

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 10 January 2008 at the Coleraine campus

PRESENT

Professor D McAlister (Chair), Dr A Cook, Dr B Dass, Professor A Erridge, Mrs H Farley, Mr M McKinney

APOLOGIES

Professor E Lillie

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

08.01 MINUTES

The confirmed minutes of the meeting held on 22 November 2007 were signed and dated by the Chair, subject to the following correction:

Min 07.126 Course Withdrawals

Include:

BSc Business Finance and Investment (FT) (CE)
PgDip/MSc Finance and Investment (FT) (CE).

MATTERS ARISING

08.02 FdSc Events Management for the Tourism Industry (with CertHE exit award) (FT/PT) at BIFHE (Min 07.46, 07.81 and 07.111)

The Sub-Committee noted that no response had yet been received from the Faculty of Business and Management to clarify where the bridging year was to be undertaken and to confirm the maximum cohort sizes at 16 full-time and 10 part-time. Mrs Farley advised that she had contacted Ms U Quinn, but had received no response to date.

AGREED: that Mrs Farley contact Ms U Quinn again.

08.03 MSc Executive Leadership (Min 07.96 and 07.114)

It was noted that the Academic Office had not yet received a report on the outcentre facilities for the full-time version of the MSc Executive Leadership to be offered in London with a Banking and Finance Specialism.

[Note: this has now been received.]

08.04 BA Hons Media Studies (Min 07.121)

It was reported that Chair's action had not yet been taken to approve the request for the change in title of BA Hons Media Studies to BA Hons Media Studies and Production as the programme specification had not been received.

AGREED: that the Faculty be reminded to forward the programme specification.

08.05 Proposed Part-time Pre-Registration Degree in Nursing (Min 07.133 (c))

It was noted that the Faculty of Life and Health Sciences had not yet clarified the entry requirements for the proposed degree.

AGREED: that Dr Cook follow this up.

08.06 COURSE APPROVAL

The Sub-Committee considered business from each Faculty (papers CASC/08/1 – CASC/08/5) and noted revisions approved by the Faculties as detailed in the Appendix. There was no business from the Faculty of Art, Design and the Built Environment.

FACULTY OF ARTS

08.07 Revalidation Subject Unit 23A: Undergraduate Honours Subject: Philosophy (Main/Minor) (CE)

RECEIVED: the report of the Revalidation Panel.

NOTED: (a) that the subject, as part of the modular scheme at Coleraine, had been discontinued in 2004 and that reinstatement had been agreed;

(b) that Philosophy would not be offered as a Major subject at this stage owing to limited staffing resources and a consequent lack of modules; should there be subsequent evidence of demand for the subject as a Major option, this might be requested through the CA3 process.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a further period of five years (intakes 2008 – 2012).

FACULTY OF BUSINESS AND MANAGEMENT

08.08 Advanced Certificate in Credit Union Practice (PT)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that the programme would be offered from February 2008, with an anticipated cohort of 300 students and would be

delivered at outcentres on Credit Union premises throughout the island of Ireland;

- (b) that the programme had been developed for members of the Irish League of Credit Unions (ILCU) in response to the development of minimum competency standards by ILCU and was the first stage in the provision of a proposed portfolio of University-accredited training; the curriculum was driven by ILCU requirements;
- (c) that most of the teaching would be carried out by ILCU staff who would be designated Recognised Teachers; nominations should be submitted to the next meeting of the Teaching and Learning Committee on 6 February 2008;
- (d) that there were distinct pathways for directors, staff and volunteers working in the Credit Union sector and that the Panel had made a number of suggestions regarding the content of specific modules;
- (e) that the Faculty would apply its APEL procedures for applicants who did not hold the entry qualifications (CertHE or above);
- (f) that the Panel had expressed concern regarding the level of the programme in terms of students' prior experience and qualifications, and had set as one of the conditions of approval that this be reviewed;
- (g) that the intention was to develop a fully online version of the programme and that students without adequate internet access would be supported on an individual basis.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a period of five years (intakes 2007/08 - 2011/12) from February 2008;
- (ii) that the Faculty be asked to confirm that the Recognised Teachers would undertake the identified academic induction (sessions 1 and 4) in accordance with CPD Policy and to clarify what staff development would be undertaken;
- (iii) that the Faculty be asked to clarify if the Agreement with the ILCU included the standard expectations regarding access to outcentre facilities and indemnity for the University.

08.09 Revalidation Subject Unit 1B: MSc Advanced Accounting (FT) (PT for MSc element only) (with Postgraduate Diploma exit award)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the MSc Advanced Accounting had replaced the linked PgDip/MSc programme, but that the Postgraduate Diploma had been retained as an exit award;
 - (b) that the programme was overseen by a Joint Advisory Board comprising University staff and nominees from the Institute of Chartered Accountants in Ireland (ICAI);
 - (c) that the programme led to significant exemptions from professional examinations; students successfully completing the MSc, or exiting with the Postgraduate Diploma, could progress to the Final Admitting Examination of the ICAI;
 - (d) that, at the revalidation, the introduction of a part-time 'top-up' route for the Master's award, for returning students who had already obtained the Postgraduate Diploma, had been included.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a further period of five years (intakes 2008 – 2012).

08.10 Revalidation Subject Unit 5G

RECEIVED: a request from the Faculty for a one-year extension to the period of approval to include the 2009/10 academic year for the provision within Subject Unit 5G.

- NOTED:
- (a) that the PgDip/MBA, PgDip/MBS and PgDip/MSc Management and Corporate Governance shared common modules;
 - (b) that the current review of the standards of the Institute of Chartered Secretaries and Administrators (ICSA) might require changes to the PgDip/MSc Management and Corporate Governance programme;
 - (c) that the Faculty had also added a newly approved PgDip/MSc Sports Management (four new modules) to the Subject Unit;
 - (d) that the Sub-Committee saw merit in splitting the Subject Unit to hold a separate revalidation event for the PgDip/MSc Management and Corporate Governance, which would involve professional body participation;
 - (e) that there was healthy demand for the programmes within the Subject Unit and that the external examiner had not raised any quality issues.

- AGREED:
- (i) that clarification be sought from the Faculty regarding the extent of commonality of modules within the provision;
 - (ii) that, if the Faculty preferred review of the totality of the provision, a two-day event would be required in order to ensure proper scrutiny of each programme.

08.11 Course Withdrawal

NOTED: that the following course had been withdrawn:

Undergraduate Honours Subject: Human Resource Management:
Minor (FT/PT) (JN)

FACULTY OF COMPUTING AND ENGINEERING

08.12 Revalidation Subject Unit 16D: Computing (Undergraduate/Magee)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that students successfully completing the Integrated Foundation Year could choose to undertake any of the Honours degree programmes and were not, in practice, restricted to the BSc Hons Computer Science or the BEng Hons Electronics and Computer Systems programmes;
 - (b) that the School had links with Fujian Normal University (FJNU) in China, whereby FJNU students who completed three years of their degree in China could apply to take the final year of a related University of Ulster degree; that these students were not required to undertake the placement year, which was a compulsory part of the Ulster degree;
 - (c) that all students, including those progressing from FJNU, were required to complete a final year project, the proposal for which would in future be scrutinised by an ethics committee.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the following provision within Subject Unit 16D be approved for a further period of five years (intakes 2008 - 2012);

BSc Hons Computer Science (with DIS/DAS) (with AB exit award) (FT/PT)

Undergraduate Honours Subject: Computing
(Major/Main/Minor) (FT/PT)

BEng Hons Electronics and Computer Systems (with DIS/DAS) (with AB exit award) (FT/PT)

BEng Hons Computer Games Development (with DIS/DAS) (with AB exit award) (FT/PT)

BSc Hons Multimedia Computer Games (with DIS/DAS)
(with AB exit award) (FT/PT)
Integrated Foundation Year (BSc Hons Computer Science /
BEng Hons Electronics and Computer Systems) (with
Diploma in Computer Systems exit award) (FT only);

- (ii) that the Faculty be asked to provide assurance, through the APL mapping exercise, that FJNU students entering final year were in an equivalent position to that of Ulster students, who had completed the compulsory placement year, and that progression rates of FJNU students were similar to those of Ulster students.

FACULTY OF LIFE AND HEALTH SCIENCES

08.13 FdSc Applied and Medical Sciences (with CerTHE exit award) (FT/PT) at Belfast Metropolitan College (BMC) (Belfast campus), North West Regional College (NWRC) (Strand Road campus, Londonderry) and Southern Regional College (SRC) (Newry campus)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that originally a January 2008 start had been proposed, but that the January start would only apply at SRC (part-time course);
 - (b) that the development of the programme had been driven by Norbrook Industries and that an effective partnership existed between Norbrook Industries and SRC;
 - (c) that there was an Honours progression route available at the University, currently in full-time mode only;
 - (d) that the Panel had recommended that initially the Course Teams exercise caution in the recruitment of full-time students;
 - (e) that the start date had been delayed in order to allow sufficient time for the consortium to agree, and put in place, quality and management processes;
 - (f) that one of the conditions of approval had been that the necessary minimum physical resources, as stipulated by the Panel, be put in place in each of the three colleges and that with regard to NWRC, the outstanding library materials (including on-line materials) be provided, and the existing resources be updated prior to the start of the programme.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a period of five years (intakes 2008 – January 2012), in line with the revalidation schedule for Subject

Unit 3C5: Pharmacy (Colleges), in full-time and part-time mode, for the following maximum cohort sizes:

BMC: 20 students part-time
NWRC: 20 students part-time
SRC: 16 students full-time and 16 students part-time.

08.14 Postgraduate Diploma/MSc in Pharmaceutical Sciences (FT/PT) (CE)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the first intake would now be in September 2008 and not January 2008, as originally proposed;
 - (b) that there was currently no postgraduate provision in Pharmaceutical Sciences offered in Northern Ireland;
 - (c) that it had been anticipated that the planned £135k capital expenditure would be met from Faculty / School budgets, but that this was no longer the case and external sources of funding were being sought;
 - (d) that the programme's recruitment target was 10 local students and 20 students from Africa, Middle East, China, Bangladesh and India;
 - (e) that there was currently only one member of staff teaching on the programme with subject expertise in Pharmaceutical Sciences; that posts had been approved, but not yet filled, and the staffing resources for this programme were linked with the staffing for the proposed Pharmacy provision;
 - (f) that the proposed entry standard of an upper second class Honours degree or equivalent was higher than the University's standard admission criteria for a linked Postgraduate Diploma/MSc and that a special case would be required to be submitted for consideration by the Teaching and Learning committee;
 - (g) that the Panel had recommended that consideration be given to raising the English language requirement for overseas students and increasing the support offered to these students;
 - (h) that the Panel had set conditions of approval that the necessary equipment be in place before the admission of students to the programme and that a satisfactory staffing plan be submitted, with a further review after two years.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a period of two years in the first

instance (intakes 2008 - 2009), and that the staffing position be reviewed through the submission of a satisfactory staffing plan after two intakes with a view to an extension of the period of approval, in line with the revalidation schedule for Subject Unit 3C3: Pharmacology.

08.15 Revalidation Subject Unit 3C3: BSc Hons Pharmacology (FT/PT)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that an optional placement year (DIS) was available and that all other modules were compulsory;
 - (b) that the first year of the programme was in common with the BSc Hons Biomedical Science;
 - (c) that the number of students recruited had been lower than expected;
 - (d) that there would be future opportunities for more distance learning and for some of the modules to be offered as credit-bearing short courses;
 - (e) that one of the conditions of approval had been that the Team address the Panel's concerns regarding assessment, in particular that consideration be given to the use of formative assessment in place of some of the summative assessment.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a further period of five years (intakes 2008 - 2012).

08.16 Revalidation Subject Unit 12A: Environmental Studies

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the final year of the BSc Hons Environmental Science, BSc Hons Geography and BSc Hons Marine Science programmes each had a total credit value of 130 credit points instead of the standard 120 points;
 - (b) that the Panel's preference had been that the 130-credit point final year be restructured to 120 credit points but that, if the team wished to retain the 130-point final year, a case would be required to be submitted for consideration by the Teaching and Learning Committee;
 - (c) that the external Panel members had been strongly of the view that results from second year should contribute to the final classification and had suggested that the Team

consider submitting a case to the Teaching and Learning Committee regarding this;

- (d) that the Panel had noted with concern the dependence on a relatively small number of staff to deliver and manage the programmes.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the following provision within Subject Unit 12A be approved for a further period of five years (intakes 2008 - 2012).

Associate Bachelor's Degree in Environmental Studies (FT)
Undergraduate Honours Subject: Environmental Science (Single Honours/Major/Main/Minor) (with optional DIS/DAS) (FT)
Undergraduate Honours Subject: Geography (Single Honours/Major/Main/Minor) (with optional DIS/DAS) (FT)
BSc Hons Marine Science (with optional DIS/DAS) (FT).

FACULTY OF SOCIAL SCIENCES

08.17 Certificate in Restorative Practices (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the first intake would be in January 2008 and would be a cohort of 20 staff from the 'Alternatives' organisation;
 - (b) that it was anticipated that the programme could be offered through 'open application' or for groups of agency staff, and that there was also potential to offer the modules as stand-alone short courses;
 - (c) that the programme was assessed entirely by coursework;
 - (d) that contact had been made with NUI Maynooth to explore the possibility of joint awards and student collaboration with its Mediation and Conflict Intervention programme.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the condition of the Panel being met, the programme be approved for a period of three years (intakes 2007/08 (January 2008) – 2009/10), in line with the revalidation schedule for Subject Unit 26M: Restorative Practice.

08.18 Revalidation Subject Unit 30F: Access Diploma in Social Sciences at PRRT (PT)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the programme was offered by the Police Rehabilitation and Retraining Trust (PRRT) at the Maryfield complex;

- (b) that teaching staff were drawn from the local regional colleges with contributions from University staff;
- (c) that there had been a reduction in applications and that the programme was not running in the current academic year; an intake of 18 students per annum was, however, projected for the next three years and funding had been allocated;
- (d) that the programme incorporated elements of English and Mathematics recognised as providing valid alternatives to GCSE English and GCSE Mathematics at grade C;
- (e) that the Team had proposed to require a Commendation level of performance in modules amounting to 90/95 credit points rather than the standard 60 credit points; a case would be required to be submitted for consideration by the Teaching and Learning Committee;
- (f) that exemption from the examination element of assessment for the 'Mathematics' and 'Personal and Professional Development' modules was available for those holding GCSE mathematics or ECDL qualifications respectively, but that, to date, no student had availed of exemptions.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the programme be approved for a further period of five years (intakes 2008 - 2012), with an annual maximum intake of 20 students.

08.19 CERTIFICATE OF PERSONAL AND PROFESSIONAL DEVELOPMENT (Min 07.106 (d) and (e))

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that seven awards had been proposed: one generic award and six named awards;
 - (b) that the cross-faculty proposal was for a framework to provide a Certificate award for the successful completion of modules offered as short courses at level A and/or 1, amounting to the value of 60 credit points;
 - (c) that the provision was aimed at adult learners and was not intended to provide an entry route to other higher education programmes;
 - (d) that delivery would be by University staff or by Recognised Teachers at the University or centres within the community and that new venues would be proposed and considered through the CA3 process for approval of outcentres;

- (e) that the Institute of Lifelong Learning would manage the advertisement of modules and campus enrolments, and that modules would be added by Schools and Departments through the CA3 process;
- (f) that students would not be registered for the award until they had amassed sufficient credit points to receive the award and would therefore be enrolled as Occasional Students;
- (g) that registered full-time and part-time students could also avail of this award to recognise additional learning and that it was hoped that the proposed framework would also be adopted for suitable staff development courses;
- (h) that a student would be eligible for a specific award, recognised in the post-award qualifying parenthesis, on completion of at least 40 credit points on a single theme within a faculty and another 20 credit points;
- (i) that, at its meeting on 5 December 2007, the Teaching and Learning Committee had approved the following departures and changes to the regulatory framework, subject to a formal recommendation from the Sub-Committee for approval of the framework (TLC min 07.247 refers):

Change to Regulatory Framework – inclusion of 5-credit point modules;

APL – to allow students to be eligible for the award of Certificate of Personal and Professional Development without having registered for at least the final third of the programme;

Borrowing Rights and Access to Electronic Resources for Occasional Students – a review of library regulations to extend borrowing rights and online access for Occasional Students;

Course Management – use of the terms ‘Programme Manager’ and ‘Management Committee’;

- (j) that the Teaching and Learning Committee had approved these arrangements in anticipation of modules being developed for a February 2008 start, but that no CA3 proposals for modules had yet been received.

AGREED:

that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met,

- (i) the award framework be approved;

- (ii) a new generic award be added to the University's Qualifications and Credit Framework: 'Certificate of Personal and Professional Development';
- (iii) separate regulations for the Certificate be drawn up;
- (iv) the following specific awards be approved:

Certificate of Personal and Professional Development
 Certificate of Personal and Professional Development (Arts)
 Certificate of Personal and Professional Development (Art, Design and the Built Environment)
 Certificate of Personal and Professional Development (Business and Management)
 Certificate of Personal and Professional Development (Computing and Engineering)
 Certificate of Personal and Professional Development (Life and Health Sciences)
 Certificate of Personal and Professional Development (Social Sciences).

08.20 SUBMISSION OF OUTSTANDING FINAL DOCUMENTS

RECEIVED: a statement on the submission of outstanding final documents from 2006/07, 2004/05 and 2003/04 (CASC/08/6).

NOTED: that the following were still outstanding:

2003/04:	1 document
2004/05:	1 document
2006/07:	11 documents.

AGREED: that all Faculties continue to work to clear outstanding documents.

08.21 REVALIDATION SCHEDULE BY SUBJECT/SUB-UNIT 2008/09

RECEIVED: the draft revalidation schedule for 2007/08 (CASC/08/7).

- NOTED:
- (a) that the draft schedule had been approved by Faculties;
 - (b) that CA6 forms had been sent to Deans to be completed and returned to the Academic Office by 29 February 2008;
 - (c) that it was important that Subject Unit Co-ordinators be identified as soon as possible to allow for revalidation preparation;
 - (d) that there were 22 events covering 83 courses scheduled for revalidation; one overseas event scheduled for November: Subject Unit 3E: Nutrition (Hong Kong);

Faculty of Life and Health Sciences

- (e) that Environmental Studies (previously Units 12B1 and 12B2) had now merged to form a single Unit 12B; that there were currently seven courses within 12B, but that there was a large degree of commonality across the courses and that there were plans to withdraw some of the courses;
- (f) that Subject Unit 22F: Nursing comprised 10 courses and would therefore require a two/three day event;

Faculty of Social Sciences

- (g) that Units 6A1 and 6A2: Communication were due to be revalidated next year; that these Units were previously a single Unit and that the documentation had not yet been signed off for the last revalidation exercise.

DURATION: 1 hour 25 minutes

AGF/AG/CW/18.01.08

COURSE APPROVAL SUB-COMMITTEE

10 January 2008

FACULTY OF ARTS

BA Hons Media Arts

To introduce a level 3 version of a new module 'Aesthetics and Politics' for 2007/08 only;

PgDip/MA International Media Studies

To replace two modules with MED803C2 and a new module 'Aesthetics and Politics';

FACULTY OF BUSINESS AND MANAGEMENT

BSc Hons Retail, Marketing and Customer Services Management

To change the semester of delivery of two modules;

FACULTY OF COMPUTING AND ENGINEERING

Undergraduate Hons Subject: Computing (Main)

To change the semester of delivery of two modules;

PgDip/MSc Computing and Design

To replace module DES802M2 'Interactive Design and Media Application' with DES810M2 'Design Entrepreneurship Applied';

FACULTY OF LIFE AND HEALTH SCIENCES

BSc Hons Psychology/Social Psychology

To introduce an optional module in 'Health Psychology' from 2007/08;

BSc Hons Nursing Sciences

To introduce an optional module in 'Fundamentals of Urological Cancer' at levels 3 and M in the undergraduate degree and the PgDip/MSc respectively;

FACULTY OF SOCIAL SCIENCES

Access Diploma in Combined Studies

To introduce a new optional module in 'Researching Society';

LLB Law Single Honours (JN/ME)

To revise module LAW132J2 to a 20pt module and to withdraw module LAW133J2; to introduce a new module 'Introduction to Property Law' at Magee and to withdraw LAW137M2;

BSc Hons Criminology and Criminal Justice; Undergraduate Hons Subject: Criminology

To introduce from 2007/08 a new core level 3, semester 2 module and two new optional modules; to remove two optional modules; to move one module to semester 1.