

CURRICULUM, QUALITY AND DEVELOPMENT COMMITTEE

DATE	29 August 2023
TITLE OF REPORT	Committee Work Plan
REFERENCE	
AUTHOR AND CONTACT DETAILS	Stella McManus
PURPOSE:	To provide members with a draft workplan for the 2023-24 academic year.
KEY RECOMMENDATIONS/ DECISIONS:	Members are requested to: <ul style="list-style-type: none"> • note the draft workplan and provide any other items they would like for consideration.
RISK	That the Curriculum, Quality and Development Committee does not receive appropriate and timely information..
RELEVANT STRATEGIC AIM:	<ul style="list-style-type: none"> • Successful Students • The Highest Quality Education and Support • Sustainable Behaviours
SUMMARY OF REPORT:	This paper outlines a draft workplan for each Committee meeting throughout the year. Note that these are subject to change and that other items may be added which impact on learning and teaching at the College.

1. INTRODUCTION

1.1. This paper provides a draft workplan for the Curriculum, Quality and Development Committee.

2 BACKGROUND

2.1 The work plan provided is not intended to set out all the agenda items which will be considered at each meeting of the Committee, but rather is to provide a guide to what will be considered throughout the 2023-24 academic year.

2.2 In addition, results of any Education Scotland inspections or curriculum audits will also be considered at these meetings depending on the completion date.

3 PROPOSED WORKPLAN

3.1 The following table sets out the proposed workplan for the year.

3.2 *Table 1: Proposed Workplan for 2023-24*

Date of Meeting 2023	Items
August	<ul style="list-style-type: none">• Student Association Report• Updated or refreshed policies for approval for the academic year 2023-24;• Curriculum update which includes progress against credit target, recruitment and curriculum information and good news stories;• Quality Update: focussing on outcomes, external verification information;• Developing the Young Workforce;• Marketing and Communications update• Any key Government updates or reforms which may impact on learning and teaching.
November	<ul style="list-style-type: none">• Student Association Report• Curriculum update which includes progress against credit target, recruitment and curriculum information and good news stories;• Quality Update: focussing on outcomes, unconfirmed performance indicators, self-evaluation and enhancement plan;• Regional Outcome Agreement Update• Curriculum Planning for 2024-25• Developing the Young Workforce;• Marketing and Communications update• Complaints Handling Quarterly Report
February	<ul style="list-style-type: none">• Student Association Report• Curriculum update, including mid-year progress review;

	<ul style="list-style-type: none"> • Curriculum Planning Update 2024-25 • Developing the Young Workforce • Marketing and Communications Update • Complaints Handling Report.
May	<ul style="list-style-type: none"> • Student Association Report • Curriculum update which includes progress against credit target, curriculum information and good news stories; • Education Scotland HIE Annual Engagement /Progress Visit Report; • SFC Confirmed Performance Indicators • Developing the Young Workforce • Marketing and Communications Update • Complaints Handling Report.

4 EQUALITIES

4.1 There are no new matters for people with protected characteristics or from areas of multiple deprivation which arise from consideration of the report.

5 RISK

5.1 That the Curriculum, Quality and Development Committee does not receive appropriate and timely information.

6 RECOMMENDATIONS

6.1 Members are requested to:

6.1.1 note the draft workplan and provide any other items they would like for consideration.