

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 19 November 2009 at the Coleraine campus

PRESENT

Mrs H Farley (Chair), Dr D Barr, Dr A Cook, Professor A Erridge, Mr I Hanna, Mr M McKinney

IN ATTENDANCE

Mr A G Faulkner, Mrs A Garland

APOLOGIES

Ms S Alexander, Professor C Curran, Professor D McAlister

09.139 MINUTES

The confirmed minutes of the meeting held on 17 September 2009 were signed and dated by the Chair.

MATTERS ARISING

09.140 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, 09.108)

It was noted that confirmation had been received from the Faculty that bridging for part-time Foundation Degree students would be through a Link Year offered on the Belfast campus.

09.141 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, 09.109)

The Sub-Committee noted that a CA3 had now been received from the Faculty in relation to revisions required to the HKU SPACE provision as a result of revisions to the University's parent courses in Subject Unit 3D, but that further clarification was being sought regarding a number of points.

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

The Sub-Committee noted that the formal rationale and process for determining the year of entry to the University's Honours degree for students successfully completing the AB Fine and Applied Arts at the Limavady campus of North West Regional College had not yet been received from the Faculty.

It was noted that the external examiner, in his report for 2008/09, had referred to the need for the issues around progression to be resolved as soon as possible as there was confusion among students in relation to which year of the Honours degree they could enter and admission requirements.

AGREED: that a reminder be sent to the Faculty asking that the response be submitted in time to be considered at the next meeting of the Sub-Committee.

09.143 Revalidation Subject Unit 6A2: Communication (Postgraduate/Jordanstown) (Mins 09.87, 09.114)

It was noted that the Faculty's rationale for the requirement of a lower second class Honours degree for entry to the PgDip/MSc Communication, Advertising and Public Relations and the PgDip/MSc Political Lobbying and Public Affairs programmes had not yet been received.

AGREED: that a reminder be sent to the Faculty.

09.144 MA Multi-disciplinary Design (Min 09.119)

It was reported that the request, considered by the Sub-Committee at its meeting on 17 September 2009, for a change in title from 'MA Multi-disciplinary Design' to 'MA Multi-disciplinary Practice' had been considered by the Academic Planning Sub-Committee (APSC) at its meeting on 2 October 2009. APSC had asked the Faculty to re-consider the programme title and, if necessary, submit a revised proposal for consideration at a future meeting.

09.145 Revalidation Subject Unit 26A: Community Development (Min 09.132)

The Sub-Committee noted that APSC had yet to consider the Faculty's response in relation to the concerns it had raised regarding the proposed Community Studies Minor strand at Magee.

It was further noted that the maximum cohort size for the CertHE Community Development at Belfast Metropolitan College had not yet been confirmed.

AGREED: that a reminder be sent to the Faculty asking that the maximum cohort size be confirmed.

09.146 Revalidation Subject Unit 6B: Counselling (Colleges) (Min 09.133)

Professor Erridge reported that the proposed Level 5 Diploma in Counselling at the Newtownabbey campus of Northern Regional College, from which students might progress to the final stage of a degree validated by another UK institution, was not being offered by the College at present.

CHAIR'S COMMUNICATIONS

09.147 FdSc Design, Innovation and Manufacturing (with CertHE exit award) (FT/PT) at South West College (Omagh campus)

The Chair reported that the title of the FdSc Design, Innovation and Manufacturing programme at South West College had been changed to 'FdA Contemporary Design and Manufacture' (Min 09.66 refers).

09.148 COURSE APPROVAL

The Sub-Committee considered business from each faculty and from Access and Distributed Learning (papers CASC/09/39 - CASC/09/45) and noted revisions approved as detailed in the appendix.

ACCESS AND DISTRIBUTED LEARNING

09.149 Course Withdrawals

NOTED: that the following courses had been withdrawn:

PgCert Higher Education Practice – Dundalk and Letterkenny Institutes (outcentre)
PgDip/MSc Higher Education Practice (CE/JN/ME) [last intake PgDip: 2008/09; last intake MSc: 2010/11].

FACULTY OF LIFE AND HEALTH SCIENCES

09.150 Revalidation Subject Unit 3A: Biosciences (Undergraduate)

RECEIVED: the report of the Revalidation Panel for the following provision:

BSc Hons Biology (with optional DIS/DAS) (with CertHE and AB exit awards) (FT) (CE)
BSc Hons Biotechnology (with optional DIS/DAS) (FT) (CE)
BSc Hons Applied Biosciences (PT) (DL).

NOTED:

- (a) that, in addition to the existing standard pathway, two new pathways had been introduced in the full-time BSc Hons Biology programme at the revalidation: the 'Industry (Biopharma)' pathway and the 'Industry (Agri-Food)' pathway;
- (b) that Certificate of Higher Education and Associate Bachelor's degree exit awards had been introduced in the BSc Hons Biology programme;
- (c) that entry to the full-time BSc Hons Biotechnology was only to Level 5 bridging and Level 6 studies;
- (d) that there was only one module of difference between the standard pathway of the Biology programme and the Biotechnology programme; the Faculty wished to retain this

programme as it was the preferred articulation pathway for sub degree graduates from the Institute of Vocational Education (IVE), Chai Wan, and the Hong Kong University School of Professional and Continuing Education (HKU SPACE); the Panel had recommended that the Team consider greater differentiation between the two programmes;

- (e) that the part-time BSc Hons Applied Biosciences was delivered by distance learning with entry only to Level 5 bridging and Level 6 studies;
- (f) that students on the distance learning BSc Hons Applied Biosciences could choose to take the examinations either at the Coleraine campus or elsewhere under a Faculty 'Guarantor System';
- (g) that students on this programme had reported that feedback from a small number of e-tutors was not always timely;
- (h) that the Panel had recommended more direct interaction between the BSc Hons Applied Biosciences staff and the local staff overseeing students' research projects.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the condition and recommendations of the Panel being addressed, the provision be approved for a further period of five years (intakes 2010 – 2014).

09.151 CertHE/FdSc Rural and Countryside Management at the College of Agriculture, Food and Rural Enterprise (CAFRE)

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the CertHE/FdSc Rural and Countryside Management at CAFRE to include the 2010 intake.

- NOTED:
- (a) that the provision was included within Subject Unit 12D which was scheduled to be revalidated in early spring 2010;
 - (b) that CAFRE intended to submit a proposal for a new Foundation Degree in the area of land-based studies which would incorporate the current course; if the new Foundation Degree was successfully validated, the first intake would be in September 2011;
 - (c) that no issues of concern had been raised by the external examiner in his most recent report;
 - (d) that the Faculty supported the request.

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.

09.152 PgDip/MSc Bioinformatics

RECEIVED: a request from the Faculty for the current period of approval for PgDip/MSc Bioinformatics to be extended until January 2011, with suspension of entry to the programme for a further year.

- NOTED:
- (a) that, at its revalidation in 2006 (Subject Unit 3B1), the programme had been granted approval for two years (intakes 2007 and 2008) initially, with the possibility of requesting a three-year extension to the period of approval, subject to submission of evidence of increased recruitment; the problem of low recruitment had persisted and, as the programme was not financially viable in its current format, recruitment had been suspended;
 - (b) that, at its meeting in January 2009, the Sub-Committee had agreed that the period of approval be extended until January 2010, with suspension of entry to the full-time and part-time programmes for a further year (Min 09.18 refers);
 - (c) that a number of modules from the course had been developed in distance learning mode and the provision was to be offered as stand-alone short courses, the first of which would begin in January 2010;
 - (d) that, if the stand-alone modules were successful, the Faculty intended to bring forward a completely revised MSc in Bioinformatics/Systems Biology.

- AGREED:
- (i) that the period of approval of courses which did not prove viable should not normally be extended;
 - (ii) that, exceptionally, it be recommended to the Teaching and Learning Committee that the request for the current period of approval to be extended until January 2011, with suspension of entry to the programme for a further year, be approved.

09.153 PgDip/MSc Pharmaceutical Sciences

RECEIVED: a request from the Faculty for a three-year extension to the period of approval for the PgDip/MSc Pharmaceutical Sciences to include intakes 2010 - 2012.

- NOTED:
- (a) that the provision had originally been granted approval for two years (intakes 2008 and 2009) as, at the time there had been only one member of staff teaching on the programme with specific subject expertise; that proposals for additional staff had been linked to the introduction of the new MPharm;
 - (b) that, at the revalidation, it had been agreed that, after two intakes, the staffing position would be reviewed and that, subject to submission of a satisfactory staffing plan, consideration would be

given to an extension to the period of approval, in line with the revalidation schedule for Subject Unit 3C3;

- (c) that the Faculty had reported that the Department of Pharmacy and Pharmaceutical Science had recently appointed a number of staff in the lead up to the commencement of the MPharm and that the requirements for external expertise had been incorporated into the business plan; the Department now had additional academic and technical staff and the requirement for part-time hours was significantly less than originally anticipated; it was also envisaged that there would be opportunities for shared teaching with the MPharm programme.

AGREED: that it be recommended to the Teaching and Learning Committee that the period of approval be extended for three years to include intakes 2010 – 2012.

FACULTY OF SOCIAL SCIENCES

09.154 Revalidation Subject Unit 26M: Restorative Practices

RECEIVED: the report of the Revalidation Panel for

Certificate in Restorative Practices (PT) (JN)
PgDip/MSc in Restorative Practices (with PgCert exit award) (PT) (JN).

- NOTED:
- (a) that a joint University Revalidation / Northern Ireland Post Qualifying Education and Training Partnership (NIPQETP) Accreditation event had been held;
 - (b) that accreditation had been sought from NIPQETP for the PgDip/MSc Restorative Practices programme which aimed to meet the requirements of NIPQETP's Specialist Award at Post Qualifying level for Social Workers;
 - (c) that the provision comprised a large number of modules and that the Panel had encouraged the Team to consider streamlining the provision and incorporating modules from other programmes;
 - (d) that the programme learning outcomes for the undergraduate Certificate and the Postgraduate Diploma were not clearly differentiated and that the Panel had recommended that the Team keep under review the appropriateness of the learning outcomes for each programme to ensure appropriate differentiation;
 - (e) that undergraduate and postgraduate students were taught together for some Level 4 and Level 7 modules but that the assessment requirements and final outcome were expected to be different for each programme;

- (f) that a fully taught Master's programme had been introduced at the revalidation in addition to the traditional Master's with dissertation; both programmes had the same learning outcomes;
- (g) that consideration was being given to offering part of the provision by distance learning.

- 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 provision be approved for a further period of five years (intakes 2010 - 2014);
 - (ii) that, in view of the unusual practice of combining first year undergraduate and postgraduate teaching, and the distinct standards for the awards, the Subject Team be asked to provide a report to the Sub-Committee on the review of the learning outcomes of the two programmes and on the strategic approach to, and management of, the joint teaching of Levels 4 and 7, including the number of students at each level in a class and the assessment of each group.

09.155 LLM Human Rights Law

RECEIVED: a request from the Faculty for a change of title from 'Human Rights Law' to 'Human Rights Law and Transitional Justice', with effect from 2010/11.

- NOTED:
- (a) that no other UK or international institution offered a Master's with the title 'Human Rights Law and Transitional Justice';
 - (b) that the programme was delivered by staff from the Transitional Justice Institute in conjunction with the School of Law; the Faculty had stated that the change in title would reflect the Institute's key role in delivering the programme and would enhance its international reputation as one of the leading institutes in developing the field of transitional justice;
 - (c) that the Faculty was of the view that the proposed title better reflected the content of the course and would be a unique selling point;
 - (d) that approval of the incoming cohort of students and the external examiner had been obtained;
 - (e) that there had been no change made to the programme learning outcomes which did not explicitly refer to 'transitional justice';
 - (f) that the Faculty's request would also be considered by the Academic Planning Sub-Committee at its meeting on 4 December 2009.

- AGREED: (i) that, subject to a review of the programme learning outcomes, it be recommended to the Teaching and Learning Committee that the change in title be approved;
- (ii) that the Faculty be asked to report whether the change of title would also apply to the Postgraduate Certificate and Postgraduate Diploma exit awards, and whether this would also be reflected in the learning outcomes for the these awards.

ULSTER BUSINESS SCHOOL

09.156 Revalidation Subject Unit 5F2: Business and Management

RECEIVED: a request from the Faculty for a one-year extension to the period of approval for the PgDip/MSc Human Resource Management programme to include the 2010 intake, in order to take account of new professional body standards.

- NOTED: (a) that the PgDip/MSc Human Resource Management had originally been scheduled for revalidation as part of Subject Unit 5F in December 2009;
- (b) that the programme was accredited by the Chartered Institute of Personnel and Development (CIPD) and that the new version of the CIPD Professional Standards had only been confirmed on 5 November 2009;
- (c) that the external examiner was very positive and supportive of the programme content, delivery and management.

AGREED: that it be recommended to the Teaching and Learning Committee that the request for a one-year extension to include the 2010 intake be approved and that the revalidation of the programme be rescheduled for November/December 2010.

09.157 Course Withdrawals

NOTED: that the following courses had been withdrawn:

FdSc Hospitality Management at Belfast Metropolitan College, North West Regional College, Southern Regional College and South West College [last intake: 2004/05]

FdSc Event Management at South Eastern Regional College (Lisburn campus) [last intake: 2007/08].

09.158 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 25 May 2009 (CASC/09/46).

NOTED: that 10 new proposals had been approved to proceed (nine September, one January 2010 starts), but that only five additional evaluation events would be required.

09.159 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of final documents from 2006/07 and 2007/08 (CASC/09/47 (a)) and 2008/09 (CASC/09/47 (b)).

NOTED: (a) that one document was still outstanding for 2006/07 and three documents for 2007/08; one of the 2007/08 programmes was not currently running, but the other two continued to recruit;

(b) that the outstanding document for 2006/07 and two of the outstanding documents for 2007/08 were for provision within the Faculty of Arts; the remaining Social Sciences document was imminent;

(c) that 29 documents had now been signed off for 2008/09, two documents were currently being checked by the Academic Office and four documents were past their deadline.

AGREED: (i) that faculties continue to work to clear outstanding documents;

(ii) that a reminder be sent to the Dean of the Faculty of Arts in relation to the outstanding documents from earlier years.

09.160 DRAFT REVALIDATION SCHEDULE: 2010/11

RECEIVED: the draft revalidation schedule for 2010/11 (CASC/09/48).

NOTED: (a) that the draft schedule had been forwarded to Deans of Faculty and the Director of Access and Distributed Learning in mid October for approval;

(b) that confirmation was awaited regarding the proposed timing of a number of events for provision within the Ulster Business School;

(c) that, subject to the Teaching and Learning Committee's approval of the one-year extension to the period of approval for the CertHE/FdSc Rural and Countryside Management at CAFRE, the revalidation of this provision would be rescheduled for February 2011 (Min 09.151 refers);

(d) that Subject Unit 30C (Faculty of Life and Health Sciences) had been split into two units (30C and 30D) as the original Unit 30C had comprised two distinct courses offered at different colleges (the Access Diploma in Science and Technology at Belfast Metropolitan College and the Access Diploma in Science at North West Regional College);

- (e) that the Faculty of Social Sciences had reported that the International Development Minor provision within Subject Unit 9E had been an initiative of the UNESCO Centre within the School of Education, but that it was now managed by Student Marketing – International; the provision would, however, continue to be run through the School of Education for at least the remainder of the 2009/10 academic year.

AGREED: that the Faculty be asked to provide more information on the proposed transfer of the undergraduate Honours Subject: International Development.

DURATION: 55 minutes

AGF/AG 20.11.09

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

19 November 2009

ACCESS AND DISTRIBUTED LEARNING

Certificate of Personal and Professional Development

To introduce a 10-point level 3 module in 'Presentation Skills: English for Academic Purposes' within the CPPD framework.

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

BA Hons Architecture

To revise the assessment of four modules from assessment by combination of written examination and coursework to assessment by coursework and practical;

PgCert/PgDip/MSc Environmental Health Management and Practice

To introduce an additional optional module 'Food Law Enforcement' [**subject to APSC approval to deliver the module at CAFRE's Loughry campus**];

PgDip/MSc Construction and Project Management

PgDip/MSc in Housing Studies

To change the title of module BLD805 'Property Investment and Development' to 'Sustainable Urban Regeneration'.

FACULTY OF ARTS

Certificate of Personal and Professional Development

To introduce two 5-point level 3 short course modules, based on module HIS010, within the CPPD framework.

FACULTY OF COMPUTING AND ENGINEERING

BSc Hons Computer Science IFY

BSc Hons Computer Science

BEng Electronics and Computer Systems IFY

BEng Electronics and Computer Systems

BEng Hons Computer Games Development

BSc Hons Multimedia Computer Games

BSc Hons Multimedia Computing and Design

BSc Hons Computing with Specialisms

To reduce the duration of examinations in 12 modules from three to two hours;

BEng Software Engineering

BSc Hons Information and Communication Technologies

BSc Hons Computing Science

BSc Hons Computing Science (Artificial Intelligence, Enterprise Technologies, Healthcare Technologies and Network Technologies);

To revise module COM147;

MEng Electronic Engineering

MEng Engineering

MEng Engineering + Diplom Ingenieur

To add new level 6 modules for the year of study in Kempten; to add a new optional level 7 module. [Note that the Universities of Augsburg and Kempten are moving to replace the Diplom Ingenieur with a Master degree award.]

FACULTY OF LIFE AND HEALTH SCIENCES

CertHE/FdSc Horticulture at CAFRE

CertHE/FdSc Amenity Horticulture at CAFRE

CertHE/FdSc Landscape Horticulture at CAFRE

FdSc Sports Turf Management at CAFRE

To revise module HRC309;

BSc Hons Nursing (Adult and Mental Health)

To revise the regulations relating to the consequences of failure during the Common Foundation Programme;

BSc Hons Marine Science

To revise the title of module EGM502 with effect from 2010/11;

PgDip/MSc Dietetics

To replace two level 6 modules by level 7 modules in line with the exit velocity principle;

MSc Biomedical Science

MSc Human Nutrition

MSc Dietetics

To revise the title of module BMS859.

FACULTY OF SOCIAL SCIENCES

Undergraduate Hons Subject: Communication (Single Hons/Major)

To replace two 10-point modules CMM159 and CMM160 with module CMM158;

BSc Hons Communication, Advertising and Marketing

To replace two 10-point modules CMM159 and CMM160 with module ECO114;

BSc Hons Communication, Advertising and Marketing

Undergraduate Hons Subject: Communication (Single Hons/Major)

BSc Hons Communication Studies

BSc Hons Language and Linguistics

Undergraduate Hons Subject: Language and Linguistics (Major)

Undergraduate Hons Subject: Linguistics (Major)

Undergraduate Hons Subject: Language (Major)

BSc Hons Public Relations

To revise the assessment strategy for level 5 Research module CMM317 to 60% coursework, 40% examination;

BSc Hons Community Youth Work

To revise content and title of module CYW511 to introduce an entrepreneurship component;

BSc Hons Criminology and Criminal Justice

Undergraduate Hons Subject: Criminology (Minor)

To introduce two optional modules in semester 2, 2009/10; to replace one compulsory module in semester 2, 2009/10; to change assessment weighting in module PUP529 from 100% coursework to 50% coursework, 50% examination and to change the status to optional and to make it available in 2009/10 semester 1;

BSc Hons Public Relations

To replace two 10-point modules CMM159 and CMM160 with module POL117;

PgDip in Legal Practice

To change the assessment in module 'Financial Management' to 100% examination;

LLM Human Rights Law

To introduce a 15-point module in 'International Criminal Justice'; to change the title of a module;

PgDip/MSc Professional Development in Social Work

To introduce 13 new optional modules.

ULSTER BUSINESS SCHOOL

Advanced Certificate in Credit Union Practice

To make all modules optional;

Advanced Diploma in Management Practice at City Banking College, London (outcentre)

To introduce three additional optional modules within a Banking and Finance specialism;

Undergraduate Hons Subject: Advertising (Single Hons/Major)

To make Industrial Practice year optional within the BSc Hons Advertising; to replace the compulsory module 'Managerial Development' (BMG423) with 'Design Typography' (DES105M2);

Undergraduate Hons Subject: Business Studies (Single Hons/Major) (ME)

Undergraduate Hons Subject: Business Studies (Minor)

Undergraduate Hons Subject: Human Resource Management (Main)

Undergraduate Hons Subject: Management Studies (Minor)

To revise the title and content of module BMG423;

Undergraduate Hons Subject: Business (Single Hons/Major/Main) (CE)

To introduce a new optional module in 'New Venture Creation';

BSc Hons Accounting

To assess Sage Computerised Accounting in ACF318 'Financial Accounting' rather than ACF322 'Management Accounting'; to change the assessment weighting in ACF318 to 40% coursework and in ACF315 to 25%; to make ACF528 'Issues in Corporate Governance' a compulsory level 6 module; to change the status of ACF527 'Strategic Business Planning' to optional;

BA/BSc Hons Business Studies (JN)

To replace ACF112J2 with a new module 'Business Accounting'; to introduce an optional level 5 module in 'Company Law';

BSc Hons Management and Leadership Development

To swap semesters of modules BMG309 and BMG328.