

CENTRAL SUSSEX COLLEGE CORPORATION

Terms of Reference for the Curriculum, Quality & Standards Committee

(Revised by the Corporation at its meeting on 11.12.06, 17.12.07, 20.10.08, 19.10.09, 18.10.10, 23.05.11 and 13.10.11)

1. Purpose

The purpose of the Curriculum Quality and Standards Committee is for it, fundamentally, to oversee the College's Curriculum Strategy and Teaching and Learning Strategy and development plan. The Committee will receive regular reports on lesson observation processes and improvement plans for teaching and learning.

The Curriculum, Quality and Standards Committee will monitor student Success Rates for each of the Areas of learning and the actions plans that the College Leadership Team put in place to obtain continuous improvement.

The Self Assessment Process and Post Inspection Action Plan will be overseen to ensure that the College is robustly evaluating its performance against the key questions of the Common Inspection Framework providing effective action plans for improvement. The Curriculum, Quality and Standards Committee will also monitor the College's contribution towards the outcomes arising from National Initiatives, Safeguarding and Equality & Diversity.

The College Leadership Team will provide the Committee with progress reports of the Training Quality Standard accreditation process. The Curriculum, Quality and Standards Committee will have a parallel responsibility alongside the SAR of regularly reviewing the College's performance against the Training Quality Standards and the learner and employer related measures within the Framework for Excellence.

The Curriculum, Quality and Standards Committee is the appropriate Committee to receive reports from the Local Community Board in its role of advising the Corporation.

All Members of the Corporation are invited to attend meetings of the Committee.

2. **Membership**

- 2.1 The Committee shall be appointed by the Corporation and shall comprise a minimum of three members. The Committee shall include the Principal.
- 2.2 The Clerk to the Corporation shall be Clerk to the Committee and in his absence the Deputy Clerk.
- 2.3 The Committee will meet at least four times per year.

3. Terms of Reference

Curriculum

- 3.1 To review and advise the Corporation on the educational character and ethos of the College.
- 3.2 To advise the Corporation on the learning vision and strategy and the breadth and scope, range, adequacy and efficiency of the curriculum offer.
- 3.3 To consider and advise the Corporation on the educational needs of the Community the College serves, and to ensure the curriculum development and other activities of the College reflect these needs taking account of the national agenda.
- 3.4 To advise the Corporation on the policy environment of skills and education as set by the Government and identify the strategic implications for the College.
- 3.5 To develop and advise the Corporation on the College Strategic Plan and its associated strategies (including their financial implications) and to monitor and keep them under regular review.
- 3.6 To monitor the effectiveness of the promotion of Equality & Diversity for and with our learners.

Teaching and Learning

- 3.7 To evaluate and monitor the effectiveness and quality of Teaching and Learning provided by the College and collaborative partnerships to ensure performance standards are maintained and developed where appropriate.
- 3.8 To monitor the Link Member Scheme.
- 3.9 To review annually the Students' Association activities

Performance

- 3.10 To recommend key curriculum performance indicators, benchmarks, targets, value added and action plans and to monitor performance against the indicators established against a framework of continuous development.
- 3.11 To monitor attendance, retention, achievement, and progression.
- 3.12 To consider and monitor quality standards for the College.

Self Assessment

- 3.13 To advise the Corporation on the Self-Assessment process, Report, Development Plan and accuracy of the judgements reached.
- 3.14 To monitor the Self-Assessment Development Plan.

Inspection and Framework for Excellence

- 3.15 To advise the Corporation on Inspection including Integrated Quality and Enhancement Review (IQER).
- 3.16 To receive reports on the learner related measures for Framework for Excellence.
- 3.17 Monitor the Training Quality Standard Process
- 3.18 Receive an Annual Survey of Employer Satisfaction with the College's services and oversee the action plans for improvement.
- 3.19 To develop and monitor employer focussed performance measures on a regular basis.

Curriculum & Quality

- 3.20 To monitor and evaluate staff and student satisfaction surveys.
- 3.21 To review and advise the Corporation on the College Charter.
- 3.22 To advise the Corporation and monitor the attainment of external quality and charter mark awards.
- 3.23 To receive reports from the HE Academic Board.

Other

- 3.24 To consider and advise the Corporation on any other matters that the Corporation may delegate or on any other matters not falling within the remit of the Committees established by the Corporation.
- 3.25 To review its Terms of Reference annually.
- 3.26 To measure its own effectiveness.

* Copies of any minutes relevant to the University of Sussex shall be sent via its Partnership Office.