

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of the meeting held on 7 June 2011 at the Jordanstown campus

PRESENT: Professor D McAlister, Ms S Alexander, Dr D Barr, Professor A Cook,
Professor A Erridge, Dr D Gray, Dr JAC Webb

IN ATTENDANCE: Mr AG Faulkner, Mrs K McCafferty

APOLOGIES: Mrs U Quinn

11.55 MINUTES

The confirmed minutes of the meeting held on 10 March 2011 were signed by the Chair.

MATTERS ARISING

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

It was noted that the Faculty of Social Sciences had confirmed a maximum cohort size of 25 for the Access Diploma in Social Sciences and Humanities at Southern Regional College (Brownlow campus).

11.57 COURSE APPROVAL

The Sub-Committee considered business from each faculty and the Department of Access and Distance Learning (papers CASC/11/19 – CASC/11/25) and noted revisions approved by them as detailed in the appendix.

ACCESS AND DISTRIBUTED LEARNING

11.58 Revalidation Subject Unit 31B: Pg Certificate in Professional Development (Researchers)

RECEIVED: a request for a one year extension to the current period of approval for the PgCert in Professional Development (Researchers).

NOTED: (a) that the programme was first validated in June 2008 and had received three years' approval (intakes 2008 – 2010);
(b) that the scheduled revalidation in December 2010 had been cancelled as the programme had been withdrawn;
(c) that the extension was for final enrolment in 2011/12 of some research students who had expressed interest in completing assessments.

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

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

11.59 FdSc Property, Planning and Housing (FT/PT) (with CertHE exit award) at Belfast Metropolitan College (Gerald Moag Campus)

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme would replace the existing HND in Estate Management which last recruited in 2009;
 - (b) that progression routes to Ulster's BSc Hons Property Investment, Appraisal and Development, MSci Planning and Property Development and BSc Hons Housing Management were in place; bridging would follow the '2+2' model (for full-time entry);
 - (c) that a non-compulsory 13-week summer placement in addition to the WBL requirement was available for those students who wished to progress to the BSc Hons Housing Management programme. (This was a requirement of the Chartered Institute of Housing);
 - (d) that discussions had taken place between the Course Team and the Chartered Institute of Housing in relation to professional accreditation (accreditation by the Royal Town Planning Institute would be sought once the programme had been established);
 - (e) that groupwork had been discussed.

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), for maximum cohort sizes of 20 full-time students and 15 part-time students.

11.60 Revalidation Subject Unit 4A1: Built Environment (Housing and Planning and Property)

RECEIVED: the report of the Revalidation Panel for:

BSc Hons Housing Management (with/without DPP (with AB exit award) (FT) [formerly BSc Hons Housing]
PgDip/MSc Housing Studies (PT)
MSci Urban Planning and Property Development with/without DPP (with BSc Hons exit award) (FT/PT)
BSc Hons Property Investment Appraisal and Development with/without DPP (with AB exit award) (FT/PT) [formerly BSc Hons Property Investment and Development]
PgDip/MSc Real Estate (FT/PT)

- NOTED:
- (a) that the MSci Property Investment and Development had been withdrawn and replaced by BSc Hons Property Investment, Appraisal and Development and that the BSc Hons Urban Planning and Property Development had also been withdrawn;
 - (b) that current programmes were accredited by professional bodies and accreditation would be sought for the new PgDip/MSc Real Estate;
 - (c) that students undertaking the PgDip/MSc Housing Studies were required to complete a 'Graduate Foundation Course' (GFC) before starting the programme; the GFC was primarily aimed at those students who had been out of formal education for a long time;
 - (d) that the Panel had recommended that the assessment strategy be made more explicit in the BSc Hons Housing Management, PgDip/MSc Housing Studies and MSci Planning and Property Development programmes to ensure consistency in the level of assessment across modules and the balance of coursework and formal examination within modules based on their credit weighting.
 - (e) that level 6 module learning outcomes of the BSc Hons Housing Management programme were to be reviewed to ensure that they were expressed and assessed at the appropriate level;
 - (f) that the MSci provided a progression route for students from Belfast Metropolitan College's HND Planning;
 - (g) that the Panel had supported an imbalanced study load in year 1 of the full-time MSci, with 55 credits in semester 1 and 65 in semester '2' on account of a long-thin 10 point 'Professional Tool Kit' module.

AGREED: that it be recommended to Teaching and Learning Committee:

- (i) that an imbalanced study load in year 1 of the full-time MSci be approved;
- (ii) that, subject to the conditions and recommendations of the Panel being addressed, the provision be approved for a further period of five years (intakes 2011 – 2015).

11.61 Revalidation Subject Unit 4A4b: Built Environment (Civil Engineering)

RECEIVED: the report of the Revalidation Panel Report for:

BEng Hons Civil Engineering with DPP (with AB exit award) (FT)
BEng Hons Civil Engineering (with AB exit award) (PT)

MEng Civil Engineering with DPP (with BEng and AB exit awards) (FT)
MEng Civil Engineering (with BEng and AB exit awards) (PT)
BSc Hons Civil Engineering (Geoinformatics) [formerly Technologies and Operations] with DPP (with AB exit award) (FT)
PgDip/MSc Infrastructure Engineering (FT/PT)

- NOTED:
- (a) that all programmes were or would be accredited by the relevant professional bodies through the Joint Board of Moderators;
 - (b) that the Panel questioned the equitable treatment of students in the full-time and part-time programmes in terms of admission and structure and asked for a review to be undertaken; it also questioned the higher academic threshold (60%) for progress for students wishing to transfer from BEng and MEng than required for students enrolled on the MEng, despite the programmes being identical in years 1 and 2. The Panel asked that the progression and transfer arrangements between the BSc Hons, BEng and MEng be reviewed; a report would be made to Teaching and Learning on this matter;
 - (c) that the proposed contribution (20%) of the level 5 module results to the overall classification of the BEng Hons Civil Engineering and BSc Hons Civil Engineering (Geoinformatics) programmes required consideration by Teaching and Learning Committee.

AGREED: 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 2011 – 2015).

11.62 Revalidation Subject Unit 4B: Built Environment (Colleges)

RECEIVED: the report of the Revalidation Panel Report for:

FdSc Architectural Technology with Sustainable Design (with CertHE exit award) (FT/PT) [formerly FdSc Architectural Technology] at Belfast Metropolitan College (Gerald Moag campus), Southern Regional College (Newry and Portadown) and South West College (Omagh)

FdSc Sustainable Construction (with CertHE exit award) (FT/PT) [formerly FdSc Construction Engineering] at Belfast Metropolitan College (Gerald Moag campus), Southern Regional College (Newry and Portadown) and South West College (Omagh, Dungannon, and Enniskillen)

FdSc Building Technology and Management (with CertHE exit award) (FT/PT) at Northern Regional College, Coleraine campus.

- NOTED:
- (a) that the programmes articulated to Honours degrees using the 2 + 2 model for full-time provision; full-time and part-time routes would be available in all programmes;
 - (b) that the regulations associated with plagiarism were to be reviewed and clarified by the Course Team for the FdSc Building Technology and Management at NRC.

- 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 2011 – 2015):

FdSc Architectural Technology with Sustainable Design (CertHE exit award)	BMC (Gerald Moag campus) – 16FT, 16PT SRC (Newry) – 12FT, 6 PT; Portadown – TBC; SWC (Omagh) – 14FT; 8 PT
FdSc Sustainable Construction (CertHE exit award)	BMC (Gerald Moag campus) - 15 FT, 16 PT SRC (Newry) – 26 FT, 10 PT; Portadown - TBC SWC (Omagh) – 30 FT, 10 PT; Dungannon – TBC; Enniskillen - TBC
FdSc Building Technology and Management (CertHE exit award)	NRC (Coleraine) – 18PT, FT 0

- (ii) that the Faculty confirm the cohort sizes for Portadown, Dungannon and Enniskillen.

11.63 BA Hons Fine and Applied Arts (Bridging Module)

- RECEIVED: a CA3 to address issues initially raised by APSC (15.9.10 – min 10.105) and following further consideration by APSC (Feb 2011).

- NOTED:
- (a) that the revised bridging module would provide students from the part-time AB Fine and Applied Arts at North West Regional College (Limavady campus) opportunity to progress to level 6 of the BA Hons Fine and Applied Arts at Belfast;
 - (b) that the module would run from May to August; students from the AB could apply to enter the degree programme at level 5, if they chose not to take the bridging module;
 - (c) that the proposed date of implementation of the module was 2012 as it was reported that no AB student from Limavady was interested in level 6 in 2011.

AGREED: that the bridging module be approved.

11.64 Course Withdrawals

NOTED: that the following courses had been withdrawn:

PgDip/MA Visual Culture
MSci Property Investment and Development

FACULTY OF ARTS

11.65 BA Hons Irish History and Politics

NOTED: that the title of the above programme had been changed to BA Hons Irish History and Society in accordance with the rationalisation of provision in the Faculties of Art and Social Sciences agreed in the Autumn semester.

FACULTY OF COMPUTING AND ENGINEERING

11.66 Course Revisions

- NOTED:
- (a) that the revision to the 'Introduction to Practical Computing' module within the CPPD framework had been incorrectly listed on the Life and Health Sciences agenda;
 - (b) that the School of Computing and Mathematics had consulted current students and adopted the new DPP and DIAS awards for all students from 2011/12.

11.67 Course Withdrawals

NOTED: that the following awards had been withdrawn

PgDip/MSc Informatics
PgDip/MSc Web Information Systems

FACULTY OF LIFE AND HEALTH SCIENCES

11.68 FdSc Agriculture and Rural Studies (FT/PT) (with CertHE exit award) at College of Agriculture Food and Rural Enterprise – Greenmount Campus

RECEIVED: the report of the Evaluation Panel.

- NOTED:
- (a) that the programme would replace both an HND in Agriculture and the University-awarded FdSc Rural and Countryside Management;
 - (b) that a year-long placement allowed students to experience the full twelve-month rural cycle.

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), for maximum cohorts of 30 full-time and 10 part-time students.

11.69 PgDip/MSc Sport and Exercise Nutrition (FT/PT) (with PgCert exit award)

RECEIVED: the report of the Evaluation Panel.

NOTED: (a) that semester one would be delivered online and semester two face-to-face at the Jordanstown campus; the final Master's stage of the programme could be undertaken at either the Coleraine or Jordanstown campus;

(b) that the Panel was concerned by the fact that no Course Director had been identified in the submission; it noted a longer-term plan to appoint a course director from the School of Sports Studies and that the Faculty hoped to obtain approval for additional permanent resources.

AGREED: (i) that recommendation (i) of the report be changed to a condition so that the Faculty be required to ensure identification of a Course Director before the start of the programme;

(ii) 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 two years (intakes September 2011 and 2012) in line with the revalidation schedule for Subject Unit 28G Sport.

11.70 Revalidation Subject Unit 25A2 Psychology (PG)

RECEIVED: the report of the Revalidation Panel for:

PgDip/MSc Applied Psychology (Mental Health and Psychological Therapies) (ME)

MSc Applied Behaviour Analysis (with PgDip exit award) (CE)

MSc Health Psychology (with PgCert and PgDip exit awards) (DL)

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).

11.71 Course Withdrawal

NOTED: that the following course had been withdrawn:
MSc Food Biotechnology (joint course with Universities of Patras and Ionnina, Greece)

FACULTY OF SOCIAL SCIENCES

11.72 Postgraduate Certificate in Digital Media Communication (JN)

- RECEIVED: the report of the Evaluation Panel.
- NOTED:
- (a) that the programme was a joint proposal from the School of Communication and the School of Computing and Mathematics and would be hosted within the School of Communication and that a PgDip/MSc might be developed in the future;
 - (b) that local business professionals would contribute to delivery;
 - (c) that two of the four modules used four-day blocks for delivery while the other two were predominantly online;
 - (d) that the panel had suggested that the title of the programme be reviewed and that it had been revised after the meeting from 'Digital Online Communication', better to reflect its content and ethos.
- 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 three years (intakes 2011 - 2013) in line with the revalidation schedule for Subject Unit 6A2 (Communication/PG).

11.73 Revalidation Subject Unit 8A: Economics and Business Economics

- RECEIVED: the report of the Revalidation Panel for:
- UG Honours Subject: Economics (Single Honours/Major; with or without DPP; FT; JN)
BSc Hons Business Economics (with or without DPP; FT; JN)
- NOTED:
- (a) that the Panel had noted issues with retention but recognised that efforts were being made to resolve them;
 - (b) that the panel had recommended consideration of a part-time mode in Business Economics for mature students (APSC had received a proposal at its meeting on 2 June 2011).
- AGREED: 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 2011 – 2015).

11.74 Course Withdrawal

NOTED: that the following course had been withdrawn:

BSc Hons Community Youth Work – part-time 'top-up' route.

ULSTER BUSINESS SCHOOL

11.75 Revalidation Subject Unit 5B3: Management Practice (All Campuses and Outcentres); and Contact Centre Management (All Campuses and Outcentres)

RECEIVED: the report of the Revalidation Panel for:

Certificate in Management Practice (PT; BT, CE; JN; ME and Outcentres)

CertHE Management Practice (with Cert exit award; PT; BT; CE; JN; ME and Outcentres)

AdvCert in Management Practice (Part-time; BT; CE; JN; ME & Outcentres)

AdvDip in Management Practice (with AdvCert exit award; Part-time; BT; CE; JN; ME and Outcentres)

AdvCert in Contact Centre Management (PT; BT; CE JN; ME and Outcentres)

AdvDip in Contact Centre Management (with AdvCert exit award; PT; BT; CE; JN; ME and Outcentres)

NOTED: (a) that the CertHE Management Practice was a new course and the Advanced Certificate in Management Practice and Contact Centre Management were existing exit awards which would now also be offered as stand-alone programmes;

(b) the courses had been revalidated for delivery at four campuses and the following outcentres:

Advanced Diploma in Management Practice

Irish Times Training Dublin, Cavan IT Centre, City Banking College London, Office of Police Ombudsman, PRRT, Parity Solutions, Stafford Associates Dubai

Cert in Management Practice

City Banking College, London

New outcentres or other awards would require separate approval.

(c) that the Panel had asked for the document to be revised to explain more fully how the programmes offered customised delivery but at the same time retained the achievement of all the programme and module learning outcomes and to provide

a more detailed explanation of the teaching, learning and assessment strategies to show how student assessment was evidence-based and demonstrated student progress;

- (d) that the Panel had recommended that the Subject Team explore how alumni might be involved in the future development of the provision.

AGREED: 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 2011 – 2015) for delivery at the University's four campuses and identified outcentres from the awards named above.

11.76 Revalidation Subject Unit 5A1: Business and Management (UG/Coleraine)

RECEIVED: the report of the Revalidation Panel for:

UG Honours Subject: Business (Major/Minor) (FT)
UG Honours Subjects: Accounting; Marketing; Retail Studies (Minor) (FT)
BSc Hons Business (with CertHE and AB exit awards) (PT)
BSc Hons Business Management (with CertHE and AB exit awards) (FT) (formerly BSc Hons Business)

- NOTED: (a) that the title of the Minor in Business was to be reviewed;
- (b) the placement year was optional;
- (c) the Panel had some concerns over the use of groupwork in final year but was assured by the Team that University expectations had been met.

AGREED: 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 five years (intakes 2011 – 2015).

11.77 Revalidation Subject Unit 15G: BSc Hons International Hotel and Tourism Management (Level 6; FT) at the Hotel and Tourism and Management Institute (HTMi), Switzerland

RECEIVED: the report of the Revalidation Panel.

- NOTED (a) that the Institute delivered the final year of the University's degree over one 20 week semester.
- (b) that the Panel had asked that the curriculum mapping of HTMi's Cert, Dip, Higher Diploma against the level 4 and 5 of the University's degree be reviewed and updated;

- (c) that the programme's assessment strategy was to be reviewed to give more emphasis to formal written work;
- (d) that enhancement of links with staff and students of the University's home department had been encouraged.

AGREED: 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 2011 – 2015) for two cohorts per annum with a maximum of 50 students per cohort.

11.78 BSc Hons Financial Services

RECEIVED: a proposal to change the title of the course to BSc Hons Banking and Finance.

- NOTED:
- (a) that at its meeting on 5 May 2011 APSC had endorsed the title change;
 - (b) that there was no impact on programme-level Learning Outcomes.

AGREED: that the change of title be approved.

11.79 LATE REPORTS

NOTED: that the reports of the following Evaluation and Revalidation Panels had not yet been provided to the Sub-Committee and that they would be received at the first meeting in 2011/12 (seven events were scheduled to take place during June/July 2011):

FdEng at Belfast Metropolitan College (Titanic Quarter) and South West College (Omagh)
 FdSc Business Leadership and Management, South West College
 Adv Cert/Dip Sustainable Investment and Financial Management
 AB in Psychiatric Nursing (DL), Alberta Province Canada
 BSc Hons Nursing Studies, Jeddah, Saudi Arabia
 PgCert in Sensory Integration
 PgCert in Sport and Exercise Medicine
 FdSc Applied Medical Science (South West College)
 Revalidation Unit 4A2: Built Environment (Construction and Surveying)

AGREED: that authority be granted to the Chair to approve outstanding reports from Panels for the events identified above.

11.80 ACADEMIC DEVELOPMENT AND ENHANCEMENT COMMITTEE BUSINESS

RECEIVED: a report of new proposals and other business considered by the Academic Planning Sub-Committee (APSC) at its meeting on 5 May 2011(CASC/11/26).

- NOTED:
- (a) that the PgDip/MA Irish and Scottish Studies (PT) (DL) start date had been postponed to January 2012 to allow more time for preparation of materials;
 - (b) that the withdrawal of the Certificate in Foundation Studies in Music had been endorsed and that the Faculty of Arts had been advised to make the Certificate in Creative Arts available for entry in September 2011;
 - (c) that nine new proposals had been approved to proceed for a September 2011 start and two for a September 2012 start;
 - (d) that an optional placement year had been added to the BSc Hons Economics (Major) with effect from 2011/12;
 - (e) that Advanced Certificates in Social Enterprise and Civic Leadership and Community Planning would be introduced as stand-alone awards with effect from the 2010/11 academic year.

11.81 SUBMISSION OF FINAL DOCUMENTS

RECEIVED: a statement on the submission of outstanding final documents for 2009/10 and progress in 2010/11 (CASC/11/27).

- NOTED:
- (a) that for 2009/10 one document had not been signed off as the Faculty was making a case to the Teaching and Learning Committee on progression matters and one document was with the Chair for approval;
 - (b) nine documents had now been confirmed for 2010/11: two were currently with Chairs of Panels for approval; four were being checked by the Academic Office; seven required further amendments; seven documents were past their deadline and nine documents were not yet due.

AGREED: that Faculties continue to work to complete documentation.

11.82 ANNUAL REPORT ON EVALUATION AND SUBJECT REVALIDATION ACTIVITY: 2010/11

RECEIVED: the Annual Report on Evaluation and Revalidation Activity in 2010/11 (CASC/11/28).

- NOTED:
- (a) that 45 evaluations and revalidation events will have been held during 2010/11 (18 evaluation events and 27 revalidation events);
 - (b) that in 2010/11 APSC had agreed to recommend that seven proposals which drew significantly from existing provision proceed to planning without formal evaluation for entry in September 2011. In a number of cases information was incomplete and there had been significant delays in the submission of the necessary documentation to the Academic Office for confirmation;
 - (c) that of the 43 events organised to date, 25 had been chaired by PVCs, six by Deans/Associate Deans and 12 by Heads/Associate Heads who were approached when PVCs and Deans were unavailable;
 - (d) that a large number of CA1 and CA2 forms did not identify the proposed external Panel members, which delayed the process; Head of School and Dean. This delayed the confirmation of dates and the commencement of arrangements; that the Academic Office continued to identify a number of proposed externals who were currently or had been external examiners for Ulster programmes or who had close links with the School; in addition the Sub-Committee noted a concern that faculties re-used externals in a variety of roles, which could compromise the critical distance and fresh perspectives expected of panel members;
 - (e) that in relation to Library and IT reports no issues or concerns had been identified during the year, and in previous years for internal provision. It was proposed that these reports should no longer be required as part of the documentation for internal revalidation panels. They would continue for all new proposals and for collaborative provision;
 - (f) that students reported very positively on their courses, which did not always align with evidence in NSS and other sources and that discussion with a broader range of students might be more useful; it was also proposed that where the full panel did not meet with students, for example where a number of sites were visited, a written report be provided;
 - (g) that assessment issues continued to feature in panel reports; the CHEP working group on Assessment and Feedback for Learning would present to the June Teaching and Learning Committee proposed Principles for Assessment and Feedback for Learning for implementation from 2011/12. If endorsed, these would be embedded in documentation for evaluation and revalidation;

(h) that the report drew attention to a range of key points highlighted in conditions and recommendations; examples of suggested enhancements or less positive issues raised by students and comments in relation to Research/Scholarship informed Teaching.

AGREED:

(i) that Faculties be reminded of the need to ensure that, where a faculty recommended that a new proposal be introduced without evaluation, a full report from the external reviewer and associated documentation should be submitted with the CA1 form before the meeting of APSC;

(ii) that, in the spirit of the new Framework for the Validation of Foundation Degrees, CA2 forms and associated Faculty assessments should be completed and submitted in a timely fashion with due regard to the scheduled meetings of the Academic Planning Sub-Committee;

(iii) that faculties ensure that nominated externals had sufficient expertise to cover the range of subject provision and were identified on CA1, 2 and 6 forms at the time of submission; and that nominees should have appropriate distance from the School in accordance with the spirit and letter of the University's guidelines;

(iv) that, subject to the decision of the Teaching and Learning Committee at its June meeting regarding revisions to the University's external examiner appointment criteria, faculties should take account of the expectation that anyone directly involved as an external member of a validation panel would not be permitted to be appointed as an external examiner for the programme;

(v) that Library and IT reports no longer be included in the documentation received by revalidation panels for internal provision; and that a visit to the University's LRCs no longer be included in the programme for the revalidation of internal provision unless requested by the external panel members;

(vi) that Subject Partnership Managers be reminded of the need to include on the CA4 form, the recommended cohort size for each site;

(vii) that the documentation outline for courses in partner institutions be revised to retain subject network management arrangements if applicable;

(viii) that Subject Unit Co-ordinators be encouraged to ensure that students selected to meet with Panel were as representative of the subject as possible in terms of both the provision included and their academic achievement;

- (ix) that externals involved in separate meetings with students be asked to provide panels with brief written comments to include any matters of commendation and issues which might need to be raised with the course team;
- (x) that the full report be considered by faculty teaching and learning committees and that teams preparing for future events take account of the topics referred to at (h) above.

11.83 EVALUATION AND REVALIDATION SCHEDULE 2011/12

RECEIVED: the evaluation and revalidation schedule for 2011/12 (CASC/11/29).

NOTED: that to date 36 events were scheduled for 2011/12 (27 revalidations involving 55 current courses and four new courses, and nine evaluations).

11.84 TERMS OF REFERENCE AND MEMBERSHIP

RECEIVED: the Sub-Committee's Terms of Reference and Membership (CASC/11/30).

NOTED: that Professor Cook was retiring from the University and that Dr Barr would take up a new position as Head of School of Languages, Literatures and Cultures but would continue as a member during the transitional period.

- AGREED:
- (i) that no amendments be made to the Terms of Reference;
 - (ii) that Professor Cook be thanked for his dedicated work in support of the Sub-Committee.

11.85 DATE OF MEETINGS 2011/12

NOTED: the dates of meetings for 2011/12:

TIME	DATE	LOCATION
10.15 am	Thursday 22 September 2011	Coleraine
10.15 am	Thursday 24 November 2011	Jordanstown
10.15 am	Thursday 23 February 2011	Coleraine
10.15 am	Thursday 31 May 2012	Jordanstown

DURATION: 1 hour 50 minutes

COURSE APPROVAL SUB-COMMITTEE

7 June 2011

ACCESS AND DISTRIBUTED LEARNING

PG Certificate in Professional Development (Researchers)

To revise module PPD301;

FACULTY OF ART, DESIGN AND THE BUILT ENVIRONMENT

BSc Hons Building Surveying (with /without DIS)

To introduce three replacement modules for current students in line with changes made at the recent revalidation;

BSc Hons Construction Engineering and Management (with / without DIS)

To introduce one replacement level 5 module for current students in line with revisions made at the recent revalidation;

BEng Hons/MEng Civil Engineering

To move module CIV319 from semester 3 to semester 1 – 2 (long thin) from 2010/11;

BEng Hons / MEng Energy and Building Services Engineering (PT/FT)

To introduce changes made at the recent revalidation for current students: to remove one module at level 5; to revise requirements for placement module; to revise four current modules; to divide module CIV802 into one 30 point and one 15 point module; to introduce a new dissertation module for MEng; to introduce greater range of options at level 7;

BSc Hons Property Investment, Appraisal and Development

To introduce transitional 'backfilling' modules for students transferring from MSci Property Investment and Development; to make revisions to module SUR310 in line with the recent revalidation;

BSc Hons Quantity Surveying

To revise 10 modules and regulations in order to apply developments approved at the recent revalidation to current students;

BSc Hons Transportation

MSci Transport Planning

To introduce two new 10 point modules to replace a 20 point module; to change semester of one module;

MEng Civil Engineering

To introduce the revised level 7 structure with three strands for current students from 2011/12 in line with changes made at the recent revalidation;

MSci Planning and Property Development (FT/PT)

To apply changes in five modules, and to replace two modules for current students in line with revisions made at the recent revalidation.

Course Withdrawals

PgDip/MA Visual Culture (BT) [last intake: 2008/9]

MSci Property Investment and Development (JN) [last intake: 2010/11].

FACULTY OF ARTS

AB English and History at Southern Regional College

To change two 20 point modules, Literary Movements and Ireland, 1798 – 1870, to long-thin delivery, (Autumn and Spring semesters);

UG Hons Subject: Dance (Single Honours, Major, Minor)

To replace module DRA503 with a new module 'Issues in Dance Research';

UG Hons Subject: Drama (Single Honours, Major, Minor)

To make all eighteen level 5 and level 6 optional modules available in both semesters 1 and 2;

UG Hons Subjects: European Studies, French, History

To revise module FRE508, The Making of Modern France; to change its academic subject from French to History, with consequent change in module code;

UG Hons Subject: International Politics (Single Hons, Major)

To change semester of seven modules;

UG Hons Subject: Spanish

To introduce a new optional module, Latin American Identities;

BA Hons Irish History and Politics

To revise structure to move semester of two modules for 2011/12; to revise a level 4 module to level 5 as a compulsory module; to reintroduce a level 6 module.

FACULTY OF COMPUTING AND ENGINEERING

Certificate of Personal and Professional Development

To introduce a five credit point level 4 module, Applied Emerging Technologies within the CPPD framework;

FdEng Software Engineering (Part-time) – Belfast Metropolitan College (College Square East)

To deliver the 'E' Skills module in semester 2 in 2011/12;

UG Honours Subject: Computing (Major)

To strengthen the mathematical content of six modules; to revise the assessment strategy in one of these modules;

UG Honours Subject: Computing (Minor)

To strengthen the mathematical content in three modules; to replace two final year modules;

BSc Hons Computing**BSc Hons Computing (Artificial Intelligence)****BSc Hons Computing (Games Development)****BSc Hons Computing (Internet Systems)**

To strengthen the mathematics content of six modules, and to revise the assessment weighting in two of these modules;

BSc Hons Information and Communication Technologies

To revise module COM163;

BSc Hons Computing Science**BEng Hons Software Engineering****BSc Computing Science (Artificial Intelligence)****BSc Hons Computing Science (Healthcare Technologies)****BSc Hons Computing Science (Mobile Technologies)****BSc Hons computing Science (Network Technologies)****BSc Information and Communication Technologies****BSc Computing Science with Mathematics****BSc Hons Interactive Multimedia Design**

To replace DIS and DAS awards with DPP, DPP (International) and DIAS for all cohorts from 2011/12;

BEng Hons Computer Science

To revise two modules;

BSc Hons Computing Science with Mathematics

To revise four modules;

BSc Hons Computing Science**BEng Hons Software Engineering****BSc Computing Science (Artificial Intelligence)****BSc Hons Computing Science (Healthcare Technologies)****BSc Hons Computing Science (Mobile Technologies)****BSc Hons Computing Science (Network Technologies)**

To revise six modules; to reintroduce one optional module;

BSc Hons Technology and Design

To reinstate module MEC316.

Course Withdrawals

PgDip/MSc Informatics (JN) [last intake: 2007/08]

PgDip/MSc Web Information Systems (JN) [last intake: 2007/08].

FACULTY OF LIFE AND HEALTH SCIENCES

Certificate of Personal and Professional Development

To introduce a 10 point level 4 module 'Being Interprofessional: Working for the Future';

To introduce a 5 point level 3 module 'Introduction to Practical Computing';

To introduce a 10 point level 3 module, 'Peer Assisted Study Skills 2' and to revise module PPD037 'Peer Assisted Study Skills 1';

FdSc Sport, Exercise and Fitness at Southern Regional College (Newry campus)

To make the Work Based Learning and Entrepreneurship module span two semesters; to move Coaching Science and Sports Massage modules to Semester 1 (Year 2 full-time, Year 3 part-time); to move Advanced Training and Exercise Referral for Specific Populations to Year 2 in the part-time mode; and Sports Injuries and Sports Management modules to Semester 1 of the full-time mode and Year 3 semester 1 in the part-time mode; to deliver Principles of Coaching, Instruction and Teaching over the whole semester rather than in a five week block; to revise course regulations to identify desirable subjects of study at level 3 for admission purposes;

AB Environmental Science

To revise the structure of the course: to remove one module and to introduce two optional modules in year 1; to identify one additional compulsory module in year 2, to introduce one new optional module, to revise two modules to 10 credit points value and to change title of one, to change semester of three modules, to discontinue two modules;

BSc Hons Biology

To revise modules with the 'Biopharma': pathway; to replace one module; to update two modules; to introduce a 10 point module;

BSc Hons Environmental Science

To revise the structure of the course: in year 1 to introduce one replacement module; in year 2 to increase the number of compulsory modules, to change semester of two modules; to discontinue two modules; in final year to identify one additional optional module, to remove two options, to change semester of three modules;

BSc Hons Food and Nutrition

To offer a new optional module at level 6 and to remove FOT533 and BIO529;

BSc Hons Geography

To revise the structure of the course: in year 1 to introduce two replacement modules; in year 2 to increase the number of compulsory modules, to change semester of four modules, to remove one module, to revise two modules to 10 credit points value and retitle one of these; at final level to introduce one additional compulsory module and one replacement optional module, to change semester of three modules;

BSc Hons Marine Science

To revise the structure of the course: in year 1 to introduce two replacement modules; in year 2 to change status of one module to compulsory, to change semester of one module, to discontinue two modules to introduce as an optional module EGM347 Environmental Planning; in year 3, to discontinue three modules, to add as optional modules EGM517 and EGM518 and a new module Ecosystem and Landscape Conservation, to revise EGM501;

BSc Hons Radiography (Diagnostic/Therapeutic)

To revise module RAD321;

MPharm

2011/12 – To replace two modules (PHA304, PHA305); 2012/13 – to replace one module (PHA508) and to replace one 20 point module (PHA507) with a 20 point module and a 10 point module; to discontinue one module (PHA504); to change the assessment strategy for module PHA702 (one year only); 2013/14 – to replace one module (PHA702);

PgCert/PgDip/MSc Advancing Practice in an AHP Specialism

To revise the requirement to complete the 'Service User's Perspective' module within the PgCert and before progressing to the next stage of the course and therefore to change its status to optional; to add five optional modules, Computed Tomography (CT) Essentials: Promoting Advancing Practice, Sleep Diagnostics, Sleep Physiology and Pathology, Wheeled Mobility, Rheumatological Disorders and the Lower Limb;

PgDip/MSc Geographic Information Systems

To introduce two optional 15 point modules, GIS Work Experience and GIS Workplace Project; to introduce two 30 point modules from PgDip/MSc Environmental Management as alternative options – EMG801 and 804; to change semester of four modules; to rename three modules;

FdSc Counselling at six colleges (eight campuses)

To change semesters of modules CMM357 and CMM112; to revise content and assessment in modules CMM112 and CMM156; to revise contact hours in modules CMM357, CMM305 and CMM362; to change the balance of contact hours in modules CMM104, CMM018 and CMM340; to remove the CertHE Counselling exit award.

Course Withdrawal

MSc Food Biotechnology (joint course with Universities of Patras and Ionnina, Greece) [last intake: 2011/12].

FACULTY OF SOCIAL SCIENCES

Certificate in Community Youth Studies

To introduce an additional optional level 4, 10 point module, Learning from Youth Work Practice, to be available in any semester;

BSc Hons Business Economics

To replace module ACF534 with ACF527;

Certificate in Community Youth Studies

To introduce three new optional modules, two at level 4 Reflection and [or 'Reflective' as on CA3 form?] Volunteer Training (10 points), Reflective Volunteer Training and Mental Health Awareness (10 points), and one at level 6, Reflective Youth Work: Mental Health and Wellbeing (20 points);

BSc Hons Criminology and Criminal Justice

UG Hons Subject: Criminology (Minor)

To remove module PUP517; to make module PUP529 compulsory in the Single Honours course and to remove it as an option in the Minor Subject;

BSc Hons Language and Linguistics

Undergraduate Honours Subject: Language and Linguistics (Major)

To integrate explicitly teaching and assessment of study skills in three level 4 modules; to swap semesters of modules CMM320 and CMM303;

BSc Hons Language and Linguistics

To revise the title of one module;

Undergraduate Honours Subject: Law (Single Honours, Major) (Magee)

To introduce an additional optional 20 point, level 6 module: Intellectual Property Law; to withdraw LAW136; to move LAW331 Legal Research Methods to semester one, Year 1, as a level 4 module; to deliver Public International Law at level 5, through module LAW325, rather than at level 6 (LAW512); to provide a compulsory 40 point dissertation module for Single Honours candidates;

Undergraduate Subject: Law (Single Honours, Major) (Jordanstown)

To revise assessment strategy in module LAW530;

Undergraduate Subject: Law (Jordanstown)

To introduce an additional two level 6, 20 point optional modules, Immigration and Refugee Law and litigation in the Public Interest; to revise assessment strategy in module LAW504;

UG Honours Subject: Procurement (Minor)

To introduce a new optional module European Purchasing Law; to introduce two optional level 6 modules, BMG555 and new module: Sustainable Procurement;

Undergraduate Honours Subject: Social Policy (Major)

To make module SOP314 available as an optional module;

PgDip/MSc Language and Linguistics

To swap semesters for modules CMM728 and CMM729;

Master of Public Administration (Public Sector Executive Development) part-time.

To introduce a replacement module. Supply Chain Management

Course Withdrawal

BSc Hons Community Youth Work – part-time ‘top-up’ route (JN) [last intake: 2008/09].

ULSTER BUSINESS SCHOOL

Advanced Diploma in Civic Leadership and Community Planning (with Advanced Certificate exit award)

To make all modules available in each semester;

UG Hons Subject: Accountancy Studies (Minor)

To replace one module;

BSc Hons Accounting

To introduce an additional optional level 6 module ‘Forensic Accounting’;

BSc Hons Accounting and Managerial Finance

To change the semester of delivery of two modules;

BSc Hons Business (full-time / part-time)

BSc Hons Business Management

Undergraduate Hons Subject: Business; Accounting; Retail Studies; Marketing

To introduce the recently revalidated courses for students entering year 2 in 2011/12 and to apply revised assessment weighting in module BMG537 from final year 2011/12;

BSc Hons Business Studies with DIS

To revise module ACF554; to add module ACF528J a compulsory level 6 module;

BSc Hons Finance and Investment

To remove two options; to add one optional module; to revise assessment weighting in one module;

BSc Hons Finance and Investment Analysis

To revise two modules in line with the recent revalidation of Unit 5A1 to change title of one module; to change semester of two modules and to make one compulsory; to replace one module with a new module; to revise content of three modules; to make the placement year optional;

BSc Hons Financial Services

To revise five modules in line with the recent revalidation of Unit 5A1; to revise titles of two modules; to introduce two new replacement modules; to introduce an additional optional module; to change semester of two modules; to revise content of three modules; to remove one module;

PgDip/MSc Financial Services

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

MSc Management and Corporate Governance at Dublin Outcentre

To revise the assessment strategy in module ACF839;

MSc Sport Management

To combine two 10 point modules.

EXTRACTS FROM THE ANNUAL REPORT ON EVALUATION AND SUBJECT REVALIDATION ACTIVITY: 2010/11

Conditions and Recommendations

Key points highlighted in conditions and recommendations in 2010/11 reports which have occurred more than once:

- clarification of engagement with industry stakeholders in the development of programmes;
- articulation of subject specific admission requirements and the APEL process and the criteria used for admission therein e.g. the graduate qualities against which students are assessed;
- student induction arrangements and ongoing support throughout the programme;
- clarification of philosophy and theoretical models adopted;
- title of programme/modules to better reflect aims and content;
- course structure (including diagrams), sequence of modules, part-time study loads, and internal coherence of the programme to be articulated more fully;
- intentions regarding future PSRB accreditation to be clarified and kept under review PB developments;
- consider provision of appropriate exit awards with coherent learning outcomes for each exit award, expressed appropriately to reflect the exit award level;
- mapping of programme learning outcomes to modules to be made explicit together with achievability of all programme/module learning outcomes and their assessment to be made explicit;
- more evidence of embedding entrepreneurship outcomes;
- wording of module learning outcomes to ensure pitched at appropriate level and expressed as outcomes;
- rationale for and details of proposed changes to current programmes and consideration by the team of proposed transition arrangements for current students;
- elaboration of teaching, learning and assessment strategy at course level to include blended and online arrangements;
- assessment – rationale for assessment weightings; more consistency in assessment load across modules to ensure equity in effort required; rationale for and clarification of word length requirements/guidance and consistency across modules;
- more consideration of the appropriateness, nature, timing, consistency, quality of feedback on assessment;
- the timing and nature of group work, management and support arrangements in place and its assessment, in particular the weighting of marks for group/individual work in final year and adherence to University policy;
- regulations to be presented in line with University templates, in particular the need for Teams to consider and specify explicitly any requirement to achieve threshold standard in each assessment component (examination and coursework) or in all or specified components of each element;

- need to identify placement providers and articulate assessment, management, monitoring and quality assurance arrangements for work-based learning;
- clarification of employment opportunities for graduates;
- the appropriateness of research methods in preparation for dissertations at both undergraduate and postgraduate level;
- need to keep under review staffing resources including succession planning, the high reliance of part-time staff and also the opportunities for personal and professional development;
- more staff engagement with the VLE to embed emerging technologies and associated pedagogies to further development and enhance teaching, learning and assessment;
- provision of evidence of research/scholarship-informed teaching;
- clarification of the role and management of external practitioners/professionals involved in the delivery of modules and the training of e-tutors;
- clarification of service level agreements in place and agreed financial model;
- evidence of adequacy of library and IT resources (Colleges);
- reading lists need up-dating to include current texts, journals and online materials; some too lengthy.

Student Views

The following are examples of suggested enhancements or less positive issues raised by students in the meetings held with Revalidation Panels:

- follow-up to initial induction, to include more contextual information and more guidance on referencing, would be useful;
- group work e.g. the different levels of commitment/participation of group members; practical difficulties in arranging meetings; large group sizes; the impact of group mark on individual student mark/classification; validity of peer assessment; early group work sessions in year 1 helps form friendships;
- lack of awareness of how feedback is provided and variations between modules in terms of nature, amount, quality, timing, retention of feedback on assignments;
- information on dissertation should be provided earlier and clarification of role of supervisors and the level of support they are to provide;
- large class sizes provide less opportunity for interaction;
- more online contact between students to be encouraged (distance learning programme);
- difficulties in accessing PCs in the LRCs during peak hours and near assessment deadlines;
- fewer books being purchased by students and more popular books not always available; one week loans sometimes hard to obtain;
- chapters not specified in reading lists;
- lack of printing facilities for lap-tops;
- timetabling of classes e.g. very early and very late on the same day;
- more opportunity to undertake studies in the summer semester, to 'top-up' to degree level studies, 'taster' modules for postgraduate programmes and continuing professional development modules;

- more staff should use up-to-date technologies e.g. smart phones to provide information;
- more use could be made of WebCT by some staff.

Research/Scholarship Informed Teaching

The following are some of the comments included in Panel reports:

- all teaching staff are actively engaged in research which informs teaching;
- internal and external research informs teaching and materials are developed from these for use by students;
- case studies are developed from local research projects;
- the programme was developed as a result of research output from research centres and modules written by scholars at the forefront of research;
- modules are led by research-active staff and their research feeds into module content;
- collaborations/relationships with external bodies brings additional external expertise and enhances the student learning experience;
- professional development is scholarship-informed and the close links with industry ensures that students are exposed to 'real world' briefs during their studies;
- links with professional bodies and industry helps ensure currency;
- the content of one module has been based on research conducted in India and China;
- health statistics, utility supply regulator figures, economic growth indicators etc are used to inform teaching;
- it is hoped that a reduced teaching burden will allow more time for research to be undertaken and for links to be developed between various discipline areas;
- a shift to place more emphasis on research-informed teaching will be helped by the appointment of new staff with new interests/expertise;
- working towards a greater research profile and greater effort is being made to build in time in the timetable for staff research.
- CPD is ongoing and helps inform teaching;
- there is limited time to undertake CPD courses and research.