

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 12 March 2009 at the Jordanstown campus

PRESENT

Mrs H Farley (Chair), Dr D Barr, Dr A Cook, Professor C Curran, Professor A Erridge,
Mr M McKinney

APOLOGIES

Ms S Alexander, Professor D McAlister

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

09.35 MINUTES

The confirmed minutes of the meeting held on 15 January 2009 were signed and dated by the Chair, subject to the following correction:

Min 09.28 FdSc Hospitality and Tourism at South Eastern Regional College (SERC) (Bangor campus)

Under AGREED: "March 2008" should read "March 2009".

MATTERS ARISING

09.36 It was noted that responses to the following items of business had not yet been received:

Revalidation Subject Unit 2F: Art and Design (Colleges) (Min 09.03)

BEng Hons Building Services and Energy Engineering (FT/PT) (JN) (Min 09.06)

BA Hons Literature (Min 09.11)

Revalidation Subject Unit 15A1: Hospitality, Leisure and Consumer Studies (UG/CE/Outcentres) and Revalidation Subject Unit 15A2: Hospitality, Leisure and Consumer Studies (UG/BT/Outcentres) (Min 08.110)

FdSc Hospitality and Tourism at South Eastern Regional College (SERC) (Bangor campus) (Mins 09.27, 09.28).

09.37 Revalidation Subject Unit 3D: Food, Nutrition and Dietetics (Min 09.16 (g))

It was noted that the placement year had been further restructured to include two 10-point modules.

09.38 Master of Research (MRes) (Min 09.20 refers)

It was noted that the School of Health Sciences and the Research Graduate School were holding discussions regarding the future of the MRes, which was due for revalidation in the current session.

09.39 MSc Innovation Management in the Public Service (Appendix 15.01.09)

The Sub-Committee was advised that the Faculty did not intend at this stage to implement the CA3, noted at the meeting on 15 January 2009, to convert the MSc Innovation Management in the Public Service from a joint award with HETAC to an Ulster award only.

The CA3 had been submitted to make Ulster solely responsible for delivery of the programme from the January 2009 intake, owing to insufficient recruitment at Letterkenny Institute of Technology. It was noted, however, that the Institute was prepared to meet its commitments.

09.40 COURSE APPROVAL

The Sub-Committee considered business from each faculty (papers CASC/09/10 – CASC/09/16) and noted revisions approved by the faculties and UU Health as detailed in the appendix.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

09.41 FdA Applied Creative Arts (with CertHE exit award) at South Eastern Regional College (Bangor campus) (FT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the course offered an alternative to the College's existing multi-disciplinary HND Art and Design programme, which might be replaced in future by a Foundation degree;
 - (b) that the Panel had set as a condition of approval that a review be undertaken of the library provision, particularly in relation to the journal provision, and reading lists in order to reflect the levels of modules and the award;
 - (c) that all applicants would be interviewed using a template of interview questions, and asked to provide a portfolio of recent work, which was assessed as part of the interview process;
 - (d) that the initial offer standard was still to be confirmed;
 - (e) that there would be articulation to the second year of the University's BA Hons Fine and Applied Arts programme and that, as an advisory mechanism, students would be required to undertake an interview and portfolio assessment.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the programme be approved for a period of five years (intakes 2009 – 2013), in line with the revalidation schedule for Subject Unit 2H, for a maximum intake of 15 students per annum.

FACULTY OF ARTS

09.42 Revalidation Subject Unit 7A: Drama and Dance

RECEIVED: the report of the Revalidation Panel.

NOTED:

- (a) that the Main strands in the two subjects had been withdrawn;
- (b) that the Panel had been impressed by the quality of the facilities available to support the provision, but had expressed concern regarding the adequacy of the studio space and the staffing resources for the Dance provision; that consultation with the Dean and Provost was currently underway regarding additional studio space;
- (c) that both the Drama and Dance provision had a final year 'Independent Project' module which could include a dissertation, report or work-based learning report, or performance; that the external subject experts on the Panel had supported the inclusion of this module in place of a traditional dissertation and had confirmed that this was common practice in the disciplines.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the following provision be approved for a further period of five years (intakes 2009 – 2013):

BA Hons Drama (FT/PT) (ME)
Undergraduate Hons Subject: Drama (Major/Minor) (FT/PT) (ME)
BA Hons Dance (FT/PT) (ME)
Undergraduate Hons Subject: Dance (Major/Minor) (FT/PT) (ME).

09.43 Course Withdrawals

NOTED: that the following courses had been withdrawn:

Diploma in Irish Language at HMP Maghaberry
Undergraduate Hons Subject: German (Minor) (ME)
PgDip/MA Irish Cultural Heritages (DL)

PgDip/MA Professional Language Studies (CE).

FACULTY OF COMPUTING AND ENGINEERING

09.44 BSc Hons Clean Technology with DIS (with Integrated Foundation Year) (with AB exit award with/without DIS) (FT) (JN)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that graduates would be eligible to apply for Incorporated Engineer status, although the course could not be accredited by the relevant professional bodies until the first cohort had graduated;
- (b) that the Panel had strongly encouraged the Team to consider offering the course for a BEng award instead of BSc;
- (c) that research staff and post doctoral researchers taught on the final year.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's condition and recommendations being addressed, the programme be approved for a period of one year (intake 2009), in line with the revalidation schedule for Subject Unit 10A1/10A2.

09.45 PgCert/PgDip/MSc Health Informatics (PT) (JN) (replacing PgCert Health Informatics)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the programme was designed to build on the PgCert Health Informatics validated in October 2007 to create a linked PgCert/PgDip/MSc Health Informatics; the Panel had set as one of the conditions of approval that the three stages of the programme be integrated and that issues of potential overlap of content and assessment between modules be addressed;
- (b) that the programme was initially targeted at the health sector in Northern Ireland, but might be developed for a wider market, including distance learning, in future;
- (c) that support would be available in the form of bursaries from NHS Trusts for their employees to undertake the programme;
- (d) that the Panel had expressed some concern regarding the lack of optionality offered by the provision and that it could take up to six years to complete the Master's programme;

- (e) that the Panel had recommended that consideration be given to delivering a generic 'Research Methods' module at Faculty level and to offering individual modules as part of the University's continuing professional development provision;
- (f) that the Panel had recommended that consideration be given to marketing and promotional activity in accordance with two of the recommendations of the Panel at the PgCert Health Informatics evaluation in October 2007.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the programme be approved for a period of three years (intakes 2009 – 2011), in line with the period of approval of the existing PgCert Health Informatics.

FACULTY OF LIFE AND HEALTH SCIENCES

09.46 Revalidation Subject Unit 3E: PgDip/MSc Human Nutrition, PgDip Dietetics, MSc Human Nutrition and Dietetics at the University of Hong Kong (HKU), School of Professional and Continuing Education (SPACE)

NOTED:

- (a) that, at its meeting on 3 June 2008, the Sub-Committee had agreed to endorse the Faculty's request for a five-year extension to the period of approval for the provision within Subject Unit 3E, with the first intake in May 2009 (Min 08.82 refers);
- (b) that the extension of approval had been subject to a mapping exercise of the revised provision of the parent courses within Subject Unit 3D, revalidated in October 2008, to the current provision within Subject Unit 3E at HKU; it had been agreed that, if the extent of the revisions amounted to less than 25%, it could be modified through the CA3 process with external verification by the original Panel members but, if more than 25%, a revalidation would be required;
- (c) that the mapping exercise had not yet been undertaken as the Faculty was awaiting final approval of the revalidation document for the parent courses in Subject Unit 3D, which had now been submitted to the professional body for approval.

AGREED: that the Faculty should aim to ensure that the required CA3 revisions were processed as a matter of urgency in order to permit the May 2009 intake at HKU.

09.47 PgCert/PgDip/MSc Food Regulatory Affairs and PgCert Veterinary Public Health

RECEIVED: a request from the Faculty for recognition of joint award status for the PgCert/PgDip/MSc Food Regulatory Affairs and PgCert Veterinary Public Health with University College Dublin, with effect from June 2009.

- NOTED:
- (a) that the report of the Revalidation/Evaluation Panel in November 2007 had noted that the PgCert Veterinary Public Health might be changed from an Ulster course to a joint award in the future, and that University College Cork (UCC) and University College Dublin (UCD) had contributed to the MSc Food Regulatory programme, but it was not a joint award;
 - (b) that the two programmes had been validated by Ulster and had completed a separate formal course approval process at UCD;
 - (c) that it was anticipated that, in relation to the MSc Food Regulatory Affairs, a future request would be made for a tripartite award, once the internal procedures at UCC had been completed; UCC was not involved in the PgCert Veterinary Public Health programme;
 - (d) that the Faculty reported the programmes would be listed in the prospectuses of both Ulster and UCD, and candidates would apply online via the Ulster application system;
 - (e) that the Virtual School at Ulster provided administrative support and Campus One provided technical support, but that, in relation to the PgCert Veterinary Public Health, the academic expertise was provided by UCD. The University's definition of a joint course was one which involved "close collaboration in course planning and delivery with approximately equal contributions between the University and the partner"; however the Faculty's statement did not indicate the contributions of each institution to the MSc Food Regulatory Affairs programme;
 - (f) that an inter-institutional Course Committee had been established, which would make recommendations for nominations of external examiners. External examiner reports would be submitted to Ulster but could be requested by UCD; the degree award would be based solely on Ulster's assessment system.
- AGREED:
- (i) that the proposal, including a clear statement of the contribution of each institution, be presented to the Teaching and Learning Committee for consideration at its meeting on 1 April 2009;

- (ii) that confirmation be provided that UCD was in agreement with the Faculty's proposal for joint awards;
- (iii) that, if the proposal were approved, joint revalidation events should be held in future.

09.48 Course Withdrawals

NOTED: that the following courses had been withdrawn:

DipHE Supported Learning at Belfast Metropolitan College
 DipHE Health and Social Care at North West Regional College
 AB Learning Disability Studies at North West Regional College
 DipHE Professional Development in Nursing at Southern Regional College (Newry campus)
 PgDip/MSc Disaster Relief and Emergency Planning (DL).

FACULTY OF SOCIAL SCIENCES

09.49 Revalidation Subject Unit 27A: Sociology

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the Undergraduate Honours Subject: Sociology (Major/Main) had been withdrawn at the Magee campus from the 2008/09 academic year;
 - (b) that the Faculty was in discussion with the Faculty of Arts in relation to new subject combinations to strengthen the subject's provision at the Magee campus;
 - (c) that, given the current staffing levels and retirements, the Panel had expressed concern regarding the sustainability of the provision and the student experience, particularly at the Magee campus. The Panel was of the view that, as a matter of urgency, a review of the staffing profile and expertise for the subject should be undertaken and had recommended that a clear plan be submitted with the revised document for the development of the subject. A fixed-term appointment had been approved since the revalidation;
 - (d) that there had been concern among students with regard to the ethical approval process in terms of the restrictions and timeframe which limited opportunities and experiences; a new scheme was currently being piloted in the Faculty (TLC min 08.240 refers);
 - (e) that the proposed 25% contribution of Year 2 assessment to the classification of the final award would be subject to the outcome of the current review;

- (f) that the assessment scheme for two modules adopted the 'best mark approach' whereby two pieces of coursework were undertaken and the better mark counted towards the module mark;
- (g) that an Associate Bachelor's exit award was proposed for the Single Honours and the Major strand, but the principle of the latter would require further exploration through the Campus Co-ordinating Groups as such an award would need to reflect viable, coherent programmes at levels 4 and 5 in both the Major and Minor subjects;
- (h) that the Panel had noted a lack of differentiation between level 5 and 6 and between strands.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the following provision be approved for a further period of five years (intakes 2009 – 2013):

BSc Hons Sociology (with AB exit award) (FT/PT) (JN)
 Undergraduate Hons Subject: Sociology (Major/Minor) (FT/PT) (JN)
 Undergraduate Hons Subject: Sociology (Minor) (FT/PT) (ME);

- (ii) that the concept of the Associate Bachelor's exit award for modular combinations be referred to the Campus Co-ordinating Groups for consideration and report to the Teaching and Learning Committee.

09.50 Revalidation Subject Unit 9: Education

RECEIVED:

a request from the Faculty regarding the arrangements for the revalidation of Subject Unit 9A and Subject Unit 9E in 2009/10.

NOTED:

- (a) that Subject Unit 9A comprised PGCE provision and Subject Unit 9E currently comprised the Undergraduate Honours subjects of International Development (Minor) and Education (Minor);
- (b) that, as the International Development (Minor) and Education (Minor) had no common elements, the Faculty was proposing that the same Panel revalidate the PGCEs and Education (Minor) in November 2009, with separate events on consecutive days, and that International Development (Minor) be revalidated separately in October 2009.

AGREED:

that the Faculty's proposal be approved.

09.51 Undergraduate Honours Subject: Linguistics (Major)

- NOTED:
- (a) that Linguistics (Major) had been re-titled 'Language and Linguistics (Major)' (see Min 09.52);
 - (b) that this had been considered and endorsed at the revalidation of the provision within Subject Unit 6A1: Communication (undergraduate) on 19 February 2009.

09.52 Course Withdrawal

- NOTED: that the following provision had been withdrawn:
- Undergraduate Hons Subject: Language (Major/Minor) (JN).

ULSTER BUSINESS SCHOOL

09.53 BSc Hons Finance and Investment Analysis (with compulsory DIS/DAS) (FT) (CE) and BSc Hons Financial Services (with optional DIS/DAS) (FT) (CE)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programmes replaced the existing BSc Hons Business Finance and Investment programme;
 - (b) that, in order to ensure that the programmes were professionally relevant, consultation and discussions had been held with financial services organisations, appropriate professional bodies and Invest NI;
 - (c) that additional teaching resources would be required for the Financial Services programme from level 5 onwards (2010/11 academic year) for a number of modules. The Panel had set as a condition of approval that staffing resources be increased as required to support the successful delivery of the programme and that sufficient academic and administrative resources be put in place to ensure that the placement/study abroad components work efficiently and effectively;
 - (d) that there was an element of shared teaching across the two programmes and also the new Financial Engineering programme which allowed for some transferability between the programmes;
 - (e) that the Chartered Insurance Institute (CII) had confirmed it would be accrediting the provision and that confirmation of approval from the Securities and Investment Institute (SII) was being awaited;

- (f) that the Panel had expressed concern over the amount of coursework comprising class tests at all levels of each programme; this was being reviewed at Faculty level;
- (g) that the School had attracted funding from the Business, Management, Accountancy and Finance Subject Centre for a project on assessment and feedback;
- (h) that the Panel had been satisfied that the learning outcomes normally associated with a dissertation would be addressed through the major empirical research projects undertaken in a number of level 6 modules.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the programmes be approved for a period of five years (intakes 2009 – 2013).

09.54 Revalidation Subject Unit 5C2: Marketing

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that, subject to student agreement, all students on the existing programmes would be moved onto the new versions;
 - (b) that the Marketing Minor strand currently only combined with an Economics Major;
 - (c) that the provision included small group teaching in Year 1 to aid retention;
 - (d) that the final year of the Single Honours programme did not include a compulsory dissertation module, but that the Panel had been satisfied that the learning outcomes normally associated with a dissertation module would be addressed elsewhere in the final year. The dissertation was offered as an option for students who wished to progress to further study;
 - (e) that the final year of the programme involved a substantial amount of group work assessment and the Panel had set as a condition of approval that further consideration be given to the balance between individual and group assessment within the provision. The Teaching and Learning Committee had received a report on group work in December 2008 and it was to be the subject of a themed audit.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the following provision be

approved for a further period of five years (intakes 2009 – 2013):

BSc Hons Marketing (with AB exit award) (with optional DIS/DAS) (FT/PT) (JN)
Undergraduate Hons Subject: Marketing (Minor) (FT/PT) (JN).

09.55 Course Withdrawal

NOTED: that the following course had been withdrawn:

PgDip/MSc Business and Information Innovation (CE).

09.56 REPORT ON ACADEMIC DEVELOPMENT AND ENHANCEMENT COMMITTEE BUSINESS

RECEIVED: a report of new proposals and other relevant business considered by the Academic Planning Sub-Committee (APSC) at its meeting on 4 March 2009 (CASC/09/17).

NOTED: (a) that nine new proposals had been approved, but that four did not require validation and one proposal was for a September 2010 start;
(b) that external confirmation was still being awaited for the MEng Energy and Building Services Engineering.

09.57 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2006/07 (CASC/09/18 (a)) and 2007/08 (CASC/09/18 (b)).

NOTED: (a) that two documents were still outstanding for 2006/07;
(b) that for 2007/08, 10 documents were still outstanding, with two past their deadline.

DURATION: 1 hour 20 minutes

AGF/AG 16.03.09

COURSE APPROVAL SUB-COMMITTEE

12 March 2009

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

BSc/BSc Hons Construction Engineering

To revise the assessment strategy in module BLD320;

BSc Hons Construction Engineering and Management

To revise the delivery and assessment methods in module BLD104;

PgDip/MSc Construction and Project Management

To change the titles of three modules; to make two modules optional;

MA Art in Public

MA Multidisciplinary Design

MDes Textile Material Product

To revise the delivery and assessment in module AAD715, 'Research Environment'.

FACULTY OF ARTS

Undergraduate Hons Subject: History

To introduce a new optional module 'Witchcraft and Magic in early modern Britain and Ireland, c 1560-1736';

BA Hons Media Studies and Production

To revise the assessment strategy in MED102.

FACULTY OF COMPUTING AND ENGINEERING

Certificate of Personal and Professional Development

To introduce a new 5-point module 'Professionalism in Frontline Services 1' within the CPPD framework;

FdSc Computing at Southern Regional College (Portadown campus)

To revise module COM264; to remove module COM471; to introduce a new module in 'Multimedia Design'.

FACULTY OF LIFE AND HEALTH SCIENCES

Undergraduate Hons Subject: Geography

To combine two 10-point modules into a 20-point module 'Remote Sensing and GIS';

MSc Health Science

To offer a new optional module in 'Advancing Rehabilitation for Respiratory Conditions'.

FACULTY OF SOCIAL SCIENCES

Certificate of Personal and Professional Development

To make module CYW111 available as a short course within the CPPD framework; to introduce three level 1 modules 'Planning for Learning', 'Classroom Management' and 'Teaching Skills 1', within the CPPD framework (pending the introduction of a Certificate course);

BSc Hons Community Youth Work

To introduce three optional modules in support of a specific pathway for holders of the DipHE Community Youth Work admitted with advanced standing.

ULSTER BUSINESS SCHOOL

BSc Hons Accounting

BSc Hons Accounting at SRC (Newry campus)

To introduce a 20-point module in 'Business and Company Law' from 2009/10;

BSc Hons Human Resource Management with DIS

To revise the assessment in module LAW998 to 100% coursework;

MBA/MBS/MSc Management and Corporate Governance

To change the assessment strategy in module BMG899.

UU HEALTH

BSc Hons Nursing Studies at SAAD

To restructure Years 3 and 4 with reorganisation of curriculum.