

PARTICIPATION AND DEVELOPMENT COMMITTEE

Terms of Reference Spring 2008

AUTHORITY: The Participation and Development Committee is established in accordance with Article 4.1 and Standing Order 11.1 which provide that the Corporation may delegate to committees.

The Corporation approved the Terms of Reference for the Participation and Development Committee as set out below on 26 March 2008.

1. MEMBERSHIP

- 1.1 The Committee shall comprise up to 7 Corporation members including the Corporation Chair and Principal as ex-officio members.
- 1.2 In addition, Committee membership may include up to 3 co-opted, non-Corporation members with relevant business or academic experience and expertise, who have been appointed by the Corporation on the recommendation of the Search Committee.
- 1.3 The Committee Chair shall be a Corporation member who is appointed by the Corporation on the recommendation of the Search Committee.
- 1.4 The Vice Principal, Participation, Development and UCY shall attend all Committee meetings.
- 1.5 The quorum for Committee meetings shall be 3 Committee members, at least 2 of whom shall be Corporation members.
- 1.6 The Clerk to the Corporation shall act as Clerk to the Committee.
- 1.7 The Committee shall meet at least once each academic term.

2. FUNCTIONS

- 2.1 To regularly review the specific objectives in the college's current Strategic Plan and identify areas for future growth and developments in the light of government, LSC, and other relevant policies and sector-wide developments.
- 2.2 To assess the potential impact of the outcome of BDP and LSC's Strategic Area reviews on the college's strategic direction.
- 2.3 To report to the Corporation at least annually on progress in achieving of the college's Strategic Objective for Growth.
- 2.4 To be responsible for identifying, commissioning and reviewing market research and intelligence initiatives to guide and inform the college's future development.
- 2.5 To monitor and review the outcome and effectiveness of specific college marketing initiatives in individual student cohorts.

2.6 To regularly review and monitor the level of student enrolments and assess the implications of demographic trends in terms of future student numbers and course provision.

2.7 To consider and act on any other specific matters delegated by the Corporation.

3. REPORTING PROCEDURES

3.1 The minutes of each Committee meeting shall be circulated to all Corporation members for information.

3.2 At each Corporation meeting there will be an agenda item to consider Participation and Development Committee issues.

3.3 The Committee will submit an annual report on its activities to the Corporation.

4. VERSION CONTROL

These terms of reference were:

Drawn up 20 February 2008 by Lily Garth, Clerk to the Corporation

Approved on 05 March 2008 by the Participation and Development Committee and signed by Tim Sweeney, Chair of the Participation and Development Committee

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**Approved on 26 March 2008 by the Corporation and signed by
Tony Allum, Chair of the Corporation**

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Due for revision Summer 2009