

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 11 January 2007 at the Coleraine campus

PRESENT

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

APOLOGIES

Professor A Erridge, Dr M Murphy

IN ATTENDANCE

Mrs C Avery (for Mr A G Faulkner), Mrs A Garland

- 07.01 The confirmed minutes of the meeting held on 23 November 2006 were signed and dated by the Chair.

MATTERS ARISING

- 07.02 Postgraduate Certificate/Diploma Further and Higher Education (Min 06.107)

The Chair reported that Senate, at its meeting on 29 November 2006, agreed that the Postgraduate Certificate/Diploma Further and Higher Education should not be permitted to have a further intake in 2007 without all the conditions of the Revalidation Panel being met in advance.

- 07.03 COURSE APPROVAL

The Sub-Committee considered business from each Faculty (papers CASC/07/1-5) and noted revisions approved by the Faculties as detailed in the Appendix.

FACULTY OF ARTS

- 07.04 CertHE/AB Fine and Applied Arts at Limavady College of Further and Higher Education

RECEIVED: a request from the Faculty for a one-year extension to the period of approval to include the 2007/08 intake.

NOTED: (a) that there was low demand for the programme and uncertainty regarding the future direction of the provision at this level within the new area college from September 2007.

- (b) that Limavady College was merging with North West Institute of Further and Higher Education where courses at a similar level were offered and that rationalisation was expected;
- (c) that the teaching staff at Limavady College were refusing to participate in revalidation activity due to industrial action;
- (d) that the external examiner's report was generally positive, as were the Annual Course Review and student feedback.

- AGREED:
- (i) that the Faculty's proposal be endorsed and that it be recommended to the Teaching and Learning Committee that the period of approval be extended to include the 2007 intake;
 - (ii) that the programme be re-assigned to revalidation unit number 2F.

FACULTY OF BUSINESS AND MANAGEMENT

07.05 Revalidation Unit 5D: Business and Management (undergraduate/Magee)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that there were no significant conditions or recommendations;
 - (b) that the e-Business and Entrepreneurship Main/Minor subject strands had not been revalidated for 2007 and were withdrawn;
 - (c) that new subject strands in Economic Studies and Management Studies had been introduced;
 - (d) that there was a high retention rate of 92%;
 - (e) the exemplary performance of the students and the good practice within the provision;
 - (f) that a Working Group had been set up by the Dean to look at the excellent progression and achievement statistics.

- AGREED:
- (i) that, subject to the condition of the Panel being met, it be recommended to the Teaching and Learning Committee that the following provision within subject unit 5D be approved for a further period of five years (intakes 2007-2011):

Undergraduate Hons Subject: Business Studies (Single Hons/Major)
 Undergraduate Hons Subject: Human Resource Management
 (Main/Minor)
 Undergraduate Hons Subject: Marketing (Main/Minor)

Undergraduate Hons Subject: Accounting (Main/Minor)
BSc Hons Business Studies with Accounting/Human Resource
Management/Marketing;

- (ii) that, subject to the conditions of the panel being met, it be recommended to the Teaching and Learning Committee that the following subject strands be approved for a period of five years (intakes 2007-2011):

Undergraduate Hons Subject: Economic Studies (Minor)
Undergraduate Hons Subject: Management Studies (Minor);

- (iii) that the Campus Co-ordinating Group at Magee consider possible new combinations for the Economic Studies and Management Studies subject strands and make proposals to APSC.

07.06 Revalidation Unit 5I: Business and Management – Level 2 at BIFHE

RECEIVED: the report of the Revalidation Panel.

- NOTED: (a) that the provision comprised the franchise of level 2 of two programmes:

BSc Hons Business Studies (FT/PT)
BSc Hons Business Finance and Investment (FT)

- (b) that a number of areas of good practice within the provision had been identified;
- (c) that the Panel had requested more information regarding how Personal Development Planning had been integrated within the programmes;
- (d) that the Panel had expressed some concern regarding the information provided in the course document relating to the arrangements for the optional work placement or study period abroad leading to the awards of DIS and DAS and believed that further consideration needed to be given by the Faculty and the University to aspects of placement, such as risk management, quality of student experience, quality assurance and support arrangements;
- (e) that the panel had recommended that the DIS and DAS not be approved at this stage and that BIFHE should liaise with the Faculty regarding the possibility of introducing these in relation to the full-time programme at the University;

- (f) that the Faculty was to forward a recommended maximum cohort size for the part-time Business Studies (level 2) programme based on the resources available at BIFHE;
- (g) that the Dean was to be consulted regarding the Faculty's preferred timing of the revalidation of the level 2 BIFHE provision in relation to the University's provision in subject units 5A and 5B. (**Note:** Since the meeting the Dean has endorsed a four year period of approval.)

AGREED: (i) that, subject to the conditions and recommendations of the panel being met, it be recommended to the Teaching and Learning Committee that the following provision within subject unit 5I be approved for a further period of four years (intakes 2007-2010), in line with the period of approval for the University programmes in revalidation units 5A and 5B:

BSc Hons Business Studies (level 2) (FT/PT) at BIFHE – maximum cohort of 20 students (FT)

BSc Hons Business Finance and Investment (level 2) (FT) at BIFHE – maximum cohort of 10 students (FT);

- (ii) that it be recommended to the Teaching and Learning Committee that the optional placement and study period abroad leading to the awards of DIS and DAS be not approved at this stage.

FACULTY OF ENGINEERING

07.07 Revalidation Unit 30E: Access - Computing

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the subject unit comprised the Access Diploma in Computing with Business and Multimedia at BIFHE (with Certificate exit award);
 - (b) that this programme was a combination of the Access Diploma in Computing and Business and the Access Diploma in Computing and Multimedia previously offered by the Institute and that all modules were compulsory;
 - (c) that the programme included a Certificate in Adult Learning exit award at the end of year 1, which was to be offered at BIFHE's College Square East campus, East Belfast Community Education Centre and the Footprints Women's Centre, but that second year modules would be offered at BIFHE's College Square East campus only;

- (d) that the Panel had expressed concern that there was little distinction between the Access Diploma and the exit award in terms of learning outcomes and that the course team had agreed to revisit the learning outcomes to differentiate clearly between the awards and to revisit the module learning outcomes to make them more specific;
- (e) that the core library holdings at all sites were to be revised in line with the Faculty's requirements and that the Faculty was to inspect and confirm the holdings prior to the commencement of the programme.

AGREED: that, subject to the conditions and recommendations of the panel being met, it be recommended to the Teaching and Learning Committee that the provision be approved for a further period of five years (intakes 2007-2011) for a maximum intake of 50 students overall, with the following maximum cohorts at each site:

BIFHE (College Square East campus)	24
East Belfast Community Education Centre	18 (year 1 only)
Footprints Women's Centre	12 (year 1 only).

07.08 Integrated Foundation Year for BSc Hons Computing (DIS) (with Diploma in Computing Skills exit award) (CE)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that this was a full-time programme starting in September 2007;
 - (b) that the entry requirement for 2007 would be 120 UCAS points but that the entry requirement for subsequent intakes, subject to successful revalidation in 2007/8, would be 160 UCAS points;
 - (c) that the Team had been asked to review the module descriptions to ensure that the content, learning outcomes and assessment were appropriate for level A;
 - (d) that the panel had requested that the revised document reflect the integrative nature of the assessment strategy, and that consideration be given to the wider cultural environment within which the skills of the programme would be applied;
 - (e) that the Foundation Year modules would be designated as pre-requisites for entry to the first year of the honours degree for students progressing from the Foundation Year and that students would not be permitted to carry failed modules into the first year of the full honours degree;

- (f) that an Integrated Foundation Year programme was already offered at Magee and a similar proposal was to be evaluated for introduction at Jordanstown but that the curriculum differed at each campus.

AGREED: that, subject to the conditions and recommendations of the panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of one year (intake 2007), in line with the revalidation schedule for subject unit 16C, with an entry requirement of 120 UCAS points (to be increased to 160 UCAS points from 2008 [subject to successful revalidation in 2007/8]).

07.09 Course Withdrawals

NOTED: that the following courses had been withdrawn:

HNC Computing (Software Eng) at Omagh College
HND Computing at ETCFHE
HNC Computing at ETCFHE
HNC Computing BIT at ETCFHE

FACULTY OF LIFE AND HEALTH SCIENCES

07.10 Revalidation Unit 3B1: Biosciences (Postgraduate)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the PgDip/MSc Food Biotechnology (full-time only) was a joint programme with the University of Patras and the University of Ioannina, Greece and that the maximum number of students recruited in Greece was 10;
 - (b) that the Agreement was based on reciprocity of teaching and operated without any exchange of funds between the universities;
 - (c) that Greek students registered with the University of Ulster in semester 1 and that UU students registered with the University of Patras in semester 2 but all students had full access to resources at each institution during their studies;
 - (d) that students received an award from their home institution (not a joint award);
 - (e) that the panel had expressed concern regarding the quality of the student experience on the PgDip/MSc Bioinformatics programme as only two students had registered on the programme in 2006, but that the team was seeking to address this;

- (f) that a new research pathway had been introduced in the Bioinformatics programme and that the Faculty was to make a case to the Teaching and Learning Committee for the inclusion of a 45-credit point Research Design module;
- (g) that some modules in the PgDip/MSc Bioinformatics programme were available fully on-line;
- (h) that the PgDip/MSc Food Biotechnology (PT) at Loughry College had been withdrawn as it had not had an intake.

- AGREED:
- (i) that, subject to the conditions and recommendations of the Panel being met, it be recommended to the Teaching and Learning Committee that the PgDip/MSc Biotechnology and PgDip/MSc Food Biotechnology (joint with the University of Patras and University of Ioannina) be approved for a further period of five years (intakes 2007 – 2011);
 - (ii) that, subject to the conditions and recommendations of the Panel being met, it be recommended to the Teaching and Learning Committee that the PgDip/MSc Bioinformatics be approved for a further period of two years (intakes 2007/08 and 2008/09) initially;
 - (iii) that if the Faculty produced evidence of increased recruitment, it be permitted to seek a three year extension to the period of approval (in line with the other two programmes in the subject unit).

07.11 MSc Physiotherapy

RECEIVED: a request from the Faculty for an extension to the period of approval to include the 2008 intake.

- NOTED:
- (a) that the undergraduate programme scheduled for revalidation in 2006/07 was changing from four years to three years in duration;
 - (b) that there were concerns regarding the current employment market and placement availability;
 - (c) that entry to the programme had been suspended in 2006/07 and that extension to the period of approval would enable the Faculty to plan for the 2009 intake, with the revalidation in 2008/09.

- AGREED:
- (i) that the Faculty's proposal be endorsed and that it be recommended to the Teaching and Learning Committee that the period of approval be extended to include the 2008 intake;
 - (ii) that employability of graduates should be an area of focus at the next revalidation.

07.12 Course Withdrawal

NOTED: that the following course had been withdrawn:

BSc Hons Molecular Biosciences (CE).

FACULTY OF SOCIAL SCIENCES

07.13 Education Minor (Min 06.132)

- NOTED:
- (a) that at its meeting on 23 November 2006 the Sub-Committee noted a CA3 to introduce a new compulsory module 'An Introduction to TESOL' to Education (Minor) and had expressed concern regarding the broader implications of this revision for the aims of the Minor strand and the appropriateness of the module outcomes for level 3;
 - (b) that the Faculty had been asked to:
 - (i) consider offering the new module as an option in year 2;
 - (ii) review the aims and outcomes in order to ensure they were expressed appropriately for the level at which the module was to be studied;
 - (iii) consider the impact of this revision on the overall aims and objectives of the programme;
 - (c) that no response had been received.

07.14 SUBMISSION OF OUTSTANDING DOCUMENTATION

RECEIVED: a statement on the submission of outstanding final documents for 2005/06 (CASC/07/6) and for earlier years (CASC/07/7).

- NOTED:
- (a) that 17 documents in total were still outstanding (2002/03: 1 document; 2003/04: 4 documents; 2004/05: 5 documents; 2005/06: 7 documents);
 - (b) that the documents for the Certificate in Counselling Studies and unit 19A: Media Studies had also been signed off, resulting in 26 out of the 33 documents completed for 2005/06;
 - (c) that for 2004/5 the outstanding points had been addressed in the 10A: Engineering revalidation document subject to a case being submitted to the Teaching and Learning Committee in February for departures from normal regulations in respect of the AB Engineering and level 1 assessment in the BEng Electronics, Communication and Software programme; that the revised document for 20A: Modern

Languages, had been received and would shortly be forwarded to the Panel Chair for approval;

- (d) that a statement on progress in the submission of final documents for 2006/07 would be considered at the next meeting;

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

07.15 DRAFT REVALIDATION SCHEDULE BY SUBJECT/SUB-UNIT 2007/08

RECEIVED: the draft revalidation schedule for 2007/08 (CASC/07/8).

- NOTED:
- (a) that the draft schedule had been sent to Faculties in November for comment by mid December following which there had been a number of further suggestions for changes;
 - (b) that CA6 forms had been sent to Deans before Christmas to be completed and returned to the Academic Office by 23 February 2007;
 - (c) that a workshop for next year's Subject Unit Co-ordinators would be held in May/June subject to the timely return of CA6 forms;

English (unit 11A) and Irish (unit 17A)

- (d) a request from the Head of School of Languages and Literature that the revalidations of English unit 11A and Irish unit 17A be held in semester 2 of the 2007/08 academic year;
- (e) that Celtic Studies staff were currently completing research for inclusion in the RAE;
- (f) that, with regard to English, there had been a number of new appointments recently and the School required a longer period to plan for the revalidation in order to bring new staff on board and revise current provision;

International Affairs and American Studies

- (g) that International Affairs (previously unit 14B) and American Studies (previously 13D) had been merged with History (units 14A or B [undergraduate or postgraduate]) whose revalidation was scheduled one year later in 2008/09; and that consequently the Faculty had been requested to present a case for an extension to the period of approval by one year, giving evidence of continuing good health of the following provision from the former units:

Unit 14A History (ug): American Studies, (Single Hons/major/main/minor) and International Politics (Single Hons/major/main/minor)

Unit 14B History (pg): PgDip/MA American Studies, PgDip/MA Local History and PgDip/MA Peace and Conflict Studies;

- (h) that a case had still to be forwarded by the Faculty of Arts (**Note:** Since the meeting, a case has been received);

Computing (unit 16)

- (i) that the Academic Office had queried with the Faculty the scheduling of college events and had indicated that it would be preferable to revalidate University provision prior to college provision;

BSc Hons Community and Public Health Nursing (unit 22B2)

- (j) that the Faculty of Life and Health Sciences had indicated that the current BSc Hons Community and Public Health Nursing programme would not be fit for purpose following changes made by the NMC;
- (k) that NIPEC had been in touch with the School of Nursing and wished to see the new arrangements brought forward for revalidation in November 2007;
- (l) that a new strand of nurse (Specialist Community and Public Health Nurse) was being created and that the Faculty needed to be in a position to offer the appropriate programme;

MSc Physiotherapy

- (m) that the Faculty of Life and Health Sciences had requested that the programme be granted a further extension to the period of approval to include the 2008 intake (see min 07.11);

Unit 26C: Politics and Government

- (n) a request from the Faculty of Social Sciences for the postponement of the revalidation of Criminology from November 2007 until March 2008;
- (o) that the Sub-Committee, at its meeting on 21 September 2006 (min 06.114 refers), had agreed that Criminology and Criminal Justice/Criminology (Minor) would move from sub-unit 26E Social Administration and Policy to sub-unit 26C Politics and Government;
- (p) that the School of Policy Studies had decided that an event in November 2007 did not allow sufficient time to prepare Criminology

for revalidation as there were currently only two core Criminology staff, both of whom were research active;

- (q) that the Faculty did not wish to postpone the revalidation of the whole subject unit 26C as the maximum possible period of time was needed after the revalidation to market the new merged subject of Politics and Government effectively;
- (r) that the Faculty was proposing a two-part revalidation exercise.

- AGREED:
- (i) that subject units 11A English and 17A Irish be rescheduled for semester 2 of the 2007/08 academic year;
 - (ii) that, subject to a case being made by the Faculty and endorsed by the Chair, it be recommended to the Teaching and Learning Committee that the period of approval for American Studies (Single Hons Major/Main/Minor) and International Politics (Single Hons Major/Main/Minor), PgDip/MA American Studies, PgDip/MA Local History and PgDip/MA Peace and Conflict Studies be extended by one year to include the 2008 intake (**Note:** Since the meeting, a case has been received and endorsed by the Chair);
 - (iii) that the Faculty of Engineering be asked reconsider the scheduling of events with a view to ensuring that the parent curriculum is approved in advance of the revalidation of any related college provision;
 - (iv) that Unit 22B, scheduled for revalidation in 2008/09, be brought forward to semester 1 of the 2007/08 academic year;
 - (v) that the request to postpone the revalidation of Criminology (unit 26C2) from November 2007 until March 2008 be approved;
 - (vi) that subject to (i) – (v) above, the proposed revalidation schedule for 2007/08 be approved.

07.16 NEXT MEETING

The next meeting of the Sub-Committee will take place on Thursday 22 March 2007 at 10.15 am in Room 8H09, Jordanstown.

Please note change of date and venue.

DURATION: 55 minutes

COURSE APPROVAL SUB-COMMITTEE

11 JANUARY 2007

FACULTY OF ARTS

BA Hons Humanities (PT) NKIFHE (outcentre)

To upgrade module AMS304J2 to level 3;

BA Hons International Politics

To introduce a new optional module in year 3 and to change the module co-ordinators of four modules;

Undergraduate Hons Subject Strand: Journalism

To introduce an additional module PHL306C2 in each subject and to change the title of MED515C1.

FACULTY OF BUSINESS AND MANAGEMENT

PgDip/MA Advanced Accounting

To introduce an additional optional module 'Sustainability in Business';

BA/BSc Hons International Hotel and Tourism Management; BA/BSc Hons International Hotel and Tourism Management (NKIFHE); BA/BSc Hons Consumer Studies; BA/BSc International Hospitality Management; BA/BSc Hons International Travel and Tourism Management; BA/BSc Hons Leisure Events and Cultural Management; BA Hons Culinary Arts

To revise the learning outcomes of the level 3 modules;

BSc Hons Business (FT/PT) Undergraduate Hons Subject: Business (Major)

To change the optional module 'Research Methods' (BMG410C2) from a level 2 module taught in the second semester, to a level 3 module taught in the first semester;

BA/BSc Hons Business Studies with Computing

To introduce the revised assessment strategy for module MKT520C2 in 2006/7;

Master of Business Administration

To introduce a new optional module in Strategic Quality Management

Master of Business Studies

To revise the attendance expectations for the management development placement.

FACULTY OF ENGINEERING

BSc Hons Mathematics with Computing

To introduce module COM541J2 as a final year option.

FACULTY OF LIFE AND HEALTH SCIENCES

BSc Hons Language and Linguistics

To add module FRE122J2 to options;

BSc Hons Language and Linguistics Undergraduate Hons Subject: Language (major/minor) Undergraduate Hons Subject: Linguistics (major/minor)

To introduce two new modules into the final year of the single honours degree and the Language and Linguistics majors and minors.