

OAKLANDS CORPORATION

THE CURRICULUM AND QUALITY COMMITTEE TERMS OF REFERENCE (TOR)

1. **Introduction.** The authority for these TORs is contained in the:
 - a. Instruments and Articles of Government as approved by the Corporation; and
 - b. Corporation Standing Orders.

Amendment of these TORs remains with the Corporation. The Corporation has chosen to establish a Curriculum and Quality Committee to review, monitor and advise on curriculum and quality related matters, detail of their delegated powers (Para 6) do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. **The authority and responsibilities of the Committee.** The Committee:
 - a. may investigate any activity within its TOR; and
 - b. seek information from any alternative sources to assist in their determinations.

3. **Meetings.**
 - a. **Frequency.** The Committee shall meet as required but normally not less than once each term unless the Chair in consultation with the Clerk agrees that there is insufficient business.
 - b. **Special meetings.** The Clerk when instructed only by the Chair, or in absentia, by the acting Chair, shall call special meetings of the Committee. At such meetings, the Agenda shall normally be limited to consideration of single or related items. Standing items shall not be included in the Agenda.
 - c. **Access.** The nature of business conducted by the Committee can be sensitive and confidential. Applications to attend meetings are to be submitted to the Chair of the Committee to be received at least 14 days in advance of the planned meeting date. The application must explain the reason for the request; only in exceptional cases will permission be given.

4. **Chair, Membership and Quorum**
 - a. **Chair.** The Curriculum and Quality Committee Chair shall be agreed at the first Corporation meeting of each academic year. If the Chair is absent from a Committee meeting then the meeting shall nominate a Chair for that meeting.
 - b. **Membership.** The Committee shall comprise:
 - (i) at least 3 Corporation Members nominated by the Corporation and confirmed every year at the first meeting of the academic year. Members are eligible for reappointment;
 - (ii) the Principal & CEO;

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In attendance:

- (iii) the Deputy Principal Curriculum, Performance and Student Experience
 - (iv) Other SLT Members as necessary
 - (v) the Clerk.
- c. **Quorum.** The Committee shall be quorate with 3 Corporation members.
- 5. **Agendas for Meetings.** The Agenda shall be agreed between the Principal, the Deputy Principal Curriculum, Performance and Student Experience and the Committee Chair and the Clerk.
- 6. **Delegation of Authority.** The Corporation has delegated the CQC Committee to:
 - a. advise on the range, adequacy and sufficiency of the curriculum offer;
 - b. review and monitor the policies and systems which facilitate the student voice;
 - c. Review and advise on developing approaches to teaching, learning and assessment, including technology assisted learning and associated pedagogy;
 - d. advise on the quality of education and services provided within the College and any other collaborative partners;
 - e. consider, advise and appraise whole College performance including but not limited to:
 - (i) retention and withdrawal rates;
 - (ii) examination results;
 - (iii) achievement;
 - (iv) sector averages and performance indicator data; and
 - (v) student progression and destinations.
 - f. receive and evaluate stakeholder opinion on provision of courses and services;
 - g. consider and recommend academic performance targets;
 - h. review and advise on self-assessment arrangements and to (if appropriate) recommend the College Self Assessment Report;
 - i. review and (if appropriate) recommend the annual Quality Improvement Plan (QIP);

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- j. review and advise on inspection reports and advise and oversee associated action plans;
- k. receive and advise on Performance Reviews;
- l. the Curriculum and Quality Committee will review progress against the elements of the Annual Operating Plan relating to points a) to j), above. The Committee will also maintain awareness of the cross-cutting themes as detailed in the Oaklands College Strategic Plan in undertaking its work.

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