

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 31 May 2007 at the Coleraine campus

PRESENT

Professor D McAlister (Chair), Professor A Erridge, Professor E M Lillie, Mr T McLernon

APOLOGIES

Mrs H Farley, Dr M Murphy

IN ATTENDANCE

Mrs C Avery (for Mr A G Faulkner), Mrs D Black (Min 07.67), Mrs A Garland, Mrs J Lambe (Min 07.66)

07.39 MINUTES

The confirmed minutes of the meeting held on 22 March 2007 were signed and dated by the Chair, subject to the following correction:

Min 07.24 The 'Noted (b)' section should read: "that the Faculty wished to bring forward the revalidation of Units 15A1 and 15A2 to 2007/08 in order to facilitate the relocation of the School of Hotel, Leisure and Tourism in July 2007 and that the proposed date for revalidation of the provision within these units was therefore February 2008";

And that the 'Agreed' section should read:

"that the Sub-Committee endorse the plan of the Faculty to bring forward the revalidation of Units 15A1 and 15A2 to the 2007/08 academic year".

07.40 COURSE APPROVAL

The Sub-Committee considered business from each Faculty (papers CASC/07/17 - 21) and noted revisions approved by the Faculties as detailed in the Appendix.

FACULTY OF ARTS

07.41 MA Documentary Practice (FT/PT) (CE)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that the MA Documentary Practice would complement the production-focused MA in Film and Television Management and Policy and would share two of its modules;

- (b) that no exemptions were permitted within the programme due to its holistic approach;
- (c) that the panel had recommended that equipment needs be kept under review beyond current plans and had set as a condition of approval that staffing levels be reviewed and that adequate provision be made for the Course Director.

AGREED: that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of three years (intakes 2007-2009), in line with the revalidation schedule for Subject Unit 19B.

07.42 MA Multi-Disciplinary Design (with Postgraduate Diploma exit award) (FT/PT) (BT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the initial proposal had been for an MA in Applied Design with Postgraduate Certificate and Postgraduate Diploma exit awards, but that the revised title of MA Multi-Disciplinary Design, with a Postgraduate Diploma exit award, had been considered by the Team to be more appropriate;
 - (b) that the MA Multi-Disciplinary Design had been devised alongside the development of a postgraduate matrix for postgraduate provision within the Faculty;
 - (c) that the programme included existing modules which had been revised and updated, some of which were part of other recently revalidated programmes;
 - (d) that the target intake was between 10 and 15 students.

AGREED: that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of five years (intakes 2007 – 2011) in line with the revalidation schedule for Subject Unit 2B.

07.43 Master of Architecture (MArch) and MSc in Architectural Studies

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the MSc in Architectural Studies had not been recommended for approval by the Panel as it had considered that the learning outcomes, structure and content of the MSc should be differentiated from the MArch;
 - (b) that the MArch would be included in the MaSN;

- (c) that the BA Hons Architecture, validated in 2006, constituted RIBA Part 1 and the MArch constituted Part 2 but that there would not be automatic progression from Part 1 to Part 2;
- (d) that the BA Hons Architecture had been validated by RIBA until 2010 and had been prescribed by ARB until 2011 and that RIBA and ARB prescription would be sought for the MArch;
- (e) that MArch students who failed to achieve the RIBA/ARB criteria at the end of Year 1 could be considered for transfer to the MSc programme, for which a revised proposal would be considered in October 2007;
- (f) that it was proposed that the classification of the final award would be based on Year 2 only and that, as this was not in line with University regulations, the Faculty would be required to submit a case to the Teaching and Learning Committee for consideration.

AGREED:

- (i) that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the Master of Architecture be approved for a period of four years (intakes 2007-2010) in line with the period of approval for the BA Hons Architecture;
- (ii) that it be recommended to the Teaching and Learning Committee that the award title of Master of Arch (MArch) be added to Schedule to the Ordinance on Degrees, Diplomas, Certificates and other Academic Distinctions.

07.44 Revalidation Subject Unit 2C: Art and Design (BT/UG)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that one of the Panel's conditions had been that the Team clarify which programmes had an Associate Bachelor's exit award;
 - (b) that the provision had an optional placement year;
 - (c) that the majority of the students taking the BA Hons Art and Design progressed from the University's Diploma in Foundation Studies in Art and Design and that the AB in Fine and Applied Arts at Limavady College of Further and Higher Education currently provided a pathway into the final year of the BA Hons Fine and Applied Arts;
 - (d) that the title of the BDes Hons 3D Design (Interior, Product and Furniture) had recently changed from 'Interior, Industrial and Furniture';

- (e) that there were more applications for Years 2 and 3 of this programme than for Year 1 as a result of transfers from the BSc Hons Technology and Design and direct entry from the FE and HE sector; and that the CertHE in Interior Design shared the same level 1 modules;
- (f) that the Faculty would be required to submit cases to the Teaching and Learning Committee for the inclusion of 40-credit point modules in the BDes Hons Design for Visual Communication and the BDes Hons Textiles and Fashion Design.

AGREED: that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the following provision within Subject Unit 2C be approved for a further period of five years (intakes 2007-2011):

BA (Hons) Art and Design
 BDes (Hons) 3D Design (Interior, Product and Furniture)
 BA (Hons) Fine and Applied Arts
 BDes (Hons) Textiles and Fashion Design
 BDes (Hons) Design for Visual Communication
 CertHE Interior Design
 Diploma in Foundation Studies in Art and Design

07.45 Course Withdrawal

NOTED: that the following subject strand had been withdrawn:

Undergraduate Honours Subject: Irish Literature in English (Minor) (CE).

FACULTY OF BUSINESS AND MANAGEMENT

07.46 FdSc in Events Management for the Tourism Industry (with CertHE exit award) (FT/PT) at Belfast Institute of Further and Higher Education

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that progression to the University's BSc Hons Leisure Events and Cultural Management programme was available under the 2 + 2 model;
 - (b) that the Panel had been of the view that 'Tourism' was not adequately reflected in the module content and had set this as one of the conditions of approval;
 - (c) that part-time students could complete the programme in two and a half years by taking the work-based learning element during the summer;

- (d) that the Panel had set as a condition of approval that the proposal for a 60-credit point work-based learning module be reviewed as, under University regulations, if a full-time student failed the 60 credit point work-based learning module, he/she would not be permitted to repeat it and would therefore fail the programme.

AGREED:

- (i) that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of three years (intakes 2007-2009) in line with the revalidation schedule for subject unit 15C;
- (ii) that the Faculty be asked to clarify where the bridging year was to be undertaken;
- (iii) that the Faculty be asked to confirm the maximum cohort sizes at 16 full-time and 10 part-time.

07.47 Revalidation Subject Unit 15G: BSc (Hons) International Hotel and Tourism Management (FT) (Level 3) at HTMi, Switzerland

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that this programme was replacing the BA (Hons) Hotel and Tourism Management (Level 3);
 - (b) that HTMi wished to retain the BA award title but that this had not been within the Panel's remit and HTMi / the Faculty had been asked to submit a case to the Teaching and Learning Committee if they wished to pursue this;
 - (c) that the Panel had conditionally recommended approval for delivery in 20 weeks (including examinations) which would result in a greater full-time study level than permitted by the University, in order to facilitate two intakes (August and January), and that the Faculty would be required to submit a case to the Teaching and Learning Committee for consideration;
 - (d) that a 20-week delivery timeframe would have implications for assessment and that one of the Panel's conditions had been that the Team submit an assessment timetable. This had now been received and would be forwarded to the Chair of the Panel for approval;
 - (e) that considerable input was required from the Faculty to maintain standards of assessment but that the programme had been examined as part of the QAA Collaborative Audit and it had been recognised that there was a clear commitment to continuous improvement;

- (f) that, in light of a benchmarking exercise undertaken by HTMi, the Panel had agreed to permit students to enter the degree programme without external verification of their English Language ability, provided that they passed the in-house English language test set by CELT and that this decision therefore superseded the condition of the Panel in May 2006 regarding verification by external examination of students' English Language ability;
- (g) that one of the Panel's conditions of approval was that a formal mapping exercise of HTMi's Diploma and Higher Diploma courses to levels 1 and 2 of the University's BSc (Hons) International Hotel and Tourism Management programme be carried out, and that this had now been received and would be forwarded to the Chair of the Panel for approval;
- (h) that students progressed to the final year of degree from HTMi's own internal Diploma and Higher Diploma courses and that only very exceptionally, and in consultation with the Faculty Head of Collaborative Courses, would other students be admitted directly to level 3 of the Honours programme.

AGREED:

- (i) that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a further period of one year in line with the revalidation schedule for Subject Unit 15A2, to be delivered over a period of 20 weeks (subject to TLC approval), with two intakes per year of 25 students each. Subject to satisfactory data on student achievement and satisfactory reports from the external examiner, Faculty Head of Collaborative Courses and Annual Monitoring, consideration would be given by the Sub-Committee to extending the period of approval (via the CA3 route);
- (ii) that the Faculty submit a case to the Teaching and Learning Committee for permission to exceed the University's maximum full-time study load of 40 notional hours per week;
- (iii) that the Faculty submit a case to the Teaching and Learning Committee for the CELT in-house test to be formally recognised as an acceptable alternative to IELTS 6.0 or other qualification for the purposes of fulfilment of the University's English Language requirements.

Revalidation Subject Unit 5C: BSc (Hons) Marketing (Single Hons/Minor) and BSc (Hons) Human Resource Management

07.48 BSc (Hons) Marketing

RECEIVED: a request for a one-year extension to the period of approval for the BSc (Hons) Marketing (Single Hons/Minor).

NOTED: (a) that the Faculty had requested the extension owing to resource limitations in the School of Marketing, Entrepreneurship and Strategy and high levels of long-term staff illness;

(b) that the external examiner reports for the course raised no quality assurance concerns.

AGREED: that the Faculty's proposal be endorsed and that it be recommended to the Teaching and Learning Committee that the period of approval for the programme be extended to include the 2008 intake.

07.49 Revalidation Subject Unit 5C:

RECEIVED: a request for the Subject Unit to be split.

NOTED: (a) that the proposal was to split the Subject Unit as follows:

Subject Unit 5C1: Undergraduate Honours Subject: Human Resource Management (Single Hons/Minor);

Subject Unit 5C2: Undergraduate Honours Subject: Marketing (Single Hons/Minor);

(b) that the courses were discrete specialist programmes with little overlap.

AGREED: that the Faculty's request for Subject Unit 5C to be split into 5C1 and 5C2 be approved.

07.50 BSc (Hons) Human Resource Management

RECEIVED: a request for the postponement of the revalidation of BSc (Hons) Human Resource Management from November 2007 to spring 2008 in order to include the evaluation of a new undergraduate degree in management and leadership as part of the revalidation exercise.

NOTED: (a) that the new degree proposal was being considered by APSC;

(b) that there was some commonality between the two programmes, but that the new programme would be more broadly based than the BSc (Hons) Human Resource Management;

(c) that the Sub-Committee had previously decided that new courses should not generally be included as part of a revalidation event and that the new programme would require due consideration if included in the revalidation exercise.

AGREED: that the postponement of the revalidation event from November 2007 to spring 2008 be approved in order to allow the new programme to be included in the revalidation exercise.

FACULTY OF ENGINEERING

07.51 FdSc Computing (with CertHE exit award) (FT) at Upper Bann Institute of Further and Higher Education

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the programme was replacing a highly successful HND in Computing offered for almost 20 years by UBIFHE;
- (b) that graduates would be able to progress, subject to satisfying the entry requirements, into Year 2 of the University's BSc (Hons) Computing Science programme;
- (c) the proposal that those students unable to find a placement would be expected to undertake a practice-based project under the supervision of the Placement Tutor did not meet the University's expectations nor the QAA's award benchmark for Foundation degrees;
- (d) that one of the Panel's conditions was that copies of all required and recommended reading material be purchased prior to the start of the programme.

AGREED:

- (i) that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of one year (intake 2007) in line with the revalidation schedule for Subject Unit 16G2, for a maximum cohort size of 22 students;
- (ii) that the proposal that students unable to find a placement be permitted to undertake a project be not approved. The College might consider making provision for students who are unable to obtain a placement to undertake a placement within the College structure.

07.52 Integrated Foundation Year for BSc Hons Computing Science (FT) (JN) (with Diploma in Computing exit award)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the Integrated Foundation Year (IFY) model was already offered at Magee and had also been approved to be offered at Coleraine from September 2007;
- (b) that students who successfully completed the IFY could automatically progress into Year 1 (Year 2 of the 5-year

programme) of the Honours programme or exit with a Diploma in Computing;

- (c) that students would also have the option of transferring to the BSc (Hons) Information and Communication Technologies programme;
- (d) that all of the Faculty's computing provision would be revalidated in 2007/08, but that the Faculty wished to pilot the IFY during 2007/08, particularly the use of a dedicated studio base.

AGREED:

- (i) that, subject to the Panel's condition being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of one year (intake 2007) in line with the revalidation schedule for Subject Unit 16B;
- (ii) that the Faculty be asked to clarify if 160 UCAS points was the threshold or the initial offer standard and to what extent this was in line with other Faculty requirements.

07.53 Postgraduate Diploma/MSc Computing for Financial Services (FT/PT) (ME)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the Panel had set a large number of recommendations, but that these were of a minor nature;
- (b) that the Panel had requested a review of the finance content within the programme;
- (c) that the team had been asked to ensure that adequate facilities were available and to monitor the appropriateness of staffing resources in relation to student numbers and the development of the programme;
- (d) that the admission requirements included aptitude tests carried out by the University's Career Development Centre but that it was unclear whether these were to form part of the selection process or to assist candidates in assessing their own suitability for the programme;
- (e) that accreditation would be sought in the future from the British Computer Society, but that, in order to obtain this accreditation, the programme had to be established and running for three years;
- (f) that the Faculty intended to attract industry-sponsored bursaries.

- AGREED:
- (i) that, subject to the Panel's conditions being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of one year (intake 2007) in line with the revalidation schedule for Subject Unit 16A;
 - (ii) that the use of aptitude tests be referred to the Academic Development and Student Services Committee.

07.54 BSc (Hons) Computing Science

RECEIVED: a CA3 form indicating that the Faculty has approved a revision to introduce an additional exit title (BEng (Hons) Computer Science) forming a designated pathway through the course.

- NOTED:
- (a) that this particular pathway was to be offered as a top-up for students who have completed a Higher Diploma at South China Agricultural University and replaced the current BSc (Hons) Mathematics and Computing relationship;
 - (b) that the external examiner had recommended that SCAU students undertake a designated pathway with analytical/mathematical content;
 - (c) that the title of BSc (Hons) 'Computing Science' was perceived in China as being of a lower standard and that the 'BEng' award title was to distinguish it from the BSc (Hons) Computer Science course at Magee;
 - (d) that the Subject Benchmark statement made no distinction between BSc and BEng;
 - (e) that the placement year of the course would be optional for students taking this pathway;
 - (f) that, although the revision took effect immediately, it would not have consequences until the first graduates in 2009/10;
 - (g) that the revision was also being considered by the Academic Planning Sub-Committee.

- AGREED:
- (i) that the proposal be approved;
 - (ii) that home and other students taking this pathway also be allowed the BEng Hons Computer Science award.

07.55 BSc Construction Engineering and BSc Civil Engineering

- NOTED:
- (a) that, at its meeting on 25 April 2007, the Teaching and Learning Committee had agreed that the non-Honours programmes be approved for the 2007 intake only, without revalidation, subject to the provision of evidence from an

external source confirming that the degrees represent coherent and current programmes of study appropriate to the award (min 07.26 refers);

- (b) that confirmation had now been received from both external examiners.

07.56 Course Withdrawal

NOTED: that the following course has been withdrawn:

FdSc Software Engineering at Armagh College of Further and Higher Education.

07.57 Course Revisions

- NOTED:
- (a) that most of the Faculty's degrees now had Associate Bachelor's exit awards;
 - (b) that the revision to replace a 30-point Dissertation module with one 10-point and a 20-point module in the BSc (Hons) Construction Engineering and Management course applied to the part-time mode only.

FACULTY OF LIFE AND HEALTH SCIENCES

07.58 Revalidation Subject Unit 28M: Health Professions

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the revalidation had been a joint event with the Health Professions Council (HPC) and four professional bodies: the College of Occupational Therapists, the Chartered Society of Physiotherapy, the College of Radiographers and the Royal College of Speech and Language Therapists;
 - (b) that very few conditions had been set by the Panel;
 - (c) that the programmes had been re-structured from four years to three years;
 - (d) that the Health Professions Assessment Test (HPAT) had been introduced as part of the admissions criteria in January 2007 and that its impact was to be reviewed after the first year of operation;
 - (e) that the Teaching and Learning Committee, at its meeting on 25 April 2007, had considered a number of cases for variations within the University Regulatory and Modular Framework, all of which had been approved with the exception of the case for the contribution of level 2 to the

Honours classification. The Faculty had been asked to confirm the professional bodies' support in relation to this matter.

AGREED: that, subject to the Panel's conditions being met, it be recommended to the Teaching and Learning Committee that the following provision within Subject Unit 28M be approved for a further period of five years (intakes 2007-2011):

BSc (Hons) Occupational Therapy
BSc (Hons) Physiotherapy
BSc (Hons) Radiography (Therapeutic and Diagnostic specialisms)
BSc (Hons) Speech and Language Therapy.

07.59 Revalidation Subject Unit 25A2: Applied Psychology (Postgraduate)

RECEIVED: the report of the Revalidation Panel.

NOTED: (a) that the Subject Unit comprised the PgDip//MSc Applied Psychology (Mental Health) at the Magee campus, which was largely based on the Clinical Psychology pathway of the PgDip/MSc Applied Psychology programme, previously offered at the Jordanstown campus, with an expanded coverage of psychological therapies;

(b) that all modules were compulsory and that condonement was permitted within modules, but not across modules;

(c) that the programme was equivalent to the British Psychological Society's (BPS) Stage 1 training and that students would be able submit their work independently to BPS and then complete the required work placements themselves;

(d) that the Faculty's previous proposals for MSc Counselling Psychology (2 years) and MSc Counselling Psychology (3 years) had been subsumed into the revised Applied Psychology programme and had therefore been withdrawn.

AGREED: (i) that, subject to the Panel's condition being met, it be recommended to the Teaching and Learning Committee that the PgDip/MSc Applied Psychology (Mental Health) be approved for a period of four years (intakes 2007-2010) in line with the Revalidation Schedule for Subject Unit 25A1;

(ii) that Subject Units 25A1 and 25A2 be merged to form a single Subject Unit 25A.

07.60 BSc (Hons) Equine Studies at CAFRE

RECEIVED: a CA3 form requesting a change of title for the course for current students from BSc (Hons) in Equine Studies to BSc (Hons) in Equine Management.

NOTED:

- (a) that the recently revalidated programme had adopted a new title of Equine Management, with a different final year structure;
- (b) that the request for the title change for the existing course had come initially from the students;
- (c) that there would only be this year's students and possibly next year's HND progression students taking the current programme;
- (d) that the revision would also be considered by the Academic Planning Sub-Committee.

AGREED: that the proposal be approved [Note: not supported by APSC].

07.61 PgDip/MSc Palliative Care and Cancer Healthcare

RECEIVED: a CA3 form requesting a change of title to PgDip/MSc Palliative Care.

NOTED:

- (a) that the Faculty was of the view that the current title was misleading as Palliative Care and Cancer Healthcare were two separate strands and no student would have read both strands;
- (b) that the programme had been modified and was now multi-disciplinary, with a focus on palliative care;
- (c) that the support of the external examiner had been obtained.

AGREED: that the proposal be approved.

07.62 BSc (Hons) Health and Social Care at East Tyrone Institute of Further and Higher Education/South West College

RECEIVED: a CA3 form to introduce six level 1 modules to provide the first stage of the programme and to introduce an exit award of CertHE for students who left after successful completion of this stage.

NOTED:

- (a) that an HNC in Social Care (Caring Services) had previously been offered at ETIFHE, and not a CertHE in Social Care as indicated on the CA3 form;

- (b) that students could currently only enter the BSc at level 2 and were required to have already achieved 120 credit points at level 1 before entry;
- (c) that the Sub-Committee was asked to consider whether any additional form of approval other than the CA3 was required.

AGREED:

- (i) that the Faculty be asked to clarify if the proposed level 1 modules were new or existing (HNC) modules;
- (ii) that the proposal be approved without a full evaluation, subject to the programme specification and module descriptions being reviewed by an external subject expert and confirmation being received that the modules were appropriate for the BSc degree.

[Note: the Faculty has since advised that five of the six modules are updated versions of those which were contained within the previously validated UU HNC Social Care programme. The 'Introduction to Social Science' module is a newly developed module based on an identified need for students entering the programme at the current level 2.

The external examiner associated with the programme has confirmed that "the structure of the programme appears to be satisfactory and the individual modules will provide students with a sound base on which to progress their level 2 and level 3 studies".

The external examiner has asked that learning outcomes for three of the modules be reviewed to ensure they are appropriate for level 1.]

FACULTY OF SOCIAL SCIENCES

07.63 Postgraduate Diploma in Legal Practice (FT/PT) (ME)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the proposed start date for the academic element of the full-time course was January 2008 and that students would have completed three months in solicitors' offices prior to commencing the programme;
 - (b) that formal accreditation was being sought from the Law Society of Northern Ireland;
 - (c) that the Panel had been of the view that the programme level learning outcomes did not adequately reflect outcomes

appropriate to a programme of this nature and that the team had been asked to review these;

- (d) that issues raised in relation to appointing staff experienced in the delivery of professional skills education and accommodation had now been resolved;
- (e) that the selection criteria included an entry test of a candidate's 'problem-solving' abilities and that this would be kept under review as the programme evolved;
- (f) that the operation of the programme would be overseen by the new University Council for Legal Education and that a change to the legislation, which currently recognises Queen's University Belfast as the sole provider, would be required.

AGREED: that, subject to the Panel's conditions being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of five years (intakes 2007/08 – 2011/12), from the January 2008 start date.

07.64 MSc Professional Development in Social Work (with Postgraduate Certificate and Postgraduate Diploma exit awards) (PT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that a joint evaluation event had been held with the Northern Ireland Post Qualifying Education and Training Partnership (NIPQETP) and that NIPQETP had agreed to accredit the programme for a period of five years;
 - (b) that the course consisted of a number of different elements: agency-led programmes, one University-led programme and University-led modules delivered by the School of Nursing;
 - (c) that the programme appeared to be very flexible and it would be necessary to ensure that the learning outcomes were achieved through all the routes;
 - (d) that in order to gain the Master's award, or the PgCert or PgDip exit awards, students were required to achieve stipulated professional requirements;
 - (e) that some of the agency-led programmes would also be delivered through Queen's University Belfast (QUB), but that UU and QUB's admission criteria differed. NIPQETP had asked that an agreement be reached between the two Universities;
 - (f) that students who did not register with the University when undertaking the agency-led programmes would be

subsequently permitted to submit their assignments to the University, within a five year timeframe, to be assessed and accredited for academic purposes;

- (g) that the Faculty intended to seek Recognised Teacher status for agency staff;
- (h) that the Faculty would be required to submit a case to the Teaching and Learning Committee for the inclusion of a number of 40-credit point modules;
- (i) that the revised document was to be approved by NIPQETP and the external Panel members.

AGREED:

- (i) that, subject to the Panel's conditions being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a period of five years (intakes 2007-2011);
- (ii) that the maximum timeframe for students to submit their assignments to the University to be assessed and accredited for academic purposes be five years.

07.65 Revalidation Subject Unit 26G1: BSc Hons Professional Development in Social Work (Post-Qualifying/Undergraduate)

RECEIVED: the report of the Revalidation Panel.

NOTED:

- (a) that a joint revalidation event had taken place with NIPQETP and that NIPQETP had agreed to accredit the programme for a period of five years;
- (b) that the programme only offered level 3 modules and that students were expected to have already completed a DipHE in Social Work and have achieved 240 credit points before enrolling;
- (c) that students could choose to complete the programme by taking four modules provided by their employers (agency-led), with some teaching input from University staff and taught off-campus, or by taking the University in-house module route;
- (d) that the four agency-led modules equated to the six parts of the Professional Post-Qualifying Award and that these agency-led modules offered alternative assessment routes depending on the length of time a candidate had been qualified and whether certain PQ requirements had already been achieved;
- (e) that it was envisaged that demand for this programme would have phased out by approximately 2011. As a graduate

profession, future demand would be for postgraduate post-qualifying provision;

- (f) that the Teaching and Learning Committee, at its meeting on 25 April 2007, had considered a case for the inclusion of a 60-credit point module and departure from the normal expectation of a dissertation at level 3 in the agency-led route, and that TLC had requested satisfactory evidence of equivalence through a mapping exercise.

AGREED: that, subject to the conditions of the Panel being met, it be recommended to the Teaching and Learning Committee that the programme be approved for a further period of five years (intakes 2007-2011).

07.66 Undergraduate Honours Subject: Education (Minor)

RECEIVED: the Faculty's response to the issues raised by the Sub-Committee at its meeting on 22 March 2007 (min 07.34 refers).

- NOTED:
- (a) that it was now proposed that 'An Introduction to TESOL' module would be offered in Year 3 as an optional module, alongside the 'Education and Conflict' module, which would also be optional;
 - (b) that limited staffing resources made it impossible to offer the module in Year 2;
 - (c) that the learning outcomes for 'An Introduction to TESOL' had been reviewed and were now expressed more appropriately for level 3;
 - (d) that the unseen written examination was in fact a class test rather than an end of module examination;
 - (e) that the module built on the 'Tutoring in Schools' module taken in Year 2 and provided a natural link for progression to the PgDip/MA TESOL programme;
 - (f) that the module was a new module specific to Education (Minor) level 3;
 - (g) that the title of the module ('An Introduction to TESOL'), its content and reading list did not appropriately reflect level 3.

- AGREED:
- (i) that the title 'An Introduction to TESOL' be revised to, for example, 'TESOL Theory and Practice';
 - (ii) that the reading list be revised to include more up-to-date and rigorous texts;

- (iii) that the mix of theory and practice be elaborated upon in the content section;
- (iv) that the module description be more explicit regarding how this module provides an opportunity for students to develop their skills and apply knowledge of education theory gained earlier in the programme;
- (v) that the revised module description be forwarded to the Academic Office.

07.67 Revalidation Subject Unit 9C: Education (Professional Development)

RECEIVED: a request for a one year extension to the period of approval for the provision within Subject Unit 9C.

- NOTED:
- (a) that the provision had been revalidated on 1 May and that the Panel had decided not to recommend re-approval;
 - (b) that the provision would be re-submitted for consideration in November 2007 for a September 2008 start;
 - (c) that the Faculty wished to offer the PgCert/PgDip/MSc Education Management and PgCert/PgDip/MSc Information, Communication and Technology in 2007/08 without any changes to the current programmes;
 - (d) that it was proposed to offer the PgCert/PgDip/MSc Lifelong Learning, the PgCert/PgDip/MSc Inclusive and Special Education and the PgCert/PgDip/MSc Education and Contemporary Society in 2007/08 with revisions which would be introduced through the submission of CA3 forms;
 - (e) that the Faculty wished to offer the PgCert School Library Management in 2007/08 under the new title of PgCert Library and Information Management with slightly revised modules to reflect a wider audience and that the revisions would be introduced through the CA3 route; that the professional body was supportive and accreditation would continue for the revised programme;
 - (f) that the Faculty had received funding to provide modules for teachers in the area of pastoral care and wished to introduce in 2007/08 as a new entry qualification, to be identified as the PgCert in Pastoral Care which would comprise two revised modules from the MSc Learning and Teaching;
 - (g) that the Faculty did not wish to offer the following programmes in 2007/08:

PgCert/PgDip/MSc Careers Education and Guidance
PgCert/PgDip/MSc Education for International Development

PgCert/PgDip/MSc Learning and Teaching.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that a one-year extension to the period of approval, to include the 2007/08 intake, be granted to the following programmes:

PgCert/PgDip/MSc Education Management
PgCert/PgDip/MSc Information, Communication and Technology
PgCert/PgDip/MSc Lifelong Learning
PgCert/PgDip/MSc Inclusive and Special Education [subject to submission of a CA3 form]
PgCert/PgDip/MSc Education and Contemporary Society [subject to submission of a CA3 form];

(ii) that it be recommended to the Teaching and Learning Committee that the title of the PgCert School Library Management be changed to PgCert Library and Information Management and that the programme be granted a one-year extension to the period of approval, to include the 2007/08 intake [subject to the submission of a CA3 form and approval of Academic Planning Sub-Committee];

(iii) that the proposed PgCert in Pastoral Care programme specification and the module descriptions be forwarded to an external subject expert, appointed by the Academic Office, for approval and that the Chair of the Sub-Committee be authorised to take Chair's action to approve the programme for the 2007/08 intake only.

07.68 Course Withdrawals

NOTED: that the following courses had been withdrawn:

Undergraduate Hons Subject: Government (Major/Minor) (JN)
Postgraduate Diploma in Youth and Community Work (Academic Route) (JN)

07.69 Entry Requirements for Full-time and Part-time Undergraduate Courses 2008/09

NOTED: that, from 2008/09, the Faculty had revised the regulations for the following programmes so that they no longer required GCSE Mathematics;

Undergraduate Hons Subject: Economics (Minor)
LLB (Hons) Law
Undergraduate Hons Subject: Law (Major)
BSc (Hons) Criminology and Criminal Justice
BSc (Hons) Health and Social Care Policy
BSc (Hons) Social Policy
BSc (Hons) Social Policy and Sociology

Undergraduate Hons Subject: Social Policy (Major).

AGREED: that the Faculty be asked to clarify the rationale for GCSE Mathematics not being required for Economics (Minor) and that this decision be reconsidered.

07.70 Late Reports

NOTED: (a) that a number of reports of evaluation/revalidations conducted during 2006/07 had not yet been provided to the Sub-Committee and that these reports would be received at the first meeting of the Sub-Committee in 2007/08;

(b) that four events were scheduled to take place in June and July 2007 and that these reports would be received at the first meeting of the Sub-Committee in 2007/08;

AGREED: that authority be granted to the Chair to approve outstanding reports from Panels on the Sub-Committee's behalf as follows:

BA (Hons) Photography
BSc (Hons) Sports Technology
MRes Cultural Heritages
Revalidation Subject Unit 26B: Community Youth Work
Revalidation Subject Unit 9C: Education (Professional Development)
Revalidation Subject Unit 22D: Nursing (Independent Supplementary Prescribing)
Revalidation Subject Unit 22E: Nursing Education.

07.71 REPORT ON ACADEMIC DEVELOPMENT AND STUDENT SERVICES COMMITTEE BUSINESS

RECEIVED: a report of new proposals considered by the Academic Planning Sub-Committee in March 2007 and endorsed by the Academic Development and Student Services Committee in April 2007 (CASC/07/22).

NOTED: (a) that seven new proposals had been considered by APSC at its meeting in March;

BSc Hons Film Studies: Major (FT/PT) (CE) (September 2007 start date)
Advanced Diploma in Credit Union Practice (PT) (JN/Outcentres) (January 2008 start date)
PgCert Health Informatics (PT) (JN) (January 2008 start date)
BSc Hons Sports Technology (FT) (JN) (September 2007 start date)
Doctor of Biomedical Sciences (PT) (January 2008 start date)

PgDip/MSc Pharmaceutical Sciences (FT/PT) (CE) (January 2008 start date)
PgDip Procurement (Executive Development Programme) (PT) (JN) (January 2008 start date);

- (b) that the proposed MRes Cultural Heritage would proceed to evaluation for a September 2007 start rather than a January 2008 start, as originally agreed by APSC in January 2007, and that the evaluation event would be held in July 2007;
- (c) that, at the meeting of APSC on 31 May 2007, proposals for the following ten courses would be considered for 2008:

FdSc Hospitality and Tourism at EDIFHE (January 2008 start)
PgDip/MSc Arts Psychotherapy (September 2008 start)
PgDip/MSc Theoretical and Clinical Psychoanalytical Psychotherapy (January 2008 start)
PgCert/PgDip/MSc Environmental Health Management and Practice (September 2008 start)
CertHE Combined Social and Behavioural Sciences at UBIFHE (January 2008 start)
FdSc Applied and Medical Sciences (3 Colleges) (January 2008 start)
PgDip/MSc Professional Development (Community Youth Work) (September 2008 start)
BSc Hons Management and Leadership (September 2008 start)
Certificate in Restorative Practices (January 2008 start)
Certificate in Personal and Professional Development (generic award for assorted short courses totalling 60 credit points) (January 2008 start);

- (d) that the proposed January 2008 start dates would have implications for the revalidation/evaluation schedule, with 25 events already being held before Christmas;
- (e) that it would be important to be assured that the Faculties' expectations in terms of recruitment could be met and that the curriculum planning would need to be such that few of these proposals required substantial conditions of approval.

07.72 EVALUATIONS AND REVALIDATIONS CONDUCTED DURING 2006/07 AND SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement of validations conducted during 2006/07 and on the submission of final documents (CASC/07/23).

NOTED: (a) that the conditions and recommendations of the validation panels had also been provided to the Sub-Committee;

- (b) that the revised document and responses to the Panel's conditions and recommendations for the BSc (Hons) International Hotel and Tourism Management (Level 3) at HTMi had now been received;
- (c) that four documents had been approved and signed off, 29 documents were still incomplete (of which eight were due on 31 May) and five documents were late.

AGREED: that Faculties remind Subject Unit Co-ordinators and Chairs of Planning Committees to submit outstanding documents as a matter of urgency.

07.73 ANNUAL REPORT OF EVALUATION AND REVALIDATION ACTIVITY: 2006/07

RECEIVED: the annual report on evaluation and revalidation activity in 2006/07 (CASC/07/24).

- NOTED:
- (a) that during 2006/07 the size of revalidation units had been reviewed (min 06.114 refers);
 - (b) that 38 events will have been held (19 revalidations [45 courses] and 19 evaluations);
 - (c) that nine subject units had been given a one-year extension to the period of approval to include the 2007 intake with their revalidation postponed to 2007/08;
 - (d) that there had been six joint UU/PSRB events including a three-day event for Subject Unit 28M: Health Professions;
 - (e) that the MSc Architectural Studies (BT/JN) and the provision within Subject Unit 9C: Education (Professional Development) had not been approved;
 - (f) that four events were still to be held in June/July 2007;
 - (g) that the following recommendations had been made to improve the process in 2007/08:
 - (i) Externals
that the CA1, 2 and 6 forms be revised to clarify that members of the UU Course/Subject Team should not be closely associated with the nominated external's institution eg by currently acting as external examiner at the other institution and that the nominations should include an academic expert from GB;
 - (ii) Internals
that Heads of School ensure that staff in the School who are nominated to the Academic Office are willing to act as internal Panel members;

- (iii) TQI/NSS Datasets
given the continuing emphasis on NSS it is proposed that the datasets should continue to be provided to Panels;
- (iv) Mapping of Module Responsibilities
that the Outline for Subject Revalidation Documentation (Appendix 47 PAMR) be revised to require the inclusion of a mapping of external examiners to modules in the quality assurance section (C4) of the document, rather than being provided by the Faculty as a separate freestanding document;
- (v) Reports from Central Departments
that reports from Physical Resources no longer be required;
- (vi) Approval of Final Documents
Faculties be asked to clarify and report to CASC their process for the approval of submissions for evaluation/revalidation events and final documentation in response to Panel reports.

- AGREED:
- (i) that the recommendations be endorsed;
 - (ii) that this very comprehensive report be brought to the Teaching and Learning Committee, as a substantive paper, at its next meeting on 20 June 2007;
 - (iii) that the report be forwarded to Faculty Teaching and Learning Committees and to Staff Development for use by Faculty Teaching and Learning advisers.

07.74 STATEMENT OF ENROLMENTS ON NEW PROGRAMMES VALIDATED IN 2005/06

RECEIVED: a statement of enrolments on new programmes validated in 2005/06 (CASC/07/25).

- NOTED:
- (a) that this paper would also be considered by the Academic Planning Sub-Committee;
 - (b) that of the 20 new programmes, five had not had an intake in the first year;
 - (c) that the BSc (Hons) Applied Biosciences (DL) estimated Year 1 intake had been 30, but the actual intake had been three students;
 - (d) that the estimated Year 1 intake for the PgDip/MSc Higher Education Practice had been 40, but the actual intake had been two students;

- (e) that the BSc (Hons) Nursing Studies (SAAD) did not appear to have enrolled on to the degree programme;
- (f) high enrolments to the Certificate in Counselling Studies offered part-time at various colleges.

AGREED: that it would be useful for Faculties to reflect on this paper and that it be incorporated into the Sub-Committee's report to the Teaching and Learning Committee.

07.75 STATEMENT ON SUBMISSION OF OUTSTANDING FINAL DOCUMENTS 2005/06, 2004/05, 2003/04 AND 2002/03

RECEIVED: a statement on submission of outstanding final documents from 2005/06, 2004/05, 2003/04 and 2002/03 (CASC/07/26).

- NOTED:
- (a) that the following were still outstanding:
 - 2002/03 - 1 document
 - 2003/04 - 3 documents
 - 2004/05 - 3 events (6 documents)
 - 2005/06 - 4 documents;
 - (b) that there had been a significant improvement in the completion of documents and that many of the remaining changes were minor.

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

07.76 EVALUATION AND REVALIDATION SCHEDULE

RECEIVED: the evaluation and revalidation schedule for 2007/08 (CASC/07/27).

- NOTED:
- (a) that 38 events were scheduled for 2007/08 (33 revalidations [104 courses] and six evaluations [one as part of a revalidation event]);
 - (b) that five evaluation events were for a January 2008 start;
 - (c) that postponements from 2006/07 had led to an imbalance in the schedule;
 - (d) that the schedule would be revised in light of APSC's decisions at its meeting on 31 May.

AGREED: that Faculties be reminded to submit outstanding CA6 forms.

07.77 TERMS OF REFERENCE AND MEMBERSHIP

RECEIVED: the Sub-Committee's Terms of Reference and Membership (CASC/07/28).

NOTED: that Dr Murphy had not been able to attend any meetings of the Sub-Committee in 2006/07.

AGREED: (i) that no change be proposed to the Terms of Reference for 2007/08;
(ii) that the Faculty of Life and Health Sciences be asked to nominate a replacement representative for Dr Murphy.

07.78 DATES OF MEETINGS 2007/08

NOTED: that the dates of meetings for 2007/08 would be as follows:

COURSE APPROVAL SUB-COMMITTEE		
TIME	DATE	LOCATION
10:15	Thursday 20 September 2007	JN
10:15	Thursday 22 November 2007	CE
10:15	Thursday 10 January 2008	JN
10:15	Thursday 13 March 2008	CE
10:15	Thursday 29 May 2008	JN

DURATION: 2 hours 20 minutes.

COURSE APPROVAL SUB-COMMITTEE

31 May 2007

FACULTY OF ARTS**Diploma in Belfast: A Social and Cultural History of a Changing City**

To revise the structure of the course by removing the module 'Belfast Family History' to Year 1 Semester 1 and to increase its credit value to 30 points; to make two 15 point modules available as options; to make 'Introduction to the History of Belfast' a semester 2 module rather than 'long-thin'; to move two modules from Year 1 to Year 2;

AB Fine and Applied Arts at LCFHE

To revise module FAALC203 'Extended Personal Development';

Undergraduate Hons Subject: English

To reintroduce module ENG308C2 in semester 1; to change the title of Module ENG302C2 to 'Restoration and Eighteenth Century, 1660-1780'; to introduce three new optional modules in the area of English Literature;

Undergraduate Hons Subject: History

To provide module HIS523M2 which is offered at Magee campus additionally at Coleraine in semester 2 (simultaneous delivery); to introduce two new optional level 2 modules ('Laying the Foundations: Ireland c1535-1692', 'Penal Era and Golden Age: Ireland 1690-1800'); to introduce a new optional Year 3 module from 2008/09 'From Union to Disunity: Ireland 1801-1892';

BA Hons Media Studies

To introduce two compulsory modules: Media Practice Foundation and FLM102C2; to make the Year 2 modules MED306C1A/B, 'Independent Practical Studies', also available in semester 2, to permit students the option of undertaking a further practice project in a different medium;

BA Hons Architecture

To revise five modules to make them less prescriptive in accord with RIBA advice (10.3.1 of RIBA report);

BA Hons Humanities (at Newry & Kilkeel Institute of FHE – outcentre)

To introduce a new final year option 'Modernism';

MMUS

To restructure the course so that the project is commenced in Year 2 semester 2 and completed in semester 3 of Year 2, rather than being undertaken in Year 3.

Undergraduate Hons Subjects: Media Studies: Film Studies:**BA Hons Media Arts**

To remove module MED502C2 to semester 1;

Undergraduate Hons Subject: Film Studies

To add MED304C2 as an optional module.

FACULTY OF BUSINESS AND MANAGEMENT

BA Hons Hospitality Management

To revise the form of delivery and assessment in module HTM515P1 for part-time students so that it becomes web-dependent;

BSc Hons Business Finance and Investment

To revise the assessment weighting in module ECO303C2; to extend the content of module ECO127C1/2;

BSc Hons Business Finance and Investment (level 2) at BIFHE

To revise the assessment weighting in module ECO303C2;

BSc Hons Culinary Arts

To replace module HTM531P2 with HTM524P2;

BSc Hons Management

BSc Hons Business Studies with Computing

To introduce a new optional module in Managing Creativity, Innovation and Change;

BSc Hons International Hotel & Tourism Management

BSc Hons International Hotel & Tourism Management (NKIFHE)

BSc Hons International Hospitality Management

BSc Hons Culinary Arts

To revise the syllabus and assessment strategy of optional module HTM718P2B;

PgDip/MSc Advanced Accounting (FT)

To offer the MSc dissertation component of the course additionally on a part-time basis and remove the Research Methods module ACF841J2 from the PgDip;

PgDip/MSc Finance and Investment

To introduce an additional optional module in Options, Futures and Other Derivatives.

FACULTY OF ENGINEERING

BSc Hons Building Surveying

BEng Hons Building Services and Energy Engineering

BSc Hons Housing Management (with DIS)

BSc Hons Construction Engineering & Management (with DIS)

BSc Hons Urban Planning & Property Development (with DIS)

BSc Hons Property Investment & Development (with DIS)

To introduce an AB exit award;

BSc Hons Construction Engineering & Management (PT)

To replace a 30pt Dissertation module with one 10pt and a 20pt module;

BSc Hons Building Services & Energy Engineering (with DIS)

To replace a module and revise three other modules at level 1;

BSc Hons Architectural Technology and Management (with DIS)

To introduce an AB exit award;

BEng (Hons) Civil Engineering (with DIS)

To introduce an AB exit award; to revise the assessment strategy in module CIV324J4A (placement year);

BSc Hons Biomedical Engineering – Core

BEng Hons Mechanical Engineering – Optional

To revise content and title of module BME504J2;

BEng Hons Engineering/MEng Engineering

To add three new optional modules and to update the description of EEE535J2;

PgDip/MSc Web Information Systems

To replace module BMG890J2 with COM917J2.

FACULTY OF LIFE AND HEALTH SCIENCES

FdSc Nursing Sciences (In-Service Nursing Education Consortia – outcentre)

To introduce three new optional modules;

FdSc/CertHE Food Manufacture, Food Nutrition and Health, Food Studies, Food Production Innovation at CAFRE

To introduce a new optional module in The Food Industry in Practice and to change the status of the module Data Analysis, Presentation and Interpretation to optional;

Undergraduate Hons Subjects: Geography Major Strand, Environmental Science Major Strand

To introduce the opportunity of a year of study abroad or industrial placement (leading to the award of DAS/DIS respectively) and to identify two compulsory year 2 modules for students taking these options; to introduce a new year 2 optional module from International Development EDU314C2 and to recode the module to Geography academic subject;

Undergraduate Hons Subject: Psychology (CE), BSc Hons Social Psychology

To move PSY500C1 to semester 2; to change the form of the examination assessment in modules PSY106C2 and PSY108C2 to multiple choice questions and also to change coursework in PSY106C2 to multiple choice tests;

Undergraduate Hons Subject: Psychology (ME)

To add two new final level optional modules; to revise the assessment strategy in three modules; to change the semester of two modules;

BSc Hons Biomedical Science

BSc Hons Molecular Bioscience

To amend the assessment strategy in module BMS302C1;

BSc Hons Midwifery Sciences
BSc Hons Nursing Sciences
PgDip Health & Social Care
MSc Advanced Midwifery

To introduce an optional module in Breast and Cervical Screening at levels 2, 3 and M;

BSc Hons Nursing Sciences (ISEC)

To offer four optional modules at level 3 through the In-Service Consortia outcentre arrangements;

PgD/MSc Applied Psychology

To change the assessment strategy in module PSY533M2 Counselling Psychology to 100% coursework;

MSc Health Science

To revise the assessment strategy in module RAD807J4; to revise the content of module RAD809J2 and 810J2; to introduce a new module 'Clinical Practice in Medical Ultrasound';

MSc Applied Behaviour Analysis

To move PSY843C2 to semester 1.

FACULTY OF SOCIAL SCIENCES

Access Diploma in Social Sciences and Humanities at UBIFHE

To introduce a new module 'Introduction to Psychology' to replace 'Irish History';

Undergraduate Hons Subject: Sociology (Single Hons/Major)

To replace SOC312J1 by SOC311J1;

Undergraduate Hons Subject: Politics (Single Hons, Major)

To introduce a new level 1 module (Single Hons Major) 'Introduction to the Study and Practice of Politics'; to introduce a level 1 version of POL510J1 in semester 2 (Single Honours); to withdraw POL110J2; to identify two compulsory modules for the Minor strand at level 1;

BSc Hons Communication, Advertising and Marketing

To revise the assessment strategy from 50% examination to 100% coursework from 2008/09;

PgDip/MSc Communication, Advertising and Public Relations

To amend regulations and identify taught modules in which condonement will not be permitted and to change the semester of module CMM701J2.