

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 29 September 2005 at the Coleraine campus

PRESENT

Professor N D Black (Chairman), Dr S D A Barnhill, Professor A Erridge (for Professor Moran), Mr A G Faulkner, Mr J Kennedy, Dr R J Millar, Mr D McGivern, Mrs E Urquhart, Mr M Watley

APOLOGIES

Professor A Moran

IN ATTENDANCE

Mrs A Cairns, Mrs K Harrison, Professor J Gillespie (for mins 05.96-05.104), Miss A Murray (for mins 05.105 – 05.111)

02.1 MINUTES

The confirmed minutes of the meeting held on 26 May 2005 were signed and dated by the Chairman.

05.93 New Pro-Vice-Chancellor Portfolios

The Chairman advised that the recent changes which had been made to the portfolios of the four Pro-Vice-Chancellors would affect Committee remits and reporting processes. The current CASC meeting would report business to either the new Teaching and Learning Committee or the Academic Development and Student Services Committee, as appropriate. Professor Black explained that he was in discussion with Professor McAlister about future arrangements and sub-committee responsibilities.

02.1 New Course Proposals

The Chairman advised that Faculties needed to be more specific about staffing resource requirements when completing CA1 forms and in validation documentation, particularly with regard to part-time hours.

COURSE PLANNING AND APPROVAL

- 05.95 The Sub-Committee considered business from each Faculty (papers CASC/05/24 – 28) and noted revisions approved by the Faculties as detailed in the Appendix. It was noted that reports for evaluations/re-validations for 2005 had been approved by Chairmans action.

FACULTY OF ARTS

02.1 Proposed BA (Hons) Arts and Wellbeing (FT) (BT, JN, CE)

RECEIVED: a CA1 proposal.

- NOTED:
- (a) that the title of the programme did not include the term 'Art Therapy', as it was not intended to be a professional qualification;
 - (b) that the form suggested that the programme was to be delivered on three campuses with extensive use of e-learning, but this would not be the case;
 - (c) that additional staffing, accommodation and library resources were required and that the redevelopment of the Belfast campus would assist in meeting accommodation needs.

AGREED: that the Faculty be asked to clarify the proposal and, in particular, review the title, location (in light of the subjects offered), extent of e-learning, staffing requirements and level of the programme.

02.2 Proposed CertHE/FdA Digital Media: Design and Production; CertHE/FdA Three Dimensional Design and Heritage Crafts; CertHE/FdA Fine and Applied Arts (PT) at Limavady College of Further and Higher Education

- NOTED:
- (a) that the FdA Fine and Applied Arts would replace the existing AB and the Heritage Crafts proposal would replace an existing CertHE;
 - (b) that, if approved, the new proposals would be part of the Art and Design revalidation in 2005/6.

AGREED: that it be recommended to the Academic Development and Student Services Committee that the programmes proceed to planning and evaluation with a view to entry in September 2006, subject to DEL approval.

05.98 Diploma in Irish Language

RECEIVED: a proposal to offer the above course at HMP Magheraberry as an outcentre from 2005/6.

- NOTED:
- (a) that financial arrangements had been approved by the Finance Department;
 - (b) that appropriate library resources had still to be put in place;
 - (c) that access to language laboratories was not required;
 - (d) that six students had already enrolled.

- AGREED: (i) that it be recommended to the Academic Development and Student Services Committee that the programme be approved, subject to confirmation of the acquisition of appropriate library resources;
- (ii) that a Memorandum of Agreement be signed with the outcentre.

05.99 CertHE Modern and Contemporary Literature

- NOTED: (a) that Chairman's action had been taken to approve a proposal to offer the programme at the Belfast campus from 2005, subject to relocation to Jordanstown, if necessary;
- (b) that the programme would not run in semester 1, 2005/06;
- (c) that the Faculty was considering the development of a part-time degree in Literature at Belfast.

05.100 Subject Unit 20A: Modern Languages

RECEIVED: the report of the re-validation panel.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, provision within the Subject Unit, as listed below, be approved for a further period of five years (intakes 2005-2009):

Undergraduate Honours Subject: French: Single Hons Major/Main/Minor (CE)

Diploma in French (BT, CE, ME)

Undergraduate Honours Subject: French: Minor (ME)

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

Diploma in German (ME)

Undergraduate Honours Subject: German: Minor (ME)

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

Diploma in Spanish (BT, CE, ME)

Undergraduate Honours Subject: Spanish: Minor (ME)

Language Optional Modules offered at Jordanstown

AB/BA Hons Languages, Business and Computing (ME)

BA Hons French and German (Applied Languages) (CE)

BA Hons French and Spanish (Applied Languages) (CE)

BA Hons German and Spanish (Applied Languages) (CE)

PgC/PgD/MA Professional Language Studies (CE)

PgD/MA Modern French Studies (JN)

Undergraduate Honours Subject: European Studies: Major/Main/Minor (CE)

Diploma in Chinese (BT).

05.101 BA (Hons) Humanities: Joint

- NOTED:
- (a) that Chairman's action had been taken to approve a request from the Faculty for an extension of last year's one-off approval to offer the final year of the programme in part-time mode in order to include an additional level of study (Level 2), and with Politics as an additional subject;
 - (b) that BIFHE had withdrawn its AB and this request was to provide a progression route for students who had completed the CertHE in the Humanities at BIFHE;
 - (ii) that the University would be phasing out its own Intermediate level programmes by the end of 2006/07, although some modules might be retained and delivered by distance learning;
 - (d) that the Faculty had been asked to provide a detailed implementation plan; this should be submitted by the end of October 2005.

05.102 Diploma: Belfast: The Social and Cultural History of a Changing City

NOTED: that the programme title had been amended to define its period, in light of a suggestion from the evaluation panel (min 05.27 refers):

Diploma: Belfast: The Social and Cultural History of a Changing City (1600-2000).

02.1 Proposed PgDip/MA Museum Practice and Management

- NOTED:
- (a) that the Senior Management Group had given approval to the e-learning Business Plan (22.8.05), subject to a CA9 being submitted with regard to the partner in delivery, Dundalk Institute of Technology (DKIT) and the programme leading to a wholly University of Ulster qualification. This was instead of a joint award as previously proposed (04.119 refers);
 - (b) that the Faculty had received notification that DKIT had now withdrawn from the collaboration;
 - (b) that the evaluation was scheduled for 28 October 2005;
 - (d) that the withdrawal of DKIT could have implications for Heritage Council funding for student bursaries, but the Faculty was capable of sole delivery.

AGREED: that the programme proceed to evaluation on 28 October 2005, subject to clarification of Heritage Council funding and the implications for viability.

05.104 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

BMus (Hons) at Jordanstown (now offered at Magee)
Certificate in Foundation Studies in Music at Jordanstown (now offered
at Magee – to be available at Jordanstown through video conferencing).

FACULTY OF BUSINESS AND MANAGEMENT

05.105 Proposed PgDip/MSc in Food Marketing (PT) (JN)

RECEIVED: a CA1 proposal.

- NOTED:
- (a) that it was proposed to deliver the course outside the University as was the norm for other postgraduate courses in the School;
 - (b) that a request for the evaluation panel meeting to take place in late May 2006 had been submitted because the Chair of the Course Planning Committee would be on maternity leave prior to that date;
 - (c) that the Faculty had suggested an academic panel representative from the USA.

- AGREED:
- (i) that it be recommended to Academic Development and Student Services Committee that the programme proceed to planning and evaluation with a view to entry in September 2006;
 - (ii) that the Faculty be asked to clarify its arrangements for delivery off-campus;
 - (iii) that the late evaluation be exceptionally permitted;
 - (iv) that the Faculty be advised that the proposed US academic panel member might be invited to attend the evaluation in observer capacity at the Faculty's expense, but that another UK academic should be proposed for the panel.

05.106 Proposed BSc (Hons) Business (Single Honours and Major) (CE) Proposed Minor Strands in Accounting, Marketing and Retail Studies (CE)

- RECEIVED:
- (a) two CA1 proposals to replace the BSc (Hons) Management programme with BSc (Hons) Business and to separate the subject components of the single Honours BSc Hons Business with Computing (see also withdrawals under item 05.100 below;)
 - (b) proposals for new Minor strands in Accounting, Marketing and Retail Studies;

- NOTED:
- (a) that the new Minor strands would be offered in combination with Major Business and would also be more generally available within the modular scheme at Coleraine.

- (b) that only the Single Honours programme was proposed in part-time as well as full-time mode.

- AGREED:
- (i) that it be recommended to the Academic Development and Student Services Committee that the proposals proceed to planning and evaluation within the scheduled revalidation of unit 5A in January 2006;
 - (ii) that the Faculty be asked able to consider whether the part-time versions might be more widely available;
 - (iii) that the Coleraine Campus Co-ordinating Group be asked to consider possible subject combinations.

05.107 Proposed BSc (Hons) International Hotel and Tourism Management at Cordia Institute of Hospitality Management (India)

RECEIVED: a CA2 proposal and Faculty Assessment.

- NOTED:
- (a) that a CA9 had been received by Planning Committee in October 2004 (min 04.97 refers), which supported a 2006 timeframe, but it was not clear whether the Committee or its successor had given final approval;
 - (b) that the Faculty Assessment considered the associated risk to be abnormally high;
 - (c) that, while the Institute had appointed consultants, no permanent appointments to a staff team with which the Faculty might work had been made;
 - (d) that the University had not to date been involved with a new partner institution with no track record and that it would be appropriate to proceed with caution, so that in this instance a clear two-stage, rather than a parallel, approach might be adopted; the University should investigate fully the organisational and financial soundness of the institution and the risk for the University, before any arrangements were made for the evaluation of a proposal.
 - (e) that an outline 'institutional support document' had been submitted.

AGREED: that it be recommended to the Academic and Student Services Committee:

- (ii) that the programme not proceed to planning and evaluation until:
 - (a) it was confirmed that the Senior Management Group had given its approval to the development and that the University was involved in the appointment and

development of staff as previously agreed by Planning Committee;

(b) a full Institutional Supplementary Document had been submitted and assessed by the University;

(ii) that the outline document be sent to the Corporate Planning and Governance and Finance Departments for investigation and advice, pending the submission of a full Institutional Supplementary Document.

02.1 FdSc Event Management (with CertHE exit award) (FT/PT) at Lisburn Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

NOTED: that the programme would be re-validated as part of subject unit 15D in October 2005.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met and DEL approval of additional full-time delivery:

(ii) the programme be approved for a period of one year (intake 2005) in line with the University's re-validation schedule for Subject Unit 15E for a total cohort size of 22 students;

(ii) the Institute be recognised under Ordinance 1984/8.

05.109 Subject Unit 15C: Hospitality (Colleges): FdSc Hospitality and Tourism (with CertHE exit award) (FT/PT) at North Down and Ards Institute of Further and Higher Education

RECEIVED: the report of the re-validation panel.

NOTED: that this course had been revalidated separately from the rest of the unit as NDAIFHE had not been ready for the original re-validation.

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

(ii) the programme be approved for a further period of five years (intakes 2005 – 2009) for a maximum cohort of 12 full-time and 10 part-time students;

(iii) the Institute be recognised under Ordinance 1984/8.

02.1 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

MSc International Management (ME) (DL) joint with Regis University, Denver (replaced by PgDip/MSc International Business)
BSc (Hons) Retail, Marketing and Customer Services Management (see min 05.106 above)
BSc (Hons) Management (see min 05.106 above)
BSc (Hons) Business Studies with Computing (see min 05.106 above).

Belfast Institute of Further and Higher Education

BA (Hons) Retail Management (level 2)
BSc (Hons) Retail Management (level 2) (replaced by BSc (Hons) Retail, Marketing and Customer Services Management level 2)
BA (Hons) Banking and Finance (level 2) (replaced by BSc (Hons) Business, Finance and Investment level 2)
BA (Hons) Business Studies (level 2) (replaced by BSc award)
BA (Hons) International Business Studies
BSc (Hons) International Business Studies

North East Institute of Further and Higher Education

HND Business with Computing
FdSc E-Commerce
BA (Hons) Accounting (levels 1 and 2).

FACULTY OF ENGINEERING

05.111 BSc (Hons) Transport and Supply Chain Management at Hong Kong College of Technology

RECEIVED: the report of the evaluation panel.

NOTED: (a) that two full-time academic staff with appropriate experience of teaching at level 3 were to be appointed, one to have expertise in the subject of Transport and the other in Supply Chain Management;

(b) that the College was to provide a commitment to the acquisition of the required and recommended texts and other library resources and confirmation that these were in stock prior to the programme commencing.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of five years (intakes 2006-2010) for a maximum cohort of 40 students;
- (ii) that the College be recognised under Ordinance 1984/8.

05.112 FdEng Electronic Engineering (PT) (with CertHE exit award) at Fermanagh College and Omagh College

NOTED: that the courses would run separately at each College.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of three years (intakes 2005 – 2007) in line with the University's re-validation schedule for Subject Unit 16D: Computing (Colleges) for a maximum cohort size of 20 full-time and 20 part-time students;
- (ii) the Colleges be recognised under Ordinance 1984/8.

05.113 FdEng Software Engineering (FT/PT) (with CertHE exit award) at Belfast Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of three years (intakes 2005 - 2007) in line with the University's re-validation schedule for Subject Unit 16D: Computing (Colleges) for a maximum cohort size of 20 full-time and 20 part-time students;
- (ii) the Institute be recognised under Ordinance 1984/8.

05.114 FdEng Engineering (PT) (with CertHE exit award) at Causeway Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

NOTED: that a Placement Co-ordinator was to be appointed in good time to ensure that students were adequately prepared for the Work-based Learning module and to ensure that an appropriate number of adequate positions were secured with employers.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of five years (intakes 2005- 2009) in line with the University's re-validation schedule for Subject Unit 10B: Engineering (Colleges) for a maximum cohort size of 15 students;
- (ii) the Institute be recognised under Ordinance 1984/8.

05.115 FdEng Automation Engineering (FT/PT) (with CertHE exit award) at Lisburn Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

NOTED: that the full-time version was to start in 2006 and was subject to DEL approval.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of five years (intakes 2005 (PT) - 2009) in line with the University's re-validation schedule for Subject Unit 16F: Computing (Colleges) for a maximum cohort size of 14 students;
- (ii) the Institute be recognised under Ordinance 1984/8.

02.1 Proposed PgDip/MSc Real Estate

NOTED: that the start date had been postponed until September 2007 and that the evaluation schedule had been amended accordingly.

FACULTY OF LIFE AND HEALTH SCIENCES

02.2 FdSc Food Manufacture; FdSc Food, Nutrition and Health; FdSc Food Production Innovation; FdSc Food Studies; FdSc Horticulture at the College of Agriculture, Food and Rural Enterprise (FT/PT) (with CertHE exit awards) and CertHE Horticulture (PT) (CAFRE)

RECEIVED: the report of the evaluation panel.

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

- (i) the programmes be approved for a period of five years (intakes 2005 – 2009);
- (ii) the College be recognised under Ordinance 1984/8.

02.3 FdSc Sports Coaching (PT)

RECEIVED: the report of the evaluation panel.

NOTED: (a) that this was an Intermediate level course which would be offered by University because of its specialised nature;

- (b) that a detailed resourcing plan was to be submitted to address the Panel's concerns in relation to the heavy reliance on one

member of staff and the balance between full-time and part-time teaching staff.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met, the programme be approved for a period of three years (intakes 2005 – 2007) in line with the University's re-validation schedule for Subject Unit 28G: Sport, with an initial offer standard of 140 UCAS tariff points.

02.4 Revalidation of Subject Unit 28F: Radiography and 28K: Speech and Language Therapy

NOTED: (a) that Chairman's action had been taken to approve the extension of the period of approval for the following courses for one year:

BSc Hons Radiography
BSc Hons Speech and Language Therapy
BSc Hons Speech and Language Sciences;

(b) that this extension was on account of the process to convert these programmes from four to three year degrees;

(c) that the revalidation of these units would now be scheduled for 2006/7.

02.5 Graduate Certificate in Biomedical Sciences

NOTED: that the Planning Committee had approve the Business Plan for the above proposal to convert the course to a fully on-line programme (min 05.48 refers).

02.6 Programme Withdrawal

NOTED: that the BSc Hons Food Technology Management had been withdrawn.

FACULTY OF SOCIAL SCIENCES

02.7 Proposed PgD/MSc Economic Development and Management (FT) (JN)

RECEIVED: a CA1 proposal.

NOTED: (a) that three of the modules of the new programme were already offered on the Master of Public Administration in the School of Policy Studies;

(b) that all other modules were offered on the existing PgD/MSc in Applied Economics;

(b) that the programme would be considered as part of the re-validation of Subject Unit 8A: Economics in November 2005.

AGREED: that it be recommended to the Academic Development and Student Services that the programme proceed to planning and evaluation with a view to entry in September 2006.

02.8 Proposed International Development (Minor)

NOTED: (a) a request, supported by the Faculty, to change the proposed BSc Hons International Development (Single Honours, Major, Minor) to a Minor subject strand only (min 03.197refers).

(b) that the Faculty foresaw possible extensions to other campuses.

AGREED: (i) that the revision to the proposal for International Development (Minor) at Coleraine be approved for evaluation in 2005/6;

(ii) that a CA3 form be used to make proposals to extend the strand to other campuses when appropriate;

(iii) that the Coleraine Campus Co-ordinating Group be asked to consider possible subject combinations.

02.9 Subject Unit 9A: Education (PGCE – Primary and Post Primary)

RECEIVED: the report of the revalidation panel.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met, the PGCE (Primary and Post Primary with the following eight subject disciplines) be approved for a further period of five years (intakes 2005 – 2009):

Post Primary

Art and Design;
English with Drama and Media Studies;
Geography;
History;
Music Education;
Home Economics;
Physical Education;
Technology and Design.

02.10 Proposed PgCert/PgDip/MSc in Cognitive Psychotherapy

NOTED: that the Library had confirmed that the resources for the above programme were now in place (min 05.84 refers).

02.11 Revalidation of PgCert/PgDip Further and Higher Education

NOTED: (a) that the programme had originally been scheduled for revalidation in 2005/6 but the Faculty had requested an extension because the Education and Training Inspectorate had undertaken a recent inspection of the Postgraduate Certificate

and planned to review the Postgraduate Diploma in Autumn 2005;

- (b) that this matter would be considered by the Teaching and Learning Committee in light of the ETI report.

02.12 Revalidation of Subject Unit 6C: Counselling (Colleges)

- NOTED:
- (a) that Professor McAlister had approved a request for an extension to the period of approval by one year (2005 intake) for the CertHE Counselling programmes at Fermanagh College, Belfast Institute of Further and Higher Education, Lisburn Institute of Further and Higher Education, North East Institute of Further and Higher Education, North West Institute of Further and Higher Education;
 - (b) that approval of the Certificate in Counselling Studies at Newry and Kilkeel Institute of Further and Higher Education was not to be extended as the course had not had an intake.

02.13 Revalidation of Unit 26B: Community Youth Work

RECEIVED: a request for a further extension to the revalidation date for the above Subject Unit.

AGREED: that it be recommended to the Teaching and Learning Committee that the above subject provision be granted a further year's approval (intake 2006) and be revalidated in 2006/7.

02.14 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

CertHE Combined Social and Behavioural Sciences at North Down and Ards Institute of Further and Higher Education
Politics (Main) (JN)
Social Policy (Main) (JN).

02.15 STATEMENTS ON SUBMISSION OF OUTSTANDING FINAL DOCUMENTS

RECEIVED: statements on the submission of outstanding final documents from 2004/5 (CASC/05/29) and from 2002/3 - 2003/4 (CASC/05/30).

- NOTED:
- (a) that 10 out of 37 documents for evaluation or re-validation in 2004/5 had been fully approved by the start of the year and that two (Modern Languages: Subject Unit 20A and Media Studies: Subject Unit 19A) had not yet submitted revised documentation or a response to the report;
 - (b) that nearly 20 documents from 2002/3 and 2003/4 had not yet been signed off (although in many cases amendments required were minor);

- (c) that most re-submissions required further amendments and this problem had been reported to the Teaching and Learning Committee in June 2005;
- (d) that, Subject Unit 6A: Communication (revalidation March 2004) had not yet provided any documentation;
- (e) that the Chairman had written to Deans about outstanding documents/amendments in July 2005.

AGREED: that it be recommended to the Teaching and Learning Committee that it consider either making it an absolute condition that programmes would not run until final documents had been signed off or that no other course proposals should be considered from faculties which still had outstanding documentation.

02.16 COMBINATION OF STRANDS

RECEIVED: a paper (CASC/05/31) from the Magee Campus Co-ordinating Group making proposals for new subject combinations.

- NOTED:
- (a) that Music with Drama had already been approved;
 - (b) that proposals for American Studies (CE) (min 05.04 refers) and for International Development (Minor) would come to a later meeting;
 - (b) that a number of combinations, not listed in paper CASC/05/31, had already been included in the current undergraduate prospectus without being approved by the Sub-Committee.

AGREED: (i) that it be recommended to the Academic Development and Student Services Committee that approval of new Major, Main and Minor combinations for Irish History (min 05.63 refers) together with other additional subject combinations at Magee campus be approved as listed below:

Irish History

Main Combinations

International Politics and Irish History

Major/Minor Combinations

Business Studies with Irish History

Computing with Irish History

International Politics with Irish History

Social Policy with Irish History

Irish History with Accounting

Irish History with Computing

Irish History with Drama

Irish History with French

Irish History with German

Irish History with Human Resource Management
Irish History with International Politics
Irish History with Irish
Irish History with Music
Irish History with Social Policy
Irish History with Sociology
Irish History with Spanish

Other Main Combinations

Accounting and Human Resource Management
Accounting and Marketing
Human Resource Management and Marketing

Other Major/Minor Combinations

Dance with Music
Dance with Drama
Drama with Dance.

- (ii) that Dr Barnhill investigate discrepancies between approved and published combinations;
- (iii) that faculties be reminded that new subject combinations required approval by the appropriate University committee before being included in the undergraduate prospectus.

DURATION: 2 hours 15 minutes