

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 22 November 2007 at the Jordanstown campus

PRESENT

Professor D McAlister (Chair), Dr G Armstrong (for Mrs H Farley), Dr A Cook, Professor A Erridge, Professor E M Lillie, Dr W McCluskey (for Mr T McLernon), Mr M McKinney

APOLOGIES

Mrs H Farley, Mr T McLernon

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

07.109 MEMBERSHIP

The Chair welcomed Mr Martin McKinney as the new Faculty of Computing and Engineering representative on the Sub-Committee.

07.110 MINUTES

The confirmed minutes of the meeting held on 20 September 2007 were signed and dated by the Chair.

MATTERS ARISING

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

It was noted that the Faculty had been asked to clarify where the bridging year was to be undertaken and to confirm the maximum cohort sizes at 16 full-time and 10 part-time, but that no response had been received to date.

07.112 Postgraduate Certificate in Pastoral Care (Min 07.67 and 07.90)

The Sub-Committee was informed that the programme specification and the module descriptions for the Postgraduate Certificate in Pastoral Care had been forwarded to an external subject expert who had responded positively, and that Chair's action had been taken, on behalf of the Sub-Committee, to approve the programme.

07.113 Entry Requirements for Full-time and Part-time Undergraduate Courses 2008/09 (Min 07.69 and 07.91)

The Chair reported that the Faculty had now confirmed that it wished to retain GCSE Mathematics as an entry requirement for the Minor in Economics.

07.114 MSc Executive Leadership (Min 07.96)

It was reported that, at its meeting on 27 September 2007, the Academic Planning Sub-Committee (APSC) had considered a CA3 proposal to introduce a full-time version of the MSc Executive Leadership with a Banking and Finance specialism, with effect from the 2007/08 academic year.

It was noted that the proposed developments were in response to market demand and client need and that the programme would be delivered in this form at a London outcentre. APSC had agreed that the proposal be approved, subject to the submission of a satisfactory report to the Academic Office regarding the outcentre facilities. The report had not yet been received.

07.115 Revalidation Subject Unit 22E: Nursing (Education) (Min 07.100)

The Chair reported that a response had now been received from the HLSP regarding the revised structure of the Advanced Certificate in Supporting Learning and Assessment in Practice (part-time) and the Postgraduate Certificate in Supporting Learning and Assessment in Practice (part-time). The HLSP reviewers had indicated their preference for the option of two 30-credit point modules and Chair's action had been taken, on behalf of the Teaching and Learning Committee, to approve this option as the preferred choice of both the University and the Commissioner. The Chair confirmed that the structure of the programmes was now in line with the University's framework.

07.116 Course Revision: BSc Specialist Nursing Practice / PgDip/MSc Specialist Nursing Practice (Min 07.102)

The Sub-Committee was informed that the change of title of the 'Nurse Practitioner in Secondary Care' pathway to 'Nurse Practitioner' had also been approved by APSC at its meeting on 27 September 2007.

CHAIRMAN'S COMMUNICATIONS

07.117 Briefing Seminar

The Chair reported that the Academic Office had held in October 2007 its annual briefing seminar for internal panel members and Chairs of Course Planning Committees / Subject Unit Co-ordinators involved in 2007/08 evaluation / revalidation activity. Fifty-nine members of staff, including three from outside the University, had attended and feedback had been positive.

07.118 COURSE APPROVAL

The Sub-Committee considered business from each Faculty (papers CASC/07/39 – CASC/07/44) and noted revisions approved by the Faculties as detailed in the Appendix.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

07.119 MSc in Architectural Studies (FT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the Evaluation Panel had met in April 2007 to consider proposals for MArch and MSc in Architectural Studies and that at that time the MSc had not been approved as the Panel had not been convinced of the coherence of the learning outcomes at both programme level and module level and of the clarity of content and assessment of the programme (min 07.43 refers);
 - (b) that the reconvened Panel which met in October 2007 had included two new external Panel members;
 - (c) that the programme had a credit value of 240 points at level M;
 - (d) that the programme learning outcomes and the learning outcomes of the four Design modules had been revised since the evaluation in April 2007 in order to distinguish the MSc from the MArch programme and that the learning outcomes had been further revised after the circulation of the revised document to the Panel members;
 - (e) that the Panel had commended the School on its intention to design a non-professional programme, but had expressed disappointment that the main issue raised by the previous Evaluation Panel in April, relating to the distinctiveness of the MSc from the MArch programme, had not been fully addressed in the submission;
 - (f) that the Panel had requested that all professional references be removed from the course document in order to make clear the distinction from the professional MArch programme;
 - (g) that the Panel had strongly suggested that the minimum IELTS score be raised to 6.5 in order to ensure students would be able to cope with the level of the programme (IELTS 6.5 is required by ARB in each element of their examination).

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 period of approval for the provision within Subject Unit 2G.

FACULTY OF ARTS

07.120 BA Hons Media Arts

RECEIVED: a CA3 form requesting that the title of the BA Hons Media Arts course be changed to BA Hons Interactive Media Arts, with effect from 2007/08.

NOTED: (a) that the Course Team was of the view that the current title did not reflect the content of the programme;

(b) that a revised programme specification had been provided;

(c) that the request had also been considered and approved by APSC at its meeting on 15 November 2007.

AGREED: (i) that the request be approved;

(ii) that the information regarding APL in section 14 of the programme specification be updated.

07.121 BA Hons Media Studies

RECEIVED: a CA3 form requesting that the title of the BA Hons Media Studies be changed to BA Hons Media Studies and Production, with effect from 2007/08.

NOTED: (a) that the Course Team was of the view that the current title did not reflect the content of the programme and that the change in title would have a positive impact on recruitment, increase the employability of graduates and help clarify the differences between Single subject Media Studies and Major Media Studies;

(b) that the “and” in the proposed new title was not being used in the modular sense;

(c) that the request had also been considered and approved by APSC at its meeting on 15 November 2007;

(d) that a revised programme specification had not been submitted with the CA3 form and that the Sub-Committee was therefore not in a position to confirm whether the new title reflected, or was reflected in, the outcomes and content of the programme.

AGREED: that Chair’s action be taken to approve the request on receipt of a satisfactory programme specification.

07.122 Course Revision: BA Hons Humanities at Southern Regional College (Newry outcentre)

- NOTED:
- (a) that a CA3 form had been submitted to transfer the six level 3 Jordanstown-based modules to Coleraine;
 - (b) that, as part of the rationalisation of Faculty and campus provision, the decision had previously been taken to move Arts provision from Jordanstown to other campuses; that final Honours level provision, which provided progression from ABs at Newry (NKIFHE / Southern Regional College) and the former BIFHE (BMC) had remained at the Jordanstown campus in the short-term, but that this was being phased out;
 - (c) that the transfer of the outcentre arrangement would ensure the revalidation of the modules in the Coleraine provision this year (English) and next year (History);
 - (d) that the Faculty was considering the appropriate award title for students who completed this diet of modules.

AGREED: that the Faculty consider the integration of these modules fully with the Coleraine provision rather than proposing to retain a special 'Humanities' title.

07.123 Course Revision: MA Journalism

- NOTED:
- (a) that a number of changes to the MA Journalism programme had been approved by the Faculty, but that these changes had been made in order to meet the requirements of the professional body;
 - (b) that the programme was highly regarded and very successful.

FACULTY OF BUSINESS AND MANAGEMENT

07.124 Revalidation Subject Unit 5J: MSc Innovation Management in the Public Service

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that a joint University / Higher Education and Training Awards Council (HETAC) event had been held;
 - (b) that the programme was offered jointly, in part-time mode only, by the University (Magee campus) and the Letterkenny Institute of Technology and that students received a joint University / HETAC award;
 - (c) that the programme was currently targeted at public servants in the political arena, but that it was the intention that the

target pool would be widened to include the broader public sector, such as the Health Services.

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

07.125 Postgraduate Diploma / MSc Innovation and Entrepreneurship

RECEIVED: a CA3 form requesting the revision of the title to Postgraduate Diploma / MSc Business Development and Innovation, from the 2007/08 intake, and the introduction of a Postgraduate Certificate exit award.

NOTED:

- (a) that the proposed revisions were in response to discussions with the external examiner and feedback from prospective applicants and the Faculty Business Development Manager;
- (b) that the Faculty was of the view that the existing title restricted the potential market for the programme as 'entrepreneurship' was perceived by the business community to be relevant primarily to small entrepreneurial start-up companies;
- (c) that it was envisaged that the introduction of a Postgraduate Certificate exit award would provide greater flexibility and that one of the modules taken by students choosing to leave at this stage was delivered in conjunction with Babson College;
- (d) that the differentiation between the Postgraduate Diploma and the Master's award appeared to be solely in the Knowledge learning outcomes;
- (e) that this request had been considered and approved by APSC at its meeting on 15 November 2007.

AGREED:

- (i) that the requests for change in title and the introduction of a Postgraduate Certificate exit award be approved;
- (ii) that the Faculty be asked to review the distinction in the learning outcomes for the Postgraduate Diploma and the Master's award.

07.126 Course Withdrawals

NOTED: that the following courses had been withdrawn:

Advanced Diploma in Management Practice: MAGNI (PT)
(specific cohorts) NICVA (PT)
Greenmount (PT)

GAP (PT)

SEI (PT)

Certificate in Management Practice:

CSA (PT)

SME (PT)

BSc Hons International Hotel and Tourism Studies with French (FT) (CE - Portrush)

BSc Hons International Hotel and Tourism Studies with German (FT) (CE - Portrush)

BSc Hons International Hotel and Tourism Studies with Spanish (FT) (CE - Portrush)

BSc Hons International Hospitality with French (FT) (CE - Portrush)

BSc Hons International Hospitality with German (FT) (CE - Portrush)

BSc Hons International Hospitality with Spanish (FT) (CE - Portrush)

BSc Business Finance and Investment (FT) (CE)

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

FACULTY OF COMPUTING AND ENGINEERING

07.127 Postgraduate Certificate in Health Informatics (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme was innovative and would be delivered in part-time mode by blended learning, with face-to-face teaching at the Jordanstown campus, from January 2008;
 - (b) that the programme had been developed in response to a request from the Health and Personal Social Services (HPSS) for provision that would meet the demands of a Professional Certificate in Health Informatics (HPSS standard) and initially all students enrolling on the programme would be HPSS employees;
 - (c) that a separate external validation would be carried out by an Industrial Panel to assess the professional issues within the programme, which were associated with the Professional Certificate;
 - (d) that the Panel had been of the view that the Research Methods module did not sit comfortably within the Postgraduate Certificate and that this module had not been approved as part of the programme;
 - (e) that, at the Evaluation meeting, the Team had advised that it would not be possible to offer the programme in full from

January 2008, as outlined in the initial proposal, but that one module would be delivered in January as a CPD module and the programme would be delivered in full from September 2008; that the Chair of the Course Planning Committee had, however, since advised that the programme would begin properly in January 2008.

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 2008 – January 2012).

07.128 Revalidation Subject Unit 16B: Computing (Undergraduate / Jordanstown)

RECEIVED: the report of the Revalidation Panel.

NOTED:

- (a) that the provision included a part-time 'top-up' degree (BSc Hons Computing and Information Systems) and that until revalidation this programme had also been offered at Fermanagh College, but that this outcentre provision had now been withdrawn;
- (b) that the BSc Hons Computing Science would be offered with a number of new specialisms, which would be available as options in the final year of study; these specialisms would be formally recognised in the award titles and marketed as separate programmes;
- (c) that there was a national decline in interest in the subject of Computing;
- (d) that measures had been put in place to attempt to address the retention difficulties and that retention had improved, particularly in Year 1;
- (e) that placement or study abroad was compulsory in each of the four full-time Honours programmes;
- (f) that the single-day event had comprised a considerable number of programmes which had restricted the opportunity for the Panel to engage in full discussion of individual modules and curriculum and that future arrangements would need to address this problem.

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

BSc Hons Computing Science (FT)

BSc Hons Computing Science with Specialisms (FT) (Artificial Intelligence; Enterprise Technologies; Healthcare Technologies; Mathematical Applications; Network Technologies)
BEng Hons Software Engineering (FT)
BSc Hons Information and Communication Technologies (FT)
BSc Hons Interactive Multimedia Design (FT)
BSc Hons Computing and Information Systems (PT)
Integrated Foundation Year for BSc Hons Computing Science (FT).

07.129 Course Withdrawals

- NOTED:
- (a) that the following courses had been withdrawn:
 - BSc Hons Computing and Information Systems (PT) at SWC (Enniskillen campus – outcentre)
 - BSc Hons Computer Science Integrated Foundation Year (PT) at NWRC (outcentre)
 - BEng Hons Electronics and Computer Systems Integrated Foundation year (PT) at NWRC (outcentre)
 - BA Hons French and Computing (CE)
 - BA Hons German and Computing (CE)
 - BA Hons Spanish and Computing (CE);
 - (b) that the Main in Computing had already been withdrawn by CA5 and so the Main/Main combinations were now being formally withdrawn.

FACULTY OF LIFE AND HEALTH SCIENCES

07.130 Revalidation Subject Unit 22B2: Community Nursing and Public Health (Post-Reg)

- NOTED:
- (a) that Chair's action had been taken, on behalf of the Sub-Committee, to approve the request to return the revalidation of the provision within Subject Unit 22B2 from 2007/08 to 2008/09, its original date;
 - (b) that the provision within this Subject Unit was originally scheduled for revalidation in 2008/09 but, at the Faculty's request, the Sub-Committee, at its meeting in January 2007, had agreed to bring forward the revalidation to 2007/08 (min 07.15 refers); that the Faculty now wished to revert to the 2008/09 schedule for the revalidation of the provision within the Subject Unit 22B2 and hold a joint UU / HLSP event in February 2008 to evaluate the new awards only;
 - (c) that the request had been made as a result of emerging professional developments within the Specialist Community and Public Health Nursing.

07.131 FdSc in Sport, Exercise and Fitness at NRC (Coleraine campus), SERC (Bangor campus) and SRC (Armagh campus)

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the FdSc in Sport, Exercise and Fitness.

- NOTED:
- (a) that the programme was currently operating according to a 2 + bridging + 1 model, which had exceptionally been approved to run for one year only as a departure from the 2 + 2 model;
 - (b) that the current model had only been permitted to be retained on condition that the Colleges and Faculty would bring forward a new (2 + 2) version for revalidation this year;
 - (c) that the University had recently begun discussions regarding the Foundation Degree model and that DEL was currently carrying out a consultation exercise; that there was therefore no clear guidance at present regarding the preferred model for Foundation Degrees;
 - (d) that developments in the University programmes for revalidation this year would have implications for the bridging modules; amendments would be made through the CA3 process;
 - (e) that the external examiner reports for both the University programme and the Foundation Degree had not raised any issues regarding the current provision.

AGREED: that it be recommended to the Teaching and Learning Committee that the request for an extension to the period of approval be approved for one year only.

FACULTY OF SOCIAL SCIENCES

07.132 Advanced Diploma in Management Practice

RECEIVED: a CA3 form requesting the introduction of an Advanced Diploma in Management Practice (Community Safety) based on the combination of the three modules in the Advanced Certificate in Community Safety and three modules from the Advanced Diploma in Management Practice, with effect from November 2007.

- NOTED:
- (a) that this request had been considered by APSC, at its meeting on 15 November 2007, which had sought further information;

- (b) that the proposal had been developed as a progression opportunity following discussions with the Community Safety Unit and Skills for Justice;
- (c) that the three Community Safety modules were currently at Level 1, Level 2 and Level 3 respectively, which did not fit the structure of the Advanced Diploma in Management Practice, which comprised all Level 2 modules; that it was the intention to submit a further CA3 form before the end of 2007/08 to revise the level and content of the Community Safety modules;
- (d) that there was currently a cohort of students who had completed the Advanced Certificate in Community Safety in June 2007, had graduated with the award, and were now enrolled as credit-bearing short course students pending the Sub-Committee's decision and that it was intended that these students would leave with an Advanced Certificate in Management Practice.

AGREED:

- (i) that in 2007/08 students seeking a Management Practice award register on the Advanced Diploma in Management Practice, complete the three Year 1 modules of this programme and then either leave with an Advanced Certificate in Management Practice or progress to take the revised Community Safety modules in Year 2 (2008/09);
- (ii) that when the revised modules were developed, a CA3 form be submitted, in conjunction with the Faculty of Business and Management and following consultation with the external examiners, to integrate them into the Advanced Diploma in Management Practice for 2008/09; the Faculties might at that time propose a distinct award title for students taking a Management Practice (Community Safety) pathway; pending this, a course code should be assigned to identify the distinct Community Safety cohort.

07.133 REPORT ON ACADEMIC DEVELOPMENT AND STUDENT SERVICES COMMITTEE BUSINESS

RECEIVED:

a report of new proposals and other relevant business considered by the Academic Planning Sub-Committee in September 2007 and endorsed by the Academic Development and Student Services Committee in October 2007 (CASC/07/45 (a)) and a report of new proposals and other relevant business endorsed by the Academic Planning Sub-Committee at its meeting on 15 November 2007 (CASC/07/45 (b)).

NOTED:

- (a) that 12 new programmes had been proposed for 2008 starts, but that one of these proposals would not require an evaluation event;

- (b) that the BSc Hons Computing (with specialisms) (FT) (JN) had been considered as part of the revalidation of Subject Unit 16B in October 2007 and had been recommended for approval (min 07.128);
- (c) that no response had yet been received from the Faculty of Life and Health Sciences regarding the entry requirements for the proposed part-time Pre-Registration Degree in Nursing.

07.134 STATEMENT ON SUBMISSION OF OUTSTANDING DOCUMENTS 2006/07, 2004/05 AND 2003/04

RECEIVED: a statement on the submission of outstanding final documents from 2006/07, 2004/05 and 2003/04 (CASC/07/46).

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

2003/04: 2 documents
2004/05: 1 document
2006/07: 24 documents;

- (b) that the document for Subject Unit 22E had now been signed off;
- (c) that a first revised version of the Subject Unit 18A: Law (UG) document had been received, but that further amendments had been requested.

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

DURATION: 1 hour 20 minutes

COURSE APPROVAL SUB-COMMITTEE

22 November 2007

FACULTY OF ARTS

Undergraduate Hons Subject: Drama

To change the coursework requirements for module DRA504M1;

Undergraduate Hons Subject: Irish (Minor) at Magee

To replace two modules in the Minor strand from 2007/08;

BA Hons Humanities at Southern Regional College (Newry – outcentre)

To transfer the six level 3 'Jordanstown' modules to 'Coleraine';

BA Hons in History – with options

To introduce two new optional modules;

BA Hons Media Arts

To replace the requirement to take two modules from another subject with two existing Media related modules; FLM101C1 in Year 1, semester 1 and MED102C2 in Year 1, semester 2;

MA Journalism

To change the titles of four modules; to remove one module; to make two modules compulsory; to revise the assessment requirements for the Dissertation module so that the length of the dissertation is reduced to 5-8000 words and is accompanied by audio/audio visual work; to identify two modules as non condonable.

FACULTY OF BUSINESS AND MANAGEMENT

Advanced Diploma in Management Practice

To request additional course codes for the client groups of students from the Police Ombudsman's Office; from Ards Borough Council; from Capita;

FdSC Event Management (Culture, Arts & Leisure) at South West College (Omagh)

To change the assessment requirements in module LEC300X1;

BSc Hons Business Studies

To remove two optional modules;

PgDip/MSc Innovation and Entrepreneurship

To revise the titles of two modules.

FACULTY OF COMPUTING AND ENGINEERING

BEng Hons Software Engineering

BSc Hons in Computing Science

BSc Hons in Information & Communication Technologies

To introduce a new optional module, Emerging Healthcare Technologies;

BSc Hons Mathematics with Computing (with DIS)

To change the semesters of delivery of modules MAT512, 520 and 517; to change module MAT508J2 to COM508J2 to increase student choice.

FACULTY OF LIFE AND HEALTH SCIENCES

CertHE/FdSc Rural and Countryside Management at CAFRE

To make module ENS321X2B also available in semester 1;

BSc Hons Psychology/BSc Hons Social Psychology

To change the semester of module PSY553;

BSc Hons Nursing Sciences (ISEC outcentre)

To introduce a level 3 optional module (Management of the Suicidal Person);

MSc Health Science

To introduce a new optional module in Renal Disease and The Lower Limb.

FACULTY OF SOCIAL SCIENCES

Access Diploma in Social Sciences and Humanities at South West Regional College – Enniskillen

To reduce the demand of level A module (Studies in Contemporary Society 1) to NICATS level 2;

Access Diploma in Social & Life Sciences at North West Regional College – Limavady campus

To reorganise the course structure (by moving ENS002X1 to semester 2);

Undergraduate Hons Subject: Politics

To withdraw module POL111J1 from the Undergraduate Hons Politics Subject, and as an option in other subjects;

BSc Hons Community Development

To change the year and semester of six modules and the content and title of one module;

BSc Hons Communication

To replace a compulsory Year 2 module for 2007/08 only;

PgDip/MA TESOL

To revise the regulations in respect of progression to the dissertation stage and to revise the assessment requirements in module EDU834C1.