

**Curriculum Team Meeting - ICT
Tuesday 4th April 2006 10.00am
Pleasley Landmark, Pleasley**

Name	Attended	Apologies	Copied To
Sue Nelson (Dukeries)	*		
Georgina Howes (Dukeries)	*		
Kay Parker (WNC)	*		
Richard Jones (WEA)	*		
Linda Adkins (WNC)	*		
Ron Walker (N&S)	*		
Jennie Griffiths		*	
Janet Hampson		*	
Andy Ashley			*

Item	Commentary	Actions/ Timescales
1. Present	See above	
2. Apologies	See above	
3. Introductions	Sue Nelson welcomed everyone to the meeting. Everyone introduced themselves.	
4. Sharing Good Practice – Initial Assessment	Discussion took place regarding Initial Assessment. Although all tutors conducted initial assessment it was clear that the format varied greatly. Some appeared to be very long and others a tick list. SN handed out examples used at the Dukeries and offered to email to tutors.	
5. Sharing Good Practice – Lesson Plans/Scheme of Work	SN handed out completed examples of SOW and Lesson Plans to show how sfl had been embedded into the courses. A discussion took place describing how other colleges addressed this issue. KP said that Learning Styles were now written her college lesson plans. Some tutors had not seen the Core Curriculum Tutor Book and SN said she would pass that message on to AA. Tutors asked that training could take place regarding this if appropriate.	
6. Curriculum Strategy Update	Copies of the draft Curriculum Strategy were distributed and a discussion took place. Suggestions for future courses were offered ie Trace Your Family Tree.	ALL
7. Date of next meeting and venue	TBA	