

Dates of next meetings

It was agreed to meet on the following dates:

- Tuesday 22 January 2008
- Monday 10 March 2008
- Monday 12 May 2008

All meetings to be held at Strand Road campus commencing at 4.00pm.

This being all the business the Chair closed the meeting at 5.25pm.

Signed: _____ (Chair)

Date: _____