

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 17 September 2009 at the Jordanstown campus

PRESENT

Professor D McAlister (Chair), Ms S Alexander, Dr D Barr, Dr A Cook, Professor C Curran, Professor A Erridge, Mrs H Farley, Mr I Hanna, Mr M McKinney

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

09.106 TERMS OF REFERENCE

RECEIVED: the Sub-Committee's Terms of Reference and Membership (CASC/09/31).

NOTED: that the MRes, MClInRes, MRes Arts programmes and Professional Doctorates had been designated research degrees rather than taught programmes of study and that responsibility for their approval and re-approval had therefore transferred to the Research Degrees and Research and Innovation Committees.

AGREED: that it be recommended to the Teaching and Learning Committee that the Sub-Committee's Terms of Reference be amended as follows:

- (2) To consider reports from evaluation and re-validation panels ADD for taught programmes of study and make recommendations regarding approval to the Teaching and Learning Committee.
- (5) To keep under review University procedures for the validation of award-bearing ~~DELETE~~ provision ADD taught programmes and to advise and make recommendations to the Teaching and Learning Committee.

09.107 MINUTES

The confirmed minutes of the meeting held on 28 May 2009 were signed and dated by the Chair.

MATTERS ARISING

09.108 Revalidation Subject Unit 15A1: Hospitality, Leisure and Consumer Studies (UG/CE/Outcentres) and Revalidation Subject Unit 15A2: Hospitality, Leisure and Consumer Studies (UG/BT/Outcentres) (Mins 08.93, 08.94, 08.110, 09.27, 09.61)

It was noted that confirmation had not yet been received from the Faculty that South Eastern Regional College was aware of the decision to withdraw the part-time BSc Hons International Hotel and Tourism Management (Levels 4 and 5) at its Newry

campus. [It has subsequently been confirmed that the College has been informed of the withdrawal of the part-time provision.]

The Sub-Committee also noted that clarification had not yet been provided regarding the bridging opportunity for part-time Foundation degree students. The Faculty was urged to report to the next meeting.

- 09.109 Revalidation Subject Unit 3E: PgDip/MSc Human Nutrition, PgDip Dietetics, MSc Human Nutrition and Dietetics at the University of Hong Kong (HKU) School of Professional and Continuing Education (SPACE) (Mins 09.46, 09.63)

The Sub-Committee noted that intake to the provision at HKU SPACE had been deferred from May 2009 to October 2009.

It was also noted that, as the extent of the revisions required as a result of revisions to the parent courses in Subject Unit 3D was less than 25%, the HKU programme could be modified through the CA3 process. A CA3 had been prepared and would be discussed at the meeting of the Faculty Academic Affairs Sub-Committee on 7 October. The Chair of the Sub-Committee encouraged the Faculty to complete its consideration as soon as possible in order to facilitate an intake.

- 09.110 PgCert/PgDip/MSc Food Regulatory Affairs and PgCert Veterinary Public Health – Proposed Joint Award with UCD (Mins 09.47, 09.64)

It was noted that a paper proposing University Principles for Joint Awards had been considered at the meeting of the Teaching and Learning Committee on 17 June 2009 and that, consequently, the Faculty had been asked to revisit its proposals for the courses. It was further noted that, at its meeting on 24 June, Senate had approved the Principles and the change of the Postgraduate Certificate in Veterinary Public Health to a joint award.

- 09.111 Revalidation Subject Unit 2F: Art and Design (Colleges) (Mins 08.66, 08.107, 09.03, 09.36, 09.68)

At its meeting on 28 May 2009, the Sub-Committee had received the Faculty's response to its request for clarification regarding the admission process and progression opportunities for students on the AB Fine and Applied Arts at North West Regional College, Limavady campus.

The Sub-Committee had asked the Faculty to develop a formal rationale and process for determining the year of entry to the Honours degree in order to safeguard against inconsistency in practice, and report to the Sub-Committee. Mr Hanna reported that the Faculty was working on this matter.

- 09.112 Revalidation Subject Unit 16G1: Computing at Belfast Metropolitan College and Revalidation Subject Unit 16G4: Computing at North West Regional College and South West College (Mins 08.38, 08.76, 09.73)

It was noted that a satisfactory secondary audit of the resources at South West College had now been received.

09.113 Revalidation Subject Unit 28B: Clinical Physiology (Min 09.81)

The Sub-Committee noted that the Faculty did not intend to bring forward the BSc Hons Audiology, which had not been recommended for approval by the Revalidation Panel in April 2009, for validation again during the 2009/10 academic year.

09.114 Revalidation Subject Unit 6A2: Communication (Postgraduate/Jordanstown) (Min 09.87)

The Sub-Committee had asked the Faculty to clarify the rationale for the lower second class Honours degree entry requirements for the PgDip/MSc Communication, Advertising and Public Relations and the PgDip/MSc Political Lobbying and Public Affairs programmes. It was noted that the Faculty's response had not yet been received.

09.115 MSc Service Quality Management (with PgCert and PgDip exit awards) (PT) at Stafford Associates, Dubai (Outcentre) (PT) (Min 09.95)

The Sub-Committee had asked the Faculty to clarify the references in the course submission to Associate Lecturers and Recognised Teachers. The Faculty had responded that the course document should read: "Staff from the Business Institute, along with University recognised teachers and external consultants will be involved in the delivery of modules ..." and would be amended accordingly.

09.116 Enrolments on New Programmes validated in 2007/08 (Min 09.100)

Members were informed that information on the second intake to new programmes validated in 2007/08 would be considered at the meeting of the Sub-Committee in January 2010.

CHAIR'S COMMUNICATIONS

09.117 FdSc Building Services and Renewable Energies (FT/PT) at Belfast Metropolitan College (Millfield and Castlereagh campuses)

The Chair reported that the FdSc Building Services and Renewable Energies programme was only offered at Belfast Metropolitan College's Millfield campus and not the Castlereagh campus, as had been stated in the Evaluation Panel's report received by the Sub-Committee at its meeting on 3 June 2008 (min 08.65 refers).

09.118 COURSE APPROVAL

The Sub-Committee considered business from each faculty (papers CASC/09/32 - CASC/09/37) and noted revisions approved by the faculties as detailed in the appendix. It was noted that the reports of validation panels for 2009 entry had been approved by Chair's action (min 09.98 refers).

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

09.119 MA Multi-disciplinary Design

RECEIVED: a CA3 request (tabled) to change the title of 'MA Multi-disciplinary Design' to 'MA Multi-disciplinary Practice'.

- NOTED: (a) that the proposed title might require clarification in relation to the subject area;
- (b) that the change of title would also be considered by the Academic Planning Sub-Committee at its meeting on 2 October 2009.

AGREED: that, while the Sub-Committee was satisfied that the proposed change was in keeping with the aims of the programme, the Academic Planning Sub-Committee should determine final approval in light of clarity of understanding for the student market.

FACULTY OF ARTS

09.120 Course Withdrawals

NOTED: that the following provision had been withdrawn:

Undergraduate Hons Subject: Philosophy (Main/Minor) (CE) [immediate withdrawal]
BA Hons Languages, Business and Computing (ME) [last intake: 2008/09]
PgDip/MA American Studies (JN) [last intake: 2005/06].

FACULTY OF COMPUTING AND ENGINEERING

09.121 Course Withdrawal

NOTED: that the following course had been withdrawn:

BSc Hons Computing Science (Mathematical Applications) with DIS/DAS (JN) [last intake: 2009/10].

FACULTY OF LIFE AND HEALTH SCIENCES

09.122 BSc Hons Food Technology (with optional DIS) (FT/PT) (with CertHE and AB exit awards), BSc Hons Food Design and Nutrition (with optional DIS) (FT/PT) (with CertHE and AB exit awards) and BSc Hons Food Management and Marketing (with optional DIS) (FT/PT) (with CertHE and AB exit awards) at CAFRE (Loughry campus)

RECEIVED: the report of the Evaluation Panel.

- NOTED: (a) that the programmes replaced CAFRE's existing BSc Hons Food Technology and BSc Hons Food Supply Management programmes, which had been validated by the Open University (OU) since 1996;
- (b) that formal recognition would be sought from the Institute of Food Science and Technology (IFST) for the BSc Hons Food Technology and BSc Hons Food Design and Nutrition;
- (c) that the three programmes shared a number of common modules at each level and shared modules, where appropriate, with

CAFRE's existing Foundation degree programmes; that, although there was commonality across the programmes, students enrolled on their chosen programme as admission requirements differed; that, as two courses were identical at levels 4 and 5, the Panel had recommended that the decision to offer these as separate programmes, instead of one programme with pathways, be kept under review;

- (d) that students on CAFRE's existing OU-validated programmes would transfer to the new programmes with the exception of those entering the final year in 2009/10;
- (e) that students not undertaking the Diploma in Industrial Studies completed a 12-week work-based placement which was not credit-bearing and therefore not formally assessed;
- (f) that the Panel had made a number of suggestions regarding the content of the provision and had recommended that the module titles be kept under review to reflect their content;
- (g) that articulation from CAFRE's Foundation degrees followed a 2 + 2 model; the Sub-Committee noted that the University expected curriculum mapping to determine the appropriate progression arrangement;
- (h) that the Course Team had suggested that the University's module description template had constrained their ability to describe the internal progression and coherence of the programme, but the Sub-Committee noted that there was ample opportunity within the document to detail such matters.

AGREED: that it be recommended to the Teaching and Learning Committee that the provision be approved for a period of five years (intakes 2009 – 2013), in line with the revalidation schedule for Subject Unit 3F2: Food Nutrition and Dietetics (CAFRE), subject to the Panel's condition and recommendations being addressed, with maximum cohort sizes for intakes to each of levels 4 and 5 for each programme of 15 full-time and five part-time students.

09.123 Postgraduate Certificate in Prescribing for Allied Health Professionals (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme had been developed in response to a request from the Department of Health, Social Services and Public Safety, Northern Ireland (DHSSPSNI) and had been considered by a Joint University Evaluation / Health Professions Council (HPC) Approval Panel;
 - (b) that the first intake to the programme had been deferred until January 2010;

- (c) that the title had been changed from the originally proposed 'Independent and Supplementary Prescribing' in light of the specific legal definition of these terms;
- (d) that the programme would initially be restricted to the Allied Health Professions of Podiatry, Physiotherapy and Radiography, but that the intention was to make it available to a wider range of professions in the future;
- (e) that, on successful completion of the two compulsory modules, eligible Allied Health Professionals could apply for annotation on the registered practitioner's registration as Supplementary Prescribers with the HPC;
- (f) that podiatry students who completed a specified module would be eligible to apply for annotation on the HPC register as Prescription Only Medicines certification holders;
- (g) that the DHSSPSNI had confirmed that funding would be allocated for the commissioning of an annual student cohort for the programme;
- (h) that the HPC representatives had agreed to recommend to the HPC Education and Training Committee that the programme be approved (open-ended), subject to HPC conditions being met.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the Panel's conditions and recommendations being addressed, the programme be approved for a period of five years (intakes January 2010 – 2013/14), in line with the revalidation schedule for Subject Unit 28F: Prescribing.

09.124 PgCert/PgDip/MSc Advancing Practice in (named AHP specialisms) (PT) (JN) / PgCert/PgDip/MSc Advancing Practice in Preceptorship, Coaching and Supervision (PT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the provision replaced the MSc Health Science programme, which was to be withdrawn;
 - (b) that the Advancing Practice in (AHP specialisms) had proposed nine awards, but that the subject strands in Dietetics, Audiology and Clinical Physiology had not been supported by the module content of the programme presented for evaluation and had not been approved by the Panel; the Panel had recommended inclusion of these subject strands in the provision at a later date; a generic award might also be developed in future;
 - (c) that the original full-time proposal had been withdrawn;

- (d) that it was intended that each module would have its own 'kite mark' based on the relevant professional body requirements;
- (e) that some modules were fully-online, some were campus-based and others were web-supplemented or web-dependent;
- (f) that it was intended to have external examiner input for each named pathway, with the possibility of appointing a chief external examiner.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the following provision be approved for a period of five years (intakes 2009 – 2013):

PgCert/PgDip/MSc Advancing Practice in Diagnostic Radiography / Occupational Therapy / Physiotherapy / Podiatry / Speech and Language Therapy / Therapeutic Radiography (PT) (JN)
PgCert/PgDip/MSc Advancing Practice in Preceptorship, Coaching and Supervision (PT) (JN).

09.125 Revalidation Subject Unit 22C1: Nursing (Postgraduate Group 1)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the part-time PgDip/MSc Dementia Studies at Jordanstown had been withdrawn;
 - (b) that four modules from the new PgDip/MSc Interdisciplinary Dementia Studies programme had been professionally accredited for social workers by the Northern Ireland Post Qualifying Education and Training Partnership;
 - (c) that, although the Dementia programme was delivered online, current students had commented that they would prefer some face-to-face seminars;
 - (d) that the Panel had been supportive of the uneven study loads between semesters for this programme, which was a result of the modules being delivered consecutively between September and January, each over an eight-week period;
 - (e) that it had been proposed that a range of modules not included in the course document could, in some instances, replace the optional modules identified in the PgDip/MSc Nursing programmes; the Panel had considered such a wide range of options to be particularly challenging for a taught programme of study and was of the view that the range should be reviewed and that available modules should be specified and included within the course document;

- (f) that no learning outcomes had been specified for the 'Individual Study' module as individual learning outcomes were to be defined for each student; the Panel had set as a condition of approval that generic learning outcomes be defined for the module in order to ensure that programme level learning outcomes were achieved;
- (g) that the Panel had been of the view that the requirement of two years' experience specified for admission to all programmes, except the PgDip/MSc Interdisciplinary Dementia Studies, should be revisited for each programme to ensure that such a requirement was objectively justifiable;
- (h) that an IELTS score of 6.5 was required for entry.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the following provision be approved for a period of five years (intakes 2009 – 2013):

PgDip/MSc Interdisciplinary Dementia Studies (with PgCert exit award) (PT) (DL)
 PgDip/MSc Nursing (FT/PT) (JN)
 PgDip/MSc Specialised Midwifery Practice (FT/PT) (JN)
 PgDip/MSc Specialised Midwifery Practice (Ultrasound) (PT) (JN)
 PgDip/MSc Palliative Care (PT) (JN).

09.126 Revalidation Subject Unit 22C2: Nursing (Postgraduate Group 2)

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the MSc Primary Care and General Practice replaced the PgDip/MSc Health and Social Care programme;
 - (b) that the delivery of the PgDip/MSc Health Promotion and Population Health at Monaghan Education Centre (Outcentre) had been withdrawn;
 - (c) that the PgDip/MSc Health Promotion and Population Health programme provided for two pathways – one in Multidisciplinary Practice and one in Education and Youth Sector;
 - (d) that the programmes included a common research methods module and that from 2009/10 the module would be offered face-to-face in semester 1 and online in semester 2;
 - (e) that, arising from students' comments, the Panel had recommended that the Course Team provide consistent and timely feedback on assignments and that assignments be more evenly spread across the semester;
 - (f) that the Panel had recommended that the Team improve interaction with students engaged in e-learning.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the condition and recommendations of the Panel being addressed, the following provision be approved for a further period of five years (intakes 2009 – 2013):

PgDip/MSc Health Promotion and Population Health (FT/PT) (JN and ME)
MSc Primary Care and General Practice (FT/PT) (DL).

09.127 FdSc Sport, Exercise and Fitness at Northern Regional College (Coleraine campus)

NOTED: (a) that Chair's action had been taken during the summer period on behalf of the Sub-Committee to approve the request to bring forward the introduction of the full-time provision of the FdSc Sport, Exercise and Fitness programme at the Coleraine campus of the Northern Regional College from September 2010 to September 2009 (min 09.78 refers);

(b) that the Faculty was supportive of the September 2009 part-time intake and had confirmed the maximum cohort sizes as follows:

Year of 1st intake: 15 full-time and 14 part-time students
Subsequent intakes: 30 full-time and 14 part-time students.

09.128 BSc Hons Applied Physiology

NOTED: (a) that the Chair had taken action on behalf of the Sub-Committee to approve the Faculty's request for a one-year extension to the period of approval of BSc Hons Applied Physiology to include the 2009 intake;

(b) that the BSc Hons Applied Physiology had not been brought forward for revalidation with the provision in Subject Unit 28B1 in April 2009 (min 09.81 refers).

09.129 Course Withdrawals

NOTED: that the following courses had been withdrawn:

FdSc Food Production Innovation at CAFRE (Loughry campus) [last intake: 2008]
FdSc Food Studies at CAFRE (Loughry campus) [last intake: 2008]
MSc Health Science (JN) [last intake: 2008].

FACULTY OF SOCIAL SCIENCES

09.130 Certificate in Teacher Education (PT) (JN and ME)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme was the first stage of teacher education for the Further Education sector in Northern Ireland and was supported by DEL; the programme would also support work-based tutors in colleges and other training organisations;
 - (b) that the current pilot programme would finish in 2010;
 - (c) that the Panel had asked that the title of the programme be reviewed and had made a number of alternative suggestions.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the condition and recommendations of the Panel being addressed, the programme be approved for a period of five years (intakes 2009 – 2013), in line with the revalidation schedule for Subject Unit 9H: Education (Further/Higher) (JN/ME).

09.131 BSc Hons Business Economics (with optional Diploma in Industrial Studies) (FT) (JN)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the proposal for the programme had been made by the Faculty of Social Sciences in collaboration with the Ulster Business School;
 - (b) that the programme comprised a mix of existing and new modules; that the Panel had made a number of recommendations, and set a number of conditions, relating to the content of the modules; these conditions had all been met;
 - (c) that the Panel had not supported the inclusion of a 'Business Planning' module in place of a dissertation and had set as a condition of approval that the 'Business Planning' module be replaced by a dissertation module similar in length to that required in the BSc Hons Economics programme;
 - (d) that the Panel had commended the variety of assessment methods;
 - (e) that research had been carried out that showed that students who completed the placement year usually achieved an upper second class Honours degree, whereas those who did not were more likely to achieve a lower second class Honours degree; the Chair of the Revalidation Panel had suggested that the results of this research should be more widely disseminated;
 - (f) that the provision had been approved for a period of two years in order to align its revalidation with the schedule for Subject Unit 8A, to which the Faculty had assigned the course, and not because of any concerns raised by the Panel.

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

addressed, the programme be approved for a period of two years (intakes 2009 – 2010), in line with the revalidation schedule for Subject Unit 8A: Economics.

09.132 Revalidation Subject Unit 26A: Community Development

RECEIVED: the report of the Revalidation Panel.

- NOTED:
- (a) that the Panel had included representatives from the England Standards Board for Community Development Training and Qualifications (ESB), the relevant professional body;
 - (b) that the part-time CertHE in Community Development at Belfast Metropolitan College was an intensive 'fast-track' programme which allowed students to complete their studies over one full calendar year with a six-week break in the summer;
 - (c) that the Panel had been impressed with the Team's links with the sector and the number of representatives on the Advisory Panel;
 - (d) that many students entered the BSc Hons Community Development programme at Year 2 following completion of a 20-point, level 4 APEL module designed to provide an access route for appropriately experienced students to gain direct entry to level 5 of the degree;
 - (e) that overseas placement opportunities were available;
 - (f) that the Panel had recommended that the Faculty keep under review the physical and human resources available to support the provision at the University and at Belfast Metropolitan College, in particular the resources available to support the placement visits;
 - (g) that some students had reported difficulties in contacting part-time staff;
 - (h) that the Panel had set as a condition of approval that the reading lists in the module descriptions be reviewed and updated where necessary to ensure appropriate texts were identified and that the Chair of the Sub-Committee had extended this condition to ensure that all relevant texts, as identified in the amended reading lists, were available at Belfast Metropolitan College;
 - (i) that the Panel had been supportive of the proposal for Undergraduate Honours Subject: Community Studies (Minor) at Magee, but that a response from the Faculty in relation to a number of concerns raised was awaited by the Academic Planning Sub-Committee.

AGREED: (i) that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel

being addressed, the following provision be approved for a further period of five years (intakes 2009 – 2013):

CertHE Community Development (PT - fast track) at Belfast Metropolitan College (Millennium Community Outreach Centre, Springfield Road) [previously CertHE Community Development and Education]

BSc Hons Community Development (PT) (JN and ME);

- (ii) that, subject to the receipt of a satisfactory response from the Faculty to the Academic Planning Sub-Committee, it be recommended to the Teaching and Learning Committee, that the Undergraduate Honours Subject: Community Studies (Minor) (full-time) (Magee) be approved, subject to the Panel's conditions and recommendations being addressed;
- (iii) that the Faculty be asked to confirm the maximum cohort size for the CertHE Community Development at Belfast Metropolitan College.

09.133 Revalidation Subject Unit 6B: Counselling (Colleges)

- NOTED:
- (a) that, following the receipt of a satisfactory strategic plan relating to the future of the FdSc Counselling, Chair's action had been taken on behalf of the Sub-Committee to approve delivery at the Lisburn campus of South Eastern Regional College for a period of five years (intakes 2009 – 2013) for a maximum of 50 students per year, with a maximum cohort size of 25 students (min 09.88 refers);
 - (b) that Chair's action had been taken on behalf of the Academic Planning Sub-Committee and the Academic Development and Enhancement Committee to approve the following proposals for the five year period 2009 – 2013:
 - South West College to offer the Certificate in Counselling Studies in part-time mode at the Omagh campus for two cohorts in one year of a maximum of 20 students each;
 - Northern Regional College to offer the Certificate in Counselling Studies in part-time mode at the Coleraine campus for one cohort of a maximum of 20 students;
 - North West Regional College to offer the Certificate in Counselling Studies in part-time mode at the Strabane campus for one cohort of a maximum of 20 students;
 - Southern Regional College to offer the Certificate in Counselling Studies at the Armagh campus in part-time mode for one cohort of a maximum of 20 students and the FdSc Counselling in part-time mode at the Newry campus for one cohort of a maximum of 20 students;

- (c) that the Chair of the Sub-Committee had received communication from the Faculty that Northern Regional College was offering a Level 5 Diploma in Counselling at its Newtownabbey campus, which would lead on to the final stage of a degree validated by another UK institution which was proposed to be offered at Newtownabbey; the Sub-Committee expressed concern that this development had not been brought directly to the attention of the consortium or the University.

AGREED: that, in relation to (c) above, the Faculty be asked to investigate the situation and report on the implications for any future collaborative arrangements with Northern Regional College.

ULSTER BUSINESS SCHOOL

09.134 FdSc International Culinary Arts (with CertHE exit award) (Part-time) at Southern Regional College (Newry campus)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that this programme replaced a previous arrangement between Southern Regional College and Thames Valley University;
 - (b) that the Panel had recommended that the library holdings be reviewed and updated and that consideration be given to the introduction of e-books for the programme;
 - (c) that the structure of the programme was based on 90 credit points at level 4 and 150 credit points at level 5, which exceeded the University's minimum expectations at level 5;
 - (d) that the admission criteria specified in the course document were not in accordance with the University's general entry requirements as the document stated that GCSE English or equivalent was desirable only and NVQ Professional Cookery (or equivalent) was included as the sole Level 3 requirement for admission; given that NVQ Level 3 was not approved as an alternative qualification within the University's Admissions Policy, the Panel had recommended that the University give further consideration to the latter;
 - (e) that GCSE Mathematics grade C or equivalent was required for entry to the University's BSc Hons Culinary Arts Management, the identified articulation route (with 70 credits of bridging), but was not specified for entry to the Foundation Degree;
 - (f) that the Panel had set as a condition of approval that the admission criteria be revised to align with the University's entry requirements;
 - (g) that the admissions process included an informal interview in order to ensure all applicants were aware of the requirements and

demands of the programme, but that the interview was not part of the selection process;

- (h) that the study load between semester one and two of Year 2 was unevenly balanced owing to the incorporation of a long-thin module; the Panel had been content that the uneven study load was justifiable;
- (i) that the Panel had set as a condition of approval that the Work-Based Learning module, which ran across two academic years, be split into two modules to ensure the modules were completed and assessed within one academic year;
- (j) that the Panel had been concerned that progression from level 4 to level 5 was not evident in the assessment descriptions for the practical skills tests and had required a clearer assessment rubric.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the programme be approved for a period of five years (intakes 2009 - 2013), in line with the revalidation schedule for Subject Unit 5H: Hospitality, Leisure and Consumer Studies (Colleges), for a maximum intake of 18 students;
 - (ii) that, in relation to (d) above, the Sub-Committee considered that the NVQ Level 3 qualification should be dealt with as part of a robust AP(E)L process for admission within a portfolio of evidence;
 - (iii) that, in relation to (e) above, the Mathematics requirement must either be met during the programme or specified as an entry requirement for the Foundation Degree in order to ensure that the articulation route was valid.

09.135 FdSc Retail (with CertHE exit award) (PT) at Belfast Metropolitan College, Northern Regional College, North West Regional College, South Eastern Regional College, Southern Regional College and South West College

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that intake to the programme had been postponed until January 2010;
 - (b) that the programme was supported by Foundation Degree Forward (FDF) and Skillsmart Retail; Manchester Metropolitan University, which had a similar course, had also advised;
 - (c) that the programme would be delivered under a consortium model in the first instance, with Northern Regional College as the lead college; the first cohort of students would be enrolled by Northern Regional College and delivery of modules would be shared

between all of the colleges in accordance with their areas of expertise;

- (d) that the Teaching and Learning Committee had considered the consortium's proposal that each individual college be additionally approved to deliver the entire programme separately after 2010, but had agreed that the Evaluation Panel should consider the validation of the consortium model of delivery and that individual colleges be considered separately when satisfactory evidence of the required resources to deliver the full programme was provided;
- (e) that the Teaching and Learning Committee had expressed concern about the proposal to deliver this part-time programme in an intensive timeframe, which equated with study loads for full-time study, and had asked the consortium to revisit the delivery timetable before the validation event to accord with the regulatory framework and to provide more time for assimilation and reflection; at the date of the evaluation, however, the programme structure and academic calendar had not been finalised; the Panel had expressed concern that the calendar had yet to be finalised and was of the view that a revised structure and academic calendar, which clearly demonstrated adherence to the University's regulatory framework for part-time study, should be submitted;
- (f) that the Panel had reported gaps in the provision in terms of access to key retail texts and academic journals; the Team had advised that a number of journals were beyond colleges' budgets and that there would be a reliance on access to these journals for students through the University's resources; that the Chair of the Sub-Committee had asked that the consortium be reminded that Associate Student library privileges were supplementary to, and not a substitute for, college-based provision; the consortium should therefore give consideration to how they might collectively provide access for students to essential core journals;
- (g) that the Panel had raised concerns in relation to the currency and accuracy of the reading lists;
- (h) that the Panel had considered staffing and learning resources insufficient for individual colleges to run the full programmes, but had agreed that the resources across the consortium as a whole would be sufficient, provided that all colleges participated in delivery;
- (i) that articulation to the University's BSc Hons Business with Retail Studies and BSc Hons Business programmes followed a 2 + bridging + 1 model; the Panel had set as a condition of approval that a mapping be provided of progression requirements to the satisfaction of the Ulster Business School which clearly illustrated where the gaps in the curriculum had been addressed;

- (j) that the Panel had suggested that assessment in the early stages of the programme be reviewed for formative and summative approaches and that consideration be given to the use of group assessment;
- (k) that the Panel had required a revised course management structure and commentary.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the consortium model be approved for a period of five years (intakes January 2010 – 2013), for a maximum intake of 20 students per annum, with an initial offer standard of 120 UCAS tariff points.

09.136 PgDip/MSc Applied Management (FT/PT) (CE)

RECEIVED: the report of the Evaluation Panel report.

- NOTED:
- (a) that the University's minimum IELTS score of 6.0 had been proposed for non-native English speakers, but that the Panel had recommended that the Team consider raising the IELTS score to at least 6.5;
 - (b) that students were required to attend a residential before commencing the programme;
 - (c) that the programme involved a compulsory field trip to Germany, which was part of a module offered as outcentre provision in Kempten; this was a reciprocal arrangement and an agreement had been drawn up;
 - (d) that the Panel had considered the programme to be over-assessed and had set as a condition of approval that the assessment loads in the modules be reduced for the benefit of both staff and students;
 - (e) that students could choose to undertake a dissertation or an Applied Project module.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions and recommendations of the Panel being addressed, the programme be approved for a period of five years (intakes 2009 – 2013), in line with the revalidation schedule for Subject Unit 5E2: Business and Management (PG) (CE/ME/BT).

09.137 Course Withdrawals

NOTED: that the following courses had been withdrawn:

BSc Hons Human Resource Management (JN) (part-time provision only being withdrawn) [last intake: 2008]

BSc Hons Hotel and Tourism Management Level 5 link year (part-time) at Belfast Metropolitan College, North West Regional College, Southern Regional College and South West College [last intake: 2008]

BSc Hons International Hotel and Tourism Management Level 6 (part-time) at Southern Regional College [last intake: 2008]

BSc Hons Hospitality Management Level 5 link year (part-time) at Belfast Metropolitan College, North West Regional College and South West College [last intake: 2008]

BSc Hons Travel and Tourism Management Level 5 link year (part-time) at Belfast Metropolitan College, North West Regional College and South West College [last intake: 2008].

09.138 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2006/07 and 2007/08 (CASC/09/38 (a)) and 2008/09 (CASC/09/38 (b)).

NOTED:

- (a) that two documents were still outstanding for 2006/07 and three documents for 2007/08;
- (b) that the document for Unit 28E had now been approved by SCP and that a further two documents (CAFRE and MPharm) were now with the Chairs of the Panels for consideration;
- (c) that the Postgraduate Certificate Prescribing for Allied Health document had now been received in the Academic Office;
- (d) that 20 documents had now been signed off for 2008/09, three documents were currently being checked by the Academic Office and six documents were past their deadline.

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

DURATION: 1 hour 30 minutes

AGF/AG 22.09.09

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

17 September 2009

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

Architectural Professional Experience course (course code: 6033)

To introduce a module description to support the course which the Faculty provides for students seeking accreditation of activities during the year out between RIBA Part I and RIBA Part II; to change the name of the course from Architectural Professional Practice to Architectural Professional Experience;

BSc Hons Transportation with Specialisms

To introduce three replacement modules in Year 2 and to amend the course structure;

BDes Art and Design (with Integrated Foundation Year)

To revise three modules;

BDes Hons Design for Visual Communication

To replace existing modules with one 40-point module;

MSci in Planning and Property Development

To replace module SUR311 with a new module;

PgDip/MSc Fire Safety Engineering

To re-order the delivery of five modules;

MA Art in Public

MA Multidisciplinary Design

MDes Textile Material Product

To replace module ADD708B1 with a 40-point module; to remove module ADD711 which is incorporated into the 40-point module; to replace module ADD712B2 with a 40-point module and to remove ADD715B2;

MA Art in Public

MA Multi-disciplinary Design

MDes Textile, Material Product

To introduce two optional modules from the MFA Photography, PHT802 'Photography and Culture: History and Theory' in semester 1 and PHT804 'Photographic Futures' in semester 2.

FACULTY OF ARTS

Certificate of Personal and Professional Development

To introduce two 5-point level 4 short course modules, 'The Modern Novel 1' and 'The Modern Novel 2' within the CPPD framework;

Undergraduate Hons Subject: French (Major/Main)
BA Hons French and German (Applied Languages)
BA Hons French and Spanish (Applied Languages)
Undergraduate Hons Subject: Film Studies

To withdraw FRE329; to introduce a new optional module at level 6: 'The French New Wave';

Undergraduate Hons Subject: French (Single Hons/Major/Main)
BA Hons French and German (Applied Languages)
BA Hons French and Spanish (Applied Languages)

To create two 20-point modules from four 10-point modules;

Undergraduate Hons Subject: Spanish (Major/Main/Minor) CE

To remove SPA104 and revise SPA102 to a 20-point module; to introduce an optional module at level 5 for Major and Minor students, 'Down Mexico Way and Back Up North Again: The Border in Mexico and the US';

Undergraduate Hons Subject: American Studies [with DAS] (Single Hons/Major/Main/Minor)

To suspend modules AMS315 and AMS501 and to change semester of module AMS503;

Undergraduate Hons Subject: Photo Imaging (Minor)

To replace module PHO302 'Design for Interactivity' with a new module 'Photography and Interactivity'; to revise the assessment strategy in module PHO303;

Undergraduate Hons Subject: History (Single Hons/Major/Main/Minor)

To introduce two optional level 6 modules and one optional level 5 module;

Undergraduate Hons Subject: Journalism (Major/Main)

To introduce MED513 (to replace MED515) and MED 528; to introduce two optional modules for 2009/10 only (to compensate for suspension of one module);

Undergraduate Hons Subject: French

To remove module FRE317 and to revise the content of module FRE318;

Undergraduate Hons Subject: Media Studies

To make available module PHO301 as an optional module;

BA Hons Media Studies and Production

To offer module PHO301 'Introduction to Photography' as an elective; to introduce an optional level 6 module in 'Broadcast Journalism';

BA Hons Media Studies and Production

Undergraduate Hons Subject: Media Studies

Undergraduate Hons Subject: Film Studies

To remove module MED502 'Hollywood Animation'; to remove module MED303 'Popular Music Culture and Society'; to add a new optional module 'Children and Screen Culture' in semester 2 of Year 3;

BA Hons French and Spanish (Applied Languages)
BA Hons German and Spanish (Applied Languages)
Undergraduate Hons Subject: Spanish (Major/Main)

To introduce a new optional module at level 6;

BA Hons Interactive Media Arts

To introduce two new level 6 modules; to revise the title and assessment strategy of one module.

FACULTY OF COMPUTING AND ENGINEERING

Certificate of Personal and Professional Development

To introduce a 10-point level 4 module, 'Introduction to Placement Preparation' within the CPPD framework;

BSc Hons Computing Science

BEng Hons Software Engineering

BSc Hons Information and Communication Technologies

BSc Hons Computing Science (Artificial Intelligence)

BSc Hons Computing Science (Enterprise Technologies)

BSc Hons Computing Science (Healthcare Technologies)

BSc Hons Computing Science (Network Technologies)

To revise the assessment strategies in modules COM137, COM425 and COM578; to update the content of module COM554, revise the assessment strategy and add 'Web' to the module title to become 'Interactive Web Computing';

BSc Hons Interactive Multimedia Design

To revise modules COM149 and COM155; to revise the title and content of module COM314;

BSc Hons Computing Science (JN)

BEng Hons Software Engineering

To introduce an optional module in 'Mobile Computing'.

FACULTY OF LIFE AND HEALTH SCIENCES

BSc Hons Environmental Science

To revise module ENS507;

MSc Physical Activity and Population Health

To remove two modules; to introduce two modules and to change semester of one module.

FACULTY OF SOCIAL SCIENCES

Undergraduate Hons Subject: Politics (Single Hons/Major/Minor)

To change the semester of delivery of three modules; to withdraw one module; to introduce an optional module for Single Honours students;

BSc Hons Economics with DIS

To replace the module 'Mathematics and Statistics for Economists', currently taught in both semesters, with the module 'Quantitative Methods for Business and Economics 1' taught in semester 1; to change the 'Business Environment' module from being taught in both semesters to a semester 2 module;

LLM Human Rights Law

To introduce a research methods component in the Dissertation module;

PgDip Further and Higher Education (JN/ME)

To revise title of module EDU926; to revise wording in the assignment.

ULSTER BUSINESS SCHOOL

FdSc Event Management for the Tourism Industry at Belfast Metropolitan College

To change the assessment weighting in two modules; to change the title of one module;

Advanced Certificate in Credit Union Practice

To amend the Staff Pathway to permit students in specific circumstances to take modules 'Strategic Planning' and 'Business Development' [currently part of the Director pathway] instead of the 'Credit Union Member Services' module;

Undergraduate Hons Subject: Accounting (Minor) (CE)

To revise subject regulations to require Minor students to achieve a minimum of 40% in each assessment element in module ACF315;

BA/BSc Hons Business Studies (FT/PT)

To revise title and content of module MKT519 in line with the revised module in BSc Hons Marketing;

BSc Hons Business (FT/PT) (Single Hons/Major/Minor)

To change semester of two level 6 modules; to include three optional level 5 modules and one optional level 6 module for Single Honours students;

BSc Hons Business Finance and Investment

To introduce a level 6 optional module;

BSc Hons Business Studies at Belfast Metropolitan College

To add 'Consumer Behaviour' as a replacement for 'Services Marketing' in the full-time and part-time level 5 provision;

BSc Hons Business Studies (PT/JN)

To introduce four additional optional modules; to remove one module; to revise assessment weighting in module ECO109;

BSc Hons Accounting FT/PT Jordanstown and Southern Regional College (Newry campus)

Level 4: to change the assessment strategy in 'Accounting 1' from 100% coursework to 50% exam and 50% coursework; to reduce the 20-point 'Accounting Today' module to a 10-point module; to introduce a 10-point 'Skills for Study in HE' module; to replace the 10-

point 'Costing' module with a 20-point 'Costing' module; to move 'Introduction to Personal Finance' from semester 2 to semester 1;

Level 5: to change the title of 'Career Planning and Personal Development' to 'Career Planning and Skills Development' and move the module from semester 2 to semester 1; to remove the current semester 1 20-point options 'Fundamentals of Marketing', 'Organisation Design' and 'Managing People' and replace the options with a new compulsory semester 2, 10-point module 'Business Law' and compulsory semester 2, 10-point 'Company Law';

Level 6: to change the title of module 'Business Law' to 'Business Law for Accountants'; to change the title of module 'Audit and Internal Review' to 'Audit and Assurance'; to replace 'Information Systems' module with a 'Strategic Business Planning' module; to introduce two new optional modules 'Issues in Corporate Governance' and 'Supply Chain Management';

Graduate Diploma in Accounting

To withdraw module ACF535; to replace ACF542 with a 20-point module; to revise 'Financial Accounting' and 'Management Accounting' modules; to change title of module ACF517;

MSc Advanced Accounting

To swap semesters of two modules.