

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 28 May 2009 at the Coleraine campus

PRESENT

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

APOLOGIES

Ms S Alexander

IN ATTENDANCE

Mrs C Avery (Min 09.102), Mr A G Faulkner, Mrs A Garland

09.58 MINUTES

The confirmed minutes of the meeting held on 12 March 2009 were signed and dated by the Chair.

MATTERS ARISING

09.59 BEng Hons Building Services and Energy Engineering (FT/PT) (JN) (Mins 09.06 and 09.36)

It was noted that current students had not consented unanimously to the change in title to 'Energy and Building Services Engineering'. The change would therefore only apply to the new intake.

09.60 BA Hons Literature (Min 09.11)

The Sub-Committee noted that confirmation had now been received from the Faculty of Arts that written consent for the change in award title to 'BA Hons English Literature' from 2008/09 had been obtained from current students.

09.61 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) (Mins 08.93, 08.94, 08.110, 09.27)

It was noted that confirmation had not yet been received from the Ulster Business School that Southern Regional College was aware of the proposal to withdraw the part-time BSc Hons International Hotel and Tourism Management (Levels 4 and 5) at the Newry campus.

Clarification of the bridging opportunity for part-time students was also awaited. Mrs Farley would follow up this matter.

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

The Sub-Committee noted that the Course Team had adopted the Panel's recommendation to offer the Clean Technology programme with the BEng award.

It was further noted that the Faculty intended to seek accreditation from the Institution of Engineering and Technology (IET) and the Institution of Mechanical Engineers (IMechE) in due course.

09.63 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) (Min 09.46)

It was noted that the five-year extension to the period of approval for the provision within Subject Unit 3E, endorsed by the Sub-Committee in June 2008, had been subject to a mapping exercise of the revised provision of the parent courses within Subject Unit 3D 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%, the provision could be modified through the CA3 process with external verification but, if more than 25%, a revalidation would be required.

The Sub-Committee had agreed, at its meeting in March 2009, that the Faculty should aim to ensure that required CA3 revisions were processed as a matter of urgency in order to permit the May 2009 intake at HKU. No CA3 had been received from the Faculty.

AGREED: that the Faculty be asked to provide clarification regarding the status of the mapping exercise and the May 2009 intake.

09.64 PgCert/PgDip/MSc Food Regulatory Affairs and PgCert Veterinary Public Health – Joint Award with UCD (Min 09.47)

It was noted that a paper would be considered by the Teaching and Learning Committee at its meeting on 17 June 2009 on the University's principles for joint awards.

09.65 COURSE APPROVAL

The Sub-Committee considered business from each faculty (papers CASC/09/19 – CASC/09/24) and noted revisions approved by the faculties and Access and Distributed Learning as detailed in the appendix.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

09.66 FdSc Design, Innovation and Manufacturing (with CertHE exit award) (FT/PT) at South West College (Omagh campus)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that the proposal had originally been for an award in 'Furniture Design' and that the Panel had recommended

that the new title of 'Design, Innovation and Manufacturing' be kept under review as the programme developed;

- (b) that the proposal had originally been for part-time provision only, but that the programme had been evaluated for full-time and part-time delivery;
- (c) that the Team had advised that it might be difficult to secure work-based learning opportunities for all students, but that the College was planning a promotional campaign to increase awareness of the course among employers;
- (d) that, owing to the limited number of subject-related journals and magazines available in the library to support the programme, the Panel had set as one of the conditions of approval that the Team work with the Faculty to draw up an appropriate list of texts and that the College ensure that these were acquired;
- (e) that the entry requirements were higher than those set by the University and that the Panel had set as a condition of approval that the admission requirements be reviewed in order to bring them into line with the University's entry requirements;
- (f) that progression was to the University's BDes Hons 3D Design (Interior, Product and Furniture) programme via a 2 + 2 model; that students wishing to progress would also be required to submit a portfolio of work and undertake an interview, but that these additional requirements were means of supporting students in their choice of pathway rather than formal entry requirements.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendation of the Panel being addressed, the programme be approved for a period of five years (intakes 2009 – 2013) for maximum cohort sizes of 12 full-time and 16 part-time students.

09.67 MFA Photography (with PgDip exit award) (FT) (BT)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that, in line with a strong recommendation from the Panel, the Faculty had now agreed to change the award title from MA to MFA;

- (b) that the proposal had originally been for part-time provision which would develop into full-time, but that the Faculty had decided to offer the programme in full-time mode from its commencement in order to meet demand; the programme would not be offered in part-time mode;
- (c) that the duration of the programme would be three semesters over two academic years with no supervision or study during the summer period and that this was common for Master's programmes in the School of Art and Design, with students spending semester 3 engaged in fieldwork and private research; as students were not officially in attendance at the University during the third semester, no tuition fees would be incurred during this period;
- (d) that the Panel had set as a condition of approval that the resource levels be reviewed with a view to enhancing analogue, digital and video editing capabilities and that any deficiencies be brought to the Faculty's attention in a timely fashion;
- (e) that the Panel had recommended that opportunities for teaching input from other members of the School, visiting professors or recognised teachers be explored.

AGREED:

- (i) 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);
- (ii) that the Faculty be asked to revisit the decision not to offer the part-time mode of delivery.

09.68 Revalidation Subject Unit 2F: Art and Design (Colleges) (Mins 08.66, 08.107, 09.03 and 09.36)

RECEIVED:

the Faculty's response to the Sub-Committee's request for clarification regarding the admission process and progression opportunities for students on the AB Fine and Applied Arts at the Limavady campus of North West Regional College.

NOTED:

- (a) that the Faculty had confirmed that the entry criteria and interview processes were appropriate and equivalent to the processes in place at other institutions for this subject area;
- (b) that the Faculty's response in relation to progression stated that academic judgement on the 'independent

creativeness' of students was used to determine whether a student might progress to final or second year of the University's BA Hons Fine and Applied Arts; the course document for AB Fine and Applied Arts stated that progression to the final year of the Honours programme was not guaranteed.

- AGREED:
- (i) that, given the close curriculum match between Years 1 and 2 of the AB programme and the Honours programme, the Sub-Committee's view was that students should expect to progress to the final year of the Honours degree programme without bridging;
 - (ii) that the Faculty be asked to develop a formal rationale and process for determining the year of entry to the Honours degree in order to safeguard against inconsistencies in practice, and that a further response be submitted for consideration by the Sub-Committee.

09.69 Course Withdrawals

NOTED: that the following course had been withdrawn:

BA Hons Art and Design (BT) (last intake: 2008).

FACULTY OF ARTS

09.70 Revalidation Subject Unit 14B: History (Undergraduate and Postgraduate)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that consideration was currently being given to Faculty ownership of the provision;
 - (b) that the Panel had recommended that opportunities be explored for greater choice across the provision at both undergraduate and postgraduate levels;
 - (c) that the Cultural Heritage and Museum Studies programme was primarily offered as a Master's programme instead of a linked PgDip/MA as this appealed to the market in the Republic of Ireland; the entry requirement for this programme was therefore a 2 ii Honours degree;
 - (d) that students on the PgDip/MA Peace and Conflict Studies had expressed disappointment at the cancellation of the residential visit to Brussels, which had, particularly in the case of international students, influenced their choice of programme; the Panel had strongly recommended that support be provided for the residential and similar activities in future;

- (e) that students had been of the view that elements of the PgDip/MA Peace and Conflict Studies course had not been particularly relevant and that some modules were disconnected;
- (f) that students had reported that inter-library loans could take a long time to arrive, in some cases one month.

AGREED:

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

BA Hons Irish History and Politics (FT/PT) (ME)
 Undergraduate Honours Subject: International Politics
 (Single Honours/Major/Main/Minor) (FT) (ME)
 Undergraduate Honours Subject: Irish History
 (Major/Main/Minor) (FT/PT) (ME)

MA Cultural Heritage and Museum Studies (with PgDip exit award) (FT/PT) (BT)
 PgDip/MA Museum Practice and Management (with PgCert exit award) (PT) (DL)
 PgDip/MA Irish History and Politics (FT/PT) (ME)
 PgDip/MA Peace and Conflict Studies (FT/PT) (ME).

09.71 Certificate in Foundation Studies in Music

RECEIVED:

a request from the Faculty for an extension to the period of approval for the Certificate in Foundation Studies in Music for a further two years to include the 2009 and 2010 intakes.

NOTED:

- (a) that the Certificate in Foundation Studies in Music had been replaced by a proposed Certificate in Creative Arts but, at its meeting in June 2008, the Sub-Committee had not recommended approval of this Certificate because of the use of five-credit point modules (min 08.67 and 08.73 refer);
- (b) that a previous request for the reinstatement of the Certificate for the 2008 intake, while the Faculty considered the reconfiguring of the Certificate in Creative Arts, had been approved (min 08.121 refers);
- (c) that there had been a substantial number of applications to the Certificate in Foundation Studies in Music and that the revalidation of Music was scheduled for 2010;

- (d) that the Certificate in Creative Arts was now being restructured to tailor it more to a general introduction to the sector.

AGREED: that it be recommended to the Teaching and Learning Committee that the Faculty's request for a two-year extension to the period of approval be approved.

09.72 Course Withdrawal

NOTED: that the following provision had been withdrawn:

CertHE Ulster and Scottish Studies (CE/ME) (last intake: immediate withdrawal as no students registered).

FACULTY OF COMPUTING AND ENGINEERING

09.73 Revalidation Subject Unit 16G1: Computing at Belfast Metropolitan College and Revalidation Subject Unit 16G4: Computing at North West Regional College and South West College

RECEIVED: the Faculty librarian's secondary audit reports and the Faculty's reports on library resources at the colleges (mins 08.38 and 08.76 refer).

- NOTED:
- (a) that, at the revalidation of Subject Unit 16G1 and 16G4 in November 2007 and April 2008 respectively, the Panels had set conditions of approval relating to the acquisition of further library resources at the colleges;
 - (b) that the University library report received for the Unit 16G1 event had been dated July 2006 and the report received for the Unit 16G4 event had been dated May 2006;
 - (c) that secondary audits of the library resources at Belfast Metropolitan College and North West Regional College had been undertaken in February and March 2009 respectively and that the Faculty had confirmed that the concerns raised in the reports of these audits had now been addressed to its satisfaction;
 - (d) that the report of the secondary audit of the resources at South West College was awaited;
 - (e) that, following the University's decision to grant college students 'Associate Student' status, discussions were taking place between University and college staff regarding library and student administration matters.

09.74 PgDip/MSc Industrial Practice

RECEIVED: a request from the Faculty for a specific pathway in the award title (International Real Estate) to be identified for students completing the PgDip/MSc Industrial Practice course with Parker Green International, to apply to students graduating from 2008/09 onwards.

NOTED: (a) that the pathway title would more clearly reflect the particular focus of the practice base;

(b) that the support of the external examiner and consent of current students had been obtained;

(c) that the proposal had been approved by the Academic Planning Sub-Committee at its meeting on 25 May 2009.

AGREED: that the Faculty's proposal be approved.

09.75 Course Withdrawals

NOTED: that the following provision had been withdrawn:

FdSc Automation Engineering at South Eastern Regional College (Lisburn campus) (immediate withdrawal as no students registered)

FdSc Industrial Electronic Engineering at South West College (Enniskillen campus) (immediate withdrawal as no students registered)

Associate Bachelor's Degree in Engineering (JN) (last intake: 2006/07)

BSc Hons Computing Science (Mathematical Applications) (JN) (last intake: 2009/10).

FACULTY OF LIFE AND HEALTH SCIENCES

09.76 BSc Hons Food and Nutrition at University of Hong Kong School of Professional and Continuing Education (HKU SPACE) (PT)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that HKU Space was a new partner and an institutional approval event during the visit had recommended to Senate that it be recognised under Ordinance XXIX;

(b) that the evaluation had been a joint event with HKU SPACE;

(c) that a September 2009 start had originally been proposed but that the programme would now commence in January 2010;

- (d) that the provision offered an 'extension' programme for appropriately qualified entrants to complete an Honours degree in Hong Kong; the programme comprised a 60-point bridging element at Level 5 followed by six modules at Level 6; students would enter with advanced standing with exemption from 120 credit points at Level 4 and 60 points at Level 5; relevant local qualifications had been mapped to Levels 4 and 5 of the degree;
- (e) that the programme would be delivered in three 24-week teaching periods;
- (f) that the programme achieved the same learning outcomes as the Ulster programme, but had different examination papers owing to the different timing of examinations;
- (g) that the Panel had set a number of conditions and recommendations but that many of these related to the inclusion in the course document of the information provided by the Team at the evaluation meeting.

AGREED: that it be recommended to the Teaching and Learning Committee that the programme be approved for a period of five years (intakes January 2010 – January 2014), subject to the conditions and recommendations of the Panel being addressed, for a maximum cohort size of 35 students.

09.77 Master of Pharmacy (MPharm) (with BSc Hons Pharmaceutical Sciences exit award) (FT) (CE)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme was an integrated Master's degree offered over four years including supervised placements in each year;
 - (b) that the proposal had originally been evaluated in February 2005, but its commencement had been deferred owing to financial considerations; external funding had now been secured from the SAAD Group, Saudi Arabia;
 - (c) that a modified version of the course would be made available by agreement at a future date, for delivery by SAAD Group staff;
 - (d) that accreditation (stages 1 – 3) from the Royal Pharmaceutical Society of Great Britain (RPSGB) and the Pharmaceutical Society of Northern Ireland (PSNI) had been successfully completed permitting the programme to commence in September 2009; full

accreditation would not be achieved until the first cohort of students had graduated;

- (e) that personal statements, reviewed against an established set of criteria, would be used as a selection tool; the Health Professional Admissions Test (HPAT) would not be used;
- (f) that the Panel had set as a condition of approval that the Year 1 curriculum be reviewed in order to ensure engagement and motivation during the early years of the programme and had strongly recommended the introduction of aspects of professional practice;
- (g) that it was proposed that the classification of the MPharm would use an Honours degree classification system involving first and second class awards, which was not in line with University regulations; a case was to be put to the Teaching and Learning Committee;
- (h) that it was proposed that no exemptions would be permitted from any part of the programme, which was not in line with University regulations.

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 five years (intakes 2009 – 2013).

09.78 Revalidation Subject Unit 28H: FdSc Sport, Exercise and Fitness (with CertHE exit award) (FT/PT) at Northern Regional College (Coleraine campus)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the FdSc Sport, Exercise and Fitness had originally been developed in 2004 as a single networked programme in collaboration between the University and Northern Regional College (NRC), South Eastern Regional College (SERC) and Southern Regional College (SRC); in preparation for revalidation, each of the three colleges, while retaining the same title, had developed a distinct programme;
 - (b) that the provision would follow a Sports Studies pathway and would be offered in part-time mode from September 2009, with the full-time mode being introduced in September 2010;
 - (c) that articulation was to Year 2 of the University's full-time BSc Hons Sport and Exercise Sciences; 30 places were available on the Honours programme for students from across NRC, SERC and SRC;

- (d) that the Panel had set as a condition of approval that the currency of the module reading lists be reviewed and that confirmation be provided by the Faculty that all of the necessary reading materials had been acquired;
- (e) that the Panel had noted the lack of consistency in assessment strategy across the modules;
- (f) that there was a possibility that the provision would be moved to another campus of NRC in future.

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 further period of five years (intakes 2009 – 2013) for the following maximum cohort sizes:

Year of 1st intake: 15 full-time and 14 part-time students
 Subsequent intakes: 30 full-time students and 14 part-time students.

09.79 Revalidation Subject Unit 28I: FdSc Sport, Exercise and Fitness (with CertHE exit award) (FT/PT) at South Eastern Regional College (Bangor campus)

RECEIVED:

the report of the Revalidation Panel.

NOTED:

- (a) that the programme would incorporate three pathways: Sports Science (FT/PT), Sports Studies (FT/PT) and Community Sport (PT only);
- (b) that the available library resources were modest and that the library closed at 4.00pm;
- (c) that previously students had been able to progress directly to final year of the University Honours degree via summer bridging provided by College staff but, in accordance with changes to University policy, bridging would now be provided by University staff and, as 60 credits of bridging were required for the revised University degree, articulation would be to Year 2 of the full-time programme or through 60 credits at Level 5 for part-time study; the College had expressed disappointment with this new arrangement. The Community Sports pathway would not articulate beyond Level 4 where some exemptions were possible;
- (d) that the Panel had noted a lack of consistency in the assessment strategy across the modules;

- (e) that the Panel had recommended the establishment of a formal arrangement for employer engagement at course level.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the condition and recommendations of the Panel being addressed, the programme be approved for a further period of five years (intakes 2009 – 2013) for the following maximum cohort sizes:

Year of 1st and 2nd intakes: 35 full-time and 25 part-time students
Subsequent intakes: 40 full-time students and 30 part-time students.

09.80 Revalidation Subject Unit 28J: FdSc Sport, Exercise and Fitness (with CertHE exit award) (FT/PT) at Southern Regional College (Newry campus)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the programme would replace the existing HND in Sport Science and Leisure Management offered at the Newry campus and would incorporate Sports Science and Sports Studies pathways;
 - (b) that the existing part-time FdSc Sport, Exercise and Fitness programme, initially approved for delivery at the College's Armagh campus, had never been offered and had been withdrawn;
 - (c) that articulation was to Year 2 of the University's BSc Hons Sport and Exercise Sciences or the BSc Hons Sports Studies programme depending on which pathway students studied;
 - (d) that the Panel had set as one of the conditions of approval that the Faculty confirm that all library materials were in place prior to the commencement of the programme and no later than 31 July 2009 that sufficient staff have been appointed for delivery of the programme;
 - (e) that Level 5 optional modules would not all be available from the outset but would be phased in over time;
 - (f) that there was a possibility that in future a Level 5 module could be taken via distance learning alongside the Work-Based Learning module.

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 further period of five years (intakes 2009 – 2013) for the following maximum cohort sizes:

Year of 1 st intake:	45 full-time and 15 part-time students
Year of 2 nd and 3 rd intakes:	50 full-time students and 15 part-time students
Subsequent intakes:	55 full-time students and 15 part-time students.

09.81 Revalidation Subject Unit 28B: Clinical Physiology

RECEIVED: the draft report of the joint University of Ulster Revalidation and the Registration Council for Clinical Physiologists Professional Body Education Committee (RCCP PBEC) Review Panel. [Note: report has now been approved with no revisions];

- NOTED:
- (a) that the meeting had been a joint University Revalidation and RCCP accreditation/re-accreditation event; the report was subject to RCCP approval;
 - (b) that, from the 2010 intake, there would be separate entry pathways for each specialism; candidates who had applied for the 2009 intake would enter the generic BSc Hons Clinical Physiology programme as advertised, but would follow the revised programme structure; the Panel was supportive of the proposal for separate entry pathways and confirmed that this was in line with practice at other institutions;
 - (c) that the RCCP Panel had been of the view that it would have been beneficial to appoint an Audiologist to take the lead in the design and development of the Audiology provision before it was presented for accreditation and set as a condition of accreditation that the University employ an academic Audiologist;
 - (d) that the University Panel had set as a condition of approval that appropriate staffing resources for the Neurophysiology specialism be appointed before the commencement of the new programme structure in September 2009;
 - (e) that the Panel had expressed concern regarding the use of multiple choice question tests as a method of assessment for certain modules;
 - (f) that the RCCP Panel had advised that the contribution of Level 5 modules to the final degree classification was

not a professional body requirement but that, as most of the required specialist knowledge would be taught at Level 5, the RCCP would require this material to contribute to the final award as a condition of accreditation; this would require the submission of a case to the Teaching and Learning Committee;

- (g) that the University Panel had agreed that the BSc Hons Audiology should not be recommended for approval as it required substantial revision in terms of content and the appointment of an Audiology specialist member of staff to inform its development; the Panel had encouraged the Team to bring forward a revised proposal during the 2009/10 session for a September 2010 intake;
- (h) that the British Academic of Audiology (BAA) representatives on the RCCP Panel had agreed to recommend that the BSc Hons Audiology be accredited for a period of five years from the 2010 intake, subject to the RCCP/BAA conditions and recommendations being addressed; this included a significant re-development of the programme and further review by RCCP/BAA prior to commencement;
- (i) that the RCCP Panel had agreed to recommend that the Clinical Physiology programmes be accredited for a period of five years from the 2009 intake, subject to its conditions and recommendations being addressed;
- (j) that, given the complexity of the provision and the number of approving bodies, 30 June deadline for submission of the revised documentation and responses to the Panel's conditions and recommendations was not considered unreasonable.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that the BSc Hons Clinical Physiology (Cardiology/Neurophysiology/Respiratory) (FT) with DPP be approved for a further period of five years (intakes 2009 – 2013), subject to the conditions and recommendations of the Panel being addressed.

From the 2010 intake the following separate entry pathways will apply:

BSc Hons Clinical Physiology (Cardiology) with DPP (FT) (JN)
BSc Hons Clinical Physiology (Neurophysiology) with DPP (FT) (JN)
BSc Hons Clinical Physiology (Respiratory) with DPP (FT) (JN);

- (ii) that it be recommended to the Teaching and Learning Committee that the BSc Hons Audiology not be approved at this stage.

09.82 Revalidation Subject Unit 28E: BSc Hons Podiatry (FT) (JN)

RECEIVED: the draft report of the joint University of Ulster Revalidation, Health Professions Council (HPC) Re-approval and Society of Chiropractors and Podiatrists (SCP) Accreditation Panel.

- NOTED:
- (a) that the meeting had been a joint University / HPC / SCP event; the report had been approved by SCP, but approval from HPC was awaited [Note: the report has now been approved by HPC with no substantive revisions];
 - (b) that the HPAT formed part of the admissions process;
 - (c) that the three-year programme comprised modules with a total credit value of 370 points, with 130 credit points taken at Level 5; the extra 10 points was attributed to a placement module taken over a four-week period in semester 3 of Year 2 and had been included to meet the SCP requirement for all students to complete 1000 hours of practice education;
 - (d) that it was proposed that Year 2 contribute to 40% of the classification of the degree and that this would require a renewed formal request to the Teaching and Learning Committee; the Panel had generally been supportive of the Year 2 contribution;
 - (e) that the Practice Facilitators would contribute to assessment through the provision of halfway reports, which were formative only, and final reports; previously placement components had not contributed to summative assessment;
 - (f) that the HPC representatives had agreed to recommend re-confirmation of approval to the Education and Training Committee, subject to their conditions and recommendations being addressed and subject to the University's revalidation conditions being addressed;
 - (g) that the SCP accreditation team had agreed to recommend to the Quality Assurance Committee that the programme be accredited for five intakes from 2009/10.

AGREED: that it be recommended to the Teaching and Learning Committee that the programme be approved for a further period of five years (intakes 2009 – 2013), subject to the

conditions and recommendations of the Panel being addressed.

09.83 Revalidation Subject Unit 22B2b: BSc Hons / PgDip Specialist Community Public Health Nursing

RECEIVED: a request from the Faculty for a four-year extension to the period of approval for the Specialist Community Public Health Nursing provision.

NOTED:

- (a) that, as the validation of the BSc Hons / PgDip Specialist Community Public Health Nursing (SCPHN) had been brought forward to 2007/08 to meet the requirements of the Nursing and Midwifery Council, it was out of line with the BSc Hons / PgDip Community Public Health Nursing course (Subject Unit 22B2a) with which it had originally been aligned;
- (b) the SCPHN provision had therefore only been granted approval for one year in line with the revalidation schedule for 22B2a, although HLSP and NMC had approved the provision for a five-year period with no conditions;
- (c) that, following discussions with the Trusts and the DHSSPS, the intention was now to revalidate a more clinically focused Community Nursing programme with the other Specialist Nursing Practitioner programmes; it was envisaged that there would only be one shared module with the SCPHN programme;
- (d) that practitioners and service managers had confirmed that the SCPHN programme remained fit for purpose and fit for practice;
- (e) that demand had been sustained;
- (f) that the external examiners were in support of the four-year extension to the period of approval and had confirmed the programme's currency and validity.

AGREED: that it be recommended to the Teaching and Learning Committee that the Faculty's request for a four-year extension to the period of approval of the BSc Hons / PgDip Specialist Community Public Health Nursing programme be approved.

09.84 MRes

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the MRes to include the 2009/10 academic year, with no intake in September 2009.

NOTED: that discussions were ongoing regarding the future and possible format of the programme.

AGREED: that it be recommended to the Teaching and Learning Committee that the Faculty's request for a one-year extension to the period of approval be approved.

09.85 Course Withdrawal

NOTED: that the following provision had been withdrawn:

DipHE Health and Social Care at South East Regional College (Downpatrick campus) (last intake: 2008/09).

FACULTY OF SOCIAL SCIENCES

09.86 Revalidation Subject Unit 6A1: Communication (Undergraduate/Jordanstown)

RECEIVED: the report of the Revalidation Panel.

NOTED:

- (a) that the BSc Hons Communication, Advertising and Marketing (CAM) was currently approved by the Chartered Institute of Public Relations (CIPR); the CIPR approval period for CAM would end in September 2009 and the Faculty also wished to seek CIPR approval for the BSc Hons Public Relations; a separate professional body event would therefore be held later in 2009;
- (b) that four lecturer posts and a teaching fellow post had been approved by VCAG;
- (c) that there was an admission requirement of three grade A passes at A-Level for the CAM programme;
- (d) that, in the past, there had been quite high attrition rates, especially in the Communication and Language and Linguistics programmes, but that the situation had improved following the recent implementation of recommendations made by the University's Working Group on Retention;
- (e) that, although the provision included a number of group assessments, peer assessment was used and individual marks were awarded;
- (f) that students had reported a lack of community and student societies on campus;
- (g) that an Associate Bachelor's degree exit award was available in each Single Honours programme and that such an exit award had also been proposed for the modular combined degrees but that this proposal had

been referred to Directors of Combined Studies for consideration, as the modular scheme made no provision for exit awards.

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

Undergraduate Hons Subject: Communication (Single Hons/Major/Minor) (with optional DAS) (FT/PT)
Undergraduate Hons Subject: Advertising (Minor) (FT/PT)
Undergraduate Hons Subject: Counselling (Minor) (FT/PT)
Undergraduate Hons Subject: Language and Linguistics (Single Hons/Major) (FT/PT)
Undergraduate Hons Subject: Linguistics (Minor) (FT/PT)
Undergraduate Hons Subject: Public Relations (Single Hons/Minor) (with optional DPP/DAS) (FT/PT)
BSc Hons Communication, Advertising and Marketing (with optional DPP/DAS) (FT/PT).

09.87 Revalidation Subject Unit 6A2: Communication (Postgraduate/Jordanstown)

RECEIVED: the report of the Revalidation Panel.

NOTED:

- (a) that in 2004 the PgDip/MSc Health Communication and PgDip/MSc Language and Linguistics programmes had been validated as distance learning programmes but that neither of them had been offered during the period of approval owing to inadequate staffing resources; the programmes had been updated and presented for delivery in traditional mode;
- (b) that the PgDip/MSc Communication, Advertising and Public Relations and the PgDip/MSc Political Lobbying and Public Affairs programmes were currently accredited by the CIPR;
- (c) that accreditation was being sought from the Northern Ireland Post-Qualifying and Training Partnership for Social Workers for the PgDip/MSc Counselling and Therapeutic Communication;
- (d) that the Panel had recommended that the staff complement for the PgDip/MSc Language and Linguistics be enhanced to ensure the long-term viability of the programme;
- (e) that the Panel had made a number of suggestions in relation to the content of the Language and Linguistics programme;

- (f) that the level of competence in written and spoken English required for international students for the PgDip/MSc Communication, Advertising and Public Relations and the PgDip/MSc Political Lobbying and Public Affairs programmes was IELTS 7.0;
- (g) that the lower second class Honours degree entry requirement for the PgDip/MSc Communication, Advertising and Public Relations and the PgDip/MSc Political Lobbying and Public Affairs programmes was higher than the minimum non-Honours degree standard;
- (h) that the Panel had noted disparity between the amount of assessment by group work in the PgDip/MSc Communication, Advertising and Public Affairs, the PgDip/MSc Political Lobbying and Public Affairs and the PgDip/MSc Health Communication and had recommended that the use of group work across the programmes be revisited to ensure that there was a clear rationale for the differences in approach.

AGREED:

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

PgDip/MSc Communication, Advertising and Public Relations (with PgCert exit award) (FT/PT)
 PgDip/MSc Counselling and Therapeutic Communication (with PgCert exit award) (FT/PT)
 PgDip/MSc Political Lobbying and Public Affairs (with PgCert exit award) (FT/PT)
 PgDip/MSc Health Communication (with PgCert exit award) (FT/PT)
 PgDip/MSc Language and Linguistics (formerly Communication and Linguistics) (with PgCert exit award) (FT/PT);

- (ii) that the Faculty be asked to clarify the rationale for the lower second class Honours degree entry requirement for the PgDip/MSc Communication, Advertising and Public Relations and the PgDip/MSc Political Lobbying and Public Affairs programmes.

09.88 Revalidation Subject Unit 6B: Counselling (Colleges)

RECEIVED: the report of the Revalidation Panel.

NOTED: (a) that the revalidation had originally been organised for November 2008, but had been postponed as a DipHE

rather than a Foundation Degree had been brought forward at that time;

- (b) that the Foundation Degree in Counselling would be offered from September 2009 and would replace the DipHE in Counselling currently offered at the colleges;
- (c) that the Certificate in Counselling Studies and the FdSc in Counselling were managed through a consortium approach, with the same curriculum being delivered by each of the five participating colleges at eight campuses for the Certificate and six for the Foundation Degree; (a CA3 had since been received to extend North West Regional College's provision to its Strabane campus);
- (d) that, given the large number of sites involved in the delivery of the provision, it had not been possible for the external Panel members to visit the facilities at all locations; the Panel had therefore asked the Faculty Head of Collaborative Courses to visit the Limavady campus of North West Regional College (NWRC) and the Portadown and Newry campuses of the Southern Regional College (SRC) and provide written confirmation that the facilities, including the library resources, and staffing resources were adequate to support the provision;
- (e) that concern had been expressed regarding the high turnover of staff at the Lisburn campus of South Eastern Regional College (SERC), which had adversely affected the student experience and the Panel had asked Senior Management at SERC to give consideration to whether, in the short term, the Certificate in Counselling Studies should be offered instead of the Foundation Degree;
- (f) that students at NWRC had expressed concern in relation to accessing library facilities;
- (g) that accreditation would be sought for the Foundation Degree from the British Association for Counselling and Psychotherapy (BACP) and the Irish Association for Counselling and Psychotherapy (IACP);
- (h) that the Foundation Degree made provision for three exit awards: the Diploma in Counselling Studies (with no placement), the CertHE in Counselling Studies (with no placement) and the CertHE in Counselling (with placement);
- (i) that the revised Diploma exit award required the successful completion of 120 credit points at Level 4 which accorded with a CertHE award in the University's

Qualifications and Credit Framework; the Diploma had previously had two modules at Level 3. In order for the Diploma exit award to be valid, the level of two modules (40 credit points) would have to be reduced to Level 3;

- (j) that the Panel had noted heavy reliance on assessment by Personal Learning Record in both the Certificate and the Foundation Degree; the Panel had recommended that the appropriateness of the assessment strategies for both programmes be reconsidered, with a view to making them more diverse and providing better preparation for students progressing to further study;
- (k) that articulation for students successfully completing the Foundation Degree was currently via bridging to Year 3 of the University's BSc Hons Communication with Counselling programme but that this progression route had not proved to be popular and that a new professional development "top up" degree was being planned; the Panel had recommended that progression opportunities be proactively pursued at an early stage.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that, subject to the action points specified in the report and the conditions and recommendations of the Panel being addressed, the following provision be approved for a further period of five years (intakes 2009 – 2013) for the maximum cohort sizes specified below:

Certificate in Counselling Studies (Part-time) at:

Belfast Metropolitan College (Gerald Moag campus)
South West College (Enniskillen campus)
Northern Regional College (Antrim campus)
North West Regional College (Limavady and Derry/Londonderry campuses)
Southern Regional College (Banbridge, Newry and Portadown campuses)

and

FdSc in Counselling (with Diploma in Counselling Studies [subject to review], CertHE in Counselling Studies and CertHE in Counselling exit awards) (Part-time) [replacing the DipHE Counselling] at:

Belfast Metropolitan College (Gerald Moag campus)
Northern Regional College (Antrim campus)
North West Regional College (Limavady and Derry/Londonderry campuses)
Southern Regional College (Banbridge campus);

- (ii) that Chair's action be taken as appropriate regarding the FdSc at Lisburn campus of South Eastern Regional College, following receipt of the response from College Senior Management and outcome of the Revalidation Panel Chair's consideration of response;
- (iii) that the Diploma exit award within the Foundation Degree not be approved in its current form.

College	Certificate in Counselling Studies		FdSc Counselling	
	<u>Maximum Number of Students</u>	<u>Maximum Cohort Size</u>	<u>Maximum Number of Students</u>	<u>Maximum Cohort Size</u>
Belfast Metropolitan College Gerald Moag campus	60	20	60	20
South West College Enniskillen campus	20	20	N/A	N/A
Northern Regional College Antrim campus	80	20	60	20
North West Regional College Limavady campus	25	25	25	25
Derry/Londonderry campus	65	25	25	25
Southern Regional College Banbridge campus	30	20	35	20
Newry campus	40	20	N/A	N/A
Portadown campus	30	20	N/A	N/A
South Eastern Regional College Lisburn campus [subject to outcome of above action]	N/A	N/A	50	25

09.89 Undergraduate Honours Subject: International Development (Minor)

RECEIVED: a request from the Faculty for an extension to the period of approval for the Undergraduate Honours Subject: International Development (Minor) to include the 2009 intake.

NOTED: (a) that the provision had originally been validated in 2006/07, but that the subject did not have its first intake of students until the 2007/08 academic year and had not yet completed a full three-year cycle; there had been 49 applications including the subject for 2009, with

six CF and nine CI and there would be opportunity to recruit international students to individual modules and to recruit local students through Clearing;

- (b) that the Faculty had previously requested that the revalidation be brought forward by one year to be revalidated with Education (Minor) (min 09.50 refers);
- (c) that the external examiner had confirmed the quality of the provision and that student feedback was very positive.

AGREED: that it be recommended to the Teaching and Learning Committee that the Faculty's request for a one-year extension to the period of approval to include the 2009 intake be approved.

09.90 Course Withdrawals

NOTED: that the following provision had been withdrawn:

Access Diploma in Humanities and Social Sciences at South Eastern Regional College (Lisburn campus) (last intake: 2008/09)

CertHE in Community Development and Education at North West Regional College (last intake: immediate withdrawal as no students registered).

ULSTER BUSINESS SCHOOL

09.91 Advanced Diploma in Civic Leadership and Community Planning (with Advanced Certificate exit award) (PT) (ME/JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the proposal had originally been considered by APSC in April 2008 as a 'Civic Leadership' course with a target market of local councillors, but that the Course Team had accepted APSC's recommendation that the target market be widened to include officers from across the public, community and voluntary sectors with an interest in community planning and had revised the curriculum and title of the programme accordingly;
 - (b) that the duration of the programme was up to 18 months, but that there was sufficient flexibility within the teaching and learning strategy for it to be completed within a year;
 - (c) that the Panel had highlighted the importance of contributions to the programme from leading experts in the field in order to satisfy students' expectations;

- (d) that the provision would be delivered jointly by the Business Institute and the School of the Built Environment and that the Built Environment modules would include up to 70 hours of online activities;
- (e) that applicants unable to meet the entry criteria would be required to attend an interview.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that, subject to the condition and recommendations of the Panel being addressed, the programme be approved for a period of two years (intakes 2009 and 2010), in line with the revalidation schedule for Subject Unit 5B;
- (ii) that the Faculty should ensure that a robust APEL process is in place for applicants who do not meet the entry standard.

09.92 FdSc Financial Services at Southern Regional College (SRC) (Newry campus) (FT/PT), South West College (SWC) (Omagh campus) (FT/PT) and North West Regional College (NWRC) (Derry/Londonderry campus) (FT/PT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the three institutions had formed a consortium with SRC acting as the lead college;
 - (b) that the entry requirement was 80 UCAS points;
 - (c) that the Panel had set as a condition of approval that the colleges address staffing matters and identify specific needs with a view to employing full-time staff where required;
 - (d) that the Panel had also set as a condition of approval that the colleges address the adequacy of library resources and IT facilities in consultation with relevant University staff;
 - (e) that articulation was directly to final honours-level study at the University via a 2 + 1 model.

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), for a maximum cohort size of 15 students per annum for both part-time and full-time modes at each institution.

09.93 PgDip/MSc Marketing (with PgCert exit award) (FT/PT), PgDip/MSc Agri-Food Business Development (with PgCert exit award) (FT/PT), PgDip/MSc Business Development and Innovation (with PgCert exit award) (FT/PT) (JN)

RECEIVED: the report of the Evaluation Panel report.

- NOTED:
- (a) that the courses included six common modules and that the Panel had asked that consideration be given to including a module dedicated to small business finance;
 - (b) that related provision had previously included opportunity for students to undertake modules delivered at Babson College in Boston;
 - (c) that, from 2008/09 the Faculty had been permitted to offer the Agri-Food and Business Development provision in Dublin at Irish Times Training, but that this had not run; all outcentres would be removed from the collaborative register;
 - (d) that links with the Chartered Institute of Marketing (CIM) were being investigated with a view to negotiating graduate exemptions from CIM examination.

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).

09.94 Revalidation Subject Unit 15F: FdSc Hospitality, Tourism and Events (with CertHE exit award) at South Eastern Regional College (SERC), Bangor campus (FT/PT) and Evaluation of FdSc Hospitality, Tourism and Events (with CertHE exit award) at SERC, Downpatrick campus (PT only)

RECEIVED: the report of the Revalidation Panel, including the evaluation of FdSc Hospitality, Tourism and Events at SERC, Downpatrick campus.

- NOTED:
- (a) that the programme replaced the FdSc Hospitality and Tourism offered by SERC;
 - (b) that the Panel had been supportive of the change in title and had confirmed that the new title accurately reflected the content of the revised programme, which included an Events aspect;
 - (c) that the provision included a study tour to an Austrian partner college in Bad Gleichenberg;
 - (d) that the Panel had recommended that the structure of the full-time and part-time provision be reconsidered

with a view to addressing, inter alia, the imbalance in the study loads across the semesters (full-time) and the excessive load in one semester (part-time);

- (e) that the Panel had made a number of suggestions in relation to the content of the programme;
- (f) that articulation was to Year 2 of the University's full-time BSc Hons International Hotel and Tourism Management degree or to Year 2 of the BSc Hons International Hospitality Management degree; that College representatives had stated their preference for a progression model that involved a shorter period of bridging and had asked the University to consider delivering over a shorter period of time;
- (g) that the University programmes to which students could progress were available in part-time mode at the Belfast campus and that this route might reduce the bridging requirements.

AGREED:

- (i) that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the FdSc Hospitality, Tourism and Events be approved for a period of five years (intakes 2009 – 2013) for delivery in full-time and part-time mode at the Bangor campus and in part-time mode only at the Downpatrick campus for the following maximum cohort sizes:

Bangor campus: 20 full-time and 15 part-time students

Downpatrick campus: 15 part-time students;

- (ii) that it be a condition of approval, and not a recommendation, that the structure of the full-time and part-time provision be revised as this was not in line with University regulations.

09.95 MSc Service Quality Management (with PgCert and PgDip exit awards) (PT) at Stafford Associates, Dubai (Outcentre) (PT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the provision had been designed in response to a specifically identified need for a high-level accredited executive development programme for members of The International Customer Service Institute (TICSI);
 - (b) that demand for the programme had initially come from government and banking clients in Dubai as identified

by TICSU, with at least one employee from each federal ministry being supported to undertake the programme;

- (c) that a minimum of 12 students would be required for the programme to run;
- (d) that the Panel had recommended that accreditation by the British Standards Institution (BSI) be sought as soon as possible to assist in the marketing of the programme;
- (e) that the Panel had recommended that consideration be given to offering the provision in full-time mode and at other locations in order to ensure its future sustainability;
- (f) that University staff would be responsible for selection of candidates;
- (g) that the majority of the teaching would normally be undertaken in three-day blocks by Ulster staff, but that a combination of suitably qualified local and UK-based external lecturers would also be involved in the delivery of modules to provide specialist expertise;
- (h) that the Panel had received a profile of the resources at Stafford Associates and reports from the University's Library and IT Services;
- (i) that students would receive a hard copy of the required texts and Stafford Associates would acquire at least one copy of each recommended text for its library.

AGREED:

- (i) 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 two years (intakes 2009 and 2010), in line with the revalidation schedule for Subject Unit 5K;
- (ii) that the Faculty be asked to clarify the references to Associate Lecturers and Recognised Teachers.

09.96 FdSc Events Management for the Tourism Industry at Belfast Metropolitan College (BMC)

RECEIVED:

a request from the Faculty for FdSc Events Management for the Tourism Industry at BMC to be moved from Subject Unit 15C, due for revalidation in 2009/10, to Subject Unit 15E which is due for revalidation in 2010/11.

NOTED:

- (a) that, if approved, the provision would require a one-year extension to the period of approval;

- (b) that the programme was in a distinctive subject area from that of the other programmes in Subject Unit 15C and was more closely aligned academically with the provision in 15E;
- (c) that that there had been no significant concerns raised at the evaluation in 2007 and three years' approval had been given in line with the revalidation schedule for Unit 15C; the external examiner's report and the overall quality and standards were satisfactory.

AGREED: that it be recommended to the Teaching and Learning Committee that the period of approval for the FdSc Events Management be extended for a period of one-year, to include the 2010/11 intake, and the programme be placed in Subject Unit 15E.

09.97 Course Withdrawals

NOTED: that the following courses had been withdrawn:

FdSc Culinary Arts at Belfast Metropolitan College (last intake: 2008/09)
PgDip/MSc Business and Information Innovation (CE) (last intake: 2008/09).

09.98 LATE REPORTS

NOTED: (a) that the reports of the following Evaluation and Revalidation Panels had not yet been provided to the Sub-Committee and that these reports would be received at the first meeting in 2009/10:

FdSc Retail at six colleges (NRC, BMC, SRC, SERC, NWRC, SWRC)
FdSc International Culinary Arts at SRC, Newry campus
PgDip/MSc Applied Management
Revalidation Subject Unit 22C2: Nursing (Group 2) (PG)
Revalidation Subject Unit 26A: Community Development;

(b) that five events were scheduled to take place at the end of May / June 2009 and that these reports would be received at the first meeting of the Sub-Committee in 2009/10:

BSc Hons Business Economics
BSc Hons Food Technology / BSc Hons Design and Nutrition / BSc Hons Management and Marketing at CAFRE

PgCert/PgDip/MSc Advancing Practice in [AHP specialism] / PgCert/PgDip/MSc Advancing Practice in Practice Education
PgCert Independent/Supplementary Prescribing for the Allied Health Professional
Revalidation Subject Unit 22C1: Nursing (Group 1) (PG).

AGREED: that authority be granted to the Chair to approve outstanding reports from Panels for the events identified above.

09.99 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 25 May 2009 (CASC/09/25).

NOTED: (a) that four new proposals had been approved to proceed to planning for a September 2009 start, but that three did not require validation;
(b) that eight new proposals had been approved to proceed to planning and evaluation for a September 2010 start.

09.100 ENROLMENTS ON NEW PROGRAMMES VALIDATED IN 2007/08

RECEIVED: a statement of enrolments on new programmes validated in 2007/08 (CASC/09/26).

NOTED: (a) that the start date for the PgCert/PgDip/MSc Environmental Health Management and Practice had been deferred until September 2009;
(b) that, given the late evaluation of MSci Planning and Property Development in June 2008, the 2008 intake had enrolled on the BSc Hons Urban Planning and Property Development programme, which was to be replaced by the MSci Planning and Property Development; that Year 1 of the BSc Hons and the MSci were identical and that from the 2009 intake all students would be enrolled on the MSci;
(c) that the Doctor of Biomedical Sciences had not been finalised for intake in 2008/09 and that there had been no intake to the PgCert Professional Development (Researchers) programme;
(d) that there had been no intake to the PgDip Procurement (Executive Development Programme) in 2008, but that a 2009 intake was envisaged;

(e) that four of the programmes validated at colleges in 2007/08 had not had a 2008 intake.

AGREED:

(i) that it was important to submit proposals for new programmes as soon as possible in order to allow time to develop and promote the provision;

(ii) that it would be useful to receive information on the second intake to new programmes.

09.101 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2006/07 and 2007/08 (CASC/09/27 (a)) and 2008/09 (CASC/09/27 (b)).

NOTED: (a) that two documents were still outstanding for 2006/07 and 10 documents for 2007/08;

(b) that a CA5 was to be submitted for Subject Unit 23A: Philosophy;

(c) that 21 documents were not yet due for 2008/09 and that four documents were past their deadline.

09.102 ANNUAL REPORT ON EVALUATION AND REVALIDATION ACTIVITY: 2008/09

RECEIVED: the annual report on evaluation and revalidation activity in 2008/09 (CASC/09/28).

NOTED: (a) that a number of key changes to the evaluation/revalidation process had been implemented in 2008/09, including extended deadline for receipt of documentation in advance of the event and reduced documentation, reduced internal Panel membership, inclusion of meeting with students; briefing sessions had been held on each campus to inform staff of the changes; overall these changes had worked well.

(b) that 43 events will have been held during 2008/09 (21 revalidations [65 courses] and 22 evaluations); eight joint University/PSRB events were held, including two events which involved two or more PSRBs;

(c) that one revalidation and four evaluation events were still to be undertaken at the end of May/June;

(d) that the revalidation of three Subject Units (22C1, 22C2 and 28B) had been brought forward from 2009/10 to 2008/09 at the request of the Faculty of Life and Health Sciences;

- (e) that six Subject Units had been granted a one-year extension to their period of approval to include the 2009 intake; the period of approval for Subject Unit 3E Nutrition (HKU) had been extended to 2013/14;
- (f) that BSc Hons Audiology (considered as part of the Subject Unit 28B event) had not been granted conditional approval;
- (g) that, in 2008/09, a large number of CA1, CA2 and CA6 forms had not identified proposed external Panel members; that often the nomination of externals had had to be revisited as they did not have sufficient expertise to cover the range of the subject provision and occasionally they were from the same geographic region, in particular the Republic of Ireland;
- (h) that, from 2008/09, internal representation on Panels had been reduced from two to one member, other than the Chair; on two occasions in 2008/09 the internal had had to act as Chair owing to the late withdrawal of one Chair and illness of the other; on one occasion the internal Panel member had been ill, leaving the Chair as the sole internal representative;
- (i) that the deadline for receipt of library and IT reports would be revised from 2009/10, from two weeks to one, and the CA10 form, which currently contained both Library and IT sections, would be split into two separate forms: 10a (Library) and 10b (IT);
- (j) that, in 2008/09, the Academic Office's notes had not been circulated to the internal and external Panel members, nor to the Course Team in advance, but only to the Chair; that several internal members and Course/Subject Teams had indicated that they would have preferred sight of the standards and regulatory matters in advance; that two Panel Chairs had advised that they would have liked the Teams and other Panel members to have received details of these matters in advance; on a few occasions the external Panel members had sought clarification of the topics identified by the Academic Office;
- (k) that, during 2008/09, the Academic Office had carried out a 'service feedback' survey of external Panel members on taxis, hotels, as well as documentation; the main concern raised had been in relation to late documentation and circulation of additional papers; in the majority of cases the documentation had, however, been issued by the Academic Office by the deadline and it was therefore assumed that the comments

related to the second circulation of the library and IT reports and Panel members' preliminary comments which were not expected until one or two weeks before the event;

- (l) that the Sub-Committee was asked to consider the following:
 - (i) whether the reduced internal representation should be maintained;
 - (ii) whether the standards and regulatory matters in the Academic Office notes should be provided to Panel members at the start of the private meeting on the day of the event;
 - (iii) the reinstatement of a commentary section on relations with PSRBs in documentation from 2009/10;
 - (iv) amendment to the CA4 to include an assessment by the relevant Faculty Head of Collaborative Courses of the adequacy of the physical and human resources at each proposed site of delivery;
 - (v) whether, where several campuses were involved, visits to all campuses by externals only be required where specialist resources are needed for delivery, subject to appropriate arrangements being put in place for the revalidation Panel to meet with students.

AGREED:

- (i) that this very comprehensive report be included as an appendix to the report of the Sub-Committee meeting to the Teaching and Learning Committee;
- (ii) that an electronic copy of the report be forwarded to all Sub-Committee members;
- (iii) that faculties be reminded of the need to submit a CA1 form for new or substantially revised provision;
- (iv) that, where conditions of approval related to library resources, library staff be reminded to ensure that audits are carried out before the next intake;
- (v) that the reduced internal representation on the Panel be maintained, but kept under review;

- (vi) that the standards and regulatory matters in the Academic Office notes be made available to Panel members at the start of the private meeting;
- (vii) that a commentary section on relations with PSRBs be reinstated in the documentation from 2009/10;
- (viii) that the CA4 form be amended to include an assessment by the relevant Faculty Head of Collaborative Courses of the adequacy of the physical and human resources at each proposed site of delivery;
- (ix) that, where several campuses are involved, visits to all campuses by externals only be required where specialist resources are needed for delivery, subject to appropriate arrangements being put in place for Revalidation Panels to meet with students.

09.103 EVALUATION AND REVALIDATION SCHEDULE 2009/10

RECEIVED: the evaluation and revalidation schedule for 2009/10 (CASC/09/29).

- NOTED:
- (a) that to date 40 events were scheduled for 2009/10 (37 revalidations [112 courses] and three evaluations);
 - (b) that the schedule would be revised in light of APSC decisions;
 - (c) that there was a recurring identification of proposed externals from Dublin Institute of Technology over a number of years and, in a small number of cases, Emeritus Professors had been nominated;
 - (d) that a request had been received from the Faculty of Life and Health Sciences to bring forward the revalidation of Subject Unit 12C from February 2010 to December 2009.

- AGREED:
- (i) that the use of currently active academic staff as external Panel members be encouraged;
 - (ii) that nominations from a range of HEIs for provision in related subject areas were preferable to reliance on a small number of institutions;
 - (iii) that the request for the revalidation of Subject Unit 12C to be brought forward to December 2009 be approved;
 - (iv) that faculties be reminded to submit outstanding CA6 forms.

09.104 TERMS OF REFERENCE AND MEMBERSHIP

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

AGREED: that no amendments be made to the Terms of Reference or membership.

09.105 DATES OF MEETINGS 2009/10

NOTED: that the dates of meetings for 2009/10 would be as follows:

TIME	DATE	LOCATION
10:15	Thursday 17 September 2009	JN
10:15	Thursday 19 November 2009	CE
10:15	Thursday 14 January 2010	JN
10:15	Thursday 18 March 2010	CE
10:15	Thursday 27 May 2010	JN

DURATION: 2 hours 30 minutes

COURSE APPROVAL SUB-COMMITTEE

28 May 2009

ACCESS AND DISTRIBUTED LEARNING

Certificate of Personal and Professional Development

To introduce a 20-point Level 4 module within the CPPD framework.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

BA Hons Fine and Applied Arts

To change credit value and semesters of delivery of three modules;

BSc Hons Architectural Technology and Management

To replace BLD301 with a new module 'Architectural Technology B'; to revise the title of ARC101, as a prerequisite for the new module;

BSc Civil Engineering + DIS

To change semesters of delivery of two modules;

BSc Hons Architectural Technology & Management

BSc Hons Building Surveying

BSc Construction Engineering

BSc Hons Construction Engineering & Management

To revise content of module BLD303;

BSc Hons Civil Engineering (Technologies and Operations)

To revise the content of two modules;

BSc Hons Civil Engineering + DIS

BSc Hons Civil Engineering (Technologies and Operations)

To revise the assessment strategy in module CIV514;

BSc Hons Civil Engineering

To revise module CIV124;

BSc Hons Quantity Surveying

To revise content of four modules and to increase the duration of the examination in SUR509; to replace SUR325 with a 20-point module and to remove the separate 10-point module BLD498;

BEng Hons Energy and Building Services Engineering

To replace BLD104 with two 10-point modules; to revise content of ENE104 and ENE302; to introduce a new 10-point module in Year 2 in 'Fire Protection, Health and Safety'; to revise assessment weighting in ENE505;

PgDip/MA Irish Visual Culture

To introduce a new module 'Curatorial Studies' to replace CUS804;

PgDip/MSc Construction and Project Management

To identify prerequisites for two modules;

MSc Architectural Studies

To add an optional module ARC722 for 2008/09 only.

FACULTY OF ARTS

Certificate of Personal and Professional Development

To introduce level A 5-point modules in 'Conversational French', 'Conversational German', 'Contemporary European Cinema', 'Wine Making and Tasting', 'Tracing Your Family Tree', 'Fast Track to Italy, Enough Italian to Get By', 'Advanced English Language Skills' within the CPPD framework; to revise the credit value of 'Ulster and Ireland: History, Cultures, Identities' to 10 credit points;

Undergraduate Honours Subject: English (Single Honours, Major/Main/Minor) (CE)

To remove ENG509; to introduce three optional modules;

Undergraduate Honours Subject: International Politics

To change the semester of module POL116 for 2009/10;

Undergraduate Honours Subject: Spanish (Major/Main/Minor) (CE)

To replace two 10-point modules SPA101 and SPA103 with a 20-point module;

BA Hons Humanities at SRC (Newry campus)

To offer a module 'Religion and the Cold War' to replace HIS531;

BA Hons Irish History and Politics

To swap semesters of two modules for 2009/10 only; to move module HIS530 from semester 1 to semester 2;

PgDip/MA Irish History and Politics

To swap semesters of two modules for 2009/10 only;

PgDip/MA Peace and Conflict Studies

To introduce an optional module PCS802;

MMus

Taught modules: to replace eight 20-point modules with five 15-point modules and two 30-point modules from which students choose (all optional); to replace 'Contextual Studies 1' and 'Contextual Studies 2' by 'Specialism 1' and 'Specialism 2' and to add an additional specialism to the current specialisms within these modules – Technology; to remove the separate module 'Musical Applications of Technology'; to replace the previous research modules 'Case Studies 1' and 'Case Studies 2' with two 'Research Skills and Methods' modules drawn from the MRes Arts; to reduce the credit value of the existing module 'Music in the Community' to 15 credit points; to introduce three new optional modules 'Music Business', 'Placement' and 'Minor Project'.

FACULTY OF COMPUTING AND ENGINEERING

Certificate of Personal and Professional Development

To introduce a 5-point Level 5 module 'Introduction to Programming' within the CPPD framework.

FdSc Interactive Multimedia at SRC (Newry campus)

To revise modules COM249X1 and COM469X1;

Integrated Foundation Year for BSc Hons Computing Science

To revise module COM055;

Undergraduate Honours Subject: Computing (including Main described as Multimedia Computing)

To revise content and title of module COM320; to remove three semester 2 optional modules in the final year Major strand; to remove two options in the Main strand; to remove one module in the Main subject when combined with Design as Multimedia Computing and Design; to replace one module in the Minor strand;

Undergraduate Honours Subject: Computing (CE)

BSc Hons Computing DIS

BSc Hons Computing (internet Systems) DIS

BSc Hons Computing (Game Development) DIS

BSc Hons Computing (Artificial Intelligence) DIS

To revise the examination in three modules from three hours to two hours' duration; to revise the assessment in module COM103 to 100% coursework;

BSc Hons Biomedical Engineering (with IFY) (with DIS)

To replace two modules (one to be offered by the School instead of the Faculty of Life and Health Sciences); to update one module;

BSc Hons Interactive Multimedia Design

To revise content of module COM533 and COM602; to revise the examinations for four modules from three to two hours' duration;

BSc Hons Interactive Multimedia Design

BSc Hons Information and Communication Technologies

To revise the assessment strategy in module COM427 to include a further piece of group work;

BSc Hons Computer Science

BSc Hons Computer Science (Intelligent Systems)

BEng Electronics and Computer Systems

BEng Hons Computer Games Development

BSc Hons Multimedia Computer Games

To revise assessment weighting in four modules; to revise content and title of module COM320; to change semester of delivery of module COM566; to remove three final year optional modules in BSc Hons Computer Science (Intelligent Systems); to replace one module in BSc Hons Computing Science (Intelligent Systems); to revise module description of final year project; to change status of two modules to compulsory;

BEng Mechanical Engineering

To introduce an optional placement year leading to DIS award and to introduce an optional level 5 project module as an alternative to the final year placement module for students who undertake the full year;

BEng/BEng Hons Mechanical Engineering

To introduce three new 10-point modules; to withdraw two modules; to revise one 20-point module;

BEng Electronics and Software

To replace one module;

BEng Hons Electronics and Software

To replace one module and remove one optional module;

BSc Hons Sports Technology

To change the assessment strategy in two modules;

BSc Hons Computing and Information Systems

To replace two modules with new modules; to update two modules and reduce the duration of the examinations; to revise admission regulations to include AB and Fd;

BEng/BEng Hons Engineering Management

To replace module MEC302 with MEC304;

BEng Hons Computing Science

BEng Hons Software Engineering

BSc Hons Information and Communication Technologies

To revise three modules;

BEng Hons Engineering

BEng Hons Electronic Engineering

MEng Engineering

MEng Engineering + Diplom Ingenieur

MEng Electronic Engineering

BEng/MEng Engineering: to delete five modules; to add two core modules; to add three optional 10-point modules; MEng Engineering, MEng Electronic Engineering: to delete three modules; to change semester of one module; to add a core 60-point final project module;

PgDip/MSc Computing and Creative Technologies

To update the module description for the Master's project;

PgCert/PgDip/MSc in Computing

PgDip/MSc in Computing (Web Technology)

PgDip/MSc in Computing (Communications)

PgDip/MSc in Computing (Artificial Intelligence)

PgDip/MSc in Computing (Health Informatics)

To revise the content of six modules; to revise title and content of one module; to change the assessment strategy for COM877;

PgDip/MSc Industrial Practice

To add module BLD810 to the range of options;

PgDip/MSc eLearning: Interactive Teaching Technologies

To replace three modules provided by the School of Education by two 30-point modules reflecting the revised modules available from the School, and to offer

another 30-point module to support current students ('E Portfolios – PDP') as an option from the 2009/10 intake.

FACULTY OF LIFE AND HEALTH SCIENCES

Certificate of Personal and Professional Development

To introduce a 5-point module 'Officiating in Athletics' within the CPPD framework;

Access Diploma in Science at BMC

To revise the content of module 'Mathematics 2B';

FdSc Applied and Medical Sciences

To revise content of module BMS002; to revise content and title of module BMS112; to revise learning outcomes for module BMS004;

BSc Hons Applied Biosciences and BSc Hons Biotechnology

To revise semester 2 intake to BSc Hons Applied Biosciences; to clarify the level and course structure in both courses and the bridging arrangements for students admitted with advanced standing;

BSc Hons Biology

To replace three Year 1 modules; to change status of one final year module; to withdraw one module;

BSc Hons Environmental Science (with/without DIS/DAS)

BSc Hons Geography (with/without DIS/DAS)

BSc Hons Marine Science

AB Environmental Studies

To integrate two 10-point modules into a 20-point module;

BSc Hons Environmental Science

To switch semesters of module EGM505; to update content of module;

BSc Hons Geography

To introduce a new module to replace EGM344; to introduce a 20-point module in 'Sustainable Tourism' (to replace two 10-point modules);

BSc Hons Marine Science

To make EGM305 compulsory; to revise title of EGM327;

BSc Hons Nursing (Mental Health)

To revise module NUR596;

BSc Hons Optometry

To revise modules OPT305 and OPT505;

BSc Hons Pharmacology

To restructure the course in light of developments associated with the new MPharm and to indicate the timing of the changes in respect of 2006/07 cohorts onwards;

BSc Hons Physiotherapy

To replace a 20-point and a 10-point module in Year 1 with a long-thin 30-point module;

BSc Hons Psychology (CE)**BSc Hons Social Psychology (CE)**

To revise content of PSY110; to add a new optional module 'Stress and Coping';

BSc Hons Psychology (ME)

To revise optional module PSY547; to change the semester of module PSY548; to change assessment strategy in module PSY123;

BSc Hons Sport Studies (with/without DIS/DAS)

To revise module SLS338;

BSc Hons Sport and Exercise Sciences (with/without DIS/DAS)

To remove the quota for module SLS511; to remove optional module SLS344; to revise content and assessment in SLS110;

BSc Hons Sport Studies (with/without DIS/DAS)**BSc Hons Sport and Exercise Sciences (with/without DIS/DAS)**

To raise the quota for module SLS315; to allow an equivalent module to SLS115 to be identified as fulfilling the prerequisite requirement; to identify SLS301 as a prerequisite for SLS521; to revise titles of SLS302, SLS510 and SLS520;

PgDip/MSc Biotechnology**PgDip/MSc Food Biotechnology**

To change the courses to MSc with Postgraduate Diploma exit points; to introduce a Postgraduate Certificate exit award;

PgDip/MSc Applied Psychology

To revise the assessment strategy in five modules;

MSc Health Sciences

To introduce a new optional module 'Airway Clearance Techniques'.

FACULTY OF SOCIAL SCIENCES**Undergraduate Honours Subject: Communication (JN)**

To replace one module for students taking Minor in Advertising;

Undergraduate Honours Subject: Law (Single Honours/Major) (JN)

To change the title of two modules;

Undergraduate Honours Subject: Politics

To change semester of module POL516;

BSc Hons Criminology and Criminal Justice**Undergraduate Honours Subject: Criminology (Minor)**

To introduce a new module 'From Crime Scene to Court' to replace 'Criminal Law'; to introduce an optional module 'Crime and the Media'; to revise assessment strategy in PUP514;

BSc Hons Social Work (3 and 2 year degrees)

To revise module SWK547;

PgCert/PgDip/MEd

To introduce a new optional level 6 module 'Mentoring for Performance Improvement';

PgDip/MSc Counselling and Therapeutic Communication

To introduce three new optional level 7 modules, 'Preparing for Couple Counselling Practice', 'Supervised Couple Counselling Practice' and 'Using Theoretical Frameworks in Couple Counselling'.

Master of Public Administration (MPA)

To remove two modules; to add a new optional module; to change status of two modules.

ULSTER BUSINESS SCHOOL

Undergraduate Honours Subject: Business (Major/Minor) (CE)

Major: to make BMG418 optional; to remove ACF549 (it remains compulsory within the Minor in Accounting); to remove BMG516 (it remains compulsory within the Minor Retailing); to make MKT335 and MKT527 prerequisites for MKT520;

Minor: to remove MKT520, BMG417, ACF328, MKT335 options; to change status of BMG580 to optional;

Undergraduate Honours Subject: Business (Single Honours and Major) (CE)

To remove optional modules LAW314, BMG419, BMG411; to add a new module in 'Value Chain Management';

BSc Hons Accounting

BSc Hons Business Studies

To change the assessment in module ECO109;

BSc Hons Business Studies (JN)

To replace two optional modules with one compulsory 20-point module in the final HND/BSc bridging programme for 2009;

BSc Hons Business Finance and Investment

BSc Hons Business

BSc Hons Management

To change title of module BMG592 'Ethics, Governance and Accountability' to 'Corporate Governance';

BSc Hons Human Resource Management

To change the assessment weighting in module ACF115;

MSc Executive Leadership

To revise the assessment in modules BMG808 and BMG809 to 100% coursework; to revise module BMG877.