

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 13 January 2011 at the Coleraine campus

PRESENT

Professor D McAlister (Chair), Ms S Alexander, Dr G Armstrong, Dr D Barr, Professor A Cook, Professor A Erridge, Mr M McKinney

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland, Mr H Wright (for min 11.07)

APOLOGIES: Dr D Gray

11.01 MEMBERSHIP

It was noted that Dr D Gray had replaced Mr I Hanna as the representative for the Faculty of Art, Design and the Built Environment.

11.02 MINUTES

The confirmed minutes of the meeting held on 15 September 2010 were signed and dated by the Chair subject to the following changes:

10.112 Revalidation Subject Unit 10A1: Engineering and Evaluation of MEng Engineering Management (JN)

The Subject Unit provision should include BEng Hons Electronic Engineering (FT/PT) (with IFY and AB exit award) and should not include MEng Electronics and Software (with DIS) (FT) (with BEng Hons, AB and CertHE exit awards).

'BEng Hons Engineering', 'MEng Engineering' and 'MEng Engineering and Diplom Ingenieur' should read 'Mechatronic Engineering'.

Under NOTED, the minute should read:

"that the Panel had agreed to the Course Team's proposal that BEng/MEng Hons Electronics and Software and BEng/MEng Hons Electronic Engineering be subsumed within BEng/MEng Hons Electronic Engineering; and that the BEng/MEng in Engineering courses be retitled BEng/MEng Hons Mechatronic Engineering."

10.116 Revalidation Subject Unit 22F: Nursing (UG/PG)

Under RECEIVED, 'BSc Hons Health and Wellbeing (with PgCert exit award)' should read 'BSc Hons Health and Wellbeing (with AdvCert exit award)'.

MATTERS ARISING

11.03 Revalidation Subject Unit 30B2: Access – Social Sciences at Southern Regional College (Min 10.50)

It was noted that the report of the Revalidation Panel for Subject Unit 30B2: Access – Social Sciences at Southern Regional College had been received by the Sub-Committee at its meeting in March 2010. The original revalidation document had not, however, clearly set out what routes and modes of study were available at the various locations and the Revalidation Panel had set as a condition of approval that this be addressed in the revised course document. The revised document had now been received by the Academic Office and it was noted that the following provision, not recorded at the meeting of the Sub-Committee in March, was also available:

<u>Route</u>	<u>Campus</u>	<u>Mode</u>	<u>Max cohort size</u>
Social Sciences and Humanities	Brownlow	Part-time	Not yet advised
Science	Newry	Full-time	18
General Route	Newry	Part-time	25
	Armagh	Part-time	25

AGREED: that the Faculty be asked to confirm the maximum cohort size for the part-time Social Sciences and Humanities route at Brownlow.

11.04 FdSc Civil Engineering and Transport (with CertHE exit award) (FT/PT) at South West College (Dungannon, Enniskillen and Omagh campuses) (Mins 10.74, 10.101)

It was noted that the Faculty had confirmed the following maximum cohort sizes for the FdSc Civil Engineering and Transport at South West College:

<u>Campus</u>	<u>Mode</u>	<u>Max cohort size</u>
Omagh	Full-time	20
	Part-time	15
Dungannon	Full-time	16
	Part-time	10

AGREED: that, although there had not yet been an intake, the Faculty be asked to confirm the maximum cohort sizes for the part-time and full-time modes at the Enniskillen campus.

11.05 Change of Course Titles: PgDip and MSc Micro- and Nano-Technology to 'Nanotechnology'; PgDip and MSc Polymers and Advanced Composites to 'Advanced Composites and Polymers'; PgDip and MSc Electronic Engineering to 'Medical Electronics' (Mins 10.82, 10.102)

It was reported that external examiner endorsement of the above changes in course titles had now been received.

11.06 Annual Report on Evaluation and Subject Revalidation Activity: 2009/10 (Mins 10.95, 10.103)

The Sub-Committee noted that, following the request by the Teaching and Learning Committee in June 2010 that the faculties review the composition of revalidation subject units with a view to reducing the number of single course units, a response had been received from the Faculty of Computing and Engineering.

The Chair of the Sub-Committee reminded of the need to ensure that, where a subject unit comprised a number of courses, the programme for the revalidation meeting was amended to allow sufficient time for formal scrutiny of the modules within each programme.

AGREED: that, where a number of different courses were being revalidated at the same time, the revalidation event be extended to one and a half or two days if appropriate and that Panels be reminded of the need to devote part of their discussion to the modules.

11.07 Progression from AB Fine and Applied Arts at North West Regional College (Limavady campus) to the University's BA Hons Fine and Applied Arts (Mins 09.142, 10.10, 10.37, 10.68, 10.105)

It was noted that North West Regional College had expressed concerns relating to the articulation arrangements from AB Fine and Applied Arts at its Limavady campus to the University's BA Hons Fine and Applied Arts.

As requested by the Sub-Committee at its meeting in September 2010, Mr H Wright, the Course Director for BA Hons Fine and Applied Arts, attended the meeting to provide further clarification in relation to the equivalence of the AB to Years 1 and 2 of the BA Hons Fine and Applied Arts and whether curriculum gaps existed, and about the possibility of acquiring the required knowledge and skills through summer bridging.

Mr Wright advised the Sub-Committee:

- (a) that, as a curriculum gap had been identified, a 20-credit point bridging module had been developed, which would be delivered from June to August, and would enable successful students to progress to final level; a part-time route was also proposed; the bridging module would comprise a combination of theory and practice and would require students to complete a substantial piece of writing and a piece of practice work; staff at North West Regional College and Faculty staff had welcomed the proposals, with particular interest in the part-time route;
- (b) that to date all students progressing from the AB had entered the Honours degree at Year 2;
- (c) that the bridging module would be introduced in 2012; no AB students had applied for 2011 entry to the Honours degree;
- (d) that students who failed the bridging module would be interviewed to ascertain their suitability to repeat the module in the following summer.

At its meeting in December 2010, the Academic Planning Sub-Committee had received proposals for full-time and part-time BA Hons Fine Art and BA Hons Contemporary Applied Arts.

The Sub-Committee welcomed the development and asked the Faculty in developing the bridging arrangements to ensure that the assessment requirements were commensurate with the value of the module.

COURSE APPROVAL

The Sub-Committee considered business from each faculty (papers CASC/11/1 - CASC/11/6) and noted revisions approved as detailed in the appendix.

FACULTY OF ARTS

11.08 BA Hons Drama and English (FT/PT) (ME)

RECEIVED: the report of the Evaluation Panel.

NOTED:

- (a) that the provision was a specific integrated Single Honours programme and not a general extension of English to the Magee campus through the modular scheme; the programme was expected to appeal to those wishing to pursue a teaching qualification;
- (b) that the Drama element of the programme offered more choice, but that the intention was to provide additional optional modules in English and American Studies in future;
- (c) that the Panel had recommended that consideration be given to including exit awards within the provision;
- (d) that a number of the Drama modules permitted students to negotiate the method by which they would be assessed;
- (e) that the proposed course regulations provided for the exclusion of students with poor attendance from collaborative group work and its assessment and required such students to undertake an equivalent individual assessment; the Team had been reminded that if an individual piece of work was to be substituted for group work, it would be necessary to demonstrate how the group-based learning outcomes in the module were fully met through the alternative 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 period of three years (intakes 2011 – 2013), in line with the revalidation schedule for Subject Unit 7A.

11.09 PgDip/MA Irish and Scottish Studies (PT) (DL)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that January 2011 had originally been proposed as the start date for the programme but that it would now be September 2011;
 - (b) that the fully online programme was offered in collaboration with the University of Strathclyde, which was responsible for the delivery of three optional modules, St Thomas University in New Brunswick, (two optional modules) and the University of Guelph in Ontario (one optional module); all modules offered by the partner institutions were existing modules currently taught at these locations face-to-face; staff in the partner institutions would be required to undertake the University's online e-tutoring course prior to the commencement of the programme;
 - (c) that the initial target market was the Atlantic provinces of Canada, followed by the USA and ultimately Australasia;
 - (d) that the Panel had suggested that a higher threshold than a pass (50%) be required for progression from the Postgraduate Diploma to the Master's stage but that this was not in line with University regulations and that students who achieved 50% should be permitted to progress;
 - (e) that the Panel had been of the view that the programme's two core modules appeared to focus more on Ulster than Irish studies;
 - (f) that the Panel had noted that, depending on students' choice of modules, there could be significant overlap in content and that the Team had undertaken to review the content of the modules;
 - (g) that the Panel had set as a condition of approval that a review of the programme's assessment strategy be carried out in terms of its appropriateness for a postgraduate programme and in order to ensure consistency across modules;
 - (h) that a number of the Panel's conditions of approval related to service level agreements with the contributing institutions.
- AGREED:
- (i) 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 period of three years (intakes 2011 – 2013), in line with the revalidation schedule for Subject Unit 14B;
 - (ii) that programme delivery should be closely monitored by the Faculty.

11.10 Revalidation Subject Unit 21A: Music

RECEIVED: the report of the Revalidation Panel for:

BMus (Single Honours/Major/Minor) (FT/PT) (ME)
Master of Music (MMus) (FT/PT) (ME).

NOTED: that the Panel had identified similarity in the expression of the undergraduate and postgraduate learning outcomes in certain 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 period of five years (intakes 2011 – 2015).

11.11 Course Withdrawal

NOTED: that the following course had been withdrawn:

Undergraduate Hons Subject: American Studies (CE) [last intake: 2009/10].

11.12 Certificate in Foundation Studies in Music (ME)

NOTED: (a) that the Faculty's proposal to withdraw the Certificate in Foundation Studies in Music had not been approved by APSC at its meeting on 3 December 2010 owing to concern regarding the withdrawal of this provision in light of the University's plans to increase the non-MaSN student numbers particularly at the Magee campus;

(b) that APSC had asked the Faculty to consider how the programme might be rejuvenated to contribute to non-MaSN target numbers;

(c) that the Certificate in Foundation Studies in Music had not been revalidated as part of Subject Unit 21A and did not therefore have approval for a 2011 intake.

AGREED: that the Faculty be asked to confirm whether it intended to bring forward a proposal for a new programme or seek the re-instatement of the Certificate in Foundation Studies in Music.

11.13 MA Film and Television Management Policy

RECEIVED: a proposal from the Faculty to change the title of the programme to MA Media Management.

NOTED: (a) that the change in title had been proposed in order to reflect the changing nature of the media industries which were no longer dominated by film and television;

- (b) that, following discussions with industry bodies and current and potential students, the Faculty was of the view that the title 'Media Management' better reflected the learning outcomes of the programme and would make it more attractive to a wider market;
- (c) that the proposal would also be considered by APSC at its meeting on 11 February 2011.

AGREED: that the change in title be approved, subject to approval by APSC.

FACULTY OF COMPUTING AND ENGINEERING

11.14 Revalidation Subject Unit 10A4: PgDip/MSc Professional Practice

RECEIVED: the report of the Revalidation Panel for:

PgDip/MSc Professional Practice (with PgCert exit award) (PT) (BT/CE/JN/ME)
PgDip/MSc Professional Practice (International Real Estate) (with PgCert exit award) (PT) (JN).

- NOTED:
- (a) that the title of the provision had originally been proposed as 'Industrial Practice' but had been changed to 'Professional Practice' as the Course Team was of the view that 'industrial' suggested a manufacturing or engineering connection which was no longer appropriate for the programme; the Panel had supported the change in title;
 - (b) that the Panel had recommended that the Team keep under review possibilities for the professional accreditation of the programme;
 - (c) that the programme offered three pathways: the KTP route, the Industrial route and the in-company Parker Green International route; there was, however, little difference between the routes other than the KTP induction modules;
 - (d) that the Panel had been of the view that the programme lacked an obvious framework or coherence and had strongly recommended that the Team either develop a 'framework model' for the programme and consider how best it might be housed within the University or create a 'preferred module' structure, as an exemplar, for the three routes;
 - (e) that the Panel had recommended the inclusion of a generic research methods module;
 - (f) that the Panel had been of the view that the programme learning outcomes were satisfactory in terms of their detail but that they should be set out more explicitly at module level.

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).

RECOMMENDED: that the Faculty liaise with Access and Distributed Learning and colleagues from the Faculty of Life and Health Sciences in considering the development of a generic framework.

11.15 PgDip/MSc Computing and Intelligent Systems (FT/PT) (ME)
PgDip/MSc Computing for Financial Services (FT/PT) (ME)

NOTED: that the Faculty's proposal to offer an additional January start date for the two programmes with a summer break had not been approved by APSC at its meeting in December 2010; APSC had expressed concern about the structure in view of the potential overseas market.

FACULTY OF LIFE AND HEALTH SCIENCES

11.16 MSc Clinical Visual Science (with Postgraduate Certificate and Postgraduate Diploma exit awards) (PT) (DL)

RECEIVED: the report of the Evaluation Panel.

NOTED: that the Team had undertaken to address inconsistency in the learning outcomes presented for the Postgraduate Certificate exit award.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's condition and recommendations being addressed, the provision be approved for a period of five years (intakes 2011 – 2015) and placed in Subject Unit 28D.

11.17 Postgraduate Certificate in Systems Biology (PT) (DL)

RECEIVED: the report of the Evaluation Panel for:

Postgraduate Certificate in Systems Biology (PT) (DL) [replacing PgDip/MSc Bioinformatics].

NOTED: (a) that, at its revalidation in 2006, the PgDip/MSc Bioinformatics had been granted approval for two years with the possibility of requesting a three-year extension, subject to submission of evidence of increased recruitment; low recruitment had, however, continued and the programme had been suspended;

(b) that it was anticipated that some of the modules could be offered as options within other programmes delivered by the School of Biomedical Sciences;

(c) that a formal bid for funding had been submitted to BBRC through the e-Learning through Systems Approach (eLSA) initiative.

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

[Note: the programme is placed in Subject Unit 3B1a: Biosciences (Postgraduate) which is due for revalidation in 2011/12. The Panel agreed that any adjustments made to the provision should be noted during this revalidation event. The programme may therefore be given a further year's approval next year.]

11.18 Revalidation Subject Unit 25A1: Psychology

RECEIVED: the report of the Revalidation Panel for:

Undergraduate Honours Subject: Psychology (Single Honours/Minor) (with/without DIS) (FT/PT) (CE)
Undergraduate Honours Subject: Psychology (Single Honours/Minor) (FT/PT) (ME)
BSc Hons Social Psychology (with/without DIS) (FT/PT) (CE).

- NOTED:
- (a) that the main distinction between the Coleraine and Magee provision was the option of a placement year (leading to the award of DIS) at Coleraine;
 - (b) that students studying at Coleraine had expressed a wish to have the option of taking the final year module in 'Counselling Psychology', currently only offered at Magee, and that the Panel had recommended that the Team keep under review the offering of this module at Coleraine; the Sub-Committee was, however, of the view that it was important to differentiate between the Coleraine and Magee provision;
 - (c) that the students had also expressed a desire for smaller classes;
 - (d) that the Panel had recommended that the Team review the consistency of feedback provided to students.

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

11.19 Revalidation Subject Unit 28D: BSc Hons Optometry (FT) (CE)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that, as a minimum of 40% overall was required in the core modules in each element (coursework or examination) but not in individual components of each element, the Panel had expressed concern that students who failed the assessment for one area in which they were weak within a module could progress on the

strength of other skills; the Panel had recommended that the mechanism for dealing with students who underperformed in a practical skill be kept under review;

- (b) that, as all Level 4 and Level 5 modules were designated as pre-requisites that had to be passed, students were not permitted to carry 20 credit points into the following year of study; the Panel had supported this arrangement and had confirmed that this was commonplace in other institutions;
- (c) that the Level 5 results were to continue to contribute 25% to the final award, which the Team had stated was necessary as key competency areas were distributed throughout the programme; the Panel had confirmed its support for this arrangement;
- (d) that the Panel had recommended that consideration be given to offering an Aegrotat award.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that, subject to the Panel's condition and recommendations being addressed, the provision be approved for a further period of five years (intakes 2011 – 2015);
 - (ii) that, prior to the final course document being submitted, the Faculty provide confirmation that any changes made to the provision since its approval by the General Optical Council (GOC) in March 2009 and its approach to point (a) above had been discussed with, and agreed by, the Professional Body;
 - (iii) that the Faculty be asked to confirm that the 25% Level 5 contribution was a GOC requirement or, if not, to submit an updated case for consideration by the Teaching and Learning Committee.

11.20 CertHE Combined Social and Behavioural Sciences at Belfast Metropolitan College (BMC) (College Square East campus) and Southern Regional College (SRC) (Banbridge and Portadown campuses)

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the CertHE Combined Social and Behavioural Sciences to include the 2011 intake.

- NOTED:
- (a) that the programme had never been delivered at Southern Regional College and this location had been withdrawn (min 11.22 refers);
 - (b) that the current syllabus had been reviewed and possible amendments agreed for revalidation, but the Faculty and BMC were of the view that there would be insufficient time to prepare for the revalidation date of February 2011;

- (c) that the Head of School had confirmed that the standard of the provision and recent external examiner reports were positive.

AGREED: that it be recommended to the Teaching and Learning Committee that the request for a one-year extension to the period of approval be approved.

11.21 Revalidation Subject Unit 30C: Access Diploma in Science and Technology at Belfast Metropolitan College (College Square East campus) (FT/PT)

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the Access Diploma in Science and Technology to include the 2011 intake.

NOTED: (a) that the College was currently undergoing restructuring and a curriculum review and that DEL was carrying out a Widening Participation review; the Faculty and College wished to wait for the completion of these processes before proceeding with the revalidation exercise;

(b) that the programme continued to be in demand and the external examiner had confirmed the standard and quality of the provision;

(c) that the annual quality review had been carried out and appropriate action taken to address any issues raised by the external examiner or the Faculty Head of Collaborative Courses.

AGREED: that it be recommended to the Teaching and Learning Committee that the request for a one-year extension to the period of approval be approved.

11.22 Course Withdrawal

NOTED: that the following course had been withdrawn:

CertHE in Combined Social and Behavioural Sciences (FT/PT) at Southern Regional College (Portadown campus) [no intakes].

FACULTY OF SOCIAL SCIENCES

11.23 FdSc Counselling (with CertHE in Counselling and CertHE in Counselling Studies exit awards) at South West College (Omagh campus) (PT)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that the provision had been successfully revalidated in March 2009 for delivery by five of the regional colleges and that the management of the programme operated under the auspices of 'The Counselling Education and Training Partnership'; the partnership was an open network which permitted new members to join and existing members to leave;

- (b) that, as the curriculum had been revalidated in March 2009, the focus of the evaluation event had been on the resources available at the College to deliver the programme;
- (c) that South West College currently offered the Certificate in Counselling Studies, which was validated by the University, at its Enniskillen and Omagh campuses; most of the applicants for the Foundation Degree were graduates of the College's Certificate programme;
- (d) that the programme had started in mid October 2010 to ensure synchronisation with the other colleges;
- (e) that a three-phase accreditation scheme for the programme had been agreed with the British Association for Counselling and Psychotherapy (BACP) and that an accreditation visit was scheduled for May 2011.

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 period of four years (intakes 2010 – 2013), in line with the revalidation schedule for Subject Unit 6B, with a maximum cohort of 20 students.

11.24 Course Withdrawals

NOTED: that the following courses had been withdrawn:

BSc Hons Professional Development in Social Work (JN) [last intake: 2009/10]
 MSc Advanced Social Work (JN) [last intake: 2007/08].

ULSTER BUSINESS SCHOOL

11.25 FdSc Leadership and Management at South Eastern Regional College (Bangor campus) (PT)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the original proposal had been for the programme to be delivered using a consortium model involving all of the six regional colleges but APSC had expressed concern regarding demand and the online resources and had therefore only given approval for a pilot programme to be offered by one of the colleges;
 - (b) that the start date had been postponed from January to September 2011, following a recommendation from the Evaluation Panel, in order to ensure resources were in place;
 - (c) that the programme would be delivered using a blending learning approach, with much of the teaching and assessment being

carried out online, over two calendar years, each comprising three semesters;

- (d) that, although the programme would be offered by South Eastern Regional College (SERC), some of the modules would be developed and delivered by staff from the other regional colleges;
- (e) that all students would be registered at SERC and would initially be required to travel to the Bangor campus for workshops, which would be held every three months, but as the programme became more established, an alternative, more central location might be identified for the workshops;
- (f) that graduates of the programme would be able to progress to the University's part-time BSc Hons Business Studies (Management and Leadership); this pathway had been specifically developed by the Faculty to provide an articulation route from the Foundation degree via two bridging 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 period of four years (intakes 2011 – 2014), in line with the revalidation schedule for Subject Unit 5O, for a maximum cohort of 25 students.

11.26 Revalidation Subject Unit 1C: Accounting at Southern Regional College (Newry campus)

RECEIVED: the report of the Revalidation Panel for BSc Hons Accounting (Levels 4 & 5) (with AB exit award) (PT) at Southern Regional College.

- NOTED:
- (a) that students progressed to the full-time BSc Hons Accounting at the Jordanstown campus to complete Level 6 and achieve the final award; Levels 4 and 5 of the curriculum were exactly the same as the Jordanstown provision;
 - (b) that the programme relied significantly on part-time staff for its delivery and management and that the Panel had recommended that this be kept under review; the Panel had also expressed concern regarding the extent to which the programme relied on the Course Co-ordinator;
 - (c) that the University Faculty librarian had listed a number of recommendations in the CA10 report, including the appointment of a full-time librarian at the College, and that the College had undertaken to address these recommendations;
 - (d) that, in some cases, the Level 4 and Level 5 modules were taught in parallel and that the Panel had recommended that the Team review the order in which modules were delivered in order to ensure a logical sequence of subject matter;

- (e) that the external examiner had commented on the large volume of group work, and the assessment load in general.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that, subject to the Panel's condition and recommendations being addressed, the provision be approved for a further period of four years (intakes 2011 – 2014), in line with the revalidation schedule for Subject Unit 1A;
 - (ii) that the Faculty be asked to confirm the maximum cohort size.

11.27 Revalidation Subject Unit 5F2: MSc Human Resource Management (with PgDip exit award) (PT) (JN)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the duration of the programme was normally two years but that students had the option of undertaking the Master's dissertation in an additional year of study;
 - (b) that the programme had been granted five years' accreditation by the Chartered Institute of Personnel and Development in March 2007; although successful completion of the programme provided students with underpinning knowledge and understanding for professional membership at Associate, Chartered or Chartered Fellow level, it did not guarantee professional membership;
 - (c) that the programme had been significantly redesigned with modules renamed to align with the Chartered Institute of Personnel and Development (CIPD) Advanced Level qualification structure and units;
 - (d) that a bespoke in-company programme had been delivered at Capita Shared Service Centre in the past but that no further intake was planned and this outcentre was being withdrawn;
 - (e) that the proposed admission requirements were to be revised to a second class Honours degree or better in order to meet the University's minimum entry requirements for a Master's programme;
 - (f) that students had the option of completing either a 15,000-word dissertation and a Reflective Practice Report for the Master's award or an 8,000-word Management Research Report for the Postgraduate Diploma exit award;
 - (g) that the Postgraduate Diploma exit award comprised 135 credit points, which exceeded the University's normal requirement of 120 credit points for this award; the additional 15-point 'Research Report' module was included to ensure that students were eligible for CIPD professional membership;

- (h) that the structure was unusual in that a Postgraduate Diploma exit award was not available for students failing to complete successfully the MSc Dissertation module as these students would not have taken the 'Management Research Report' module; the Panel had set as a condition of approval that further consideration be given to the structure of the programme with a view to making provision for a Postgraduate Diploma exit award for students failing or having to withdraw at the dissertation stage;
- (i) that the Panel had recommended that the possibility of a Postgraduate Certificate exit award (as previously offered) be considered;
- (j) that there was an imbalance in study loads between Years 1 and 2 and also between semesters 1, 2 and 3 in Year 2; in semester 2 the University's maximum study load of 45 credit points per semester for part-time study was exceeded; the Panel had set as a condition of approval that a review of the timing of delivery of modules be undertaken to ensure that the maximum study load of 45 credit points was not exceeded in any semester;
- (k) that the modules in Year 2 were delivered over three semesters and that the Team had confirmed that the current arrangements would continue whereby students did not have to complete successfully all the taught modules before progressing to the dissertation stage;
- (l) that the Panel had considered the assessment load to be high and had set as a condition of approval that this 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).

11.28 FdSc Retailing at Northern Regional College, South West College and Belfast Metropolitan College

- NOTED:
- (a) that the FdSc Retailing was offered as consortium provision with one college assuming the role of Lead College;
 - (b) that it had originally been proposed that the leadership of the programme would be rotated among the colleges in the Consortium but that, at a meeting of the Consortium in December 2010, it had been decided that the role of Lead College would be retained by Northern Regional College for January 2011 and January 2012 intakes instead of passing to South West College as originally intended.

11.29 Advanced Diploma in Civic Leadership and Community Planning (Revalidation Subject Unit 5B2)

RECEIVED: a request from the Faculty for a three-year extension to the period of approval for the Advanced Diploma in Civic Leadership and Community Planning to include intakes 2011 – 2013.

- NOTED:
- (a) that the programme had been given two years' approval (intakes 2009 – 2010) at its evaluation in March 2009, in line with the revalidation schedule for provision within Subject Unit 5B2; this subject unit included the Advanced Diploma in Social Enterprise which was now to be withdrawn from 2011/12;
 - (b) that there had been an intake to the Civic Leadership and Community Planning programme in 2009, but intake had been suspended in 2010 owing to the political uncertainty; the Faculty had, however, stated that the recent announcement regarding the transfer of planning to local government reform through the Improvement Collaboration and Efficiency initiative confirmed the relevance of the programme;
 - (c) that the external examiner's report for 2009/10 and feedback from students were generally positive;
 - (d) that the location of delivery and the two-day block teaching format were under review.

AGREED: that it be recommended to the Teaching and Learning Committee that the extension to the period of approval to include intakes 2011 – 2013 be approved.

11.30 Course Withdrawals

NOTED: that the following courses had been withdrawn:

Advanced Diploma in Social Enterprise (JN) [last intake: 2011/12]
MSc Executive Leadership (JN and outcentres) (FT mode only) [last intake: 2007/08].

11.31 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 meetings on 12 October and 3 December 2010 (CASC/11/7).

- NOTED:
- (a) that nine new proposals had been approved to proceed for a September 2011 start, three of which did not require evaluation;
 - (b) that four new proposals had been approved to proceed for a September 2012 start;

- (c) that three previously approved proposals had now been postponed or withdrawn.

11.32 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2009/10 (CASC/11/8).

- NOTED:
- (a) that all documents for 2006/07, 2007/08 and 2008/09 had now been signed off;
 - (b) that 37 documents had now been signed off for 2009/10; three documents were past their deadline and two documents required further amendments.

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

11.33 DRAFT REVALIDATION SCHEDULE FOR 2011/12

RECEIVED: the draft revalidation schedule for 2011/12 (CASC/11/9).

- NOTED:
- (a) that the CA6 forms had been sent to faculties in November 2010 with a return date of 17 December, which was an earlier return date than usual to encourage faculties to begin preparation at an earlier stage; the vast majority of the CA6 forms had now been returned;
 - (b) that a CHEP briefing seminar, to which Subject Unit Co-ordinators and Course Directors were invited, had been held on 10 January at the Belfast campus and that a further briefing seminar would be held on 13 January at the Magee campus.

11.34 ENROLMENTS ON NEW PROGRAMMES VALIDATED IN 2009/10

RECEIVED: a statement of enrolments on new programmes validated in 2009/10 (CASC/11/10).

- NOTED:
- (a) that the start date for the PgCert/PgDip/MSc Commercial Management in Construction and PgDip/MSc Commercial Management in Construction had been deferred until September 2011;
 - (b) that a number of courses had not met the target set in CA1/2 forms for their first intake;
 - (c) that the BSc Hons Transportation figure should read 22 students for Year 1.

DURATION: 2 hours 25 minutes

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

13 January 2011

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

BSc Hons Civil Engineering (Technologies and Operations)

To move CIV334 to semester 2; to deliver CIV310 across two semesters; to revise MAT127;

BEng Energy and Building Services Engineering

BEng Building Services and Energy Engineering

To revise content and title of module ENE501;

BEng Hons/MEng Civil Engineering

To move CIV334 to semester 2; to deliver CIV319 across two semesters;

MEng Energy and Building Services Engineering

To revise ENE501; to introduce two new modules at Level 7 replacing ENE503 and ENE509;

MSci Property Investment and Development

MSci Planning and Property Development

To change the title of module SUR807 and its assessment;

MSci Property Investment and Development

To replace module SUR812 with a new module 'International Real Estate Market';

MSci Planning and Property Development

To swap semesters of two modules;

MArch

To introduce a module, 'Making Buildings: Structure, Materials and Construction';

Master of Landscape Architecture (MLA)

MSc in Landscape Architectural Studies

To change the title of module LSA713.

FACULTY OF ARTS

Certificate in Irish Cultural Studies

Certificate of Higher Education in Irish Cultural Studies

Advanced Certificate in Irish Cultural Studies

Advanced Diploma in Irish Cultural Studies

To change the compulsory Level 4, semester 2 module 'Ireland and the Celts' to an optional module available in semester 1; to change three compulsory Level 4, semester 1 modules to optional; to introduce a new Level 5, semester 1 optional module, 'The Dialects of Irish' in the AdvCert and AdvDip; to introduce a new Level 4, semester 2

module, 'The Irish Folklore Tradition', as compulsory in the Certificate and CertHE and optional in the AdvCert and AdvDip;

Undergraduate Hons Subject: Drama

To introduce a new Level 5 optional module, 'Commedia dell'Arte';

BA Hons Humanities at Southern Regional College (Newry Campus) (Outcentre)

To replace module ENG523 with ENG515;

BA Hons Interactive Media Arts

To revise the assessment strategy for three modules;

MA Professional Translation

To amend the admission requirements to remove reference to four specific languages as the acceptable area of study in the degrees of applicants; to make LAN811 compulsory; to move LAN802 to semester 2; to reduce optional modules LAN802, 813 and 806 to 15-credit point value and to reduce the assessment tasks.

FACULTY OF COMPUTING AND ENGINEERING

BSc Hons Interactive Multimedia Design

To revise three modules;

BSc Hons Computer Science with Mathematics

To correct the title of this course to BSc Hons Computing Science with Mathematics;

BSc Hons Computing Science

BSc Hons Software Science

BSc Hons Computing Science (Artificial Intelligence)

BSc Hons Computing Science (Healthcare Technologies)

BSc Hons Computing Science (Mobile Technologies)

BSc Hons Computing Science (Network Intelligence)

BSc Hons Computing Science with Mathematics

BSc Hons Information and Communication Technologies

To revise the content, learning outcomes and the assessment strategy of module COM332 'Systems Software'.

FACULTY OF LIFE AND HEALTH SCIENCES

BSc Hons Biomedical Science (with DIS/DAS)

To provide a version of BMS309 'Biomedical Science Professional Practice' for DIS/DAS students and those on the three-year degree;

BSc Hons Marine Biology

To introduce an additional optional module EGM517;

PgDip/MSc Human Nutrition

To introduce a Postgraduate Certificate exit award.

FACULTY OF SOCIAL SCIENCES

Access Diploma in Social Sciences at South West College (Dungannon and Enniskillen campuses)

To revise the level of module SOC003 to Level 3;

FdSc Counselling at Belfast Metropolitan College, North West Regional College, Northern Regional College, South Eastern Regional College, South West College, Southern Regional College

To increase the supervised practice hours for module CMM360;

Undergraduate Hons Subject: Economics (Major)

To introduce an optional placement year leading to DIS award;

BSc Hons Social Work (accelerated route)

To introduce an optional year of study abroad leading to the award of DAS;

BSc Hons Social Work (with optional DAS)

To revise the assessment requirements for the year of study abroad (SWK302);

PgDip Education / Master of Education (MEd)

To introduce an optional module 'Mentoring for Performance Improvement in Education';

Master of Public Administration (MPA)

To introduce three optional modules.

ULSTER BUSINESS SCHOOL

BSc Hons Human Resource Management

To change the assessment in module ACF115 to 100% coursework;

BSc Hons Marketing

To revise the assessment strategy in module ACF116;

MSc Executive Leadership

To introduce two new optional modules 'Introduction to Executive Coaching and Mentoring' and 'Identity Exploration and Measurement';

MSc International Business by e-Learning

To make the Postgraduate Certificate Exit award available for students who enrolled before 2010/11 and to transfer such students from the linked PgDip/MSc to MSc (with PgCert/PgDip exit award).