



Academic/ Quality Assurance Board

Minutes

Date of meeting: 24th January 2020

Duration of meeting: 15:00 to 16:30

Location: Mont Rose House Board Room

Agenda:

| No | Items |
|----|---------------------------------|
| 01 | Minutes of the previous meeting |
| 02 | Matters arising |
| 03 | DAPs Project |
| 04 | Buckinghamshire New University |
| 05 | MRC Strategic Plan |

Attendance:

| Names | Occupation/ Directorate |
|--------------------|--|
| Bilal Sheikh | Principal |
| Syeda Zain | Dean of Studies / Chairperson |
| Dr Leslie Doyle | Lead Internal Verifier/ Quality Assurance Manager |
| Mr Desh Raj Sharma | Course TeamLeader Business and Marketing - Secretary |
| Pratika Teyssedou | Course Team Leader Hospitality Management |
| Mr Francis Marfo | Senior Lecturer - Marketing |
| Mr Yannick Fansi | Senior Lecturer - Hospitality |
| Mr Kwaku Adjepong | Course Team Leader DET |
| Dr Jahanzaib Irfan | Course Team Leader Health & Social Care |
| M Amin | 25252 – HND Bus MKT |
| Gina Pop | 25074 – HND Hospitality |

Apologies:

| Names | Occupation/ Directorate |
|-------|-------------------------|
| N/A | |
| | |

1. Minutes for the previous meeting

The minutes of the meeting of 29th June 2019 were received and approved.

2. Matters Arising

Nothing to be discussed from the previous meeting action points.

3. DAPs Application

The Principal reported that the NDAP Project team is working on the possibility of directly applying for DAPs instead of NDAPs. They are in contact with OFS in this regard. At the moment, they are planning to develop an exceptional circumstances case for DAPs to be forwarded to OFS.

Action: Feedback concerning the exceptional circumstances case of DAPs by 1st April 2020

4. Buckinghamshire New University Contract

The Principal also reported that they have received a new contract from Buckinghamshire New University and have some concerns about it; therefore will soon be sending an email to the Partnership department of the university. Once both parties agree on these concerns, they will then sign the contract for renewal.

Action: Feedback concerning the signing of Buckinghamshire New University contract by 1st April 2020

5. Student Employability

Dean of Studies mentioned that the Student Employability department of the College is working in developing and extending the Network of employers in each department. These networks will be used to find and provide highly skilled employment for the students. They are planning to arrange a meeting with these employers.

Action: Feedback concerning the meeting of Network of employers by 1st April 2020

6. MRC Strategic Plan

The Principal distributed a summary of the MRC Strategic Plan for approval. He explained that this is a five-year plan covering the below-mentioned Priority Areas.

Priority Areas

- Outstanding Teaching & Learning
- Outstanding facilities and resources
- Staff development - all staff involved
- E-learning – developing online learning materials
- Diversity – extending the learner catchment to school leavers and local residents
- Employability – Enhancing student employability
- Research Facilities – Development of Research Centre

All members agreed and approved the plan

Date of Next

The meeting is ended and the next meeting is scheduled on 1st April 2020

| Person responsible | Action |
|---------------------------|--|
| Principal | Feedback concerning the exceptional circumstances case of DAPs by 1 st April 2020 |
| Principal | Feedback concerning the signing of Buckinghamshire New University contract by 1 st April 2020 |
| Dean of Studies | Feedback concerning the meeting of Network of employers by 1 st April 2020 |
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