

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 8 April 2004 at the Coleraine campus

PRESENT

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

APOLOGIES

Professor N D Black

IN ATTENDANCE

Mrs M T Boyle (for mins 04.52 – 04.62), Professor J H Gillespie (for mins 04.40 – 04.51), Mrs K Harrison, Ms C O'Neill (for mins 04.66 – 04.71).

04.35 MINUTES

The confirmed minutes of the meeting held on 5 February 2004 were signed and dated by the Chairman.

MATTERS ARISING

04.36 FE Strategic Review (min 04.02)

- NOTED:
- a) that the Strategic Review of FE by DEL ('Further Education Means Business') incorporating the outcome of the Fd Pilot had been published in March 2004. It identified a need to improve articulation and progression to Higher Education and proposed that Fds become the predominant sub-degree qualification (replacing HND/C). It also identified computer services, multimedia, construction, engineering, hospitality and leisure, health, financial services and education as priority areas;
  - b) that it was proposed that there should be a maximum of six regional colleges (with no reduction in the current number of college campuses);
  - c) that regional planning fora were to be established;
  - d) that DEL would look at the appropriateness of the '2 + 2' model for the Foundation / Honours degree articulation;
  - e) that the University considered it unsatisfactory that it was not advised directly and early enough in the academic year by DEL about which college proposals had been approved;

- f) that DEL's policy in relation to AB degrees and humanities provision required clarification.

#### 04.37 Honours Degree Subject Combinations (min 04.04)

- NOTED:
- a) that proposals for additional combinations for Law (Major) at Jordanstown had been received;
  - b) that Sociology had been approved in Major, Main and Minor strands at Magee and in Major and Minor strands at Jordanstown as part of the recent re-validation; Campus Co-ordinating Groups would be asked to consider appropriate combinations;
  - c) that there was a substantial number of subject combinations available on the Coleraine campus and that these would be reviewed after the first year;
  - d) that proposals for combinations for Psychology, Education and International Development at Coleraine, and Dance and Social Policy at Magee had not yet been received.

AGREED: that it be recommended to the Teaching and Learning Committee that the following additional combinations be approved: Law (Major) with Politics (Minor), Law (Major) with Criminology (Minor). (Updated combinations at Appendix 1.)

#### CHAIRMAN'S COMMUNICATIONS

#### 04.38 Fees for Taught Postgraduate Courses

- NOTED:
- a) that, in accordance with government regulations, ELBs currently offered discretionary awards to full-time students undertaking Postgraduate Diplomas but not to those undertaking a taught Master's degree and that this did not sit well with the University's move towards a credit-based pricing structure for such awards;
  - b) that consequently, for publicly funded Postgraduate Diploma students, the University had established a higher "differential fee" and full-time students would not be charged a further fee for the Master's component, if they progressed directly to the final 60 credit points of the Masters programme and that all full-time Master's programmes within the University should, wherever possible, incorporate a named Postgraduate Diploma award to ensure opportunities for student support.

#### COURSE PLANNING AND APPROVAL

04.39 The Sub-Committee considered business from each Faculty (Papers CASC/04/47-51) and noted course revisions approved by the Faculties as detailed in Appendix 2.

## **FACULTY OF ARTS**

### **04.40 Subject Unit 14A: History**

NOTED: that approval for intakes 2005-08 was subject to the submission of a satisfactory Business Plan by 9 April 2004 and its approval by the Planning Committee (min 04.09 refers).

AGREED: that Professor Gillespie liaise with the Dean and Head of School about the progression of the Business Plan and that an update be provided at the next meeting.

### **04.41 Proposed Diploma in Chinese (PT) (BT)**

RECEIVED: a CA1 for the above proposal.

NOTED: a) that negotiations were taking place with Invest NI for possible financial support for the programme;  
b) that in the statement of learning outcomes which were not directly assessed the phrase "it is hoped that students..." should be replaced with "it is expected that students..."

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 2004, subject to evaluation arrangements being made.

### **04.42 PgDip/MA Newspaper Journalism (FT/PT) (CE)**

RECEIVED: a CA3 proposal to re-introduce the Master's award and to transfer the course to the Coleraine campus (min 04.10 refers).

NOTED: that the course would be located within Subject Unit 19A: Media Studies and would therefore come forward for re-validation within that Unit in 2004/5.

AGREED: that it be recommended to Teaching and Learning Committee that the award be re-introduced and the campus location be changed from September 2004.

### **04.43 CertHE Humanities at North Down and Ards Institute of Further and Higher Education**

RECEIVED: a CA3 proposal to offer the above course in full-time as well as the current part-time mode.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be introduced in full-time mode from September 2004, subject to DEL approval.

04.44 Proposed CertHE Humanities at East Down Institute of Further and Higher Education

NOTED: that the above proposal had been withdrawn as it had not received DEL approval (min 03.166 refers).

04.45 BA (Hons) Film Studies Main/Minor (FT/PT) (CE)

RECEIVED: the evaluation panel report.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met, the above undergraduate honours subject be approved in Main and Minor strands for one year (intake 2004/05), in line with the University's re-validation schedule for Subject Unit 19A: Media Studies, with the initial entry standard set at a minimum of 240 UCAS tariff points.

04.46 BA (Hons) Journalism and Publishing Studies: Main/Minor (FT/PT) (CE)

RECEIVED: the evaluation panel report.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met and the additional staffing requirements being approved by the Financial Planning Group, the above undergraduate honours subject be approved in Main and Minor strands for one year (intake 2004/05), in line with the University's re-validation schedule for Subject Unit 19A: Media Studies, with a minimum initial entry standard of 240 UCAS tariff points.

04.47 Re-validation Subject Sub-Unit 7A: Drama

RECEIVED: the re-validation panel report for the above subject sub-unit.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met, the following subject provision be approved for a further period of five years (intakes 2004/08):

BA (Hons) Drama (Single Hons/Major/Main/Minor) (FT/PT) (ME)  
Certificate in Community Drama (PT) (ME).

04.48 Proposed BA (Hons) Irish Language and Gaeltact Studies

NOTED: that the above proposal was now being considered for a 2005 start, subject to a report on the physical resource issues and MASN implications being submitted to the Planning Committee for approval (min 03.167 refers).

04.49 Course Withdrawal

NOTED: that the following course had been withdrawn:

Diploma in European Studies at East Down Institute of Further and Higher Education.

#### 04.50 Philosophy

RECEIVED: a tabled paper proposing that Philosophy should no longer continue as a named subject and that all strands should be withdrawn.

NOTED: that modules in Philosophy would still be available.

AGREED: that it be recommended to the Teaching and Learning Committee that all Philosophy strands be withdrawn from September 2004 intake.

#### 04.51 Re-validation 2004/5

AGREED: (i) that a request to postpone the re-validation of Subject Sub-Units 13A and 13B: General Humanities from October 2004 to December 2004/January 2005 to allow College staff more time to develop their provision in a planned way be approved;

(ii) that, since re-validations should be spread throughout the year to ensure a balanced schedule, the Faculty should negotiate further the timescales for events scheduled for 2004/05 with the Academic Office.

### **FACULTY OF BUSINESS AND MANAGEMENT**

#### 04.52 Proposed Minor Subject Strands: Accounting Studies, Human Resource Management, Marketing Studies (FT/PT) at Jordanstown

RECEIVED: CA1 proposals to introduce the above subject strands.

NOTED: that all three strands would consist of combinations of existing modules and no validations had therefore been proposed.

AGREED: (i) that it be recommended to the Faculty that the word "Studies" be deleted in the subject titles after "Accounting" and "Marketing", as Minor strands would not be expected to meet subject benchmarks;

(ii) that it be recommended to the Teaching and Learning Committee that Accounting, Human Resource Management and Marketing be approved as Minor Strands at Jordanstown from 2004;

(iii) that the Jordanstown Campus Co-ordinating Group be invited to consider appropriate subject combinations.

#### 04.53 Proposed PgDip/MSc in Executive Leadership (PT) (JN, and off campus)

RECEIVED: a CA1 proposal to re-introduce the above course in response to an invitation to tender from the Northern Ireland Council for Voluntary Action which had secured funding for two cohorts of 20 students for AY 2004/05 and 2005/06, in the first instance.

NOTED: (a) that the course was last delivered in 2000/01;

- (b) that the proposal was substantially derived from the previously validated course with a new module in Research Methods, and no evaluation was therefore proposed;
- (c) that the external examiner report had been positive and the course would be re-validated next year.

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 successful tender.

04.54 Proposed PgDip/MSc Cultural Management (PT) (Coleraine – Portrush site; Distance Learning)

RECEIVED: a CA1 for the above proposal.

- NOTED:
- (a) that the course was a substantially revised version of an existing course;
  - (b) that the course was due for re-validation in AY 2005/06, but that it had been requested that this be brought forward to July/August 2004 to facilitate the introduction of distance learning (part-time) provision.

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 2004, subject to:

- (i) evaluation arrangements being progressed;
- (ii) confirmation from the Faculty that liaison had taken place with the Faculty of Arts about the proposal;
- (iii) approval by the Planning Committee (e-learning version).

04.55 Proposed BSc (Hons) Management at IIT, Sri Lanka

RECEIVED: a CA2 and Faculty Assessment for the above proposal.

- NOTED:
- (a) that the course would replace a degree awarded by Manchester Metropolitan University and that the Chair of the Course Planning Committee was on secondment from MMU;
  - (b) that IIT was planning a Computing and Business degree with Keele University.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that the course proceed to planning and evaluation at the same time as BSc Hons Computing Science and BEng Hons Software Engineering in May 2004 (min 03.187 refers);

- (ii) that the nature of IIT's relationship with Keele University and the reasons for MMU withdrawing from their partnership with IIT be clarified at the validation event.

04.56 Proposed BSc (Hons) Business Administration (FT/PT) at NDAIFHE

RECEIVED: A CA2 and Faculty Assessment for the above proposal.

- NOTED:
- (a) that the proposal replaced an existing course with the University of Sheffield;
  - (b) that the Faculty assessment supported a BSc (Hons) Business Studies: Level 1 and 2 as offered by the University (+ placement year) in full-time mode only.

AGREED: that it be recommended to the Teaching and Learning Committee that a BSc (Hons) Business Studies (FT), levels 1 and 2 only, proceed to planning and evaluation, with a view to entry in September 2004, subject to evaluation arrangements being made.

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

RECEIVED: CA1 forms to introduce Major subject strands for International Hospitality Studies, International Hotel and Tourism Studies and International Travel and Tourism Studies in combination with Minor language strands (French, German or Spanish) (min 04.12 refers).

- NOTED:
- (a) that the Major strands would only be offered in combination with languages on the Portrush site (although students may need to travel to the Coleraine campus for German);
  - (b) that this would be a restricted modular arrangement for the Portrush site with strands being managed through course rather than subject-base arrangements;
  - (c) that a supporting statement and external academic endorsement would be submitted;
  - (d) that students would be able to transfer to the related Single Honours degrees at the end of the year, should they not wish to continue with a language;
  - (e) that it was suggested that consideration be given to progression opportunities for students holding relevant Foundation Degrees;
  - (f) that it was suggested that Travel and Tourism might be developed as a Minor strand for language students;

AGREED: that it be recommended to the Teaching and Learning Committee that the courses be approved for September 2004 start.

04.58 BA (Hons) International Hotel and Tourism Management at HTMi, Switzerland

- NOTED:
- (a) reports from Finance, Planning and the Faculty Accountant (tabled) on the status of HTMi and its recognition under Ordinance 1984/8;
  - (b) that the reports had not been considered by the Sub-Committee or the Teaching and Learning Committee before the evaluation;
  - (c) that the additional report from the Faculty's financial adviser suggested that the business plan was insufficient.

- AGREED:
- (i) that the School be considered fit for recognition under Ordinance 1984/8;
  - (ii) that the financial risk associated with this initiative was relatively low and that, in the worst case scenario, students could complete the degree at the University.

04.59 Re-validation Subject Sub-Unit 5G: Master of Business Administration/Master of Business Studies (FT/PT – JN, PT – ME)

RECEIVED: the re-validation panel report for the above courses.

NOTED: the panel's concern at the lack of distinction between the two courses.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the Panel being met, the courses be approved for a further period of five years (intakes 2004-08).

04.60 BA (Hons) Travel and Tourism Management (PT) at Hong Kong College of Technology

RECEIVED: the evaluation panel report for the above course.

NOTED: that students would achieve the requirements of Level 1 and part of Level 2 of the degree through a local Higher Diploma.

AGREED: that, subject to the conditions of the panel being met:

- (i) that it be recommended to the Teaching and Learning Committee, that the course be approved for three years (intakes 2004-06) for a maximum cohort of 60;
- (ii) that HKCT be recognised under Ordinance 1984/8.

04.61 PgDip/MA/MSc Marketing

RECEIVED: a CA3 proposal to change the title of the above course to PgDip/MSc Marketing and Entrepreneurship from 2004 intake.

NOTED: that the entry standard had been set at that for a Master's degree (2ii) rather than that for a Postgraduate Diploma.

- AGREED: (i) that the change of title be approved;
- (ii) that it be recommended to the Teaching and Learning Committee that minimum entry requirements for taught postgraduate courses be clarified.

#### 04.62 Course Withdrawals

NOTED: that the following courses had been withdrawn:

MA European Business from 2003/04  
PgDip/MSc Marketing Studies from 2003/04  
MSc Management from 2004/05.

### **FACULTY OF ENGINEERING**

#### 04.63 Proposed FdSc Computing (Education) (PT) at Causeway and East Antrim Institutes of Further and Higher Education

RECEIVED: a CA2 and Faculty Assessment for the above proposal (min 04.18 refers).

- NOTED: (a) that additional library resources were required;
- (b) that DEL and ETI approval had been given.

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 2004, subject to evaluation arrangements being made.

#### 04.64 Proposed BSc (Hons) Information and Communication Technologies (with/without DIS) (FT) (JN)

RECEIVED: a CA1 and supporting statement for the above proposal.

- NOTED: (a) that the course was a variant to the existing BSc Hons Computing Science course and that there were only four new modules proposed;
- (b) that the course would be offered as Single Honours only;
- (c) that the two courses would have common elements in Year 1 and the new course would draw upon existing modules in Years 2 and 4;
- (d) that there were additional staffing requirements;
- (e) that the proposed intake for each course was 70 students i.e. total of 140.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be approved for entry in September 2004, with an initial entry standard of 280 UCAS tariff points.

04.65 Proposed FdSc Architectural Technology  
Proposed FdSc Software Engineering at Armagh College of Further Education

NOTED: that no comments had been received from CASC members on the CA2 forms and Faculty assessments for the above proposals and they were now progressing to planning and evaluation, subject to DEL approval (min 04.22 and 04.23 refer).

04.66 BSc (Hons) Computing Science (PT) at Hong Kong College of Technology

NOTED: that written confirmation had been received from HKCT that its Higher Diploma would be withdrawn and the associated resources transferred to the delivery of the degree (min 04.20 refers).

### **FACULTY OF LIFE AND HEALTH SCIENCES**

04.67 Proposed Postgraduate Diploma/MSc Behaviour Analysis (FT/PT) (CE)

RECEIVED: a CA1 for the above proposal.

NOTED: (a) that there were additional staffing and accommodation resource requirements;

(b) that only two members of University staff were on the Course Planning Team.

AGREED: (i) 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 FPG confirmation of approval of staffing requirements;

(ii) that at least one of the proposed external panel members should be familiar with UK Higher Education, rather than the US system.

04.68 Re-validation Subject Sub-Unit 12B: Environmental Studies (Post-Graduate)

RECEIVED: the re-validation panel report for the above subject sub-unit.

NOTED: (a) that it was proposed that the PgDip/MSc Maritime Archaeology course be offered as a joint distance learning programme with Flinders University in Adelaide, South Australia;

(b) that the Panel had requested that further information about the joint arrangements for delivery and award and that a copy of the signed Memorandum of Agreement be included in the revised subject document;

- (c) that the agreement had not yet been finalised and Professor Mulholland was investigating this further as Campus One was to host the course.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that the following subject provision be approved for a further period of five years (intakes 2004-08):

Pg Diploma/MSc Coastal Zone Management (PT) (DL)  
Pg Diploma/MSc Environmental Management (PT) (DL)  
Pg Diploma/MSc Environmental Toxicology and Pollution Monitoring (PT) (DL)  
Pg Diploma/MSc Geographic Information Systems (Coleraine Campus – FT/PT and DL PT)  
Pg Diploma/MSc Maritime Archaeology (Coleraine Campus – FT/PT and DL PT);

- (ii) that a report from the Faculty and Professor Mulholland on the joint MSc with Flinders be submitted to the next meeting, before approval be recommended for this version.

#### 04.69 Re-validation Subject Sub-Unit 22B1: Specialist Nursing Practice

RECEIVED: the re-validation panel report for the above subject sub-unit.

- NOTED: (a) that provision of a certificate exit award from the undergraduate degree programme was not approved;
- (b) that there were panel concerns about integrity and coherence, short course provision, differentiation in levels;
- (c) that further consideration was to be given as to whether “Advanced” should be retained in the title of the Postgraduate Diploma/MSc;
- (d) that the Faculty was to consider further the generic title of the programme which is the course for non-nursing health professionals.

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 a further period of five years:

BSc Hons Specialist Nursing Practice (with 23 pathways) (FT/PT) (CE/JN/ME)  
PgDip/MSc Advanced Nursing (specialist options) (FT/PT) (CE/JN/ME) (with pgCert exit award)  
PgDip/MSc Health and Social Sciences (FT/PT) (CE) (JN) (ME) (with pgCert exit award) (subject to further consideration of title).

04.70 Proposed Master of Medical Science (FT/PT) (JN)

- NOTED: (a) that the Faculty had confirmed that the award and award title for the above course would now be MSc Health Sciences with a number of named pathways (min 03.118 refers);
- (b) that the course would be evaluated in May 2004.

04.71 BSc (Hons) Clinical Physiology

- NOTED: that the Chairman had approved a request to postpone the re-validation of the above subject sub-unit from 2003/4 to 2004/5 to allow the Faculty to plan for the introduction of an intensive 3 year BSc degree programme to replace the existing 4 year programme.

04.72 Course withdrawals

- NOTED: that the following courses had been withdrawn -

BSc Geography (Non-Honours)  
BSc Environmental Science (Non-Honours)  
HND Science Environmental Studies  
HNC Sport Studies at Limavady College  
DipHE in Professional Development in Nursing at BIFHE, NDAIFHE, NEIFHE, Fermanagh College.

**FACULTY OF SOCIAL SCIENCES**

04.73 Subject Sub-Unit 26E: Social Policy and Administration

- NOTED: that the final revised document for the above re-validation which took place in May 2003 had not yet been submitted and that the Faculty was addressing this as a matter of urgency (min 03.155 refers).

04.74 Proposed Minor Subject Strand: Advertising at Jordanstown

- NOTED: (a) that a new Minor Subject strand in Advertising had been approved as part of the recent re-validation of Communication and that the School proposed that this would only be available in combination with Majors offered by the School of Communication;
- (b) that this was a matter for the Campus Co-ordinating Group and that the modular scheme should not be unnecessarily restrictive.

04.75 Re-validation Panel Report: Subject Sub Unit 26A: Community Development

RECEIVED: the re-validation panel report for the above subject sub-unit.

- NOTED: that a full-time version of BSc Hons Community Development had been approved, subject to Faculty confirmation of resources, part-time issues

being resolved and Year 1 delivery being clarified and that this would be introduced from 2005 at the earliest.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that the subject provision as set out below be approved for five years (intakes 2004-08), subject to the conditions of the Panel being met:

Certificate in Community Development Studies (PT) (outcentre - Ulster People's College);  
Certificate in Community Relations (PT) (outcentre - Ulster People's College);  
CertHE in Community Development and Leadership (PT) (LCFHE);  
CertHE in Community Development and Education (PT) (BIFHE);  
CertHE in Community Development and Education (PT) (NWIFHE);  
BSc (Hons) Community Development (FT/PT) (Years 2 and 3) (JN);

(ii) that the Subject Team seek approval from the Teaching and Learning Committee to depart from the University requirement that, in undergraduate degrees, at least 60 credit points worth of modules at level A/1 involve some form of formal written examination; (Note that Level 1 is only available in Colleges through CertHE).

#### 04.76 BSc Criminology and Criminal Justice

NOTED: that the proposal to condone failure in the dissertation module for the above course had now been withdrawn by the Faculty (min 03.201 refers).

#### 04.77 PgDip/MA Government Financial Management

RECEIVED: a CA3 proposal to reintroduce the above course for one cohort who completed the PgCert in 2001.

NOTED: that permission was being sought to use the same module structure and original learning outcomes and assessment criteria, as validated in 1998.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be approved for June 2004 start.

#### 04.78 CertHE in Combined Social and Behavioural Sciences – Sub-Unit 27B: Social Sciences (BIFHE, NEIFHE, UBIFHE)

AGREED: that approval be granted to a request to postpone the re-validation of the above provision from 2003/4 to 2004/5 to allow for more preparation time in the FE sector and to ensure that the colleges work jointly to meet re-validation requirements.

#### 04.79 Course Revisions

- NOTED:
- (i) that a PgCert exit award would be introduced for the PgDip/MSc Communication, Public Relations and Advertising with immediate effect;
  - (ii) that the Faculty had presented distinct aims and learning outcomes for this award.

DURATION: 2 hours 5 mins