

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 3 February 2005 at the Jordanstown campus

PRESENT

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

APOLOGIES

Professor A Moran, Mr M Watley

IN ATTENDANCE

Mrs K McCafferty, Mrs U Quinn (for mins 05.09 – 05.13)

05.01 MINUTES

The confirmed minutes of the meeting held on 18 November 2004 were signed and dated by the Chairman.

CHAIRMAN'S COMMUNICATIONS

05.02 E-Learning

The Sub-Committee noted that the Teaching and Learning Committee (8.12.04) had agreed that the Institute of Lifelong Learning be properly involved in the planning of programme developments which have resource implications for it.

The Sub-Committee noted:

- (a) that the CA3 form had been revised to ensure that all e-learning revisions are approved by the Institute of Lifelong Learning, to ensure commitment for resources;
- (b) that Professor Mulholland would receive papers and attend Course Approval Sub-Committee meetings for e-learning items, if appropriate.

COURSE PLANNING AND APPROVAL

05.02 The Sub-Committee considered business from each Faculty (papers CASC/05/1 - 5) and noted course revisions approved by the Faculties as detailed in the Appendix.

It was noted that in future, with respect of conditions of approval in evaluation and revalidation reports, the Teaching and Learning Committee would be advised on progress in meeting conditions at the time of receipt of the recommendations from

the Sub-Committee. Faculties would also be asked to report on the position regarding the appointment of external examiners.

#### FACULTY OF ARTS

##### 05.04 Proposed BA (Hons) Irish and Gaeltacht Studies (FT), Joint award UU/NUI, Galway at Gweedore, Co Donegal

The Sub-Committee noted that the above proposal (to be delivered through the medium of Irish) had first been considered by it on 11 December 2003, (min 03.167 refers), when it had been agreed to recommend that the proposal should proceed to planning and evaluation, subject to Planning Committee's consideration of strategic issues. Planning Committee subsequently requested a report on physical resource issues and MASN implications. This report was discussed by the Planning Committee at its meeting on 17 January 2005 where it was noted:

- (a) that there were no implications for physical resources since the programme would be delivered wholly in Donegal;
- (b) that Library access could be accommodated within existing resources at Magee and NUI, Galway;
- (c) that the necessary MASN would come from the Faculty of Arts allocation;

Planning Committee had also agreed:

- (i) to review the registration of students and the practicalities of full registration with NUI, Galway to obviate the requirements for MASN allocation;
- (ii) to draw up a Memorandum of Agreement with NUI, Galway, taking cognisance of existing similar agreements;
- (iii) that planning for the programme should proceed, subject to (i) and (ii).

The Sub-Committee AGREED:

- (i) that, despite the University's proposed contribution of one-third of the modules, the preferred model for delivery was a joint course (and award), thus allowing students to enrol with both institutions, particularly as the library resources at Magee were likely to be more accessible for students; The Dean would be asked to consider which option the Faculty preferred.
- (ii) that the programme proceed to planning and evaluation with a view to entry in September 2005.

##### 05.05 PgDip/MA Culture and Identity in Ireland

RECEIVED: a CA3 proposal to change the title of the above programme to PGDip/MA Culture, Place, Identity and to change the location to Magee campus.

NOTED: that the change would apply from 2005/6 to Year 1 and 2 students.

AGREED: that it be recommended to the Teaching and Learning Committee that the revised title and change of location be approved.

#### 05.06 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

CertHE Humanities: Lisburn Institute of FHE  
CertHE Humanities: Upper Bann Institute of FHE  
AB in Humanities: Belfast Institute of FHE  
AB in Humanities: Fermanagh College  
HND/C Communication and Presentation (Radio, TV and Multimedia)  
(PT) at Causeway Institute of FHE

#### 05.07 Revalidation of Subject Unit 20A: Modern Languages

NOTED: that the above event had been postponed from January 2005 owing to the late receipt of documentation.

#### 05.08 Certificate in Foundation Studies in Music

RECEIVED: a proposal to offer the above programme at Jordanstown and Coleraine campuses by video link and to offer two modules at Letterkenny Institute of Technology by video link as an outcentre.

NOTED: (a) that an agreement between the Faculty and Letterkenny Institute should be signed to ensure access to Institute facilities;  
(b) that discussions were still on-going with regard to library resources and that there would be cost implications.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved, subject to confirmation of availability of adequate resources by Information Services.

#### FACULTY OF BUSINESS AND MANAGEMENT

#### 05.09 Proposed FdSc Hospitality and Tourism (FT/PT) at North Down and Ards Institute of Further and Higher Education

RECEIVED: a CA2 and Faculty Assessment.

NOTED: that the course should have been part of the revalidation of Unit 15C in December 2004 but documentation had not been ready.

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

05.10 Subject Unit 5E1: Business and Management (Postgraduate/Magee)

RECEIVED: the report of the revalidation panel.

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

PgDip/MSc International Business

05.11 Subject Unit 1A:Accounting (Undergraduate)

RECEIVED: the report of the revalidation panel.

NOTED: that the BSc (Hons) Accounting would include an AB exit award.

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

BSc Hons Accounting (with AB exit award)  
Graduate Diploma in Accounting  
Accounting Studies: Minor

05.12 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

PgD/MSc International Hospitality and Leisure Management  
PgD/MSc Hospitality Management  
PgD/MSc Tourism Management  
HNC Business and Finance at Newry & Kilkeel Institute of FHE  
BA (Hons) Accounting at Fermanagh College

05.13 Proposed Advanced Certificate as exit award within Advanced Diploma in Management Practice

RECEIVED: a proposal to allow for the award of the Advanced Certificate in Management Practice as an exit point.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposed exit award be approved.

## FACULTY OF ENGINEERING

### 05.14 BSc (Hons) Technology and Design

RECEIVED: a proposal to amend the title of the above programme to BSc (Hons) Technology *with* Design owing to the change of balance between Technology and Design;

NOTED: that the change of title would apply from current Year 1 (2004/5).

AGREED: that it be recommended to the Teaching and Learning Committee that the revised title be approved.

### 05.15 Programme Withdrawals

NOTED: that the following programmes had been withdrawn:

BSc Biomedical Engineering (FT) (JN)  
PgC/PgD/MSc in Computing & Information Systems (FT/PT) (JN/ME)  
HND Building (PT) Omagh College  
HND Engineering (Electrical/Electronic) (FT/PT) East Antrim Institute of FHE  
HND Engineering (Mechanical, Manufacture & Design) (FT/PT) East Antrim Institute of FHE  
HND Engineering (Electrical/Electronic) (FT) North East Institute of FHE  
HND Engineering (Mechanical, Manufacture & Design) (FT) North East Institute of FHE  
HND Computing (FT) North East Institute of FHE  
HND Computing (Software Engineering) (FT) North East Institute of FHE  
DipHE Electronics & Software Systems (FT) North East Institute of FHE  
HND Engineering (Electrical/Electronic) (FT) Upper Bann Institute of FHE  
HND Computing (with CIS/CAS) (Years 1 and 2P only) Newry and Kilkeel Institute of FHE  
HND Computing (with CIS/CAS) (FT) Belfast Institute of FHE

## FACULTY OF LIFE AND HEALTH SCIENCES

### 05.16 Subject Unit 3A: Biosciences

RECEIVED: the report of the revalidation panel.

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

BSc Hons Biology (with optional DIS or DAS)  
BSc Hons Biotechnology (with optional DIS)

05.17 PgCert in Education for Nurses, Midwives and Specialist Community Public Health

NOTED: that students taking the above programme complete one of two pathways: lecturer or practice educator (min 04.196 refers).

05.18 MSc Physiotherapy (pre-registration)

NOTED: that the Faculty had suspended entry for 2005 and 2006 as it focussed on the development of the three year BSc, and consequently the revalidation event had been provisionally re-scheduled for 2005/6.

FACULTY OF SOCIAL SCIENCES

05.19 Proposed PgCert in School Library Work (PT)

RECEIVED: a business case from the Faculty addressing the cost effectiveness and viability of the proposal (min 04.201 refers);

- NOTED:
- (a) that the programme would be administered at the Coleraine campus with students being registered at Coleraine;
  - (b) that teaching support would be provided in flexible ways including delivery at the most convenient campus, use of video-conferencing and on-line studies and interactions;
  - (c) that the proposed start date had now been postponed until January 2006.

AGREED: that it be recommended to the Teaching and Learning Committee that the programme proceed to planning and evaluation with a view to entry in January 2006, subject to the Faculty giving consideration to the following concerns raised by the Sub-Committee:

- (i) financial viability, as it had been costed on a narrow marginal basis, but this might fit within the overall strategic planning of the Faculty;
- (ii) potential quality issues if the programme were taught solely by part-time staff.

05.20 BSc (Hons) Social Work (FT) 3 Year and 2 Year 'fast-track': Magee; Levels 1 & 2 (FT) at BIFHE, North Down and Ards Institute of FHE, East Tyrone College of FHE, North West Institute of FHE; Level 3 (FT) at BIFHE (Outcentre)

NOTED: (a) intake numbers had been incorrectly recorded at the September 2004 meeting (min 04.167 refers).

(b) the correct intake numbers were as follows:

3 year at Magee – 55  
2 year at Magee – 40  
BIFHE – 30  
North West Institute – 15  
East Tyrone – 15  
North Down – 15

(c) that developments for the provision of Level 3 at BIFHE and Magee and the transition from the other colleges would be addressed as part of a Collaborative Management Forum with a report to be made to the Sub-Committee in May 2005.

#### 05.21 Programme Withdrawal

NOTED: that the following programme had been withdrawn:

BSc (Hons) Social Policy (fast-track).

#### 05.22 ACTUAL STUDENT ENROLMENT ON NEW PROGRAMMES VALIDATED 2003/4

RECEIVED: a statement of actual student enrolments on new programmes validated last academic year for 2004 start (CASC/05/6).

NOTED:

- (a) that the Sub-Committee receives this report to determine whether the University and partner institutions were achieving anticipated numbers and whether closer scrutiny of viability was required;
- (b) that a significant number of programmes, in particular courses in partner colleges, had under-recruited and in some cases not recruited at all;
- (c) that with shorter planning timeframes and later submission of CA1/2s there appeared to be, in most instances, limited market research undertaken, and lower intakes in early years, delayed starts or no intake; however new programmes might achieve targets in later years;
- (d) that detailed market research was a costly exercise;
- (e) that great focus and realism would be expected in the FE sector in light of DEL's strategic review and the development of a new costing and pricing model by the University; the revalidation cycle and the work of the Faculty Heads of Collaborative Courses were already ensuring that current non-recruiting courses were being removed.

- AGREED: (i) that the statement be considered by the Teaching and Learning Committee at its next meeting;
- (ii) that Faculties be asked to give serious consideration to the viability of future proposals.

#### 05.23 OUTSTANDING EVALUATION/RE-VALIDATION DOCUMENTATION

RECEIVED: a statement on outstanding documentation relating to the past academic year, but also to 2002/3 and 2001/2 business (paper CASC/05/7).

NOTED: that, while some issues might be of a minor nature, a significant proportion of documentation had not been 'signed off' indicating University approval, before endorsement.

AGREED: that an updated statement be considered by the Teaching and Learning Committee at its next meeting.

DURATION: 1 Hour 15 minutes