

MOULTON COLLEGE

ACADEMIC STANDARDS COMMITTEE

Minutes of the Academic Standards Committee Meeting Held on Wednesday 18th November 2009

Present: Mr J Gaggini (in the Chair), Mr C Alderson-Smith, Mr C Barney, Mr A Ellis, Mr P Heygate, Miss K John, Mrs K Mackaness, Mr R Thompson

In Attendance: Mr R Chapman, Mrs L Furness, Ms L Johnson, Mr M Wilkinson, Mr A Pollard, Mr N Dellar, Mr G Nichols, Mr S Mohyuddin and Ms H Lukens

The Chairman welcomed Kelly John and Alex Pollard to the meeting.

09/8 Apologies for absence (agenda item 1)

Apologies were received from Mrs J Charlton-Jones, Mr B Knight, Mr M Thomson, Mr G Patrick and Prof P Bush.

09/9 Minutes of the meeting held on 3rd June 2008 (agenda item 2, paper A)

The minutes were accepted as a true and correct record.

09/10 Matters Arising (agenda item 3)

There were no matters arising.

09/11 Self-Assessment Report 2008-9 (agenda item 4, paper B)

a) Building and Construction Faculty

i) Building Studies

The subject area had graded itself as 2 overall with a grade 2 for FE and 1 for work based learning (WBL). It had moved to 4 day attendance this year. A BTEC Introductory Certificate in Construction had been introduced for students who wished to try a range of trades before making their final choice. Attendance and achievement had improved on Roofing courses. Attendance on evening courses was being more closely monitored and absence followed up weekly. WBL had moved from grade 2 to grade 1 due to improved achievement rates. Following discussion, *the report was noted.*

ii) Construction Services

The subject area had graded itself as 2 overall. A new strength had been added relating to equality and diversity, supported by good success data for BME students. Attendance was still a problem. A new tracking system was in place and absence was being followed up daily on all courses. More structured support sessions were being provided in the LRC for level 1 and 2 Plumbing students this year to improve success rates. Staff were being supported by subject mentors to improve lesson observation grades. Following discussion, *the report was noted.*

iii) Furniture and Design Studies

The subject area had graded itself as 2 overall. Recruitment was a big issue in the subject area although it had improved again this year. New full cost and cost recovery courses and flexible modes of attendance had helped to increase numbers. Poor attendance on Design courses was being addressed this year. Effectiveness of Teaching Training and Learning had only received a grade 2 although no areas for improvement had been identified. The grade had been affected by low attendance on some courses. An improved tracking system had been introduced to ensure students achieved an additional qualification each term. Following discussion, *the report was noted.*

The Chairman thanked the staff for their contribution. Neil Dellar, Geoff Nichols, Syed Mohyuddin and Harriet Lukens left the meeting. Claire Whitworth, Mark Wallington, Sharron Wilkin and Steve Crane joined the meeting.

b) Landbased Faculty

i) Agriculture

The subject area had graded itself as 2 overall with FE at grade 1 and WBL at 2. The grade for WBL had fallen to 2 due to lower success rates on these programmes, although cohort sizes remained small. The fall in lesson observation grades was discussed. The target was for all staff to achieve a grade 1 or 2 and an action plan had been put in place to support improvement. More areas for improvement had been identified this year as weaknesses were being addressed more rigorously and Leadership and Management had been graded as 2, although no areas for improvement had been identified, to reflect a more questioning and assertive approach by the Subject Manager in leading the area. Following discussion, *the report was noted.*

ii) Animal Welfare and Veterinary Health

The subject area had graded itself as 1 overall. There had been no change to the grades this year. Key strengths remained the same as last year. Some progress had been made in recruitment to part-time HE and MSc courses. The low attendance on the National Diploma course had been on practical classes so these were being closely monitored this year to ensure that this was addressed. Poorer achievement on HE courses was due to lower retention on some courses, particularly in year 1 which was being robustly monitored this year. Following discussion, *the report was noted.*

iii) Horticulture

All main grades were unchanged at 2 this year. The number of key skills and additional qualifications per learner had increased. Retention and achievement had improved on some courses but was still low on the First Diploma in Horticulture. Measures had been put in place to improve the standard of course management in the area. Following discussion, *the report was noted.*

The Chairman thanked Claire Whitworth, Sharron Wilkin, Mark Wallington and Steve Crane

Crane for their contribution and they left the meeting. Richard Dewing, Craig Jackson, Sean Maxwell and Louise Ball joined the meeting.

c) Sport, Equine and General Education Faculty

i) Sports Studies

The subject area had graded itself as 1 overall. A Hockey Academy had been started in 2008-9. There were more key strengths this year and no areas for improvement. There had been 100% success rates on over 50% of courses. The number of merit and distinction grades had increased this year. Following discussion, *the report was noted.*

ii) Equestrian Studies

The subject area had graded itself as 1 overall with FE at 1 and WBL at 2. There had been further growth in the area and good results. The gender balance had improved slightly this year. HE success rates had declined. Improvements have been made to the advice and guidance given to students progressing onto HE programmes this year to ensure that they understand the expectations of study at higher level. Following discussion, *the report was noted.*

Tony Basham joined the meeting.

d) Management Centre

The subject area had graded itself as 2 overall. The College had its own Train to Gain contract for the first time last year and had engaged with a number of partnerships to deliver training in the workplace. Performance had been good on the majority of courses and some areas of under performance were being addressed to improve the grade for 2009-10, including providing improved guidance to trainees. Partnership activity was being monitored more closely this year to ensure that the College's quality standards were being met. Following discussion, *the report was noted.*

Paul Heygate left the meeting.

e) Sport, Equine and General Education Faculty

iii) General Education

Grades were unchanged this year at 1 overall. Full-time student numbers had remained fairly constant but part-time numbers had increased with the addition of General Education courses at the Peterborough Centre. An area for improvement relating to inconsistencies in assessment methodology between Subject Areas had been added and as a result internal verification systems were no longer considered to be a strength. Following discussion, *the report was noted.*

The Chairman thanked staff for their contribution. Richard Dewing, Craig Jackson, Sean Maxwell, Louise Ball and Tony Basham left the meeting.

09/9 Withdrawals 2008-9 (agenda item 5, paper C)

The analysis of the reasons for withdrawals was discussed. The number in the "not known" category had decreased significantly due to positive action by the College. Further analysis of the "other" category was required. A more detailed analysis was circulated. Following discussion, *the report was noted*

09/10 Date of next meeting (agenda item 6)

Following discussion it was agreed to move to just 1 meeting per year. The next meeting would be held on Wednesday 18th November 2009 at 4.00pm.

09/11 Any other business

There was no other business.