

## UNIVERSITY OF ULSTER

### COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 3 June 2004 at the Jordanstown campus

#### PRESENT

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

#### APOLOGIES:

Professor A Moran

#### IN ATTENDANCE

Mrs K Harrison, Ms C O'Neill (for mins 04.98 - 106), Dr K Sullivan (for mins 04.98-106)

#### 04.80 MINUTES

The confirmed minutes of the meeting held on 8 April 2004 were signed, subject to minute 04.58 being amended to delete "International" from the title of the course, so that it reads "BA (Hons) Hotel and Tourism Management at HTMi, Switzerland", since this was a "top-up" degree which paralleled existing UU provision.

#### MATTERS ARISING

#### 04.81 Honours Degree Subject Combinations (min 04.37)

NOTED: a) that the Campus Co-ordinating Group for Jordanstown had decided not to recommend any further new combinations for 2004/5 as the Group preferred to see how existing combinations would take shape;

b) that this matter would be kept under review;

c) recommendations in respect of Magee campus.

AGREED: that it be recommended to the Teaching and Learning Committee that the following additional combinations be approved for the Magee campus: Social Policy (Major) with French or German or Irish or Spanish (Minor).

#### COURSE PLANNING AND APPROVAL

04.82 The Sub-Committee considered business from each Faculty (Papers CASC/04/52-56) and noted course revisions approved by the Faculties as detailed in the Appendix.

#### **FACULTY OF ARTS**

#### 04.83 Course Withdrawal

NOTED: that the Certificate in Community Drama had been withdrawn.

04.84 Re-validation Subject Unit 14A: History

- NOTED:
- a) that approval of intakes for 2005-08 for the above provision was subject to the submission of a Business Plan by 9 April 2004 and its approval by the Planning Committee (min 04.09 refers);
  - b) that a paper had been submitted to the Planning Committee outlining proposed staffing and course provision;
  - c) that it had been proposed that the BA (Hons) Irish and British Studies at Belfast be withdrawn and that the BA (Hons) American Studies be re-located to Coleraine;
  - d) that FPG had been asked to consider staffing details;
  - e) that CA5 and CA3 forms as appropriate should be forwarded in due course.

04.85 Proposed CertHE Interior Design (PT) (BT)

RECEIVED: a CA1 for the above proposal.

- NOTED:
- a) that the course was based on revised versions of existing modules and therefore no evaluation event would be required;
  - b) that external academic endorsement was required;
  - c) that additional staffing needs were identified.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be approved with a view to entry in September 2004, subject to external academic endorsement and confirmation of staffing requirements being met.

04.86 Proposed FdA Fine Craft Design and FdA Graphic Design (FT/PT) at Belfast Institute of Further and Higher Education

RECEIVED: CA2s and Faculty Assessments for the above proposals.

- NOTED:
- a) that, BIFHE and Castlereagh College (min 04.87 refers) had reported that DEL would invite proposals for foundation degrees in arts/creative industries/new (media) technologies;
  - b) that the proposed Foundation degrees would replace existing HNDs and offer progression routes to UU degree courses which would have implications for recruitment in the Faculty;
  - c) that entry for mature students without entry qualifications should now be via a formal APEL process;
  - d) that the distinction made in the work-based learning element of the course proposals (20 credit points of placement in Year 1 and 20

credit points of Professional Studies/Professional Practice in Year 2) was unclear;

e) that additional subject-specific software and library resources were required.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that, subject to DEL approval, the courses proceed to planning and evaluation with a view to entry in September 2005;

(ii) that the Faculty clarify the work-based learning element of the degrees.

04.87 Proposed FdA Graphic Communication (PT) and FdA Commercial Image Making (PT) (with CertHE exit awards) at Castlereagh College of Further and Higher Education

RECEIVED: CA2s and Faculty Assessments for the above proposals.

NOTED: a) that there should be progression routes from the proposed Foundation degrees to existing UU degrees and that the Faculty needed to ensure that these were well articulated in accordance with the University's model;

b) that a CertHE exit point was proposed for each course;

c) that a need for additional IT laboratory and library resources had been identified.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to DEL approval, the courses proceed to planning and evaluation with a view to entry in September 2005.

04.88 CertHE in Local History and Cultural Traditions (PT) at Limavady College of Further and Higher Education

RECEIVED: a CA3 proposal to change the title of the above course to CertHE Irish History and Cultural Traditions from September 2004.

NOTED: that additional library resources were required.

AGREED: that it be recommended to the Teaching and Learning Committee that the title of the course be revised from September 2004 intake, subject to discussion with the University library about the additional material to be acquired by the College.

**FACULTY OF BUSINESS AND MANAGEMENT**

04.89 BA (Hons) Hotel and Tourism Management (Level 3) (FT) at School of Hotel and Tourism Management International (HTMi), Soerenberg, Switzerland

RECEIVED: the evaluation panel report for the delivery of Level 3 of the above course.

- AGREED: i) that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met, the course be approved for a period of two years (intakes 2004-2005) for a maximum cohort of 15 and that the School be recognised under Ordinance 1984/8;
- ii) that the Faculty Head of Collaborative Courses liaise with the Assistant Director of Information Services (Library) about the proposed library and database resources at HTMi.

04.90 Subject Unit 15A: Hospitality, Leisure and Consumer Studies (Coleraine – Portrush site)

RECEIVED: a supporting statement and external academic endorsement in relation to the Major Hospitality and Minor Language combinations (min 04.57 refers).

04.91 Accounting Studies: Minor Strand

NOTED: that the Teaching and Learning Committee (May 2004) had approved the Faculty's request to retain 'Studies' in the title of this strand, based on Professional Body considerations (min 04.52 refers).

AGREED: that the Faculty clarify the absence of Studies in the title of the Accounting Minor Strand at Magee.

04.92 Proposed BSc Hons Business Administration (Levels 1 and 2) (FT) at North Down and Ards Institute of Further and Higher Education

NOTED: that the Institute had decided on a postponement of the proposal and to seek further discussion of the University's decision not to consider level 3 or part-time delivery (min 04.56 refers).

04.93 Course Revisions

NOTED: in particular that, the final year of the BA/BSc Hons Consumer Studies was to be made available part-time and that a new pathway for students progressing from HND to BA Hons Hotel and Tourism Management had been identified at Newry and Kilkeel Institute of Further and Higher Education outcentre.

AGREED: that the Faculty should ensure that a copy of any new reading lists for the BA Hons Hotel and Tourism Management was provided to the Librarian at the Institute.

**FACULTY OF ENGINEERING**

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

RECEIVED: a CA2 proposal and Faculty Assessment for September 2005 intake.

NOTED: that the Faculty had received assurances that additional library resources would be acquired and that these would be verified by the University Library as part of the approval process.

AGREED: that it be recommend to the Teaching and Learning Committee that the course proceed to planning and evaluation with a view to entry in September 2005.

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

RECEIVED: a CA2 proposal and Faculty Assessment for September 2005 intake.

NOTED: a) that students might obtain exemption from Level 1 of the degree course via APL for appropriate Level 1 qualifications obtained at HKCT and other institutions, and that a mapping exercise of the syllabi and transcripts of students who had completed relevant Level 1 courses would be undertaken, in consultation with the Faculty, to ensure that students had the necessary academic underpinning to enable them to progress to Level 2 of the degree;

b) that additional library resources were required;

AGREED: that it be recommended to the Teaching and Learning Committee that the course proceed to planning and evaluation with a view to entry in September 2005, subject to approval of the financial model by the Finance Department.

04.96 Course Withdrawal

NOTED: that the FdSc Computing and Electronics at Upper Bann Institute of Further and Higher Education had been withdrawn and that it would be replaced by a new proposal.

04.97 PgD/MSc Telecommunications and Distributed Systems

NOTED: that Teaching and Learning Committee at its May meeting had approved a change in title for the above course to PgDip/MSc Telecommunications and Internet Systems (inadvertently not considered by CASC in April 2004 (min 04.39 Appendix 2 refers)).

**FACULTY OF LIFE AND HEALTH SCIENCES**

04.98 Proposed PGDip/MSc Palliative Care and PGDip/MSc Cancer Nursing (PT) (JN)

RECEIVED: a CA1 for the above proposal.

NOTED: a) that both courses were based substantially on existing modules; therefore no University evaluation was required;

b) that external academic endorsement would be required for the three new modules (one common and one new in each course), and the structure and learning outcomes proposed for each course;

- c) that some staffing might be provided by Marie Curie Cancer Care Northern Ireland and that, if this were the case, Recognised Teacher status would be sought; this was subject to ongoing negotiation;
- d) that the courses were not dependent on NI Hospice Care or Marie Curie Cancer Care input;
- e) that no regulatory body approval was required.

AGREED: that it be recommended to the Teaching and Learning Committee that the courses be approved for intake 2004-5, subject to evidence of external academic endorsement.

04.99 Proposed MSc Counselling Psychology (FT/PT) (JN then CE)

RECEIVED: a CA1 proposal for 2004 intake.

- NOTED:
- a) that there was no need for University evaluation as the proposed course was an existing pathway within the MSc Applied Psychology, which the Faculty now wished to market as a separate course;
  - b) that accreditation for the course had been secured from the Psychological Society of Ireland;
  - c) that the Faculty was to clarify whether entry to the course would continue to be through MSc Applied Psychology and whether a PG Diploma award was also to be offered or only a stand alone Master's;
  - d) that external academic endorsement was required;
  - e) that students entering the course should be advised that Psychology was being phased out at the Jordanstown campus and would eventually be transferred to the Coleraine campus.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be approved for a period of two years (intakes 2004-5), subject to evidence of external academic endorsement.

04.100 PgDip/MSc Contemporary Developments in Geography  
PgDip/MSc Contemporary Developments in Geography and Education

NOTED: that the Faculty had re-submitted CA1s for these courses (approved by CASC in December 2003, min 03.189 refers).

04.101 Postgraduate Diploma/MSc Dementia Studies

RECEIVED: an evaluation panel report for the above course.

AGREED: that it be recommended to Teaching and Learning Committee and NIPEC that, subject to the conditions of the panel being met, the course be approved for five years (intakes 2004-2008).

04.102 BSc (Hons) Pharmacology (FT) and AB Pharmaceutical Science (FT/PT) (CE)

RECEIVED: an evaluation panel report for the above.

- NOTED:
- a) that the AB degree proposal had not been included in the original CA1 form and was added subsequently by the Faculty;
  - b) that the evaluation panel had questioned the viability and appropriateness of the AB degree in view of likely development of Fds, and had asked the Faculty to give careful consideration to its introduction;
  - c) that the AB degree was almost identical to Years 1 and 2 of BSc;
  - d) that a progression route from the AB degree to the BSc degree had been identified (60 credits at level 2 before entry to level 3);
  - e) that the progression route for part-time AB graduates was not clear, given that the BSc would be offered in full-time mode only;
  - f) that, since the placement year in the BSc was optional, students would not be entitled to fees support;
  - g) that additional staffing resources were required.

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

- i) subject to the conditions of the panel being met, the BSc (Hons) Pharmacology be approved for a period of four years (intakes 2004-2007) in line with the University's re-validation schedule for Subject Unit 3C: Biomedical Science, with an initial entry standard of 300 UCAS tariff points, subject to adequate staffing resources being in place;
- ii) the AB Pharmaceutical Science be not approved.

04.103 Re-validation Subject Sub-Unit 12B: Environmental Sciences (Postgraduate)

RECEIVED: a report from Professor Mulholland on the proposed joint PgDip/MSc Maritime Archaeology by distance learning with Flinders University, Australia (min 04.68 refers).

- NOTED:
- a) that the Faculty had already entered into an agreement, but had provided no information on this at revalidation;
  - b) that Professor Mulholland and the University's solicitors had advised on the format of the joint contract and a new model was being finalised;

- c) that students would be registered with both institutions for a joint PgDip award (this was important for student support purposes in Australia) and would then choose which institution to register with for the Master's degree;
- d) that all PgDip modules would be hosted on Campus One;
- e) that tuition fees would be apportioned 60% to UU and 40% to Flinders.

AGREED: that Faculties should consult centrally on such proposals and obtain University approval before entering into agreements.

#### 04.104 Course Withdrawals

- NOTED: a) that the following courses had been withdrawn:
- PGD/MSc Sport and Exercise
  - PGD/MSc Sport, Exercise and Leisure
- b) that the Faculty had decided to postpone indefinitely the PgDip/MSc Urban Transformation and Management, which had been proposed in 2002/3 (min 03.24 refers).

#### 04.105 PgDip/MSc Disaster Relief Nursing

RECEIVED: a tabled CA3 to amend the title of the above course to PgDip/MSc Disaster Relief (Healthcare) from 2004/05.

- NOTED: a) that the Faculty had approved a revised structure and content for the course;
- b) that the new course would be marketed to other health professionals as well as nurses;
- c) that the revised course would be offered in part-time mode only;
- d) that the original course had been delivered in collaboration with the University of Glamorgan but that as yet there was no joint award approved;
- e) that if the new course was to be developed into a joint award, the Faculty should liaise with the Academic Office about the requirements for this.

AGREED: that the change of title be approved from September 2004.

#### 04.106 Graduate Diploma in Nursing (Adult and Mental Health)

RECEIVED: a tabled CA3 form to amend the content of two modules.

NOTED: that the changes did not require CASC approval and are recorded in the Appendix.

## FACULTY OF SOCIAL SCIENCES

### 04.107 Revalidation Subject Unit 6A: Communication

RECEIVED: a draft re-validation panel report for the above.

NOTED: a) that the following new courses/pathways had been proposed:

BSc Hons Public Relations (Single Hons/Minor)  
PgCert/PgDip/MSc Communication with pathways

b) that the following new pathway was additional to those previously notified:

BSc Hons Language (Major/Minor);

c) that a request to FPG for four additional staff had only resulted in two extra staffing appointments. The Faculty had therefore reviewed staffing provision and decided that at least one of the approved posts would be reallocated to Public Relations, so that all undergraduate courses could be offered. This meant that the PgCert/PgDip/MSc Communication with pathways would not run in 2004/5;

d) that the Panel had not considered the initial offer standard for the BSc Hons Public Relations.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the subject provision as set out below be approved for five years (intakes 2004 – 2008), subject to Faculty confirmation that adequate staffing was in place for the delivery of all programmes:

<u>Existing Provision</u>	<u>Revised Title</u>
BSc (Hons) Communication Studies (AB exit award)	BSc (Hons) Communication (AB exit award)
BSc (Hons) Communication, Advertising and Marketing (AB exit award)	<i>No change</i>
BSc (Hons) Language and Linguistics (AB exit award)	<i>No change</i>
PG Dip/MSc Communication, Public Relations and Advertising	PG Dip/MSc Communication, Advertising and Public Relations (FT)
PG Dip/MSc Guidance and Counselling	PG Dip/MSc Counselling and Therapeutic Communication (FT and PT)
PG Dip/MSc Political Communication and Public Affairs (FT)	PG Dip/MSc Political Lobbying and Public Affairs (FT)

#### New Courses/Pathways

BSc (Hons) Public Relations (Single Hons/Minor) [initial offer standard: 320 UCAS tariff points to include ABB, as stated in 2005 prospectus]

PG Cert/PG Dip/MSc Communication with pathways [no intake 2004]

New Undergraduate Honours Subjects

Communication (Major/Minor)  
 Counselling (Minor)  
 Health Communication (Minor)  
 Language (Major/Minor)  
 Linguistics (Major/Minor)

New modular combinations for Language (within School of Communication)  
 (other combinations already approved.)

Major \ Minor	Communication	Counselling	Health Communication	Language	Public Relations
Communication				✓	
Language	✓	✓	✓	—	✓

04.108 Postgraduate Certificate in Higher Education Teaching

RECEIVED: a CA3 to amend the title of the above course to Postgraduate Certificate in Higher Education Practice from January 2005 intake.

NOTED: that the proposed change was in line with the new CPD framework and reflected the fact that staff were involved in both teaching and research.

AGREED: the title of the course be changed from January 2005 intake.

04.109 Course Withdrawals

NOTED: that the following courses had been withdrawn:

BSc (Hons) Economics and Government  
 Postgraduate Diploma/MA Administration and Law.

04.110 Postgraduate Diploma in Health and Social Services Management at the Beeches Management Centre, Homefirst Training Services and Westcare Business Services

RECEIVED: a tabled CA3 to introduce a Postgraduate Certificate exit award for the above courses from 2003/04.

NOTED: a) the learning outcomes for the Pg Cert award;  
 b) the proposed amendments to the regulations to allow for the exit award;  
 c) that external examiner support for the proposed change had been obtained by the Faculty.

AGREED: that it be recommended to the Teaching and Learning Committee that a Postgraduate Certificate in Health and Social Services Management exit award be introduced with immediate effect.

#### 04.111 Outstanding Validation Reports

RECEIVED: paper CASC/04/57 detailing evaluations and re-validations which had still to be carried out or had not yet reported.

- NOTED:
- a) that the Re-validation of Unit 26D: MSc Management and Corporate Governance should have been listed under the Faculty of Business and Management and not the Faculty of Social Sciences as this provision had been transferred;
  - b) that the evaluation of the FdSc/DipHE Counselling (eight Colleges) had been scheduled for 28 July, following a request for postponement of the event by the Faculty and subsequent difficulties in obtaining available externals and a Chair, but that this date was not now suitable for the Dean, and representation from all colleges might not be forthcoming at the event.

- AGREED:
- i) that Chairman's action be authorised to approve the recommendations and conditions of the 23 evaluation and re-validation panels listed in paper CASC/04/57;
  - ii) an alternative, earlier date be investigated for the evaluation of the FdSc/DipHE Counselling in June or July, subject to the availability of externals and a Chair.

#### 04.112 Evaluation and Re-validation Schedule for 2004/05

RECEIVED: paper CASC/04/58 detailing the proposed schedule of evaluations and re-validations for 2004/05.

NOTED: that, to date, 21 re-validations, 16 evaluations and four Access events were expected.

#### 04.113 TERMS OF REFERENCE AND MEMBERSHIP

RECEIVED: paper CASC/04/59 setting out the Sub-Committee's terms of reference and membership.

- NOTED:
- a) that, in view of lateness of many meetings this year, the report pertaining to term of reference 6 (to keep under review and advise on University procedures for the validation of courses and to make recommendations to the Teaching and Learning Committee) would be made directly to the Teaching and Learning Committee in June;
  - b) that a working group had been established by the Teaching and Learning Committee to review advice to planning committees in 2005, which may have implications for future procedures;
  - c) the Sub-Committee's responsibility, in common with all other committees, for equality of opportunity.

AGREED: i) that it be recommended to the Teaching and Learning Committee that the following amendment be made to the Sub-Committee's Terms of Reference:

3 "To present to the Teaching and Learning Committee an annual report on evaluations": Add "and revalidations";

ii) that Dr R Millar replace Mr P Sweeney as the alternate for Professor N D Black.

04.114 Dates Of Meetings 2004/05.

NOTED: a) that the dates of meetings for 2004/05 would be as follows:

DAY	DATE	TIME	LOCATION
Thursday	23 September 2004	10.15 am	16G29, JN
Thursday	18 November 2004	10.15 am	Courtroom, CE
Thursday	3 February 2005	10.15 am	4F03, JN
Thursday	7 April 2005	10.15 am	Courtroom, CE
Thursday	26 May 2005	10.15 am	4F03, JN

b) that the final Teaching and Learning Committee had been scheduled for 14 June 2005, necessitating an earlier date for the final CASC meeting.

DURATION: 2 hours 10 minutes