

**Curriculum Leaders Meeting
Tuesday 20 March 2007 2.00pm-4.00pm
Ashfield College**

Name	Attended	Apologies	Copied To
Andy Ashley		*	
Sue Nelson	*		
Georgina Howes	*		
Jennie Griffiths	*		
Sandra Mogg	*		
John Smith	*		
Richard Jones	*		
Ian Batty	*		
Jo Franklin	*		
Terry Vardy	*		
Keith Priest	*		
David Griffiths	*		
Mark Cantrill	*		
Fiona Tagg	*		
Mike Puls		*	
Jill Hough		*	

Item	Commentary	Actions/ Timescales
1. Present	See above	
2. Apologies	See above	
3. Introductions	SN welcomed everyone to the meeting and everyone introduced themselves	
4. Tutor Self-Assessment	<p>Tutor Self-Assessment Forms (devised by Mike Kenway) were distributed around the group for completion. SN explained that the results of this would help ACLS to plan staff development events in the future.</p> <p>From the completed forms it is clear that most tutors present were satisfied with their knowledge and skills in most areas listed. However, several tutors showed an interest in having some development in the following areas:-</p> <ul style="list-style-type: none"> ▪ Use Initial Assessment ▪ Plan courses and lessons ▪ Identify additional learner support needs ▪ Evaluate the effectiveness of teaching and learning ▪ Develop subject competence/expertise ▪ Manage equal opportunity/diversity issues ▪ Maintain high attendance and retention ▪ Motivate and maintain student interest ▪ Vary learning methods and styles ▪ Judge the level and pace of sessions ▪ Provide information on progression routes 	

	<ul style="list-style-type: none"> ▪ Give advice and guidance to students <p>The completed forms will be passed on to Andy Ashley</p>	
5. Priority Groups for 07/08	The funding priorities for 2007/08 were discussed and ideas were shared related to the Curriculum Strategy priorities	
6. Next ACLS Inspection	SN distributed copies of the outline of inspections after April 2007. This was discussed and all present were happy with the outcomes	
7. ACLS Learner Nominations	This was discussed and some tutors asked where they could obtain the nomination form from – SN said that she would find out and email the information	
8. Future Curriculum Meetings	SN asked for opinions/ideas how tutors would like to see the future of the ICT curriculum meetings. Most tutors were happy with the current format, however, it was suggested that depending on the outcome of the self-assessment forms the focus could be on staff development sessions/workshops -either curriculum based or generic	
9. Date and Time of Next Meeting	TBA	