

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 11 January 2006 at the Coleraine campus

PRESENT

Professor D McAlister (Chair), Professor A Erridge, Mrs H Farley, Professor E Lillie,
Mr T McLernon

APOLOGIES

Dr M Murphy

IN ATTENDANCE

Mr A G Faulkner, Ms K Harrison

06.1 TERMS OF REFERENCE AND MEMBERSHIP

RECEIVED: the terms of reference and membership of the new Sub-Committee (CASC/06/1).

NOTED: (a) the role of the Sub-Committee and the responsibility of the new Academic Planning Sub-Committee for initial consideration of CA1 and CA2 forms;

(b) the proposed addition of a new term of reference 2 'to keep under review the evaluation and revalidation schedule'.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that the new term of reference be approved;

(ii) that the Sub-Committee be kept advised of instances where final evaluation and revalidation course documents had not been signed off within the agreed timetable.

06.2 REPORT ON BUSINESS OF THE ACADEMIC DEVELOPMENT AND STUDENT SERVICES COMMITTEE

RECEIVED: a report providing information on new proposals and withdrawals which were considered by the advisory group to the Academic Development and Student Services Committee on 24 November 2005 and endorsed by the Committee on 12 December 2005 (paper CASC06/2).

NOTED: (a) that the new proposals were accommodated in the 2005/6 schedule (min 06.20 refers);

- (b) that the Sub-Committee would receive regular reports from the Academic Planning Sub-Committee and Academic Development and Student Services Committee in relation to new proposals which had been recommended for evaluation.

Subject Combinations (Coleraine)

NOTED: that the Faculty of Arts intended to withdraw completely the Minor strand for Journalism and Publishing Studies from 2007/8.

06.3 COURSE APPROVAL

The Sub-Committee considered business from each Faculty (papers CASC 06/03 - 07) and noted revisions approved by the Faculties as detailed in the Appendix.

FACULTY OF ARTS

06.4 PgDip/MA Museum Practice and Management (PT) (DL)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the Faculty was investigating alternative arrangements following the withdrawal of Dundalk Institute of Technology as a partner in delivery;
 - (b) that a recommendation on approval of the programme had been deferred in view of concerns about sustainability until a supplementary document was submitted (by 31 January 2006) and all conditions and recommendations had been addressed; an update would be provided to the March meeting.

06.5 Subject Unit 21A: Music

RECEIVED: the report of the Re-validation Panel.

NOTED: that the Teaching and Learning Committee at its meeting in December 2005 had not approved a departure from the standard approach in relation to Level 1 assessment (coursework/written examination) and progression in Composition and Performance (condition (i)).

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met, the following provision be approved for a further period of five years (intakes 2006 to 2010):

Certificate in Foundation Studies in Music (PT) (ME)
Undergraduate Hons Subject: Music
(Single Hons/Major/Main/Minor) (FT/PT) (ME)
Master of Music (MMus) (FT/PT) (ME).

06.6 Proposed FdA Design for Visual Communication at BIFHE

NOTED: that the Institute had withdrawn the above proposal (min 05.30 refers).

FACULTY OF BUSINESS AND MANAGEMENT

06.7 Subject Unit 15E: Leisure (Colleges)

RECEIVED: the report of the Re-validation panel.

NOTED: (a) that the Panel had considered a new proposal from Omagh College to replace an existing HND;

(b) that, with regard to APEL, the University was developing its own policy and that Colleges would be expected to align their arrangements with it.

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

(i) that the following provision be approved for a period of five years (intakes 2006 to 2010), with maximum cohort sizes of 18 FT and 20 PT (Lisburn) and 15 PT (Omagh):

FdSc Event Management (FT/PT) at Lisburn Institute of Further and Higher Education

FdSc Leisure, Sport and Event Management (PT) at Omagh College of Further Education;

(ii) that Omagh College of Further and Higher Education be recognised under Ordinance 1984/8.

06.8 Subject Unit 1C: Accounting (Colleges)

RECEIVED: the report of the Re-validation Panel.

NOTED: that only Newry and Kilkeel Institute of Further and Higher Education was now involved in this unit, offering Levels 1 and 2 with progression to the final year of the degree at Jordanstown.

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 be approved for a further period of five years (intakes 2006 to 2010), with a maximum cohort size of 25:

BSc Hons Accounting (Levels 1 and 2 with AB exit award) (PT) at NKIFHE.

06.9 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

HND Retail and Customer Services Management at BIFHE
HND Business and Marketing (with CIS) at BIFHE
HNC Business and Marketing at Limavady College of FHE
HNC Retail and Customer Services Management at Limavady College of FHE
BSc (Hons) Business Studies at Lisburn Institute of FHE (outcentre)
BSc (Hons) Business Studies at Limavady College of FHE (outcentre).

FACULTY OF ENGINEERING

06.10 BSc Civil Engineering and BSc Construction Engineering

NOTED: (a) that Chair's action had been taken to approve an extension to the period of approval for one year to include the 2006 intake for the above programmes;

(b) that the programmes would then be withdrawn in recognition of the transfer of Intermediate level qualifications to the FE sector.

06.11 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

HNC Computing (Business Information Technology) at EDIFHE
HND Computing (Business Information Technology) (PT) at EDIFHE
HND Computing (Software Engineering) with CIS at EDIFHE
HND Computing (Software Engineering) (PT) at EDIFHE
HNC Computing (Software Engineering) at EDIFHE.

FACULTY OF LIFE AND HEALTH SCIENCES

06.12 BSc (Hons) Applied Biosciences (PT) (DL)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that the programme provided a top-up degree consisting of the final year level 3 modules;

(b) that, although delivered via distance learning, limited resources would be used at the Institute of Vocational Education (IVE) in Hong Kong (e.g. study space and organisation of written examinations);

- (c) that Hong Kong would be the target market in the first instance and in particular IVE students with subsequent extension to the UK market;
- (d) that e-tutors would be recruited from IVE but would be employees of the University;
- (e) that the Panel had expressed concern about the risk of personation and plagiarism by students; and that the Course Team had given assurances that rigorous safeguards would be employed to discourage and detect cheating, including the use of telephone vivas as suggested by the University's Framework for e-Learning Standards;
- (f) that the Agreement with IVE was receiving particular attention from Governance Services and specialist lawyers, so that the obligations of the University and IVE were clearly addressed.

- 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 four years (intakes January 2006 to January 2009), in line with the University's revalidation schedule for Subject Unit 3A: Biosciences (UG);
 - (ii) that the Faculty be advised to monitor closely the operation of the programme.

[NOTE: the Faculty has now deferred entry to September 2006 and a new Hong Kong partner is being sought.]

06.13 Subject Unit 28D: Optometry

RECEIVED: the report of the Re-validation Panel.

NOTED: that the question of the appropriate entry standard to be required of graduate for admission to high demand courses had been referred to the Academic Development and Student Services Committee in December 2005 to ensure that parity was achieved across Faculties.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met, the following provision be approved for a period of five years (intakes 2006 – 2010):

BSc Hons Optometry (FT) (CE).

FACULTY OF SOCIAL SCIENCES

06.14 PgDip/MSc Specialist Cognitive Therapy (PT) (ME) (Joint with Northern Ireland Post Qualifying Education and Training Partnership)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the proposal involved collaboration with the NI Centre for Trauma and Transformation;
 - (b) that a Memorandum of Understanding had not yet been received;
 - (c) that the Course Team had indicated that the programme would now start in September 2006, rather than January;
 - (d) that, in response to a Panel recommendation, the title of the course had been revised from PgDip/MSc Cognitive Therapy.

AGREED: that it be recommended to the Teaching and Learning Committee and the NIPQETP's Quality Assurance Board that, subject to the conditions of the panel being met, the programme be approved for a period of one year (intake September 2006) in line with the revalidation schedule for Subject Unit 26G.

06.15 PgDip Restorative Practices (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

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 January 2006 – January 2010).

06.16 PgCert School Library Management (PT) (JN, with CE and ME by videoconference)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme title had been revised from School Library Work;
 - (b) that the Panel had a number of concerns including the need for staff appointments and had only recommended a two-year period of approval;
 - (c) that one of the Panel's conditions was that a full-time member of staff was to be recruited and that one of the new posts assigned to the School had been allocated and that an existing member of staff with an ICT background would contribute, as suggested in paragraph 7.1 of the evaluation report;

- (d) that assessment was based on pass/fail only, which was a common approach within the School of Education for programmes involving CPD.

- 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 two years (intakes January 2006 and 2007);
 - (ii) that the Curriculum Vitae of the member of staff appointed to the Course Team be included in the revised course document;
 - (iii) that the Faculty keep under review the appropriateness of the programme title, given that it may evolve to embrace a broader sector.

06.17 PgCert/PgD/MSc Higher Education Practice (PT) (JN, CE, ME) (Joint with Higher Education Academy)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the proposed programme replaced the former PgCHET (Postgraduate Certificate in Higher Education Teaching), brought in the PgDip/MSc and was part of the University's broader CPD framework for academic staff;
 - (b) that the previous programme (PgCHET) had been delivered at Letterkenny Institute of Technology (LIT) as an outcentre and that Dundalk Institute of Technology (DKIT) has expressed an interest in the new programme but that the evaluation document had not included such provision;
 - (c) that any outcentre arrangements would involve delivery by University staff and operate on the same basis as the course at the University with appropriate quality assurance arrangements being put in place;
 - (d) that the proposed delivery of the new PgCert at LIT from January 2006 and DKIT from March 2006 would require approval by the Academic Planning Sub-Committee through the CA3 procedure;
 - (e) that it was proposed that modules within the Postgraduate Certificate and Diploma be assessed on a Pass/Fail basis only, but that the Master's research paper be given a mark which would lead to an overall grading of Pass or Pass with Distinction. The award of Pass with Distinction at Master's degree level would then be based on the final 60 credit points rather than on the standard 90 credit points;
 - (f) that the rationale for the assessment approach had not been outlined in the evaluation submission and a special case would

need to be made to the Teaching and Learning Committee as it represented a departure from University regulations.

AGREED: that it be recommended to the Teaching and Learning Committee and the Higher Education Academy that, subject to the conditions of the panel being met, the programme be approved for a period of five years (intakes January 2006 – January 2010).

06.18 Subject Units 30B1 and 30B3: Diploma in Foundation Studies for Mature Students (FT/PT) at NWIFHE and EAIFHE

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the report had been approved by Chair's action;
 - (b) that approval of the Diploma in Foundation Studies at EAIFHE had been deferred until all conditions and recommendations had been addressed, but that 2005 entry had been permitted;
 - (c) that the programmes had been re-titled 'Diploma in Foundation Studies' but that these titles would require further change in light of a decision by the Teaching and Learning Committee at its meeting in December 2005 to endorse, from 2006, a new award of 'Access Diploma' and to remove 'Foundation Studies' from the subject component of Access course titles;
 - (d) that there was a misunderstanding by EAIFHE staff that their students had access to University resources (Note: this common and persisting misunderstanding was discussed again at the Teaching and Learning Committee at its meeting in December 2005 when it was agreed that the Quality Management and Audit Unit would write to partner institutions to clarify the position;
 - (e) that the University requirement for the final 60 credit points of Access programmes to be at the equivalent of NICATS level 3 had not been met by EAIFHE since the second Mathematics module at NICATS level 2 would be delivered in semester 2. This matter had been discussed by the Teaching and Learning Committee at its meeting in December 2005 when it was agreed to amend the requirement to 'a minimum of 60 credit points at the equivalent of NICATS level 3 *in the final year*' from 2005/06.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the Diploma in Foundation Studies (FT/PT) at NWIFHE be approved for a further period of five years (intakes 2005-2009) at the Strand Road and Northside campuses for a maximum cohort size of 96 FT and 51 PT students;
 - (ii) that the Colleges revisit the titles of the programmes for 2006 intakes.

06.19 Subject Unit 8A: Economics

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the revalidation included a proposal for a new programme: PgDip/MSc Applied Economics and Management (FT) which had not been approved and that a new submission was to be made;
 - (b) that students who failed to complete the compulsory placement in the undergraduate degree appeared to be allowed to proceed to their final year of study and that this was not in line with University regulations.

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 be approved for a period of five years (intakes 2006 - 2010):

Undergraduate Honours subject: Economics (Single Honours)
BSc with DIS (Major/Minor) (FT) (JN)

PgD/MSc Applied Economics (FT/PT) (JN)

- (ii) that the Faculty be asked to clarify the position regarding the consequences of failure of placement for the BSc Hons Economics with DIS at the next meeting.

06.20 EVALUATION AND REVALIDATION SCHEDULE

RECEIVED: the evaluation and revalidation schedule 2005/6, the revalidation schedule 2006/7 – 2010/11, and requests for extensions to periods of approval and consequent postponements of revalidations (CASC/06/8 - 10).

- NOTED:
- (a) that CA6 forms for 2006/7 had been sent to Deans for return by 20 February 2006;
 - (b) that there was now an excessive imbalance in the schedule between 2006/7 and 2007/8 and that 2007/8 represented the start of the second cycle of re-validations and that the introductory Year I of the new process in 2002/3 had been deliberately light;
 - (c) that 2006/7 had become too large following nine postponements from 2005/6, but there were now six requests for one-year postponements to 2007/8 and that two units were likely to be withdrawn;

- (d) that, in order to recommend extensions of approval, the Sub-Committee needed to be reassured about the ongoing health of courses and their standards and quality; evidence of the latter was to be indicated through Annual Monitoring reports and external examiner reports;
- (e) that Chair's action had been taken to approve an extension to the period of approval for one year to include the 2006 intake for programmes in Subject Unit 2: Art and Design (consequently divided into two sub-units). (An extension had not been approved for the BA Hons Architecture as this course would now be revalidated as a separate unit (2G) in January 2006);
- (f) that Chair's action had been taken to approve an extension to the period of approval for one year to the 2006 intake for PgDip/MSc Careers Guidance (new unit 25C).

AGREED: (i) that it be recommended to the Teaching and Learning Committee that one year extensions to the periods of approval for the following provision be granted and that re-validation events be postponed:

| <u>Re-validation Subject Unit</u> | <u>Approval to include</u> | <u>Re-validation to take place</u> |
|-----------------------------------|----------------------------|------------------------------------|
| 2A Art & Design | 2006 intake | 2006/7 |
| 25C PgD/MSc Careers Guidance | 2006 intake | 2006/7 |
| 17A Irish | 2007 intake | 2007/8 |
| 16A - C Computing | 2007 intake | 2007/8 |
| 24A Politics | 2007 intake | 2007/8 |

- (ii) that a decision regarding the request to merge the three Computing Sub-Units 16A, B and C to form a single Subject Unit be deferred until the next meeting, following the experience of the re-validation of the large Built Environment Unit 4A in January 2006;
- (iii) that a decision regarding the request for a one year extension to the period of approval for Subject Unit 16E (BSc Hons Computing Science and BSc Hons Interactive Multimedia Design at Hong Kong College of Technology) be deferred until the next meeting, following consideration of the health of provision by the Annual Course Monitoring Sub-Group;
- (iv) that the request to merge Subject Unit 24A: Politics and Subject Unit 26C: Public Policy be approved.

DURATION: 1 hour 15 minutes
AGF/KH/smcc 19/1/06