

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 11 December 2003 at the Jordanstown campus

PRESENT

Professor R R Barnett (Chairman), Professor N D Black, Professor A Erridge, Mr A G Faulkner, Mr J Kennedy, Mr G McFall (for Mrs E E Urquhart)

APOLOGIES

Dr S D A Barnhill, Mr D McGivern, Professor A Moran, Mrs E E Urquhart, Mr M Watley

IN ATTENDANCE

Mr P Fleming (for mins 03.188 – 03.195), Professor J H Gillespie (for mins 03.166 – 03.174), Mrs K Harrison

03.161 MINUTES

The confirmed minutes of the meeting held on 25 September 2003 were signed and dated by the Chairman, subject to the revision of 'Combined Social Policy' to 'Social Policy' in minute 03.155.

MATTERS ARISING

03.162 Approved Major, Main, Minor Subject Combinations at Magee (min 03.107)

NOTED: that Law was not to be offered as a Minor strand at the Magee Campus.

03.163 FE Strategic Review and College Proposals (min 03.108)

NOTED: that the Strategic Review of FE by DEL had not yet been published, but that DEL was to hold a seminar on 15 December 2003 where it was expected to propose the rolling out of Fds in skill shortage areas.

COURSE PLANNING AND APPROVAL

03.164 The Sub-Committee considered business from each Faculty (Papers CASC/03/32–36) and noted course revisions approved by the Faculties as listed in the Appendix.

03.165 Business Plans

The Sub-Committee noted that the business plans submitted with three international proposals had followed different formats and financial models (mins 03.177, 178, 187 refer).

It also noted that, while the academic and general planning consideration of CA1 proposals by CASC and the specific approval of business plans for e-learning proposals by Planning Committee were parallel processes, there would be merit in determining the timing of submissions (mins 03.195, 196, 198 refer).

- AGREED:
- i) that the Finance Department be asked to review the format and costing and pricing models used with a view to providing consistent guidance to Faculties;
 - ii) that the Chairman and the Director of ILL discuss the appropriate sequencing of CA1s and e-learning business plans.

FACULTY OF ARTS

03.166 Proposed CertHE in the Humanities, (PT) East Down Institute of Further and Higher Education

RECEIVED: A CA2 form and Faculty assessment for the above proposal.

- NOTED:
- a) that students who successfully completed the course would be eligible to enter level 2 of the part-time BA Hons programmes in American Studies or Irish and British Studies at Belfast;
 - b) that, depending on the outcome of the Strategic Review of FE by DEL, the College might wish to offer a Level 2 qualification.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation with a view to entry in September 2004, subject to DEL approval.

03.167 Proposed BA Hons Irish Language and Gaeltacht Studies (FT)

RECEIVED: a CA1 proposal for the above joint course with NUI Galway.

- NOTED:
- a) that the course would be delivered in the Irish medium at Galway's premises in Gweedore, Donegal;
 - b) that students on the course would belong to both institutions and have access to their resources;
 - c) that no additional resource needs had been identified;
 - d) that it was intended that students would receive a joint award, subject to NUI's Charter providing for this;

- e) that it was proposed that UU's contribution be one third of the course (language modules only), although it was thought that UU staff in other subject areas were fluent in Irish;
- f) that UU's proportion of teaching would be subject to the MASN in respect of home/EU students;
- g) that a joint course would require a joint validation to ensure that the standards of both a UK and ROI degree were met;
- h) that an alternative model of delivery would be for UU to make a contribution to an NUI award;
- i) that the start date of October 2004 was considered optimistic.

- AGREED:
- i) that a paper be submitted to the Planning Committee to consider strategic issues related to the proposal;
 - ii) subject to Planning Committee approval, the proposal proceed to planning and evaluation;
 - iii) that the title, including the use of the word "and", be reconsidered by the Faculty.

03.168 BDes Hons Design Interior/Industrial/Furniture

NOTED: that the Faculty had confirmed that it wished to use the above title, but that this was considered syntactically clumsy.

AGREED: that the course title be changed to BDes Hons Interior, Industrial and Furniture Design to bring it into line with other BDes degree titles.

03.169 BA Hons Textiles and Fashion Design

RECEIVED: a CA3 form to change the award title to BDes.

NOTED: that the Faculty had considered that BDes awards were appropriate for its Design courses (min 03.88 refers).

AGREED: that the use of the BDes award title be approved in respect of the BA Hons Textiles and Fashion Design, from Year 1 intake in 2003/04 (min 03.121 refers).

03.170 Certificate in Community Drama (outcentre at Monaghan)

NOTED: that the Faculty had withdrawn this outcentre provision and that it had not formed part of the re-validation event on 21 October 2003 (min 03.87 refers).

03.171 Diploma in the Humanities at East Antrim Institute of Further and Higher Education

NOTED: that a CA5 form had been received to withdraw the above course from 2004, given that there had been no intake for five years.

03.172 Evaluation of BA Hons Dance (ME)

AGREED: that a request to postpone the evaluation of the BA Hons Dance (ME) until April/May 2004, to allow for the recruitment of a dance specialist, be approved.

03.173 Re-validation of Subject Units 13A and 13B: General Humanities

NOTED: that Chairman's action had been taken to approve the postponement of the re-validation of Subject Units 13A and 13B (General Humanities) from 2003/04 to 2004/5.

AGREED: that it be recommended to the Teaching and Learning Committee that approval of current provision, as detailed below, be extended for one further intake (2004).

Subject Unit 13A

BA Hons Modern Studies in the Humanities (Level 3) (NKIFHE)
AB Modern Studies in the Humanities (NKIFHE)
AB in the Humanities (Fermanagh, NDAIFHE)
Cert HE in the Humanities (Fermanagh, NKIFHE, UBIFHE)
Cert HE in European Studies (EDIFHE)

Subject Unit 13B

AB in the Humanities (BIFHE)
Cert HE in the Humanities (BIFHE, EAIFHE, Lisburn, NDAIFHE, NEIFHE)
CertHE in Local History and Cultural Traditions (LCFHE).

03.174 PgDip/MA Written and Verbal Arts: Creativity in Practice

AGREED: that a request to place this course in Re-validation Unit 11A English (2007/8) rather than Unit 13C Irish (2003/4) be approved.

FACULTY OF BUSINESS AND MANAGEMENT

03.175 Business – Minor at Coleraine

RECEIVED: a CA1 proposal to introduce Business as a Minor strand at Coleraine.

NOTED: that this proposal derived from existing provision and an existing pathway in the Management and Business with Computing degrees and that no validation had therefore been proposed.

AGREED: i) that it be recommended to the Teaching and Learning Committee that Business be approved as a Minor strand at Coleraine; [Note: external academic endorsement received after meeting]

ii) that the Coleraine Campus Co-ordinating Group be invited to consider appropriate subject combinations.

03.176 Proposed BSc Hons Retail, Marketing and Customer Services Management (FT) (CE)

RECEIVED: a CA1 proposal to revise the existing course, entitled BA Hons Retail Management.

NOTED: a) that two modules would be revised and one new module introduced and the course title changed;

b) that the Customer Services Management element of the programme appeared to be rather limited;

c) that a CA1 form had yet to be submitted for Level 2 of the course, which was delivered at BIFHE;

d) that external endorsement of the revised course titles and new module descriptions had been received.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved, subject to confirmation that the Customer Services Management element of the programme was fully addressed within the curriculum and learning outcomes. [Note: confirmation subsequently received]

03.177 Proposed BA Hons Accounting (PT) at Hong Kong College of Technology

RECEIVED: a CA2 form, Faculty Assessment and Business Plan for the above course.

NOTED: that this was a “top-up” course from the College’s Higher Diploma and consisted of eight modules.

AGREED: that it be recommend to the Teaching and Learning Committee that the proposal proceed to planning and evaluation for a 2004 start, subject to clear endorsement from the Faculty.

03.178 BSc Hons International Hotel & Tourism Management at HTMi, Switzerland

RECEIVED: a business plan for the above proposal (min 03.124 refers).

NOTED: a) that the financial model proposed to recoup 10% of local student fee;
b) that opportunity costs had not been included, as in the HKCT business plan (min 03.177 refers).

AGREED: that the Finance Department be asked to confirm approval of the Business Plan.

03.179 MSc Innovation Management in the Public Services (Joint course with Letterkenny Institute of Technology) (PT) (ME and LYIT)

RECEIVED: the evaluation report for the above course.

NOTED: a) that this was a joint course with LYIT and a joint award with HETAC;
b) that a formal agreement was to be signed with LYIT for joint delivery.

AGREED: i) that it be recommended to the Teaching and Learning Committee and HETAC that, subject to the conditions of the evaluation panel being met, the course be approved for a period of four years (intakes 2003/04 –2006/07);
ii) that it be recommended to the Teaching and Learning Committee that the joint award be added to the Schedule to Ordinance 2001/1.

03.180 Certificate/Diploma in Management Practice (Hospitality)
Certificate in Foundation Studies in Culinary Arts
HNC International Hospitality Management
HND International Hospitality Management
HND Travel and Tourism Management

NOTED: that CA5 forms had been received to withdraw the above courses from 2004/5, as the Faculty was concentrating on its Foundation degree provision.

03.181 Proposed FdSc in Culinary Arts (FT/PT) (Coleraine – Portrush site)

NOTED: that the Faculty had introduced the above course proposal into the re-validation of Hospitality, Leisure and Consumer Studies: Subject Unit 15A.

FACULTY OF ENGINEERING

03.182 Proposed PgDip/MSc Engineering (named specialism) (FT/PT) (JN)

RECEIVED: a CA1 form for the above proposal.

NOTED: that the proposed degree would replace two existing Pg Dip/MSc courses in Electronics and Communications and Manufacturing Management.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation with a view to entry in September 2004.

03.183 Major, Main, Minor Strands in Computing (FT) (CE)

NOTED: that endorsement has been received from the external examiner for the Major, Main and Minor strands, but that the new single honours degree proposals had been withdrawn as no endorsement had been forthcoming (min 03.130 refers).

03.184 PgDip/MSc Electronics and Software Systems

NOTED: that a CA5 form had been received to withdraw the above course from 2003/04.

03.185 BSc Hons Engineering/MEng (with DIS)

NOTED: that the Institute of Electrical and Electronic Engineering had granted interim accreditation to the MEng and full accreditation to the BEng for 2001-2005 intakes, following a visit in 2002 and receipt of a University response.

03.186 BSc Hons Computing with Entrepreneurship
BSc Hons Computing with Marketing

NOTED: a) that the British Computing Society had granted provisional full exemption from the BCS Professional Examination from the 2002 intake (full-time mode), following the fulfilment of conditions arising from the BCS accreditation visit in October 2002;

- b) that this exemption also applied to students taking the Major strand as part of the new modular provision.

03.187 Informatics Institute of Technology, Sri Lanka

RECEIVED: the Faculty Assessment and Business Plan, following a visit to IIT (min 03.129 refers).

- NOTED:
- a) that the Faculty Assessment was supportive of the proposal to franchise the BSc (Hons) Computing Science and BEng (Hons) Software Engineering programmes at IIT;
 - b) that the Departments of Finance and Planning and Governance Services had reported that the Institute was capable of Recognition under Ordinance 1984/8;
 - c) that the Faculty had investigated the reasons why Manchester Metropolitan University had withdrawn from its franchise agreements with the Institute and that the documentation relating to this was lodged in the Faculty's files.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation with a view to entry in September 2004.

FACULTY OF LIFE AND HEALTH SCIENCES

03.188 Proposed Master of Medical Science (FT/PT) (JN)

RECEIVED: a CA1 form for the above proposal.

- NOTED:
- a) that the course would replace the PgDip/MSc Medical Sciences and the PgDip/MSc Advanced Practice in the therapies.
 - b) that the proposed award title would be MMedSci.

AGREED:

- i) that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation with a view to entry in September 2004, within the revalidation of Subject Unit 28L;
- ii) that the Faculty be asked to give further consideration to the award title and whether it would be acceptable to all the potential professions.

03.189 Proposed PgDip/MSc Contemporary Developments in Geography (PT) (DL);
PgDip/MSc Contemporary Developments in Geography and Education (PT) (DL)

RECEIVED: CA1 proposals for the above courses.

NOTED: a) that the courses were to be delivered by distance learning;
b) that the courses derived from current modules, which had just been re-validated;
b) that a Business Plan for the e-learning development had yet to be considered by Planning Committee.

AGREED: that, subject to confirmation of the Faculty of Social Sciences' support for Geography and Education, it be recommended to the Teaching and Learning Committee that the courses be approved for a period of five years (intakes 2004-8): Re-validation Unit Environmental Studies (Pg) 12B.

03.190 Introduction of Major, Main and Minor strands in Environmental Science

NOTED: a) that the aims and objectives for the Main and Minor strands and external endorsement of all three strands had been provided. (A statement of aims and objectives for the Major strand had been submitted to the last meeting – min 03.141 refers);
c) that appropriate subject combinations had been considered by the Coleraine Campus Co-ordinating Group (min 03.123 refers).

03.191 Re-validation Subject Unit 28H: Sport (Colleges)

AGREED: i) that the request to postpone the re-validation of Subject Unit 28H: Sports (Colleges) (courses at NDAIFHE, CIFHE, LCFHE, ETIFHE) be approved;
ii) that the Faculty advise whether revalidation would be postponed to the next academic year.

03.192 Re-validation Subject Unit 12C: Environmental Studies (Colleges)

RECEIVED: a request to postpone the re-validation of Environmental Studies (Colleges) Subject Unit 12C to 2004/05 and to extend current approval for one further intake.

AGREED: that it be recommended to the Teaching and Learning Committee that approval of current provision, as detailed below, be extended for one further intake (2004):

HND Rural and Countryside Management (CAFRE - Greenmount campus)
HNC/D Science (Environmental Studies) (NEIFHE, NKIFHE)
BSc Hons Equine Studies (CAFRE - Enniskillen campus).

03.193 Course Withdrawals

a) BSc Hons Chiropractic

NOTED: that the above course was not withdrawn, since discussions about its future were still ongoing.

- #### b) HND Science (Applied Biology) HNC Science (Applied Biology) BSc Hons Life Science PgDip/MSc Energy Technology PgDip/MSc Environmental Business Administration PgDip/MSc Geotelematics PgDip/MSc Water Resource Management

NOTED: that CA5 forms had been received to withdraw the above courses from 2004.

03.194 Pg Diploma/MSc in Forensic Medicine (Clinical) (PT) (JN) (with PgCert exit award) (previous proposed title PgCert/Dip/MSc in Medical Jurisprudence)

RECEIVED: the evaluation report for the above course.

NOTED: that a start date of January 2004 was not now feasible.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met, the course be approved for a period of three years (intakes 2004-06) in line with the re-validation schedule for Subject Unit 3B: Biosciences (PG).

03.195 BSc Hons Nursing Sciences (FT/PT)

RECEIVED: a proposal to introduce the above course on the Magee campus.

- NOTED:
- a) that this was a post-qualifying course, which allowed students to “top-up” their Diploma qualification and was already offered at Coleraine and Jordanstown;
 - b) that the Faculty would review the continuation of provision on the Coleraine campus.

AGREED: that it be recommended to the Teaching and Learning Committee that the BSc Hons Nursing Sciences be introduced on the Magee Campus from 2003/04.

FACULTY OF SOCIAL SCIENCES

03.196 Proposed PgCert/Dip/MSc in Communication with pathways (PT) (DL)

RECEIVED: a CA1 form for the above proposal (min 03.149 refers).

NOTED: a) that additional resource needs were identified;
b) that the Business Plan had been approved by the Planning Committee.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation, as part of Subject Unit 6A: Communication.

03.197 Proposed BSc Hons International Development (Single Hons, Major, Minor) (CE) (FT/PT)

RECEIVED: a CA1 form for the above proposal.

NOTED: a) that additional resource needs were identified;
b) that the modules for this course would also contribute to a Minor strand in Education (min 03.199 below refers).

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation with a view to entry in September 2005.

03.198 Proposed BSc Hons Working with Children and Young People (PT) (CE and 8 Colleges)

RECEIVED: a CA2 form for the above proposal from the University and the following eight Colleges:

Belfast Institute of Further and Higher Education
Causeway Institute of Further and Higher Education
East Down Institute of Further and Higher Education
East Tyrone College of Further and Higher Education
Fermanagh College of Further and Higher Education
Newry and Kilkeel Institute of Further and Higher Education
North West Institute of Further and Higher Education
Upper Bann Institute of Further and Higher Education.

- NOTED:
- a) that the course was based on the '2 + 2' model of a Foundation degree followed by completion of an Honours degree at the University;
 - b) that it was not clear if students would have any contact with Coleraine campus in Years 3 and 4, since delivery appeared to be largely via WebCT;
 - c) that a Business Plan had not yet been received by the Planning Committee, if the proposal was to be entirely by distance learning for University delivery;
 - d) that the part-time course was intensive with 45 credits undertaken in each semester, and 15 credits of work placement in each year (insufficient total study and work-based learning for a Foundation degree).

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation, subject to approval of the Business Plan by the Planning Committee if appropriate, with a view to entry in September 2004 at the Colleges.

03.199 Proposed Education (Minor) (FT/PT) (CE)

RECEIVED: a CA1 form for the above proposal.

NOTED: that the course derived partly from the proposed BSc Hons International Development (Single Hons, Major, Minor) (min 03.197 refers) and the BSc Hons Working with Children and Young People (min. 03.198 refers) and that most modules were to be available on-line.

- AGREED:
- i) that it be recommended that the proposal proceed to planning and evaluation with a view to entry in September 2005, with the proposed Working with Children course;
 - ii) that the Coleraine Campus Co-ordinating Group be invited to consider potential subject combinations.

03.200 Subject Strands at Jordanstown

- NOTED:
- a) that external academic endorsement had been provided for Economics;
 - b) that academic endorsement for Law was not required since it was only offered as a Major strand;
 - c) that academic endorsement for Criminology was still awaited (min 03.156 refers).

03.201 BSc Hons Criminology & Criminal Justice

RECEIVED: the Faculty's response regarding APEL and condonement of the dissertation module (min 03.156 refers).

NOTED: a) that the section of the QAA Code of Practice dealing with APEL would be considered by the Teaching and Learning Committee in due course;

b) that the Course Team had argued that condonement of failure in the dissertation module was appropriate on the grounds that the module had equal status to all other 20 credit point modules at Level 3.

AGREED: that the Course Team be invited to review the status of the dissertation module by considering whether the distinct learning outcomes of that module were achievable elsewhere in the programme.

03.202 MSc Professional Development in the Community

NOTED: that a CA5 form had been received to withdraw the above course from 2004/05.

03.203 HONOURS DEGREE SUBJECT COMBINATIONS AT COLERAINE, JORDANSTOWN AND MAGEE CAMPUSES

RECEIVED: proposals for Honours subject combinations to be offered on the Coleraine, Jordanstown and Magee campuses in light of the approval of new subject strands (CASC/03/37-39).

NOTED: a) that Psychology combinations had yet to be proposed for the Coleraine campus;

b) that a CA1 form and external academic endorsement had not yet been received for the Major or Minor strands in Sociology at Jordanstown;

c) that the Faculty of Business and Management also intended to propose Accounting, Human Resource Management and Marketing subjects at Jordanstown, for 2005 start;

d) that the Faculty of Arts had proposed Dance as Single Honours and Major, Main and Minor strands at Magee;

e) that Ms A Zacharopoulou had been nominated by the Faculty of Social Sciences as Director of Combined Studies for the Jordanstown campus.

AGREED:

- i) that it be recommended to the Teaching and Learning Committee:
 - a) that the proposed Honours subject combinations for combined degrees on the Coleraine, Jordanstown and Magee campuses be approved;
 - b) that it be recommended to the Teaching and Learning Committee that Ms Zacharopoulou be appointed Director of Combined Studies;
- ii) that the Jordanstown Campus Co-ordinating Group be convened to discuss operational matters and to consider potential developments.

DURATION: 2 hrs 10mins

CASC/Minutes/KH/kmcc/17.12.03