

UNIVERSITY OF ULSTER

TEACHING AND LEARNING COMMITTEE

Minutes of a meeting held on 19 October 2005 at the Coleraine campus

PRESENT

Professor D A McAlister (Chair), Professor I Banat, Professor R R Barnett, Professor N D Black, Mr P Fleming, Professor K Greenan, Dr P Hanna, Dr D A Heenan, Professor R Hutchinson, Dr E M Lillie, Mr L McCurry, Mr D McGivern, Mr N McKenna, Mr T McLernon, Dr R J Millar, Professor A Moran, Ms N O'Hagan, Professor R A Welch

APOLOGIES

Professor J M Allen, Professor B M Hannigan, Ms A Kemplay, Professor C W Mulholland

IN ATTENDANCE

Mrs C G Avery, Mrs C Curran (for min 05.163), Mr A G Faulkner, Ms S Steging (for mins 05.162 and 164)

UNRESERVED BUSINESS

COMMITTEE STRUCTURES

05.122 Terms of Reference and Membership for 2005/6

The Committee noted its terms of reference and composition as approved by Senate at its October meeting (TLC/05/58). Senate had proposed the addition of the category of a National Teaching Fellow to the membership. The Chair nominated Professor D Hunter in this category in view of his role as Chair of the Forum for Innovation in Teaching and Learning Support.

AGREED: that Professor Hunter be invited to join the Committee.

05.123 Sub-Committee Structure

The Committee considered a paper (TLC/05/59) on its sub-committee structure with proposed terms of reference and composition. The paper also provided information on current working groups and the Forum for Innovation in Teaching and Learning Support.

The Chair reported that prospective chairs of sub-committees had been invited to attend the meeting pending the Committee's approval of the sub-committee structure.

The Committee noted that it was proposed that the following five sub-committees would be carried over from the former Teaching and Learning Committee and Quality Assurance and Enhancement Committee:

- Course Approval Sub-Committee (CASC)
- Sub-Committee on Work-Based Learning
- Sub-Committee on Continuing Professional Development for Academic Staff
- Faculty Heads of Collaborative Courses Forum
- Charter Review Group

Only the terms of reference of the Course Approval Sub-Committee had been revised substantially to focus its business on standards and to remove the initial consideration of proposals (CA1/CA2/CA9), which now belonged within the remit of the Academic Development and Student Services Committee (ADSSC).

Each sub-committee would be allowed to communicate with other committees rather than requiring all consultation to be channelled through the Teaching and Learning Committee as the parent committee.

With reference to the Sub-Committee on Continuing Professional Development, the Chair reported that, as responsibility for determining policy should lie with the parent committee and with Senate, it was proposed that term 2 'to determine University policy in relation to staff continuing professional development ...' should be revised to 'to advise and make recommendations on policy ...'

The Committee noted that the Access Courses Sub-Committee and e-Learning Sub-Committee, sub-committees of the former Teaching and Learning Committee, would no longer continue to be sub-committees of the Committee, as their business lay mainly within the remit of the Academic Development and Student Services portfolio. Evaluation and re-validation reports relating to Access courses would, however, be considered by CASC. The Acting Pro-Vice-Chancellor (Academic Development and Student Services) reported that the ADSS Committee had still to agree its sub-committee structures and would take into account the current arrangements for Access which included college representation for any sub-committee which was to be established to deal with Access business.

The Committee noted that the Forum for Innovation in Teaching and Learning whose establishment had been agreed by Quality Assurance and Enhancement Committee (min 05.49 refers) would not be a formal sub-committee and would be expected to report to the Committee only on an annual basis.

The Committee noted the working groups which had been put in place by the previous committees and sub-committees and whose work was not yet complete, and their reporting arrangements as follows:

<u>Working Group</u>	<u>Established By</u>	<u>Report To</u>
Plagiarism	TLC	TLC
Outcentres	TLC	ADSSC
Future Development of Access Provision	Access Courses Sub-Committee of TLC	ADSSC and TLC
Progress Files, Induction, Progression and Retention	QAEC	TLC; ADSSC
Role of Faculty Heads of Collaborative Courses	QAEC	TLC
Student Feedback Implementation Group	QAEC	TLC
Assessment in Work-Based Learning	Sub-Committee on Work-Based Learning (SCWBL)	SCWBL
Engagement with Employers	SCWBL	SCWBL

A working group had also been proposed for the new Sub-Committee on Continuing Professional Development for Academic Staff.

AGREED that:

- i) the proposals for the sub-committee structure and terms of reference and composition of the sub-committees be approved, subject to revision to the terms of reference of the Sub-Committee on Continuing Professional Development for Academic Staff;
- ii) the terms of reference, composition and reporting arrangements for the Forum for Innovation in Teaching and Learning Support be approved;
- iii) Faculties nominate representatives to the new Course Approval Sub-Committee;
- iv) as requested by the Acting Pro-Vice-Chancellor (Academic Development and Student Support), the Academic Office provide support for a meeting in November to consider initial course planning business.

05.124 MINUTES

The confirmed minutes of the meeting of the Teaching and Learning Committee held on 14 June 2005 and the Quality Assurance and Enhancement Committee held on 13 June 2005 were signed by the Chair.

MATTERS ARISING

Teaching and Learning Committee

05.125 Meeting with DEL (Min 05.80)

Professor Black reported to the Committee on discussions held with DEL in relation to a number of matters including the proposed transfer of Intermediate level courses to FE partners by 2008/9, PDPs and models for top-up fees.

The Committee noted that these and a number of other matters had been raised at a recent meeting held with representatives of the Association of NI Colleges. It had been agreed to arrange a joint meeting with DEL to take forward and develop strategies on many of these areas. It was noted that the Collaboration Working Group of the ADSSC would be considering developments in relation to collaborative activity.

Quality Assurance and Enhancement Committee

05.126 Early Leaver Recording in New Student Record System (Min 05.48)

The Committee noted that the matter of recording of early leavers in the new student record system needed to be raised with the Business Process Change Group (BPCG).

AGREED: that the Chair write to the BPCG to ensure that this issue was addressed in the new system.

05.127 Review of Role of Faculty Head of Collaborative Courses (Min 05.50)

The Chair reported that the Vice-Chancellor's Advisory Group at its meeting on 17 October had agreed to recommend to the Senior Management Group that the appointments of the Faculty Heads of Collaborative Courses be extended by one year to ensure continuity in the lead up to the forthcoming collaborative audit and pending the outcome of the interim evaluation report on the role of Faculty Heads of Collaborative Courses.

CHAIRMAN'S COMMUNICATIONS

05.128 National Teaching Fellowship Awards 2005

The Chair reported that Ms S Griffiths and Dr T Moore had received National Teaching Fellowship Awards in the categories of 'Experienced Staff' and 'Rising Stars' respectively and extended the Committee's congratulations to them.

05.129 HEA Teaching Research Grants 2005

The Chair reported that Professor K Greenan, Mr G McGrath and Ms S Rees had received Teaching Research Grants from the Business, Management and Accountancy Subject Centre for a long-term alumni survey to determine

employability skills gap for Accounting students. Professor Greenan was also involved in an investigation into the growing problems of student retention, progression and achievement in Accounting and Finance programmes. The Chair extended the Committee's congratulations to them on their successful applications. It was noted that the results of the projects would be of wider interest across the University.

05.130 Launch of TQI Website

The TQI website had been launched publicly on 21 September 2005, as a resource for prospective students and other stakeholders: www.tqi.ac.uk.

05.131 National Student Survey Results

The Committee noted that the results of the National Student Survey had been published. Further analysis of the results would be undertaken and a report presented to the Teaching and Learning Committee and the Academic Development and Student Support Committee at future meetings. Depending upon the summary information, a judgement would be made as to whether a commentary would be published on the TQI website.

05.132 Survey of Non-Continuance

The Chair reported that University would be participating in a national survey of first year students which aimed to obtain a picture of patterns of non-continuance. The University would in due course receive a summary of the analyses of data and an institution-specific analysis which would allow consideration of the University's comparative position.

Dr Cook, STAR Project, had made contact with a number of Deans regarding the survey.

05.133 Departure from Regulations

The Committee received Paper TLC/05/60 and noted that Professor Black had taken Chairman's action on behalf of the former Committee to approve a departure from the University's regulations to allow 100% coursework at Level 1 in the FdA Graphic Communication at Castlereagh College.

05.134 Joint Validation Procedures and Appointment and Duties of External Examiners for Pre and Post Registration Nursing and Midwifery Programmes.

An updated Agreement had been signed with the Northern Ireland Practice and Education Council for Nursing and Midwifery in August 2005. This would now require minor revision in light of the revised PVC portfolios.

05.135 Plagiarism Detection Service

Following a decision by Research Policy and Practice Committee to submit all written work from students to the JISC detection service and in order to ensure

continuity for 2005/6, the Research Office had renewed the licence to use Turnitin software in advance of the Teaching and Learning Committee receiving a report from Professor Mulholland, the Chair of the Online Plagiarism Working Group, on the preferred system for the future (min 05.62 refers). The licence made the system available for use by all academic staff in respect of any student's work. Professor Black reported that he had been in communication with the Pro-Vice-Chancellor (Research and Innovation) regarding the use of the detection service as a resource for the whole of the University and its future funding. It was noted that consideration needed to be given to informing staff of the availability of the service and access arrangements. The new Working Group on Plagiarism would consider broad principles for its use.

The Committee also noted that, from September 2006, students were to be required to consent formally to the submission of their work to an electronic plagiarism detection system, as a condition of enrolment. Consequently, the Committee was asked to consider a recommendation that the following additional clause (c) be added to the Regulations for the Enrolment of Students:

“3 Enrolment is conditional upon the fulfilment by students of the following conditions: ...

c) the granting of consent to the submission of their work to any electronic system for the detection of plagiarism as may be necessary.”

AGREED: that it be recommended to Senate that the additional clause 3 (c) be added to the Regulations for the Enrolment of Students.

05.136 COURSE APPROVAL SUB-COMMITTEE

Professor Black presented the report of the meeting held on 29 September 2005 (TLC/05/61).

05.137 Course Planning and Approval (Item 3)

The Committee noted that the Course Approval Sub-Committee had operated under its former terms of reference and had prepared a separate report for the Academic Development and Student Support Committee regarding new proposals (CA1/2s). The Committee noted the revisions approved by Faculties.

AGREED: that it be recommended to Senate that recommendations regarding course approval be endorsed as set out in the Appendix.

05.138 Final Approval of Documents (Item 4)

The Committee noted the continuing problem with 'signing off' documents within one academic cycle before the next intake starts. Although many of the requirements were minor in nature, too often the finalisation of documents and

completion of the approval process were undertaken in subsequent years (min 05.105 e) refers).

The Course Approval Sub-Committee had recommended that the Committee consider more robust sanctions against Faculties. The Committee expressed concern about the possible impact on academic planning and admissions and agreed that the matter needed to be more effectively managed within each Faculty and School.

The Chair advised Deans that a significant improvement needed to be made by Faculties in the current academic year to ensure that all documents were 'signed off' within the stipulated timeframe. This would be considered a key performance indicator for successful validation.

AGREED:

- i) that, in future, no period of grace be allowed and that the Academic Office notify Deans immediately the deadline for receipt of a response and revised documentation had not been met by a Course/Subject Team;
- ii) that the Committee review Faculty/College performance in meeting the conditions of approval at its June 2006 meeting, when it received the annual report on evaluation and re-validation.

05.139 ACCESS COURSES SUB-COMMITTEE

The Committee noted that, following the re-organisation of portfolios, the Access Courses Sub-Committee had not met pending the Academic Development and Student Services Committee's consideration of its arrangements for the conduct of business. The Committee noted course planning and approval matters (TLC/05/62) on which Chairman's action had been taken and outstanding business which would be taken forward through the ADSS Committee or the Teaching and Learning Committee as appropriate.

AGREED:

- i) that the reporting arrangements for outstanding business be endorsed;
- ii) that the outcomes of the re-validations, approved by Chairman's action, be forwarded to Senate (Appendix).

05.140 SUB-COMMITTEE ON WORK-BASED LEARNING

Dr Millar presented the report of the Sub-Committee on Work-Based Learning held on 28 September 2005 (TLC/05/63).

05.141 Online Placement Management System (Item 1)

The Committee noted a recommendation that the Online Placement Management System in use in the Faculty of Engineering be adopted as a core corporate

placement system. There has been widespread support from other Faculties for this development. If approved, the proposal would need to be considered by the Business Process Change Group and also the Vice-Chancellor's Advisory Group.

AGREED: that the adoption of the Online Placement Management System be supported.

05.142 Working Party on Assessing Work-Based Learning (Item 5)

The Committee considered a draft document entitled 'Assessing Work-Based Learning/Placement'.

Dr Millar clarified that the status of the document as additional guidelines for incorporation into the Assessment Handbook rather than a policy document. The scope of the guidelines was restricted to work-based learning associated with full year placements leading to the award of DIS and not other forms of placement such as work-based learning components of Foundation degrees or short clinical placements. The latter were already adequately supported through professional requirements.

The Committee also noted that the Sub-Committee would receive, at its next meeting, a paper from the Faculty of Business and Management concerning lack of student engagement with preparation for placement. Professor McAlister asked the Students' Union representatives to help encourage students to engage fully with their preparation for placement in view of its importance to their employability.

AGREED: that, subject to the paper being revised to clarify its status and scope, the guidelines be endorsed.

05.143 TEACHING AND LEARNING STRATEGY

The Committee had received Faculty strategies in March 2005 and had agreed that revised strategies be considered at the October meeting together with a report on achievement of 2004/5 objectives (min 05.32 refers). The Chair had agreed that for the October meeting Faculties should be asked only to report on achievement of objectives.

The Committee received Paper TLC/05/64 which provided the reports from Faculties. These varied in presentation reflecting the original Faculty strategies, some of which had specific targets for the year and others with a longer timeframe identified. It was considered that Faculties might consider the approaches of other Faculties in setting objectives, measuring their achievement and reporting on these. The Faculty of Business and Management's format was highlighted as an example of good practice.

The Chair reported that she would review the University Teaching and Learning Strategy and present specific objectives for 2005/6 to the Committee at its December meeting. Faculties would then be expected to identify their strategies to achieve these objectives but could continue to set supplementary objectives in

accordance with their own priorities. A report would be expected for October 2006.

Professor McAlister would liaise with Professor Black regarding the setting of the University's objectives. It was expected that these would relate to retention and enhancement. The University's Teaching and Learning Strategy would be revisited in the longer term.

AGREED: that a common template be developed for Faculties to provide reports which would clarify the monitoring process and the degree to which objectives were being achieved.

QAA AUDIT

05.144 2005 Report

The Committee received the QAA Institutional Audit Report (2005) (TLC/05/65) which had been received by Senate at its October meeting. The Committee noted that the report stated that broad confidence could be placed in the soundness of the University's current and likely future management of the quality of its academic programmes and the academic standards of its awards. Five features of good practice had been identified along with four recommendations for action in the 'desirable' category.

05.145 Action Plan

The Committee noted that a response on action taken or planned was to be forwarded to QAA by September 2006 and received an action plan (TLC/06/66) to address the three recommendations which lay within the remit of the Teaching and Learning Committee.

05.146 Internal Moderation (Recommendation 1)

The Committee noted that it was suggested that the University needed to provide more guidance on internal moderation.

The Committee also noted that the report of the 2004/5 Themed Audit on Assessment recommended to QAEC (June 2005, min 05.52) that the Teaching and Learning Committee, in consultation with Faculties, should review current policy on internal moderation for written examinations and coursework assignments and provide more detailed guidance to Faculties. Faculties were also to consider the outcomes of the Themed Audit as part of their 2003/4 Annual Subject Monitoring (see TLC/05/69).

The Committee considered the proposal that University policy should provide guidance in relation to each of the following categories: (A) broad subject/discipline base, (B) type of assessment (written examination, oral examination, coursework generally, major project/dissertation in particular); (C) level of study; and on the use of full and sample moderation and the size and range of samples.

The Committee noted that Faculty policies (2004/5) were received by QAEC in June 2005 (QAEC/05/25) and were set out at Appendix 2 (TLC/05/66).

AGREED: that Faculties review their own approaches to moderation in the light of those of other Faculties and report their recommendations on the extent to which the University should be more prescriptive and on the minimum expectations for a University policy to the Committee at its February meeting.

05.147 Employer Contribution to Subject Development (Recommendation 2)

The Committee noted that the Audit Report had stated that, while annual subject monitoring procedures require inclusion and evaluation of employer input, this was not explicit or consistently present in reports seen at discipline level. The evaluation of employer contribution to subject development had been identified as a University objective for ASM in 2004/5.

AGREED: that the Sub-Group which would review Annual Subject Monitoring reports be asked to comment specifically on this matter in its report to the Committee.

05.148 External Examiners' Authority (Recommendation 3)

The Committee noted that it was understood that this issue had arisen from a DAT and related to viva voce examinations and the impact on marks for candidates who had not attended a viva. It was proposed that explicit advice be drawn up in regard to the size and range of any sample selected for vivas; the format of the examination; and the consequences for the whole cohort.

AGREED:

- i) that Faculties be asked to report their recommendations to the February meeting;
- ii) that, subsequently, guidance on viva examinations be included in the next edition of the External Examiner's Handbook and the Assessment Handbook.

05.149 Anonymous Marking

The Committee noted that a paper on the review of current practice in anonymous marking of coursework by Faculties, as proposed in the University's response to the Student Written Submission (min 05.65 refers), would be considered at the December meeting of the Committee.

05.150 Collaborative Provision Audit 2006

The Committee received the timetable and draft Self Evaluation Document contents list for the Collaborative Provision Audit scheduled for November 2006 (TLC/05/67).

It was noted that the draft SED would be submitted to the February meeting of the Committee and that the final version would be received at the June meeting prior to submission to the QAA by 24 July 2006. A written submission would not be required to be made by the Students' Union, nor the selected partner institutions.

The Chair reported that the University had declined an invitation from the QAA to participate in a country audit of China which would have involved its partner institution, South China Agricultural University. The decisions had been endorsed by the Senate at its meeting on 5 October 2005 (Senate minute 05.79 d) refers).

ANNUAL SUBJECT MONITORING 2003/4

05.151 Report of Sub-Group (Item 1)

The Committee noted the report of the QAEC Sub-Group which was previously approved by Chair's action and circulated to Faculties in July 2005 (TLC/05/68).

05.152 Responses to Report of Sub-Group (Item 2)

The Committee noted the responses from Faculties and central departments to the report of the Sub-Group (TLC/05/69).

The Committee noted that of the fourteen recommendations identified for action at University and Faculty level, nine responses had been made to this meeting. Of the outstanding responses, Recommendation 8 related to advice to students in Clearing and now lay within the remit of ADSSC. In relation to Recommendation 3 (Peer Assessment Scheme) a proposed methodology for the review was not due until February 2006. Recommendations 4, 5 (Student Questionnaires), 9 (Student Data) still required a response.

A response from the Faculty of Social Sciences was awaited in relation to Recommendation 6 (external examiner moderation of placement). The Committee noted that University policy in this regard was that the assessment for the DIS/DAS award should be explicitly covered by an external examiner. The Chair reminded Faculty representatives of the need to ensure that Faculties met this expectation.

With regard to Recommendation 10, which asked the Equality and Diversity Committee to consider how equal opportunities monitoring data should be considered at faculty and subject level, it was noted that it was recommended that the information should be gathered at subject level and reflect as much information as possible in relation to Section 75 categories.

The Committee noted that Recommendation 14 had asked Faculties to consider a 'risk-based' approach to the Annual Subject Monitoring process. It was expected that Faculty discussions with Professor Raban as part of the University's review of the ASM and re-validation processes would inform the Faculties' review.

The Committee noted that the Quality Management and Audit Unit (QMAU) would follow up outstanding responses.

AGREED: that the Equality Policy and Practice Unit should be asked to outline how the recommendation regarding Equality data would be taken forward.

ANNUAL REVIEW OF COLLABORATIVE COURSES 2003/4

05.153 The Committee received paper TLC/05/70 which summarised the action taken or planned by Faculties, central departments and partner institutions in response to the recommendations made by the Sub-Group.

05.154 Faculty Responses

The Committee noted that a further monitoring visit to SCAU had been undertaken by University representatives in July and that the Faculty of Engineering would continue to monitor action undertaken to address issues raised. Action identified for HKCT had been verified in July 2005 during a visit by the Faculty Head of Collaborative Courses (Engineering).

05.155 Individual Partner Institutions

The Committee noted that, although a number of Colleges continued to run their own HNDs possibly to the detriment of University-validated Foundation degrees, it was expected that the forthcoming re-structuring in the FE sector would assist the resolution of this matter.

The Committee noted that the QMAU would follow up the absence of responses from Fermanagh College, PRRT and Westcare Business Services.

05.156 Central Departments

The Committee noted that the Development Day held on 13 October 2005 for Course Directors in partner institutions had covered many of the issues identified. The event had been well attended and informal feedback had suggested that College staff had found it useful.

The Committee noted that the paper required to be updated on action taken in relation to business falling within the remit of other Committees.

05.157 EXTERNAL EXAMINERS' REPORTS 2004/5: ANNUAL OVERVIEW REPORT

Professor Black presented his annual report identifying general issues arising from external examiners' reports for the 2004/5 academic year (TLC/05/71).

The Committee noted that, from reports received to 4 October, the Pro-Vice-Chancellor had only had to send 18 letters to Deans for action where matters of significant concern had been raised. Professor Black reported that since the

report had been written a further 15 reports had been received, of which only one required a letter to be sent. No new general issues had been raised.

The Committee noted that the vast majority of external examiners had endorsed standards and commented favourably on the quality of provision. Many course teams had been praised for their innovation, student care and professionalism. Some raised the issue of high student/staff ratios. Although critical comments were few in number, the need for immediate action by course/subject committees was emphasised.

In only one case did an external suggest that the quality and standard of a course were lower than in other places. In a small number of courses the externals noted that the classifications were outside the norm with too many 1st and 2nd awards being made.

It was noted that a not insignificant number of externals had commented on the volume of material received and its lateness, or the lack of material. One external examiner had not seen an examination paper before the examination. A small number of externals had referred to confusion at Boards of Examiners in regard to policy, in particular plagiarism, and regulations.

A number of external examiners were critical of the honours degree classification being based solely on final level marks.

Some externals made reference to the poor quality of students' language skills and suggested that the University establish a support group.

05.158 TQI (Item 12)

The Committee noted that, in only five cases, was it necessary for the University to provide a supplementary statement in response to an adverse summary report, where the external examiner had not been able to confirm either that the standards for the award were appropriate, or that students' performance was comparable with that of other institutions, or that the processes were sound and fairly conducted.

AGREED:

- i) in accordance with University procedures, Course/Subject Committees take immediate action and provide a written response to external examiner reports; the action taken should be explicitly monitored through the annual monitoring exercises;
- ii) that no further action was required at University level in relation to the general issues raised;
- iii) that, in the light of the current national debate on the matter of classification of degrees, it would be inopportune for the Committee to revisit the issue of the basis for classification of honours degree awards at this time.

05.159 UNDERGRADUATE MODULAR PROVISION

The Committee noted that, as only one Chief External Examiner's report had been received, these reports and the responses from the Campus Co-ordinating Groups would be considered at the December meeting of the Committee, together with the annual report from the Campus Co-ordinating Groups on the operation and management of the system in 2004/5.

05.160 ONLINE STUDENT SATISFACTION SURVEY 2005

The Committee considered the summary report of the online student satisfaction survey (TLC/05/74). The Survey had been administered across the University in March 2005 and had only generated a 7% response rate from the sample population. Analyses of quantitative data for the University overall, by campus, by gender and for e-learning students were provided. The Committee noted that Faculty/subject unit analyses had already been sent to Faculties for consideration within ASM.

The Committee noted that the response rate of 7% was very low in comparison with the 60% response rate in the recent National Student Survey.

The Committee considered the recommendations regarding the further distribution of the report and the continuation of the Survey.

AGREED:

- i) that, in view of the low level of participation and its consequent unreliability, no responses be required to the Survey's findings;
- ii) that QMAU undertake analysis of the NSS data with specific reference to the University's results and that an evaluation be made of the extent of complementarity between the two surveys;
- iii) that a decision on the future of the University's own survey be made in light of this report.

MONITORING STUDENT ATTENDANCE AND NOTIFICATION OF STUDENT ABSENCE

05.161 Monitoring Student Attendance

The Committee received a paper on the use by Faculties of the University protocol on student attendance in 2004/5 as part of their review of the systems for monitoring attendance (TLC/05/75). The protocol, endorsed by Teaching and Learning Committee in June 2004, set out the relevant regulations and the University expectations for monitoring and the options for dealing with absence (min 04.106 refers).

It was noted that Faculty reports focussed on full-time undergraduate attendance as it was not generally considered a problem for postgraduate or part-time

students. There was evidence from the reports that the monitoring of attendance had a positive impact on student attendance, performance and retention. The processes served both to support students who were experiencing difficulties and to sanction non-participating students.

The resource-intensive nature of manual systems was noted and the use of WebCT in online monitoring was considered to be very effective. Electronic monitoring of attendance would enable both staff and students to receive attendance information. The use of email reminders and the innovative use of text messaging by the Faculty of Engineering were noted. It was reported that the draft student loan regulations, currently out for consultation, might result in a legal obligation for universities to monitor the attendance of students.

It was noted that, while University regulations permitted Faculties to discontinue students who had been absent for more than four weeks and Heads of School and Deans had authority to discipline students, Heads of School were unclear about the scope of the sanctions available to them under the Ordinance on Student Discipline.

AGREED:

- i) that the Pro-Vice-Chancellor (Academic Development and Student Support) be asked to consider with relevant parties possible technological solutions to monitoring student attendance;
- ii) that Governance Services be asked to advise Heads of Schools on the range and appropriateness of disciplinary penalties available to them, and on the meaning of 'suspension of privileges'.

05.162 Notification of Absence System

The Committee at its May 2004 meeting had agreed that a formalised system for notification of absence be piloted in 2004/5 (min 04.69 refers). Ms S Steging presented a report on the Notification of Absence System (TLC/05/76), outlining main issues arising from the operation of the first year of the new 'Notification of Absence' form by students and a more structured EC1 form.

The Committee noted that the proposed automatic electronic transmission of information to staff had not been put in place owing to the moratorium on development during the procurement of the new Student Records System. The transmission of information to members of staff remained the responsibility of students through a paper record. It was noted that the Business Process Change Group was willing to review the resource required for this development if it had the support of the Committee.

Faculties had been surveyed on their experience of the system and most staff and students reported no difficulty in the use of the form. The use of the system by Faculties varied with some making its use a requirement for reporting each absence. The benefits of the link to the EC1 process as evidence for Boards of

Examiners was an important feature, but for some the connection between the Notification of Absence and EC1 forms was not considered to be clear.

Course Directors were most concerned about the lack of accessibility of the form to staff as it was only available on the student web, using a PIN. If the form were on the staff web, it could be distributed by staff. Monitoring could be improved if the forms were automatically routed to the Course Director. The Committee noted that the system needed to be able to cope with programmes with large student numbers.

The Committee recognised the value of an effective self-reporting system to support the objectives of the monitoring processes (min 05.161 refers) and noted that more development work was needed to achieve full effectiveness.

AGREED:

- i) that the scheme continue for the 2005/6 academic year;
- ii) that further discussions be held with Faculties with a view to a common approach being agreed;
- iii) that, in the light of ii), BPCG be asked to review the resource required for the development of the scheme.

05.163 ACCREDITATION OF PRIOR LEARNING

In May 2005 the Committee had agreed that Faculties and relevant departments should consider the report of the APL Working Group and provide comments for consideration by the Committee (min 05.59 refers).

Ms C Curran presented paper TLC/05/77 which outlined the responses received from Faculties, Academic Registry, Finance and Staff Development.

The Committee noted that a key issue was the limits for APE/CL. Currently up to two-thirds of any course might be exempted and the Working Group had recommended that postgraduate students should undertake a minimum of 50% of the prescribed programme of study. It was noted that the Faculty of Social Sciences had concerns about this. No change had been proposed for undergraduate courses, but the Faculty of Business and Management considered that, while two-thirds was appropriate for APCL, a limit of 50% should be set for APEL claims.

The Committee noted that the Faculty of Arts had considered that the establishment of an APL Board at the level of the School/Faculty to consider claims would be a burdensome procedure and preferred a process involving the subject selector and the Director of Admissions in the Faculty. It was noted that the Working Group had sought to propose guiding principles which Faculties might adapt to their particular circumstances, provided that the assessment processes met the expectations of rigour and validity.

AGREED: that the Working Group reconvene to consider the comments received and to revise as appropriate the draft policy and guiding principles with a view to reporting to the December meeting of the Committee.

05.164 SPECIAL EDUCATIONAL NEEDS AND DISABILITY (NI) ORDER 2005 (SENDO)

Ms S Steging presented the project report from Student Support on a strategy to achieve compliance with SENDO (TLC/05/78).

The Committee noted that SENDO came into effect on 1 September 2005 and placed a duty on the University to anticipate and make reasonable adjustments to facilitate access to education and associated services by disabled students and prospective students.

The Committee noted that the table in Appendix 3 of the paper summarised the key topics identified in a staff questionnaire and working group discussions and provided a resource tool for staff with links to relevant websites.

The project team had identified gaps in policy and provision which required urgent attention. The team had proposed sixteen associated actions and recommended that a Working Group be established under the Head of Equality Policy and Practice to take forward strategically the issues identified. Although many of the recommendations in the report lay outside the remit of the Teaching and Learning Committee, the whole paper was provided by way of context.

The Committee noted current difficulties for course/subject directors and other academic staff, where declarations of disability were not made in advance of registration through the application process. Such information was then obtained through the Equal Opportunities Monitoring forms.

AGREED:

- i) that the Committee support the proposal that the Head of Equality Policy and Practice establish a Working Group to take forward the strategy;
- ii) that the Working Group should report to the Senior Management Group in the first instance and specific matters should then be referred to the appropriate committees for consideration and action;
- iii) that the Head of Equality Policy and Practice with Student Support be asked to consider the timelines for the reporting of individual students' disabilities, obtained through the Equal Opportunities Monitoring forms, to Course/Subject Directors with a view to information being provided early in the semester.

05.165 POSTGRADUATE CERTIFICATE IN FURTHER AND HIGHER EDUCATION

The Committee received the report of the Education and Training Inspectorate (ETI) evaluation (TLC/05/79). It was noted the Chair and QMAU were liaising with staff in Education regarding the University's response. The Committee expressed its disappointment at the poor outcome of the evaluation. ETI had commenced a review of the related Postgraduate Diploma and Induction module.

The Committee was asked to consider a request from the School to postpone the re-validation of the programmes from 2005/6 to 2006/7.

AGREED: that the request for a postponement of the re-validation event be not supported.

05.166 NURSING PRE-REGISTRATION PROGRAMMES

Mr Fleming presented a paper from the School of Nursing (TLC/05/80) seeking broad endorsement of proposed departures from general University arrangements for its Nursing pre-registration programmes (BSc/BSc Hons Nursing). The Committee considered the proposals and the implications for University's regulations, principles and practice. It was noted that the pre-registration courses (Unit 22A) were scheduled for re-validation (jointly with NIPEC) on 6 December 2005.

The special factors identified by the Faculty included the Nursing and Midwifery Council's stipulation that students cannot progress into Year 2 with any failed work; the safety of the public; the novel use of blended e-learning and group facilitation; and high student numbers (260).

05.167 Progression

The first proposal was for entry into a common BSc/BSc Honours Nursing programme and progression to either Honours or non-Honours being determined at the end of Semester 1 of Year 2 on the basis of performance. Honours progression would require a mark of 55% or above; students with a mark between 40 and 54% would be required to complete a non-Honours degree. A Foundation degree was also to be available but only as an exit point.

A new offer standard of 260 UCAS points (to include BC) for both Honours and non-Honours had already been approved by the Acting Pro-Vice-Chancellor (Academic Development and Student Support).

The Committee noted that normally Honours and non-Honours versions were differentiated both in content and entry requirements and that the progression standard required within all other Honours degrees in the University was 40%. The Committee considered that there appeared to be insufficient grounds to justify setting a higher threshold.

05.168 Examination Boards

The second proposal related to the holding of examination boards at the end of each semester when results would be finalised. The external examiner would only attend in person in September but would be fully involved in decisions during the year. Regulations currently require attendance at all Boards where results contribute to the calculation of the final award.

It was also proposed that Boards might permit students to carry 30 credits of failure into the next semester in a year (because of the standard size of modules) and that students failing 60 points in a semester or 30 credits at second attempt should not proceed, but be required to resit in the next academic year. University regulations allowed automatic progression between Semester 1 and 2.

The Committee noted that the University has standard regulations to ensure equity and that automatic progression between semesters had been introduced because of the difficulties in ensuring full moderation within semester 1. The generic award regulations would need to be amended to accommodate the proposal which would require the approval of Senate.

It was noted that practical arrangements would need to be considered by Academic Registry.

AGREED:

- i) that the Faculty be asked to review its proposals in light of the discussion;
- ii) that the re-validation panel be asked to give particular attention to the grounds for the proposals and their appropriateness;
- iii) that the Committee re-visit the proposals at its February meeting following the receipt of the report from the panel.

05.169 GROUP DISSERTATION: MSc BUSINESS IMPROVEMENT

At its June meeting, the Teaching and Learning Committee had asked the Course Committee to provide further clarification on the selection of groups and the assessment approach to be used in relation to the group dissertation (min 05.113 refers).

The Committee received the response from the team (TLC/05/81), which outlined the assessment and monitoring arrangements. The Committee noted that the role of each member of the group was identified at an early stage and that marks could be individualised.

AGREED: that the Faculty provide confirmation that all learning outcomes were expected to be achieved by each individual student and that each student's workload was commensurate with the award of 60 credit points.

05.170 HONG KONG COLLEGE OF TECHNOLOGY: ACCESS TO ELECTRONIC JOURNALS AT THE UNIVERSITY

Professor Black presented a paper on the matter of providing access to electronic journals at the University for students on the proposed BSc Hons Transport and Supply Chain Management programme at HKCT (TLC/05/82). Professor Black had chaired the panel and had agreed to refer the matter to the Teaching and Learning Committee for consideration.

The Committee noted it had considered the issue of access to resources at its June meeting and had reaffirmed current policy that validated courses should be self-sufficient (min 05.106 g) refers). It was also agreed that a review of access to facilities and funding options be undertaken.

The Committee noted that, if the University's licence agreements could be extended to allow students of other institutions access to the University's electronic journals, any additional costs would have to be met by the relevant college.

AGREED: that Professor Black consult with Mr Macartney to explore the costs associated with providing access to electronic journals to selected partners.

05.171 VALIDATED PROGRAMMES: 2005 ENTRY

The Committee received paper TLC/05/83: Schedule to Ordinance 1984/8: Institutions recognised for the purpose of offering approved programmes of study leading to University awards and paper TLC/05/84: programmes offered in approved centres leading to Edexcel Foundation awards.

The Committee noted that many HNC/Ds had been withdrawn and replaced by Foundation degrees. The HND Building Engineering at East Down Institute and HNC Sport and Leisure Management at East Tyrone Institute had also been withdrawn since the paper was drawn up.

PRIZES AND AWARDS

05.172 Annual Report 2004/5

The Committee received paper TLC/05/85, the annual report on prizes for 2004/5 and noted that the number of prizes had grown from 238 in 2003/4 to 253.

The procedure for the establishment of prizes had been reviewed so that all new proposals were referred to the Development Office to establish any match-funding and also to ensure that gift aid arrangements were made where possible.

In relation to endowed prizes, the Committee noted that the Director of Development had met with the Finance Department and the Academic Office to begin to consider the estimated income for each prize and to make a

recommendation on their future award. A paper would be forwarded to the Investment Committee and TLC in due course.

In the interim, recommendations were made to the Committee regarding two prizes which lacked sufficient capital to generate enough income, such that, in the case that no additional funds were attracted, the capital be used to make awards in 2005/6.

AGREED: that the Walter Allen Prize for Creative Writing and the UK Federation of Business and Professional Women Travelling Scholarship be promoted for 2005/6 and that capital funds be used if necessary for their award.

05.173 Proposals for New Prizes

The Committee received Paper TLC/05/86 on two new prizes: Lagan Holdings Prize and the NI Geotechnical Prize.

AGREED: that it be recommended to Senate that the two new prizes be established.

BEng Hons Civil Engineering: The Lagan Holdings Prize for the Most Improved Student				
Eligibility	Criteria for Award	Selecting Body	Value of Award	Origin
Year 2 students excluding direct entrants	Greatest increase in average mark from year 1 to year 2	Board of Examiners	£250	Lagan Holdings Limited, Belfast
BEng Hons Civil Engineering: The Northern Ireland Geotechnical Prize				
Eligibility	Criteria for Award	Selecting Body	Value of Award	Origin
Final Year Students	Best score in Soil Mechanics 4 module	Board of Examiners	£50	The Northern Ireland Geotechnical Society

05.174 DATES OF MEETINGS 2005/6

The Committee noted the dates and locations of meetings as approved by Senate.

Duration: 3 hours 40 minutes.

31 October 2005

AGF/CA/lh

REPORT FROM THE COURSE APPROVAL SUB-COMMITTEE (29.9.05)

COURSE PLANNING AND APPROVAL

The Sub-Committee considered business from each Faculty and noted revisions approved by the Faculties. Reports for evaluations/re-validations for 2005 had been approved by Chairman's action.

FACULTY OF ARTS

Subject Unit 20A: Modern Languages

RECEIVED: the report of the re-validation panel.

RECOMMENDED: that, subject to the conditions of the Panel being met, provision within the Subject Unit, as listed below, be approved for a further period of five years (intakes 2005-2009):

Undergraduate Honours Subject: French: Single Hons Major/Main/Minor (CE)

Diploma in French (BT, CE, ME)

Undergraduate Honours Subject: French: Minor (ME)

Undergraduate Honours Subject: German: Major/Main/Minor (CE)

Diploma in German (ME)

Undergraduate Honours Subject: German: Minor (ME)

Undergraduate Honours Subject: Spanish: Main/Minor (CE)

Diploma in Spanish (BT, CE, ME)

Undergraduate Honours Subject: Spanish: Minor (ME)

Language Optional Modules offered at Jordanstown

AB/BA Hons Languages, Business and Computing (ME)

BA Hons French and German (Applied Languages) (CE)

BA Hons French and Spanish (Applied Languages) (CE)

BA Hons German and Spanish (Applied Languages) (CE)

PgC/PgD/MA Professional Language Studies (CE)

PgD/MA Modern French Studies (JN)

Undergraduate Honours Subject: European Studies: Major/Main/Minor (CE)

Diploma in Chinese (BT).

BA (Hons) Humanities: Joint

NOTED: (a) that Chairman's action had been taken to approve a request from the Faculty for an extension of last year's one-off approval to offer the final year of the programme in part-time mode in order to include an additional level of study (Level 2), and with Politics as an additional subject;

- (b) that BIFHE had withdrawn its AB and this request was to provide a progression route for students who had completed the CertHE in the Humanities at BIFHE;
- (c) that the University would be phasing out its own Intermediate level programmes by the end of 2006/07, although some modules might be retained and delivered by distance learning;
- (d) that the Faculty had been asked to provide a detailed implementation plan; this should be submitted by the end of October 2005.

FACULTY OF BUSINESS AND MANAGEMENT

FdSc Event Management (with CertHE exit award) (FT/PT) at Lisburn Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

NOTED: that the programme would be re-validated as part of subject unit 15D in October 2005.

RECOMMENDED: that, subject to the conditions of the Panel being met and DEL approval of additional full-time delivery:

- (i) the programme be approved for a period of one year (intake 2005) in line with the University's re-validation schedule for Subject Unit 15E for a total cohort size of 22 students;
- (ii) the Institute be recognised under Ordinance 1984/8.

Subject Unit 15C: Hospitality (Colleges): FdSc Hospitality and Tourism (with CertHE exit award) (FT/PT) at North Down and Ards Institute of Further and Higher Education

RECEIVED: the report of the re-validation panel.

NOTED: that this course had been revalidated separately from the rest of the unit as NDAIFHE had not been ready for the original re-validation.

RECOMMENDED: that, subject to the conditions of the Panel being met

- (i) the programme be approved for a further period of five years (intakes 2005 – 2009) for a maximum cohort of 12 full-time and 10 part-time students;
- (ii) the Institute be recognised under Ordinance 1984/8.

FACULTY OF ENGINEERING

BSc (Hons) Transport and Supply Chain Management at Hong Kong College of Technology

RECEIVED: the report of the evaluation panel.

- NOTED:
- (a) that two full-time academic staff with appropriate experience of teaching at level 3 were to be appointed, one to have expertise in the subject of Transport and the other in Supply Chain Management;
 - (b) that the College was to provide a commitment to the acquisition of the required and recommended texts and other library resources and confirmation that these were in stock prior to the programme commencing.

RECOMMENDED: that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of five years (intakes 2006-2010) for a maximum cohort of 40 students;
- (ii) that the College be recognised under Ordinance 1984/8.

FdEng Electronic Engineering (PT) (with CertHE exit award) at Fermanagh College and Omagh College

NOTED: that the courses would run separately at each College.

RECOMMENDED: that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of three years (intakes 2005 – 2007) in line with the University's re-validation schedule for Subject Unit 16D: Computing (Colleges) for a maximum cohort size of 20 full-time and 20 part-time students;
- (ii) the Colleges be recognised under Ordinance 1984/8.

FdEng Software Engineering (FT/PT) (with CertHE exit award) at Belfast Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

RECOMMENDED: that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of three years (intakes 2005 - 2007) in line with the University's re-validation schedule for Subject Unit 16D: Computing

(Colleges) for a maximum cohort size of 20 full-time and 20 part-time students;

- (ii) the Institute be recognised under Ordinance 1984/8.

FdEng Engineering (PT) (with CertHE exit award) at Causeway Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

NOTED: that a Placement Co-ordinator was to be appointed in good time to ensure that students were adequately prepared for the Work-based Learning module and to ensure that an appropriate number of adequate positions were secured with employers.

RECOMMENDED: that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of five years (intakes 2005 - 2009) in line with the University's re-validation schedule for Subject Unit 10B: Engineering (Colleges) for a maximum cohort size of 15 students;
- (ii) the Institute be recognised under Ordinance 1984/8.

FdEng Automation Engineering (FT/PT) (with CertHE exit award) at Lisburn Institute of Further and Higher Education

RECEIVED: the report of the evaluation panel.

NOTED: that the full-time version was to start in 2006 and was subject to DEL approval.

RECOMMENDED: that, subject to the conditions of the panel being met:

- (i) the programme be approved for a period of five years (intakes 2005 (PT) - 2009) in line with the University's re-validation schedule for Subject Unit 16F: Computing (Colleges) for a maximum cohort size of 14 students;
- (ii) the Institute be recognised under Ordinance 1984/8.

FACULTY OF LIFE AND HEALTH SCIENCES

FdSc Food Manufacture; FdSc Food, Nutrition and Health; FdSc Food Production Innovation; FdSc Food Studies; FdSc Horticulture at the College of Agriculture, Food and Rural Enterprise (FT/PT) (with CertHE exit awards) and CertHE Horticulture (PT) (CAFRE)

RECEIVED: the report of the evaluation panel.

RECOMMENDED: that, subject to the conditions of the Panel being met:

- (i) the programmes be approved for a period of five years (intakes 2005 – 2009);
- (ii) the College be recognised under Ordinance 1984/8.

FdSc Sports Coaching (PT)

RECEIVED: the report of the evaluation panel.

- NOTED:
- (a) that this was an Intermediate level course which would be offered by University because of its specialised nature;
 - (b) that a detailed resourcing plan was to be submitted to address the Panel's concerns in relation to the heavy reliance on one member of staff and the balance between full-time and part-time teaching staff.

RECOMMENDED: that, subject to the conditions of the panel being met, the programme be approved for a period of three years (intakes 2005 – 2007) in line with the University's re-validation schedule for Subject Unit 28G: Sport, with an initial offer standard of 140 UCAS tariff points.

Revalidation of Subject Unit 28F: Radiography and 28K: Speech and Language Therapy

- NOTED:
- (a) that Chairman's action had been taken to approve the extension of the period of approval for the following courses for one year:

BSc Hons Radiography
BSc Hons Speech and Language Therapy
BSc Hons Speech and Language Sciences;
 - (b) that this extension was on account of the process to convert these programmes from four to three year degrees;
 - (c) that the revalidation of these units would now be scheduled for 2006/7.

FACULTY OF SOCIAL SCIENCES

Subject Unit 9A: Education (PGCE – Primary and Post Primary)

RECEIVED: the report of the revalidation panel.

RECOMMENDED: that, subject to the conditions of the panel being met, the PGCE (Primary and Post Primary with the following eight subject disciplines) be approved for a further period of five years (intakes 2005 – 2009):

Post Primary

Art and Design;
English with Drama and Media Studies;
Geography;
History;
Music Education;
Home Economics;
Physical Education;
Technology and Design.

Revalidation of Subject Unit 6C: Counselling (Colleges)

- NOTED:
- (a) that Professor McAlister had approved a request for an extension to the period of approval by one year (2005 intake) for the CertHE Counselling programmes at Fermanagh College, Belfast Institute of Further and Higher Education, Lisburn Institute of Further and Higher Education, North East Institute of Further and Higher Education, North West Institute of Further and Higher Education;
 - (b) that approval of the Certificate in Counselling Studies at Newry and Kilkeel Institute of Further and Higher Education was not to be extended as the course had not had an intake.

Revalidation of Unit 26B: Community Youth Work

RECEIVED: a request for a further extension to the revalidation date for the above Subject Unit.

RECOMMENDED: that the above subject provision be granted a further year's approval (intake 2006) and be revalidated in 2006/7.

ACCESS COURSES SUB-COMMITTEE REPORT ON CHAIRMAN'S ACTION TAKEN ON BEHALF OF THE SUB-COMMITTEE

i) COURSE PLANNING AND APPROVAL

Re-validation of Subject Units 30B1, 30B2 and 30B3

Chairman's action had been taken to approve recommendations from the Faculty of Social Sciences in relation to additional campuses and outcentre provision and the maximum cohort sizes of approval.

The following provision and student numbers were approved:

30B1: Diploma in Foundation Studies in Humanities and Social Sciences (BIFHE), Diploma in Foundation Studies (EAFHE and LIFHE) and Diploma in Foundation Studies in Social Sciences (NEIFHE)

BIFHE

College Square East	105 students
The Conway Centre, Falls Road	15 students

EAFHE

Newtownabbey Campus	100 students
Larne Campus	60 students

LIFHE

Lagan Valley Education Project, Poleglass	16 students
Good Shepherd Nursery School, Poleglass	16 students
Lisburn Institute, Main Campus	20 students

NEIFHE

Magherafelt Campus	15 students
Ballymena Campus	30 students

30B2: Diploma in Foundation Studies for Mature Students

EDIFHE

Downpatrick Campus	15 students
Newcastle Campus	15 students

NKIFHE

Model Campus	100 students
West Campus	80 students
East Campus	40 students
Wald Centre, Cullyhanna	20 students

UBIFHE

Portadown Campus	40 students
Banbridge Campus	30 students

30B3: Diploma in Foundation Studies (NWIFHE) and Diploma in Foundation Studies for Mature Students (CIFHE, LCFHE, FC)

NWIFHE

Strand Road Campus
Northside Campus

96 students
51 students

CIFHE

Coleraine Campus

75 students

LCFHE

Limavady College, Main Campus
The Vale Centre, Greysteel

24 students
20 students

FC

Fermanagh College

15 students

ii) PROGRAMME REVISIONS

Diploma in Foundation Studies for Mature Students at EDIFHE

Chairman's action had been taken to approve the introduction of two new year 2 optional modules in Social Work with effect from 2005/06.