

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 23 November 2006 at the Jordanstown campus

PRESENT

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

APOLOGIES

Mrs H Farley

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

- 06.115 The confirmed minutes of the meeting held on 21 September 2006 were signed and dated by the Chair, subject to the following correction:

Min 06.107 The 'Agreed' section should read: "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 further period of five years (intakes 2006-2011)".

MATTERS ARISING

- 06.116 FdA Contemporary and Traditional Crafts (Min 06.90)

The Chair reported that the Dean of the Faculty of Arts had confirmed approval of the title for FdA Contemporary and Traditional Crafts.

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

At the Teaching and Learning Committee meeting on 18 October 2006, the Dean of the Faculty of Social Sciences had confirmed that the intake for the programme had been lower than anticipated (144 students at the Jordanstown campus and 55 at the Magee campus) and that it would therefore not be necessary for additional part-time hours.

- 06.118 Revalidation Unit 15A: Hospitality (Min 06.114)

The Chair reported that the Faculty of Business and Management had confirmed that the revalidation unit 15A would now be divided into smaller units.

- 06.119 Review of Foundation Degrees (Min 06.85)

The Chair reported that Professor R Millar, Dean of the Faculty of Engineering, had been nominated to represent the University on the Working Group established by DEL to review Foundation degrees. The first meeting of the Working Group would

be held on 24 November 2006 and would comprise representatives from DEL, Queen's University Belfast and the Further and Higher Education Colleges.

06.120 COURSE APPROVAL

The Sub-Committee considered business from each Faculty (papers CASC/06/36-40) and noted revisions approved by the Faculties as detailed in the Appendix.

FACULTY OF ARTS

06.121 Course Withdrawals

NOTED: that the following courses had been withdrawn:

- MA Applied Arts (Belfast)
- MA Textile Design (Belfast)

FACULTY OF BUSINESS AND MANAGEMENT

06.122 Postgraduate Diploma/MSc Agri-Food Business Development (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the start date of the programme was January 2007 and that it would be delivered using three-day teaching blocks with a two-day block early in the semester followed by a third day mid-late semester;
 - (b) that the programme was web-dependent;
 - (c) that the final module of the Postgraduate Diploma stage included a compulsory residential study period at Babson College;
 - (d) that support funding had been secured from the Food Strategy Implementation Partnership and had been approved by DARD for three years (two student cohorts) and that a three-year sponsored lectureship had been secured from a local company, which included support for related programme development and food marketing research;
 - (e) that DARD would periodically review the outcomes 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 programme be approved for a period of four years (intakes January 2007-2010) in line with the revalidation schedule for unit 5F.

06.123 Course Withdrawal

NOTED: that the following course had been withdrawn:

FdSc e-Commerce at NKIFHE

06.124 Course Revision: Postgraduate Diploma/MSc Marketing and Entrepreneurship

It was noted that the Faculty had approved a revision of the assessment strategy in module MKT811J1/2. Professor Erridge enquired regarding the nature of the revision and was advised that the CA3 form would be checked and that the members of the Sub-Committee would be informed.

FACULTY OF ENGINEERING

06.125 Postgraduate Certificate in Hydrogen Safety Engineering (PT) (DL)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme was part-time, would be delivered via distance learning and would start in January 2007;
 - (b) that the five-year business case had been approved by the Senior Management Group on 6 November 2006;
 - (c) that the Evaluation Panel had raised a number of concerns regarding the content and organisation of the curriculum;
 - (d) that there was concern among the Sub-Committee members regarding the number of conditions of approval and the extent to which the content of the Postgraduate Certificate differed from that of the Summer School;
 - (e) that the second revised version of the document had been received by the Academic Office and that the revised submission was to be forwarded to the external Panel members for consideration.

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 five years with a bi-annual intake (intakes January 2007-2010/11).

06.126 Proposed BSc (Hons) Transport and Supply Chain Management at Hong Kong College of Technology (HKCT)

- NOTED:
- (a) that HKCT no longer wished to proceed with this programme for the following reasons:
 - i. that one of the conditions of approval (09.07.05) was that two, full-time academic staff with appropriate experience of teaching at level 3 be appointed, but that, owing to a change

in market conditions, this condition of approval had not been met;

ii. that local conditions remained unsuitable to allow the programme to recruit sufficient numbers of students.

(b) that no new programmes were being planned in collaboration with HKCT.

06.127 Course Withdrawals

NOTED: that the following courses had been withdrawn:

HND Computing at Castlereagh College

BSc Hons Computing Science at HKCT

BSc Hons Interactive Multimedia Design at HKCT

FACULTY OF LIFE AND HEALTH SCIENCES

06.128 BSc Hons Developing Practice in Healthcare (with FdSc exit award) (PT) and PgD/MSc Developing Practice in Healthcare (with PgCert exit award) (PT) at the Royal Group of Hospitals Trust (RGHT) (outcentre)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that the programmes would be offered on a part-time basis from January 2007 at RGHT under outcentre arrangements;

(b) that the courses were part of RGHT's CPD programme, were entirely work-based, with assessment by portfolio, with the exception of three research-related level M modules, and that they would be supported primarily by RGHT staff who were being developed as facilitators and would be appointed as Recognised Teachers of the University;

(c) that the modules had not been identified in the usual way, but as 'required', 'repeatable', 'replaceable', or 'optional' and that a number were offered at level 2, 3 and M;

(d) that one of the conditions of approval was that the programme and module learning outcomes, for both the undergraduate and postgraduate programme, be comprehensively reviewed to ensure that they were expressed at the appropriate level;

(e) that another condition set by the Panel was that legal approval of the partnership between UU and RGHT be confirmed and that the Memorandum of Agreement between UU and RGHT be finalised;

(f) that the Teaching and Learning Committee (18.10.06) had approved a departure from the normal University regulations in respect of the inclusion of a 50-credit point dissertation module for the MSc award.

- 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 programmes be approved for a period of five years (intakes January 2007 - January 2011);
- (ii) that the programmes be placed on the Faculty's Annual Subject Monitoring Risk Register;
- (iii) that, in view of the extent of departures from standard practice in this and other programmes, it be proposed to the Teaching and Learning Committee that a themed audit be carried out in relation to the framework for curriculum development in the School of Nursing.

FACULTY OF SOCIAL SCIENCES

06.129 Revalidation Unit 9I: Postgraduate Certificate/Diploma Further and Higher Education (min 06.107 refers)

RECEIVED: a statement from the Chair of the Revalidation Panel proposing that, unless the Faculty can confirm compliance with the condition of approval regarding staffing set by the Panel (18.05.06), Senate be asked to reduce approval for the programme to one year only (2006/07 intake) instead of five years.

- NOTED: (a) that the Panel's condition was "that, through a detailed staff resourcing and action plan, assurance be provided of a cohesive and integrated course team and of adequate staffing resources to deliver the programme", and that the issue of a cohesive and integrated course team had not yet been resolved;
- (b) that a meeting had been scheduled between the Head of School of Education, the Chair of the Revalidation Panel and the Pro-Vice-Chancellor (Teaching and Learning) for 23 November, and that the Head of School hoped that the School of Education would be able to propose a satisfactory solution.

AGREED: that the proposal put forward by the Revalidation Panel's Chair be endorsed.

06.130 Postgraduate Diploma/MSc Specialist Cognitive Therapy

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 the programme had originally been due to start in January 2006, but had not started until September 2006 and that the Faculty was proposing that the revalidation event be held in March 2008 to allow consideration of how the programme had operated over a full year;

- (b) that the Faculty was proposing that the programme be placed in a new revalidation unit to facilitate the revalidation event in March 2008.

AGREED: that the Faculty's proposals 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.

06.131 Revalidation Unit 9C: Education (Professional Development)

RECEIVED: a request from the Faculty for a postponement of the revalidation from January 2007 to April 2007.

- NOTED:
- (a) that a number of concerns had been raised at the Faculty revalidation (08.09.06) in relation to curriculum design and structure, and resource issues relating to numbers of modules, demand and viability;
 - (b) that a new Government policy regarding CPD was emerging;
 - (c) that, following the review of revalidation units, 9H Education (School Library Management) had been incorporated into unit 9C.

AGREED: that the Faculty's request for the postponement of the revalidation event to April 2007 be approved.

06.132 Education as a Minor

RECEIVED: a CA3 form indicating that the Faculty has approved a revision to replace the final year module 'Education and Conflict' with the module 'An Introduction to TESOL'.

- NOTED:
- (a) that 'An Introduction to TESOL' would be a compulsory module;
 - (b) that the revision had broader implications for the aims of the minor strand;
 - (c) that the outcomes of the module did not appear to be expressed appropriately for level 3.

- AGREED:
- (i) that the Faculty be asked to reconsider offering the new module as an option in Year 2, so that language students would have the opportunity to take the module before their year abroad;
 - (ii) that the aims and outcomes be reviewed and expressed appropriately for the level at which the module is to be studied;
 - (iii) that the Faculty be asked to consider the impact of this revision on the overall aims and objectives of the programme.

06.133 Master of Public Administration (MPA)

RECEIVED: a CA3 form indicating that the Faculty has approved the introduction of a 60- credit point dissertation to add to the version of the programme designed for Kazakhstan students in 2006/07.

- NOTED:
- (a) that the students would have taken a research methods module as part of the Postgraduate Diploma stage;
 - (b) that the taught modules at Master's stage being replaced by the dissertation for the Kazakhstan students were not core to the version of the MPA programme for local students;
 - (c) that it was not intended to make the 60-credit point dissertation module available to local students who currently took a 30-credit point project and optional taught modules as this would not leave room for the taught modules which were attractive to the range of local students on the MPA course;
 - (d) that the version of the MPA course designed for the Kazakhstan students had been developed incrementally, but would be reviewed as a whole for the revalidation next year.

06.134 REPORT ON ACADEMIC DEVELOPMENT AND STUDENT SERVICES COMMITTEE BUSINESS

RECEIVED: a report of new proposals and new developments considered by APSC and ADSSC at meetings in September and November 2006 (CASC/06/41).

- NOTED:
- (a) that there were eight new proposals to be included in the evaluation/revalidation schedule;
 - (b) that the BArch (Hons) Architecture programme was to be postgraduate in level and that the Faculty of Arts had been asked to consider a Master's award in line with the FHEQ and the University's Qualifications Framework;
 - (c) that the evaluation event for Advertising: Single Honours/Major/Main/ Minor would take place on 28 November and that Senate had noted its expectation of an interdisciplinary programme involving other faculties, in particular the Faculty of Arts;
 - (d) that undergraduate honours subject Philosophy had been reinstated and that a case had been received from the Faculty of Arts for a one year extension to the approval period for Philosophy to include the 2007/08 intake; the external examiners' reports confirmed that the content and structure of the programme were appropriate and the national benchmark standards were being met. It would be scheduled for revalidation in 2007/08.

AGREED: that it be recommended to the Teaching and Learning Committee that the undergraduate honours subject Philosophy (Main, Minor) be granted an extension of approval to include the 2007 intake.

SUBMISSION OF OUTSTANDING FINAL DOCUMENTS

06.135 2005/06

RECEIVED: a statement on the submission of outstanding final documents for 2005/06 (CASC/06/42).

NOTED: that 22 of the 33 documents had now been signed off and that the document for Revalidation Unit 1C: Accounting (Colleges) had now been forwarded to the Chair of the Panel for consideration.

06.136 Earlier Years

RECEIVED: a statement on the submission of outstanding final documents for earlier years (CASC/06/43).

NOTED: (a) that 11 documents in total were still outstanding (2002/03:1 document; 2003/04: 5 documents; 2004/05: 5 documents);

(b) that many of the remaining changes were minor.

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

DURATION: 1 hour 20 minutes

CASC Minutes AGF/AG/Im 27.11.06

COURSE APPROVAL SUB-COMMITTEE

23 November 2006

FACULTY OF ARTS

CertHE in Humanities at NKIFHE

To convert assessment of one module to 100% coursework

BA Hons International Politics

To remove the semester 1 option for the dissertation; to introduce SOC525M2; to change semester of two modules;

Undergraduate Hons Subject Strand: Drama

To revise learning outcomes of seven modules, assessment strategy in four modules, the semester of delivery of two modules;

BA Hons Philosophy; BA Hons Combined Arts

To change the assessment in two modules to 100% coursework;

Undergraduate Hons Subject Strand: Irish; BA Hons Irish Language and Literature

To introduce a new module, Ireland and the Celts, to replace IRS104C1;

BA Hons Humanities (Part-time Newry and Kilkeel Institute of FHE – Outcentre)

To reverse semesters for modules ENG515J2K and AMS507J1K;

BA Hons Irish History and Politics Undergraduate Hons Subject: Irish History

To introduce a new optional module in Unionism under the Union, 1800-1922.

FACULTY OF BUSINESS AND MANAGEMENT

Advanced Diploma in Management Practice

To introduce a version of the Advanced Diploma for the Women in Enterprise Programme;

FdSc Hospitality Management; FdSc Travel and Tourism Management; FdSc Hospitality and Tourism Management at BIFHE, NKIFHE, NWIFHE and Fermanagh College

To amend the assessment strategy for module HTM1010X1/2 to 50% coursework and 50% examination;

BSc Hons Business Studies with Computing; BSc Hons Management

To make BMG5871C1 a second semester module in accordance with revalidated provision;

BA/BSc Hons Business Studies with Computing

To add optional module MKT501C1;

PgDip/MSc Marketing and Entrepreneurship

To revise the assessment strategy in module MKT811J1/2;

PgD/MSc Business and Information Innovation

To introduce an additional optional module ACF855C2;

PgD/MSc Finance and Investment; PgD/MSc Business and Information Innovation

To revise module ACF854C2;

Master of Business Studies

To revise the attendance expectations for the management development placement.

FACULTY OF LIFE AND HEALTH SCIENCES**CertHE/FdSc Horticulture (FT/PT) at CAFRE**

To make 'Garden Retail and Customer Service' and 'Horticulture Technology' modules options within the Landscape Pathway; to make 'Hard Landscaping Principles and Practices' an option in the Amenity Pathway; to amend content of 'Horticulture Technology'; to revise assessment strategy in 'Horticulture Principles and Practices';

BSc Hons Sports Studies and BSc Hons Sport and Exercise Sciences

To offer three modules from Level 2 of the above degrees at Armagh College, NDAIFHE and CIFHE to students progressing from the FdSc Sport, Exercise and Fitness. Students who successfully undertake a choice of two of the 3 modules would complete Level 3 of the degree at the University (TLC 18.10.06, has exceptionally approved this non standard articulation);

BSc Hons Biology with DIS/DAS

To add BMS521C1 as an additional optional module in year 3;

BSc Hons Pharmacology

To revise the content of two modules;

PgCert in Education for Nurses, Midwives and Specialist Community Public Health Nurses

To update APL regulations in light of the University's revised policy on exemptions for courses of 120 credit points or fewer;

MSc Health Science

To revise the content and assessment sections of module description for RAD807J4; to extend the part-time duration of the course by one year to allow the MSc project to be completed in 24 months rather than 12 and to amend the module description for PTM811J4 accordingly;

MSc Health Science

To introduce a new optional module in Vascular Disease and the Lower Limb;

FACULTY OF SOCIAL SCIENCES

Master of Public Administration

To introduce a dissertation module to the version of the MPA designed for students from Kazakhstan;

Undergraduate Honours Subject: Education (Minor)

To replace the final year module 'Education and Conflict' with 'An Introduction to TESOL' module.