

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 10 March 2011 at the Jordanstown campus.

PRESENT

Professor D McAlister (Chair), Ms S Alexander, Dr D Barr, Professor A Cook, Professor A Erridge, Dr D Gray, Ms U Quinn, Dr J A C Webb

IN ATTENDANCE

Mr A G Faulkner, Mrs K McCafferty

WELCOME

The Chair welcomed new Faculty representatives, Ms Ursula Quinn (Ulster Business School) and Dr Alan Webb (Faculty of Computing and Engineering).

11.35 MINUTES

The confirmed minutes of the meeting held on 13 January 2011 were signed by the Chair.

MATTERS ARISING

11.36 FdSc Civil Engineering and Transport (with CertHE exit award)

It was noted that the Faculty of Art, Design and Built Environment had confirmed a maximum cohort size of 16 full-time and 10 part-time students for the programme at South West College (Enniskillen campus).

11.37 Advanced Diploma in Social Enterprise (JN) (Min 11.30)

It was noted that the last year of intake should read 2010/11.

11.38 COURSE APPROVAL

The Sub-Committee considered business from each faculty (papers CASC/11/11 – CASC/11/16 and noted revisions approved as detailed in the appendix.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

11.39 Revalidation Subject Unit 4A4a: Built Environment (Fire and Hydrogen Safety Engineering)

RECEIVED: the report of the Revalidation Panel for

PgDip/MSc Fire Safety Engineering (with PgCert exit award) (FT/PT)
PgCert/PgDip/MSc in Hydrogen Safety Engineering (PT; DL)

MSc Hydrogen Safety Engineering (with PgCert and PgDip exit awards) (FT; DL)

- NOTED:
- (a) that the linked PgDip/MSc Fire Safety Engineering was offered in full-time and part-time and part-time block teaching modes, with intake to the part-time block teaching mode on a biennial basis. A PgCert was also available as an exit award;
 - (b) that the linked PgCert/PgDip/MSc Hydrogen Safety Engineering was only offered in part-time mode; the MSc programme (with PgCert/PgDip exit awards) was offered in full-time mode only. The course was taught by eLearning apart from some block teaching in one module;
 - (c) that the Panel had made a strong recommendation that the Course Teams give serious consideration to the introduction of a common module for both programmes dealing with fundamentals of combustion;
 - (d) that the Panel had recommended that the Course Team should continue to pursue professional accreditation/recognition for the PgDip/MSc Fire Safety Engineering programme;
 - (e) that the Panel had encouraged the introduction of a compulsory face-to-face meeting for Hydrogen Safety students early on in the programme through use of available WebCT tools where necessary.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015).

11.40 Revalidation Subject Unit 4A4C: Building (Energy) (UG/PG)

RECEIVED: the report of the Revalidation Panel for:

BEng/MEng Hons Energy and Building Services Engineering with DIS (FT) (with AB exit award)
BEng/MEng Hons Energy and Building Services Engineering (PT) (with AB exit award)
PgDip/MSc Renewable Energy and Energy Management (PT; DL)

- NOTED:
- (a) that the total credit points in the part-time BEng and MEng programme structures were 60 credits short at Level 4; that the Subject Team had explained that the courses attracted students who possessed qualifications that provided them with exemptions but the relevant modules would be identified in the final documentation;
 - (b) that the Panel had requested that the learning outcomes for the BEng and MEng be revisited to provide a clearer differentiation

between the two programmes and between Knowledge and Intellectual Qualities;

- (c) that the Panel had requested that the reading lists and library stock be reviewed.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015).

FACULTY OF LIFE AND HEALTH SCIENCES

11.41 Revalidation Subject Unit 22G: Developing Practice in Healthcare

RECEIVED: the report of the Revalidation Panel for:

BSc Hons Developing Practice in Healthcare Level 6 (PT)
PgDip/MSc Developing Practice in Healthcare (PT) (with PgCert exit award) (Outcentres - Belfast Health and Social Care Trust (BHSCT) and the South Eastern Health and Social Care Trust (SEHSCT))

- NOTED:
- (a) that the provision was offered at Belfast Health and Social Care Trust (BHSCT) and the South Eastern Health and Social Care Trust (SEHSCT);
 - (b) that only Level 6 of the BSc Hons Developing Practice in Healthcare (PT) was offered and that students on entry to the programme would have completed a Diploma in Nursing or equivalent qualification which allowed exemption from all of Levels 4 and 5;
 - (c) that the PgDip/MSc Developing Practice in Healthcare (PT) included a PgCert exit award;
 - (d) that some modules carried a very high number of learning outcomes and that the Panel had suggested there might be some overlap; the Course Team was asked to condense the learning outcomes;
 - (e) that there was only one 'taught' module which was fully on-line (Research Design and Methods). The remaining modules were work-based;
 - (f) that the Panel had commented that the sizes of available modules (20 and 30 credit points) could mean students completing 10 credit points more than the minimum required for an award.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being

addressed, the provision be approved for a further period of five years (intakes 2011 - 2015).

11.42 Revalidation Subject Unit 30D: Access (Science) at North West Regional College

RECEIVED: the report of the Revalidation Panel for Access Diploma in Science (with Certificate in Adult Learning exit award) (FT/PT).

- NOTED:
- (a) that the Panel was of the opinion that, if student numbers continued to increase, staffing plans would need to be more clearly articulated;
 - (b) that the full-time one-year provision proved popular with graduates looking for a career change; the Sub-Committee noted that this was not the target market for Access Diplomas, and that there was perhaps an opportunity for the Faculty to develop short courses for such students;
 - (c) that the Panel had required that the assessment strategy be reviewed as it appeared that students were being over-assessed.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015) for the following maximum intakes: FT 45, PT 25.

FACULTY OF SOCIAL SCIENCES

11.43 BSc Hons Professional Development in Counselling (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the original proposal was for BSc Hons Counselling (considered by APSC in April 2010) but that the new title was considered to be more appealing for marketing purposes;
 - (b) that the programme would be a 'top-up' for students who have successfully completed the FdSc Counselling offered by the six regional colleges, graduates from the FdSc Counselling would be exempt from Levels 4 and 5 of the programme and the Course Team did not propose to offer these levels;
 - (c) that there was a strong emphasis on research to support subsequent progression to Master's and PhD level study;
 - (d) that accreditation from the British Association for Counselling and Psychotherapy would be sought once the FdSc had been accredited.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being

addressed, the provision be approved for a further period of three years (intakes 2011 - 2013), in line with the revalidation schedule for Subject Unit 6A1 Communication.

11.44 Revalidation Subject Unit 9E: Education (International Development)

RECEIVED: the report of Revalidation Panel for:

Undergraduate Honours subject in International Development (Minor)
(FT)

- NOTED:
- (a) that the programme was supported by teaching staff from the International Office, School of Education and School of Environmental Sciences;
 - (b) that the revised programme now reflected strengths in scholarship of staff within Environmental Sciences and Geography and that the teaching team would expand accordingly;
 - (c) that the Minor was currently offered in combination with thirteen subjects at Coleraine and that students on the BSc Hons Food and Nutrition were also able to study five of the six modules offered as a distinctive pathway in their degree;
 - (d) that the Panel had made a strong recommendation that the marketing materials provide clear information on the focus of the programme.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015).

11.45 Revalidation Subject Unit 30B1: Access Diploma in Social Sciences/Access Diploma in Humanities at Northern Regional College

RECEIVED: the report of Revalidation Panel for:

Access Diploma in Social Sciences) with Certificate in Adult
Access Diploma in Humanities) Learning exit award

replacing:

Access Diploma in Combined Studies (Newtownabbey and Larne campuses)
Access Diploma in Social Sciences/Humanities (Coleraine campus)
Access Diploma in Social Sciences (Ballymena and Magherafelt campuses)

- NOTED:
- (a) that the provision would be offered in part-time mode at the Newtownabbey, Ballymena and Magherafelt campuses and full-time and part-time at the Coleraine campus;
 - (b) that the Certificate in Adult Learning was an exit award and available for students on the part-time mode but not for students on the full-time mode;
 - (c) that the Course Team had been required to update reading lists and to provide a strategy to ensure standardisation in approaches to quality assurance and assessment of modules across the campuses.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015) for the following maximum intakes:

Coleraine	FT first intake 20 (subsequent intakes 25) PT 80 (with maximum cohort size of 25)
Newtownabbey	PT 80 (with maximum cohort size of 25)
Ballymena	PT 80 (with maximum cohort size of 25)
Magherafelt	PT 20

11.46 Revalidation Subject Unit 30B3: Access Diploma in Combined Studies at North West Regional College

RECEIVED: the report of Revalidation Panel for:

Access Diploma in Combined Studies (replacing Access Diploma in Social and Life Sciences at Limavady campus; Access Diploma in Combined Studies at Strand Road campus, Northside and The Women's Centre).

- NOTED:
- (a) that students at the Limavady campus had no choice in the modules owing to the small cohort at the campus;
 - (b) that the Course Team had been required by the Panel to review the reading lists and assessment balance across the modules.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 – 2015) for the following maximum intakes:

Limavady	50 PT (with maximum cohort size of 25 students)
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Strand Road	100 FT, 75 PT (with maximum cohort size of 25 students)
Northside	75 FT (with maximum cohort size of 25 students), 25 PT
The Women's Centre	20 PT

ULSTER BUSINESS SCHOOL

11.47 Revalidation Subject Unit 5B1: Business Studies (JN and Outcentres)

RECEIVED: the report of Revalidation Panel for:

BSc Hons Business Studies FT & PT (AB exit award; with or without DIS/DAS; FT); JN

BSc Hons Business Studies (AB exit award) PT; Outcentres:
Levels 5 and 6 Southern Regional College, Newry;
South West College, Enniskillen;
Northern Regional College, Ballymena

Level 5 only Northern Regional College, Magherafelt
Southern Regional College, Portadown
South West College, Omagh

Level 6 only City Banking College, London

- NOTED:
- (a) that Levels 5 and 6 of the degree were offered at three college campuses as outcentres in addition to Jordanstown; Level 5 only was offered at three other campuses; most outcentre students progressed from HND/C; Level 6 only was offered at an outcentre in London with students progressing from an Advanced Diploma;
 - (b) that group work had been discussed with the students and the course team which had been asked to review approaches to its assessment at level 6;
 - (c) that demand was growing for the part-time route from school leavers and that the same entry standard was applied as in the full-time mode.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 – 2015).

11.48 Revalidation Subject Unit 5K1: Executive Leadership

RECEIVED: the report of Revalidation Panel for MSc Executive Leadership (with PgDip and PgCert exit awards).

- NOTED:
- (a) that the course was delivered in hotels rather than on campus in Northern Ireland and in the Business Institute's strategic partner's headquarters in Dublin (Irish Times Training – outcentre)
 - (b) that demand for the programme had been affected by the economic downturn; a PgCert exit award had now been introduced in addition to the PgDip; the full-time mode had been discontinued with the last intake in 2008/09; the programme had also been discontinued at two outcentres: City Banking College, London and Stafford Associates, Dubai;
 - (c) that the Panel had recommended that professional accreditation be explored.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015).

11.49 Revalidation Subject Unit 15E: Leisure (Colleges) – Belfast Metropolitan College (BMC), Gerald Moag Campus

RECEIVED: the report of Revalidation Panel for FdSc Event Management for the Tourism Industry (with CertHE exit award) (FT/PT).

- NOTED:
- (a) that graduates from the programme would be able to progress onto the University's BSc Hons Leisure and Event Management (FT or PT) via 80 credit points of bridging at Level 5. (Full-time students would be required to undertake an additional 40 credits to achieve full-time status);
 - (b) that the report from the University's Faculty Librarian had recommended that a library budget be assigned at the start of the financial year; some additional book purchases were needed;
 - (c) that the Course Team had confirmed that a business plan was being devised to purchase recommended specialist software;
 - (d) that the Panel had required that written confirmation from Senior Management that all necessary IT and Library resources would be in place before the start of the programme.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015) for maximum annual student intakes of 45 (full-time); 20 (part-time).

11.50 Revalidation Subject Unit 15E: Leisure (Colleges) – South West College (SWC), Omagh Campus

RECEIVED: the report of the Revalidation Panel for FdSc Sustainable Events Management (Events Led Tourism) (with CertHE exit award) (FT/PT) (formerly FdSc Event Management (Culture, Arts and Leisure)).

- NOTED:
- (a) that the title had changed to reflect changes made to the programme over the past two years; the programme was now events-led and underpinned by sustainability;
 - (b) that the programme would now also be offered in full-time mode;
 - (c) that graduates from the programme would be able to progress onto the University's BSc Hons Leisure and Event Management (FT or PT) via 80 credit points of bridging at Level 5. (Full-time students would be required to undertake an additional 40 credits to achieve full-time status);
 - (d) that library resources were considered inadequate by both the external panel member and the Faculty Librarian;
 - (e) that the Course Team had been required to review the learning outcomes to ensure clear differentiation between the CertHE and FdSc;
 - (f) that the assessment strategy was to be reviewed to ensure appropriateness of the methods and variety of assessment.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 - 2015) for maximum annual student intakes of 20 rising to 25 at the fourth intake (full-time); 20 (part-time).

11.51 Revalidation Subject Unit 5I: Business and Management (Belfast Metropolitan College – Level 5 BSc Hons Business Studies)

RECEIVED: a request from the Belfast Metropolitan College for the postponement of the revalidation meeting (scheduled for 22 March 2011) and a one year extension to the period of approval to include 2011/12 intake.

- NOTED:
- (a) that Level 5 of the degree was offered as validated provision in the College and that students were exempted from Level 4 after completion of HND/C; students proceeded to Level 6 part-time at Jordanstown;
 - (b) that a number of factors had contributed to the decision: the pending move of the HND/C to QCF, uncertainty of funding and the MASN cap; the major restructuring at the College; the College also wished to consider the most appropriate alignment

with either the University's BSc at Jordanstown or Coleraine (both programmes had recently been revalidated);

- (c) that no issues had been raised through the Annual Course Review or by the External Examiners and the extension was supported by the Faculty.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that a one-year extension to the period of approval be approved;
 - (ii) that the Faculty give strategic consideration to the desirability of the continuation of Level 5 at the College in view of the University's own provision at Jordanstown.

11.52 ACADEMIC DEVELOPMENT AND ENHANCEMENT COMMITTEE BUSINESS

RECEIVED: a report of new proposals and other relevant business considered by the Academic Planning Sub-Committee (APSC) at its meeting on 11 February 2011 (CASC/11/17).

- NOTED:
- (a) that two new proposals had been approved for a September 2011 start and three for a September 2012 start;
 - (b) that one previously approved proposal had been postponed;
 - (c) that the bridging arrangement for BA Hons Fine and Applied Arts from North West Regional College had not been approved and would be considered by CASC in June.

11.53 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2009/10 and 2010/11 (CASC/11/18).

- NOTED:
- (a) that 42 (out of 45) documents had been signed off for 2009/10;
 - (b) that one outstanding document had been approved by the Panel chair, subject to minor amendments being addressed at revalidation on 8 - 9 March; that the two remaining documents (10A1) and (10A2) had now been received.

11.54 NEXT MEETING

NOTED: that the next Course Approval Sub-Committee meeting had been re-arranged for Tuesday 7 June 2011 at 2.30 pm in Room 8H09, Jordanstown.

DURATION: 1 hour 10 minutes

AGF/KMcC/lh 15.3.11

COURSE APPROVAL SUB-COMMITTEE

10 March 2011

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT**BEng Hons Civil Engineering/MEng Civil Engineering**

To move module CIV334 to Semester 2; to make module CIV319 'long-thin'.

FACULTY OF ARTS**UG Hons Subject: European Studies**

To introduce an optional year of study abroad leading to award of DAS or a period of supervised work experience leading to DIS;

UG Hons Subject: History

To revise module HIS527, 'Early America: An Atlantic Experiment';

BA Hons Irish History and PoliticsTo introduce a new Level 5 module, Ireland in the 18th Century: Religion, Society and Politics'; to revise module HIS526.**FACULTY OF COMPUTING AND ENGINEERING****Certificate of Personal and Professional Development**

To introduce one 10 point Level 3 module 'Introduction to Technology' and one 5 point Level 3 module 'Introduction to Programming in Java' (Magee); to revise module 'Introduction to Computers' (Magee); to introduce one 5 point Level 3 module 'Introduction to Multimedia and Social Networking' (Jordanstown); to introduce one 5 point Level 4 module 'Introduction to .NET using C#';

BSc Interactive Multimedia Design

To make two Level 5 modules 'long-thin';

BSc Hons Computer Science**BSc Hons Computer Science (Software Systems Development)****BSc Hons Computer Science (Mobile Computing)****BSc Hons Computer Science (Embedded Computing)****BSc Hons Information and Communication Technologies****BSc Hons Creative Computing****BEng Hons Computer Games Development****BEng Hons Electronics and Computer Systems****BSc Hons Multimedia Computer Games**Level 5

To update reading lists in three modules; to revise content of two modules; to revise assessment of one module; to replace two modules;

Level 6

To revise content of three modules; to revise reading lists of two modules; to revise assessment of one module;

BSc Hons Financial Engineering DIS FT

To increase the mathematical content of three modules and to change the coursework weighting in two of these modules;

PgDip/MSc Biomedical Engineering

To add three modules in Semester 1; to change the status of BME801 and BME808 to optional; to amend the structure for Semester 1 so that students choose two from five specified optional modules together with one elective module and either a work-based learning module for research project;

PgCert in Health Informatics

To revise stated contact hours in module descriptions and to revise assessment strategy in module COM725;

MSc/PgDip Nanotechnology

To introduce a new optional semester 2 module 'Nanomaterials for Clean Technologies'.

FACULTY OF LIFE AND HEALTH SCIENCES

Certificate of Personal and Professional Development

To introduce a 5 point Level 3 module, 'Scientific Communication and Writing in English', from March 2011;

BSc/BSc Hons Nursing (Adult)

To replace two 10 point modules with a 20 point module (from Semester 2, 2010/11);

PgCert/Dip/MSc Advancing Practice in Named Profession

To introduce an additional optional 30 point module, 'Lower Limb Biomechanics' within the Physiotherapy and Podiatry pathways;

PgDip/MSc Applied Psychology

To replace one module (from Semester 2, 2010/11);

PgDip/MSc Health Communication

To remove one module; to add one optional module; to change status of two modules to optional.

FACULTY OF SOCIAL SCIENCES

Undergraduate Honours Subject: International Development (Minor)

To add an optional Level 6 module, EGM526;

BSc Hons Language and Linguistics; Undergraduate Subjects: Languages and Linguistics (Major); Linguistics (Minor)

To reduce the examination in module CMM151 to 2 hours' duration;

BSc Hons Social Work (FT/PT) (ME and Belfast Metropolitan College)

To revise module SWK104;

MPA (PT)**MPA (Public Sector Executive Development)**

To add optional module 'Corporate Social Responsibility';

MSc in Social Research Skills

To restructure the course from six 30 point modules to four 30 point and 60 point specialist independent research module.

ULSTER BUSINESS SCHOOL**BSc Hons Accounting and Managerial Finance**

To change the semester of delivery of two modules;

BSc Hons in Human Resource Management

To revise the assessment weighting in module BMG502;

BSc Hons Management and Leadership Development

To revise the assessment strategy in module BMG104, 'Personal Development 1', so that it is assessed on a pass/fail basis;

MSc Management and Corporate Governance

To make module PUP101 optional for the part-time course delivered in Dublin (outcentre).