

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 17 September 2008 at the Coleraine campus

PRESENT

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

APOLOGIES

Professor A Erridge

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

08.104 TERMS OF REFERENCE AND MEMBERSHIP

RECEIVED: the revised Terms of Reference and membership of the Sub-Committee.

NOTED: (a) that Dr David Barr had replaced Professor Lillie as the new representative for the Faculty of Arts;
(b) that Professor Lillie might attend in 2008/09 as Teaching and Learning Adviser to the Faculty of Arts.

AGREED: that, in view of Access and Distributed Learning's academic governance function in respect of award-bearing courses delivered by Staff Development and credit bearing short courses within the Certificate of Personal and Professional Development framework, it be recommended to the Teaching and Learning Committee that the membership of the Sub-Committee be extended to include an Access and Distributed Learning representative.

08.105 MINUTES

The confirmed minutes of the meeting held on 3 June 2008 were signed and dated by the Chair, subject to the following correction:

Min 08.69 Undergraduate Honours Subject Strand in Photo Imaging (Minor) (FT/PT) (CE)

Under AGREED (i): "(intakes 2008 – 2010)" should read "(intakes 2008 – 2009)".

MATTERS ARISING

08.106 Advanced Certificate in Credit Union Practice (Mins 08.08, 08.27, 08.63)

It was noted that the Ulster Business School had forwarded confirmation from the Head of Staff Development that the academic induction and staff development undertaken by the Recognised Teachers fulfilled the CPD policy requirements for Recognised University Teachers with respect to Academic Induction sessions 1 and 4.

08.107 Revalidation Subject Unit 2F: Art and Design (Colleges) (Min 08.66)

The Sub-Committee noted that no response had been received from the Faculty of Art, Design and the Built Environment in relation to the Sub-Committee's request for clarification on whether the interview was part of the criteria for entry or a method of determining student support needs and the year of the related University Honours degree to which graduates of the AB Fine and Applied Arts at NWRC (Limavady campus) would be admitted.

AGREED: that Dr Dass report to the next meeting on these matters.

08.108 MRes Cultural Heritages (with PgDip exit award) (ME) (Min 08.72)

It was reported that a response from the Faculty of Arts in relation to clarification on a number of matters had now been received and the new title of MRes in Arts had been approved by the Chair of the Sub-Committee.

It was noted that the exit award title had been confirmed as 'Postgraduate Diploma in Research in Arts'.

08.109 Revalidation Subject Unit 26F: Social Work (Pre-Qualifying) (Min 08.86)

It was reported that NISCC had endorsed the one-year extension to the period of approval for the provision within Subject Unit 26F: Social Work (Pre-Qualifying) (2009 intake).

08.110 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 08.93, 08.94)

It was noted that, at its meeting on 3 June 2008, the Sub-Committee had agreed that the Faculty be asked to clarify, as part of its strategic overview, the rationale for bringing forward the Outcentre provision for revalidation.

It was reported that a response had been received, but that it had not provided a strategic overview as requested. The Academic Office had therefore requested further information and had been advised that this would be discussed by the Course Directors involved.

AGREED: that Mrs Farley monitor progress on this matter.

CHAIRMAN'S COMMUNICATIONS

08.111 Certificate in Police Studies at Police Training College of Northern Ireland, Garnerville

Professor McAlister reported that the University had been successful in its tender for the PSNI student officer training programme. This would involve the development of a CertHE programme. In the light of assurances on quality and standards of current provision, she had taken Chair's action on behalf of the Teaching and Learning Committee to recommend to Senate (1 October) a further extension of the period of approval for the current Certificate in Police Studies (2008/09 intakes) pending the approval of the new CertHE, which was now scheduled for validation in November 2008 (min 08.54 refers).

08.112 COURSE APPROVAL

The Sub-Committee considered business from each faculty and from Access and Distributed Learning (papers CASC/08/29 – CASC/08/35) and noted revisions approved by the faculties as detailed in the appendix. Evaluation and revalidation reports had been approved by Chair's action.

ACCESS AND DISTRIBUTED LEARNING

08.113 Postgraduate Certificate in Professional Development (Researchers) (PT) (BT/CE/JN/ME)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the programme had been developed to build on the University's Research Development Programme, which consisted of a range of generic skills workshops, attendance at which earned participants 'Research Training Credits' (RTCs) by assessing and crediting specific achievements within a postgraduate qualification;
- (b) that it had been proposed that students would not be required to complete modules within an academic year and could delay submitting assessments until after the completion of their doctoral thesis; that this did not fit within the University's regulatory framework for taught programmes which expected modules to be taught and assessed in the same year and would require a case to the Teaching and Learning Committee;
- (c) that the Panel had had strong reservations regarding the accessibility of the programme for part-time doctoral students and had not recommended approval for these students at this stage in order to allow the Course Team to develop a more robust model that would enable a significant proportion of these students to participate;

- (d) that the Panel had been of the view that the programme would benefit from more formalised employer engagement and had recommended that this be taken forward;
- (e) that restriction of APL within the programme to one-third of the total was at variance with the Postgraduate Certificate regulations which permitted exemption from modules amounting to 50% of the credit value of the award and that this would require a case to the Teaching and Learning Committee;
- (f) that it was intended to grade assessments on a Pass/Fail basis only and to use a matrix framework to distinguish 'threshold', 'advanced' and 'exemplary' achievement, but that these grades would be for informal feedback purposes and would not be recorded; a proposal would be made to the Teaching and Learning Committee not to grade candidates;
- (g) that the assessment of the 'Project Management' module relied entirely on an external multiple choice examination;
- (h) that a proposal was to be submitted to the Research Degrees Committee for departure from the University's regulations for doctoral awards which precluded research students from registering for another award of the University without the prior approval of the Senate.

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 three years (intakes 2008 – 2010) for early-career researchers and full-time doctoral students.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

08.114 Revalidation Subject Unit 4A5: BSc Hons Environmental Health with/without DIS (with AB exit award) (FT) (JN)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the programme had been considered by a joint University revalidation and a Chartered Institute of Environmental Health (CIEH) reaccreditation Panel;
 - (b) that the non-DIS programme was identical in academic content to the DIS programme but had a lower entry threshold of 280 UCAS tariff points compared with 320 UCAS tariff points for the DIS programme;
 - (c) that the programme included an Environmental Health Symposium involving students from years 1, 2 and 4;

- (d) that for group work assessments students received informal feedback on individual contributions, but that each member of the group received the same mark;
- (e) that, subject to the CIEH condition and recommendation being addressed, the CIEH had agreed to reaccredit the programme for a period of five years (intakes 2008 – 2012), with a mid-term review to be carried out prior to the commencement of the 2010/11 academic year.

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).

08.115 Master of Landscape Architecture (MLA) (with Postgraduate Diploma in Landscape Architectural Studies exit award) (FT/PT) (BT) / MSc in Landscape Architectural Studies (with Postgraduate Diploma in Landscape Architectural Studies exit award) (FT/PT) (BT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the Landscape Institute was in support of the programme and that no other programme relating to the design of the landscape and the external environment was currently offered in Northern Ireland;
 - (b) that the Panel had set as one of the conditions of approval that the title of the Postgraduate Diploma be reviewed in order to avoid confusion with a widely available Diploma in Landscape Architecture which was accredited by the Landscape Institute, and that the title of the Postgraduate Diploma had therefore been changed from 'Landscape Architecture' to 'Landscape Architectural Studies';
 - (c) that the 240-credit point MLA had been designed specifically for students who wished to become Chartered Landscape Architects but that its modules were also offered in the 180-point MSc, which in addition included a dissertation; that the MSc would have two routes depending on the relevance of the student's previous qualification;
 - (d) that a proposal for a 120-point pathway within the MLA for students with an undergraduate degree in Landscape Architecture and relevant experience had now been withdrawn as it did not meet the minimum requirements for a Master's degree;
 - (e) that the MLA would not be eligible for accreditation by the Landscape Institute until the first cohort had graduated but that it was anticipated that the first group of students would be given retrospective accreditation;

- (f) that the Panel had expressed concern at the fact that there was only one qualified Landscape Architect on the teaching team;
- (g) that the minimum nine-week professional practice placement included in the MLA was no longer a requirement as originally proposed;
- (h) that the Panel had recommended that the assessment load be reviewed, particularly in relation to the 10-point modules.

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

08.116 Master of Science (MSci) Planning and Property Development (with BSc Hons Urban Planning and Property Development exit award) (with optional DIS) (FT/PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the Integrated Master's programme met the requirements for accreditation by the Royal Institution of Chartered Surveyors (RICS) and the Royal Town Planning Institute (RTPI) and that it would replace the BSc Hons Urban Planning and Property Development; current students would transfer to the MSci through transitional arrangements;
 - (b) that the RTPI accreditation visit had been held in July and that the programme had been granted provisional accreditation;
 - (c) that the programme included an optional placement year between level 3 and level M, which would lead to the award of Diploma in Industrial Studies (DIS), which was normally associated with level 2, and that the case for DIS at level 3 would be considered by the Teaching and Learning Committee;
 - (d) that it was proposed that level 3 (excluding placement year) would contribute 20% of the final award; as this was a departure from the University's norm, a case would be required to be considered by the Teaching and Learning Committee.

AGREED: that it be recommended to the Teaching and Learning Committee:

- (i) that, subject to the conditions of the Panel being met, the programme be approved for a period of three years (intakes 2008 – 2010), in line with the revalidation schedule for

subject unit 4A1, with an initial offer standard of 300 UCAS points;

- (ii) that a new Integrated Master's award – Master of Science (MSci) – be added to the schedule to Ordinance XXXI.

08.117 FdSc Building Services and Renewable Energies at Belfast Metropolitan College (Min 08.65)

- NOTED:
- (a) that the programme would now be placed in revalidation subject unit 4C and not 4A6 as stated in the evaluation report;
 - (b) that the Panel had not had any reservations regarding the period of approval which would now be five years (intakes 2008 – 2012) and not three years as stated in the evaluation report.

08.118 BSc Construction Engineering

- NOTED:
- (a) that Chair's action had been taken to grant a further one-year extension to this non-Honours degree for the 2008 intake only, without revalidation;
 - (b) that it was expected that the Faculty would bring forward a new proposal for the 2009/10 academic year.

FACULTY OF ARTS

08.119 Revalidation Subject Unit 14D: American Studies (UG)

RECEIVED: a request from the Faculty for postponement of the revalidation of subject unit 14D from December 2008 to May 2009.

NOTED: that the Faculty was considering possible relocation of this subject to the Magee campus and that a survey of expertise at Magee was currently being conducted.

AGREED: that the Faculty's request for the postponement of the revalidation of subject unit 14D be approved, but that the revalidation event be scheduled for April 2009.

08.120 Certificate of Higher Education in Ulster and Scottish Studies

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the programme to be offered on the Coleraine campus.

NOTED: (a) that, although the programme had been approved in 2006 for delivery at Coleraine, Jordanstown, Belfast and Magee, it had only run at the Magee campus;

- (b) that, owing to low recruitment, the programme had not been brought forward for revalidation with the rest of the provision in subject unit 11A in January 2008 and its approval had lapsed;
- (c) that the Ulster-Scots Agency had agreed to part-fund a limited number of places on the programme and a number of enquiries had been received;
- (d) that external examiner reports had been positive and had confirmed that standards and quality had been maintained; that the external examiner supported the proposed delivery at the Coleraine campus.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that a one-year extension to the period of approval (2008 intake) at the Coleraine campus be granted;
- (ii) that the Faculty prepare the course for revalidation in 2008/09.

08.121 Certificate in Foundation Studies in Music

NOTED:

that, in light of previous positive external examiner reports and current evidence of demand, Chair's action had been taken on behalf of the Teaching and Learning Committee to approve the Faculty's request for the reinstatement of the Certificate in Foundation Studies in Music for one further academic year (intake 2008), while the Faculty considered the reconfiguring or the new Certificate in Creative Arts (2008 intake suspended) in light of the Teaching and Learning Committee's refusal of a proposal for 5-point modules (mins 08.67 and 08.73 refer).

FACULTY OF LIFE AND HEALTH SCIENCES

08.122 Certificate of Higher Education in Combined Social and Behavioural Sciences at Southern Regional College (PT) (Banbridge and Portadown campuses)

RECEIVED:

the report of the Evaluation Panel.

NOTED:

- (a) that the programme aimed to address the needs of adult learners and to offer progression from Access courses; that the programme would be delivered at the two campuses by the same teaching team and that the curriculum would be the same at both campuses;
- (b) that the Panel had set as one of the conditions of approval that the library provision be reviewed to ensure equity of access and sufficient stocks at each campus and that this should be confirmed by the Faculty Head of Collaborative Courses in the annual report;

- (c) that APSC had approved the proposal to proceed to planning and evaluation subject to the identification of a part-time progression opportunity, but that the identified progression routes were all full-time; that the Team had advised the Panel that the range of subject disciplines encompassed within the programme crossed faculties in the University and that it had been difficult to identify appropriate subject contacts to explore further progression routes; that the Chair of the Panel had advised that she would ask Deans to nominate appropriate subject contacts;
- (d) that the pre-admission interview was not part of the selection process but an advisory mechanism to ensure applicants had realistic expectations.

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 three years (intakes 2008 – 2010), in line with the revalidation schedule for subject unit 25B, for a maximum cohort of 15 students in 2008/09 and 20 students in subsequent years at each campus.

08.123 Revalidation Subject Unit 22B2: Community Nursing and Public Health (Post Registration) and Revalidation Subject Unit 22F: Nursing (Colleges) (Min 08.79)

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the provision within the two subject units to include the 2009 intakes.

- NOTED:
- (a) that the Faculty had confirmed the quality and standards of the provision;
 - (b) that, in relation to the provision within subject unit 22B2, discussion was still ongoing within the profession on the nature of Specialist Nursing and that, in the absence of any clear guidance on the future of Specialist Nursing, it would not be possible to plan a revised curriculum with any certainty;
 - (c) that it had not been possible to obtain agreement on the way forward for the provision within subject unit 22F, owing to considerable upheaval in the restructuring of the further education sector, the ongoing effects of the Review of Public Administration on the Health and Social Care sector, and ongoing developments in relation to CPD for qualified nurses and other health professionals;
 - (d) that subject unit 22F did not only comprise further education college provision, but also University provision at Jordanstown and Magee and the Faculty anticipated reducing the provision within the units.

AGREED: that it be recommended to the Teaching and Learning Committee that the Faculty's request for one-year extensions to the period of approval for the provision within subject units 22B2 and 22F be endorsed (2009/10 intakes).

08.124 Course Withdrawals

NOTED: that the following courses had been withdrawn:

PgDip/MSc Contemporary Developments in Geography (DL)
PgDip/MSc Contemporary Developments in Geography and Education (DL)
PgDip/MSc Maritime Archaeology (CE/DL).

FACULTY OF SOCIAL SCIENCES

08.125 Course Withdrawal

NOTED: that the following course had been withdrawn:

Undergraduate Honours Subject: Health Communication (Minor) (JN).

ULSTER BUSINESS SCHOOL

08.126 BSc Hons Management and Leadership Development (FT) (JN) (Min 08.92)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the programme had originally been considered in February 2008 but at that time the Panel had not been convinced from the documentation and discussions held with the Team that the innovative design and delivery had been fully thought through or sufficiently explicated in the submission;
- (b) that there had been a change in title since February 2008, from 'BSc Hons Management and Leadership' to 'BSc Hons Management and Leadership Development', in order to convey clearly that the programme was about personal development in a management and leadership context;
- (c) that intensive block teaching was a feature of delivery;
- (d) that it was proposed that in final year the assessment of two modules would involve group presentations with the group work contributing 50% and 40% but that the Panel had set as one of the conditions of approval that the assessment be reviewed, including the amount of group work in final year.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions being met, the programme

be approved for a period of five years (intakes 2008 – 2012), with an initial standard offer of 300 UCAS tariff points to include grades BB at A level (or equivalent).

08.127 Course Withdrawals

NOTED: that the following courses had been withdrawn:

International Hospitality Studies (Major) (CE)
International Hotel and Tourism (Major) (CE).

08.128 REPORT ON FORMER ACADEMIC DEVELOPMENT AND STUDENT SERVICES COMMITTEE BUSINESS

RECEIVED: a report of new proposals and other relevant business considered by the Academic Planning Sub-Committee at its meeting on 4 June 2008 (CASC/08/36).

NOTED: that, as a temporary arrangement following the reorganisation of the Pro-Vice-Chancellors' portfolios, the cessation of the Academic Development and Student Services Committee, and pending the first meeting of the new Academic Development and Enhancement Committee in 2008/09, the business had been endorsed by the Teaching and Learning Committee at its meeting on 28 June 2008.

08.129 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2003/04, 2006/07 and 2007/08 (CASC/08/37).

NOTED: (a) that the following were still outstanding:

2003/04: 1 document
2006/07: 5 documents;

(b) that for 2007/08, 26 out of the 53 documents had now been signed off and four documents were currently with Panel Chairs for approval; that five documents had not been received by the stipulated deadline.

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

DURATION: 55 minutes

AGF/AG 18.09.08

COURSE APPROVAL SUB-COMMITTEE

17 September 2008

FACULTY OF ARTS

Diploma: Belfast: A Social and Cultural History of a Changing City

To revise module HIS013 to a 30-point module offered in semester 1; to offer module HIS015B4 in semester 2 and to add a research study skills element and to revise assessment accordingly; to remove optional module HIS014B2;

**Undergraduate Hons Subjects: French (Major, Main), Film Studies
BA Hons Applied Languages**

To swap the order of modules FRE329 and FRE328;

Undergraduate Hons Subject: Journalism

To introduce an additional optional module at level 3;

Undergraduate Hons Subject: American Studies

To swap semesters of two modules;

Undergraduate Hons Subject: History

To change semester of module HIS124C2;

BA Hons Media Studies and Production

Undergraduate Hons Subject: Media Studies (Major/Main/Minor)

To introduce two new level 3 optional modules 'Irish and International Documentary (Theory)' (available to Media Plus – P300 students) and 'Irish and International Documentary (Practice)';

BA Hons Interactive Media Arts

To make available two level 2 modules from the undergraduate Honours subject of Media Studies as optional modules.

FACULTY OF COMPUTING AND ENGINEERING

FdSc Interactive Multimedia at SRC (Newry campus)

To revise the module 'Animation Techniques'.

FACULTY OF LIFE AND HEALTH SCIENCES

Certificate of Personal and Professional Development

To introduce a 10-point module at level 1 'Career Planning (Sport)'; to offer four 15-point modules in the area of Applied Behaviour Analysis at level A;

BSc Hons Community and Public Health Nursing

PgDip Community and Public Health Nursing

To change the assessment of seven modules from 50% coursework and 50% examination to 100% examination;

BSc Hons Geography (with optional DIS/DAS)

Undergraduate Hons Subject: Geography (Major/Main/Minor)

To introduce a new level 3 optional module 'Geographies of Sustainable Consumption';

BSc Hons Radiography

To introduce independent course codes for the Diagnostic pathway and the Therapeutic pathway;

PgDip/MSc Health and Social Care (Facilitating Learning and Development)

To introduce two 30-point modules (subject to clarification whether a new pathway is intended).

FACULTY OF SOCIAL SCIENCES

Certificate in Police Studies at Police Training College of Northern Ireland, Garnerville

To make all modules non-condonable;

Undergraduate Hons Subject: Sociology (Magee)

To offer the compulsory module 'Sociology of Media', already offered at the Jordanstown campus, to Year 3 students in semester 1 at the Magee campus;

BSc Hons Language and Linguistics

Undergraduate Hons Subject: Linguistics (Major)

To change module 'Psycholinguistics and Clinical Linguistics' from level 3 to level 2;

MSc Social Research Skills (DL)

To change the weighting of the three coursework assignments in the 'Peace and Conflict Research' module from 25%, 50% and 25% to equal weighting between the three pieces of assessment.

ULSTER BUSINESS SCHOOL

FdSc Hospitality and Tourism at SERC (Bangor campus)

To divide the 60-point 'Work-based Learning' module into a 20-point 'Professional Development' module and a 40-point 'Work-based Learning' module;

BSc Hons Accounting (JN)

BSc Hons Accounting (Levels 1 & 2) at SRC (Newry campus)

To add module ECO109J1/2 'Business Economics' as an alternative to the 'long thin' format of ECO117J4 ('Economics for Business') and an additional level 3 option 'Public Sector Accounting' (ACF545J1/2); to change the coursework/examination

weighting in module ECO109J1/2 to 50/50; to change semesters of modules ACF322J2 and ACF306J1;

BSc Hons Accounting

To introduce 10-point modules in 'Personal Finance' at levels 1 and 3;

BSc Hons Business Studies with Options

To make the placement year optional rather than compulsory;

BSc Hons International Hotel and Tourism Management at HTMi

To introduce the revised final year as recently revalidated at the University;

MSc International Tourism Development

To introduce a new optional module 'Human Resource Issues'.