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BORDERS COLLEGE REGIONAL BOARD

CURRICULUM, QUALITY AND STUDENT EXPERIENCE COMMITTEE

1 February 2024

Committee Self-Evaluation Outcomes

1.0 PURPOSE OF PAPER
For discussion

1.1 The purpose of this paper is to present to the Committee the results of the Committee Self-Evaluation carried out at the end of the previous academic year.

2.0 EXECUTIVE SUMMARY

2.1 Part of the Committee Terms of Reference is that the Committee carry out a self-evaluation each year.

2.2 Four members of the Committee responded to the questionnaire and the scores and comments have been collated and anonymised.

2.3 The lowest scoring statements were 'There is training and mentoring available to help Committee Members fulfil their role' and 'CQSE Committee members receive reports that are comprehensive but concise and tailored to their needs, and the information they receive is robust and objective'.

2.4 Board Member training is regularly promoted as part of the Board Secretary's report. This year CDN has offered scheduled training on 'Student Experience and Engagement' and 'Quality Assurance and Enhancement' both of which are relevant to this Committee. There is also self-paced training on 'Intro to Curriculum Design and Planning', 'Understanding your Curriculum Offer and Student Profile' and 'the Self-Assessment and Quality Improvement Process'.

2.7 Regarding reports and the content and quality of them, there has been regular discussion at Committee about how best to provide the information required in the most succinct and efficient way while still giving Members all the information they need to make a considered decision. This could be a topic of discussion at a future meeting.

3.0 RECOMMENDATION

3.1 It is recommended the Committee note the results and discuss any actions to be taken.

4.0 IMPLICATIONS AND CONSIDERATIONS

4.1 Financial Implications

There are no direct financial implications from the contents of this report.

4.2 Learner Implications

There are no direct learner implications from the contents of this report.

4.3 Staff Implications

There are no direct staff implications from the contents of this report.

4.4 Equality and Diversity Implications/Equality Impact Assessment

There are no direct equality implications from the contents of this report.

4.5 Sustainability/Environmental Implications

There are no direct sustainability implications from the contents of this report.

5.0 RISK COMMENTARY

5.1 There are a number of implications and risks associated with Board Committees not operating as effectively as they could, not least non-compliance and reputational damage.

6.0 CONCLUSION

6.1 Members are asked to discuss the results and identify areas for improvement.

I Earp, Board Secretary

Previous Board or College Committee Approvals:

None

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For publication ☒	**Not for publication** ☐ **If not, why not?**

Appendix 1

Curriculum, Quality and Student Experience (CQSE) Committee

Self-Assessment Review

Collated Responses

Self-assessment of the work of the CQSE Committee is an important part of the whole College's continuous improvement and quality agenda. The results of this questionnaire will be collated and findings reported to the Board.

Please answer each of the following questions using the rating scale shown.

Strongly disagree 1	Disagree 2	Agree 3	Strongly agree 4	Not sure 5

A	**The Role of Members**	Mem 1	Mem 2	Mem 3	Mem 4	Average
1	CQSE Committee members clearly understand their roles and responsibilities and the part they play individually in the Committee.	4	4	3	3	3.5
2	There is training and mentoring available to help Committee Members fulfil their role.	3	3	3	3	3
B	**Committee Member Skills and Expertise**					
3	CQSE Committee members have the right skills and expertise to enable them to challenge effectively.	4	4	4	3	4
4	The Chair has the appropriate skills and experience, and encourages open discussion and effective scrutiny.	3	4	Blank	4	3.5
C	**Behavioural and Operational Aspects of the Committee**					
5	The CQSE Committee demonstrates an independent and challenging approach to its role.	3	4	4	4	4

6	Committee business is adequately reported to the College Regional Board both following each meeting and in an annual report.	4	4	3	4	4
D	**Information and Support**					
7	CQSE Committee members receive reports that are comprehensive but concise and tailored to their needs, and the information they receive is robust and objective.	3	4	3	3	3
8	All papers are circulated sufficiently in advance (and none tabled) and distributed in sufficient time for members to give them due consideration, and papers make it clear to Committee members what they are being asked to do or agree.	4	4	4	4	4
E	**Activities and Functions**					
9	The CQSE Committee considers reports and recommendations relevant to their Terms of Reference and their Terms of Reference are clear and encompassing of the role of the Committee.	4	4	4	4	4
10	The Committee has an adequate and clear role in the review and compliance with all relevant legal and regulatory matters pertinent to their business.	4	4	3	4	4
F	**Review of Committee Effectiveness**					
11	The CQSE Committee assess its performance and effectiveness on a regular basis.	3	4	4	4	4
12	The Committee is aware of its role in terms of compliance, reporting and legislation.	4	4	3	4	4

If you have answered not sure or disagree to any statement, please provide a short explanation as to why to assist in finding a way forward to improve the Committee's performance.

Comment - Only been a member of committee for 12 months and we have a new Chair. Appreciate input from staff on compliance, reporting and legislation.

Please use this space if you would like to provide any further comments.

Comment - The reports provided to committee are comprehensive but often do not have clear outcomes, sections such as “Questions the Board should ask” are incomplete. I think there needs to be more attention given to the front page. I am also concerned that the volume of reporting is high and we need regular checks to ensure it is not a distraction to officers time.

I believe committee is diligent and finds the right balance between support and constructive challenge. However, there are several new committee members (and new chair) so we need to be careful to ensure familiarity with terms of reference and ensuring committee is functioning with best possible efficiency.