

# Doncaster College

## TERMS OF REFERENCE FOR THE CURRICULUM, QUALITY AND PERFORMANCE COMMITTEE 2010/11

<b>1. Membership</b>	1.1 The membership of the committee shall be at least 7 members (one of whom will be the Student Governor).
	1.2 Members shall serve for a period of one College year and shall be eligible for re-appointment.
	1.3 Membership of the Committee shall be determined at the final meeting of the Governing Body in the College year.
<b>2. Quorum</b>	2.1 The quorum for the meeting shall be 3 members.
<b>3. Frequency of Meetings</b>	3.1 The Committee shall meet at least once per term.
<b>4. Responsibilities of the Curriculum and Quality of Teaching and Learning Committee</b>	<p>4.1 The remit of the committee is to monitor, review and advise the Board on all issues relating to the quality and standards of College education and training provision. This will be achieved by: -</p> <ul style="list-style-type: none"> <li>- Monitoring the process of academic target setting (student retention, achievement and success rates).</li> <li>- Receiving reports from external quality inspections</li> <li>- Monitoring the quality improvement action plans</li> <li>- Advising the Corporation on all issues relating to the quality and standards of College provision in business support areas in so far as they affect the curriculum and the quality of teaching and learning</li> <li>- Monitoring learner performance</li> <li>- Monitoring learner satisfaction.</li> <li>- Monitoring the progress of the Post Inspection Action Plan</li> <li>- Monitoring College-determined 'notice to improve' programme areas</li> <li>- Monitoring progress on equality and diversity issues.</li> <li>- Monitoring arrangements for the encouragement or and responding to the 'learner voice'.</li> </ul>
<b>5. Election of Chair and Vice Chair of the Curriculum and Quality of Teaching and Learning Committee</b>	<p>5.1 The Chair shall be elected at the first meeting of the CQP Committee in each corporate year.</p> <p>5.2 The Vice Chair shall be elected at the first meeting of the CQP Committee in each corporate year.</p>

<b>6. Clerking of the Committee</b>	6.1	The Clerk to the Corporation will provide the clerking for the Committee.
<b>7. Reporting to the Governing Body</b>	7.1	The minutes of the Committee will be presented to the next meeting of the Governing Body.