

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 25 September 2001 at Jordanstown

PRESENT

Professor R R Barnett (Chairman), Dr S D A Barnhill, Professor N D Black, Mr R D Carson, Mr A G Faulkner, Mr J Kennedy, Professor D A McAlister, Mr D F McGivern, Mr N Wilson, Mrs E E Urquhart

IN ATTENDANCE

Mr H Deighan, Professor B M Hannigan (for minutes 01.141 - 01.149)

APOLOGIES

01.122 MINUTES

The minutes of the meeting held on 20 June 2001 were approved.

MATTERS ARISING

01.123 'Long Thin' Modules (Minute 01.97)

The Chairman informed the Sub-Committee that the Teaching and Learning Committee had approved the principle that the University's modular structure be revised to permit modules to be taught and assessed across the academic year.

01.124 Terms of Reference and Membership (Minute 01.120)

The Sub-Committee received its Terms of Reference and Membership (paper CASC/01/40). It noted that the two Deans had nominated alternates in case of absence.

COURSE PLANNING AND APPROVAL

01.125 Evaluation Schedule

The Sub-Committee received Paper CASC/01/46 setting out the evaluations scheduled for 2001/2.

AGREED: that Deans be asked to forward proposals for other new course provision for consideration at the next meeting of the Sub-Committee on 4 December 2001.

01.126 Faculty Business

The Sub-Committee considered business from each Faculty (Papers CASC/01/47–52). It noted course revisions approved by Faculties as in the Appendix.

FACULTY OF ARTS

01.127 Proposed Diploma in European Studies at East Down Institute of Further and Higher Education

NOTED: that the evaluation panel had now approved the revised course document (minute 01.91 refers).

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the course be approved for a period of five years, intakes 2001 – 2005, for a cohort of 15 students;
- ii) that the College be recognised under Ordinance 1984/8: Recognition of Institutions.

01.128 Proposed Diploma in Irish Language at Armagh College of Further and Higher Education

RECEIVED: CA2 form and Faculty assessment for the course proposal.

NOTED: that Chairman's action had been taken for the proposal to proceed to planning and evaluation with a view to entry in October 2001.

AGREED: that the Chairman be authorised to approve the recommendations of the evaluation panel.

01.129 BA Hons Theatre Studies

RECEIVED: a CE3 proposal to rename the course BA Hons Drama and to relocate it to Magee campus, from 2002.

- NOTED:
- a) that Chairman's action had been taken to approve the proposal;
 - b) that the Physical Resources Department had concerns regarding the availability of suitable rooms for teaching, in the context of the delayed purchase of the Foyle Arts Centre;
 - c) that the Faculty would need to consider the implications for the Year 1 structure in the absence of Coleraine Humanities Combined modules;
 - d) that the Student Recruitment Office would inform schools of these changes.

01.30 Certificate/Diploma in Local History and Cultural Traditions at Limavady College of Further and Higher Education

NOTED: that the Director of Limavady College of Further and Higher Education had agreed with the Principal of Causeway Institute of Further and Higher Education that ownership of this course transfer to Limavady and that the Faculty had confirmed the suitability of resources to support the course (minute 00.08 refers).

AGREED: that it be recommended to the Teaching and Learning Committee that the transfer be approved and that the College be recognised under Ordinance 1984/8: Recognition of Institutions.

FACULTY OF BUSINESS AND MANAGEMENT

01.131 BA Hons Travel and Tourism Management at the Northern Ireland Hotel and Catering College

RECEIVED: the evaluation panel report for the course.

NOTED: a) that Chairman's action had been taken to approve the course;
b) that, in accordance with University policy, students would undertake the final year (level D) as University students under University auspices;
c) progress regarding the proposed merger with the College.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the course be approved for a period of five years, intakes 2001 – 2005, for a cohort of 20 students from 2001 for levels B and C at the College and level D at University.
- ii) the College be recognised under Ordinance 1984/8: Recognition of Institutions.

01.132 HNC Business and Related Studies at Armagh College of Further and Higher Education

RECEIVED: a CE4 form and Faculty assessment for the course.

NOTED: that Chairman's action had been taken for the proposal to proceed to planning and evaluation with a view to entry in October 2001.

AGREED: that the Chairman be authorised to approve the recommendations of the evaluation panel.

01.133 Proposed HNC Hospitality and Tourism at East Down Institute of Further and Higher Education

- NOTED:
- a) that the evaluation panel had required fundamental revisions to the course document (minute 01.10 refers);
 - b) that the Faculty's college adviser had agreed with the new Course Director the revisions required to the course document to meet the conditions of the evaluation panel.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the course be approved for a period of five years, intakes 2001-2005, for a cohort of 15 students;
- ii) that the Institute be recognised under Ordinance 1984/8: Recognition of Institutions.

FACULTY OF ENGINEERING AND BUILT ENVIRONMENT

01.134 BSc Hons Internet and Communications Engineering at Jordanstown

RECEIVED: the evaluation panel report for the course.

NOTED: that Chairman's action had been taken to approve the course.

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 five years, intakes 2001 – 2005.

01.135 Foundation Degree in Engineering (FdEng) in Knowledge Technologies at Upper Bann Institute of Further and Higher Education

RECEIVED: the evaluation panel report for the course.

NOTED: that Chairman's action had been taken to approve the course.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the course be approved for a period of five years, intakes 2001 – 2005, for a cohort of 12 students;
- ii) that the Institute be recognised under Ordinance 1984/8: Recognition of Institutions.

01.136 Foundation Degree in Engineering (FdEng) in Telecommunications at East Antrim Institute of Further and Higher Education

RECEIVED: the evaluation panel report for the course.

- NOTED:
- a) that Chairman's action had been taken to approve the course;
 - b) the inclusion of three 10 point level 'A' modules in the course structure;
 - c) the difficulty in negotiating suitable work placements.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the course be approved for a period of five years, intakes 2001 – 2005, for a cohort of 16 students;
- ii) that the Institute be recognised under Ordinance 1984/8: Recognition of Institutions.

FACULTY OF INFORMATICS

01.137 DipHE Computing with e-Media at Limavady College of Further and Higher Education

RECEIVED: the evaluation panel report for the course.

- NOTED:
- a) that Chairman's action had been taken to approve the course;
 - b) that the College had initially submitted a proposal for a part-time HND in Computing (Software Engineering) and had been advised to bring forward a Foundation degree in Computing with e-Media;
 - c) that DEL had not approved the Foundation degree and the course had been retitled; it was hoped that DEL would approve the Foundation degree title for 2002.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the course be approved for a period of five years, intakes 2001 – 2005 for a cohort of 14 students;
- ii) that the Institute be recognised under Ordinance 1984/8: Recognition of Institutions.

01.138 Foundation Degree in Science (FdSc) in Computing and Network Systems at Newry and Kilkeel Institute of Further and Higher Education

Foundation Degree in Science (FdSc) in Computing (Software Development) at North West Institute of Further and Higher Education

Foundation Degree in Science (FdSc) in Computing (Software Development) at North East Institute of Further and Higher Education

Foundation Degree in Science (FdSc) in Multimedia at Belfast Institute of Further and Higher Education

RECEIVED: the evaluation panel report for the courses.

NOTED: that Chairman's action had been taken to approve the courses.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met:

- i) the courses be approved for a period of five years, intakes 2001 – 2005;
- ii) that the Institutes be recognised under Ordinance 1984/8: Recognition of Institutions.

01.139 MSc Internet Technology and e-Commerce at Hong Kong College of Technology (minute 01.100 refers)

RECEIVED: an oral report from the Dean.

- NOTED:
- a) that the Hong Kong College of Technology had been unable to recruit the required number of students to offer the course from 2001;
 - b) a decline in interest in the UU course;
 - c) that the Faculty would consult with the College in November 2001 regarding the future of the course.

AGREED: that the Faculty report to the next meeting of Sub-Committee on the future viability of the course and arrangements for its delivery, if they were to depart from those approved by the University evaluation panel.

01.140 Proposed BSc Hons Mathematics, Statistics and Computing (levels B and C) at South China Agricultural University (minute 01.101 refers)

RECEIVED: an oral report from the Dean.

- NOTED:
- a) that the first three years of the programme would be offered at South China with the final year at the University of Ulster;

- b) that for the course to be financially viable there would need to be 25 students enrolled;
- c) that further discussions between the Faculty and the College would take place in November 2001 with a view to providing further information and a business plan to the next meeting;
- d) that the College had indicated that the information requested by the Academic Office regarding its financial health and existing collaborative provision would be forwarded in due course;
- e) that arrangements for evaluations were on hold pending receipt of this information.

FACULTY OF LIFE AND HEALTH SCIENCES

01.141 Proposed BSc Hons Marine Science (with DIS and DAS) (FT)

RECEIVED: a tabled CA1 form for the course proposal.

- NOTED:
- a) that Marine Science disciplines continues to be a growth market for student numbers;
 - b) that the course could not be offered within existing staffing resources;
 - c) that one of the externals suggested for the evaluation panel was from North Carolina and might not be familiar with the expectations of UK Higher Education qualifications.

- AGREED:
- i) that it be recommended to the Teaching and Learning Committee that planning and evaluation of the course proceed with a view to entry in September 2002;
 - ii) that the Library liaise with the Faculty regarding library resources;
 - iii) that Student Recruitment Office liaise with the Faculty regarding entry requirements;
 - iv) that the Faculty provide further information on the proposed external panel member.

01.142 Proposed Postgraduate Certificate/Diploma/MSc European Food Regulatory Affairs (PT, by Distance Learning)

RECEIVED: CA1 form for the course proposal.

- NOTED:
- a) that the course would be a University of Ulster course with academic input from Trinity College Dublin and NUI, Cork;

- b) that the additional staffing requirements would be met by the other colleges.

AGREED: that it be recommended to the Teaching and Learning Committee that planning and evaluation of the course proceed with a view to entry in September 2002.

01.143 Proposed Certificate in Pharmacology and Therapeutics for Healthcare Professionals (PT)

RECEIVED: CE1/2 forms for the course proposal.

- NOTED:
- a) that the duration of the course would be one year;
 - b) that the Dean would discuss further the staffing resources.

AGREED:

- i) that it be recommended to the Teaching and Learning Committee that planning and evaluation of the course proceed with a view to entry in February 2002;
- ii) that an alternative external evaluation panel member be nominated.

01.144 Proposed Foundation Degree in Sport and Leisure at Causeway Institute of Further and Higher Education

RECEIVED: CA2 form and Faculty assessment for the course proposal.

NOTED: that this was a joint proposal from Causeway Institute of Further and Higher Education and Limavady College of Further and Higher Education.

AGREED: that no decision be made on planning and evaluation until further guidance was received from DEL regarding further proposals for Foundation degrees.

01.145 BSc Hons Radiography

RECEIVED: a periodic review report for the course.

NOTED: that the periodic review had been serviced by the Quality Management and Audit Unit.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the review panel being met, the course be approved for a period of five years, intakes 2001-2005.

01.146 Proposed Postgraduate Diploma/MSc Sport and Exercise Medicine (JN)

NOTED:

- a) that the Sub-Committee had asked for further information on additional staffing and library resource needs (minute 01.102 refers);

- b) that a lectureship post had been advertised;
- c) that the Library would provide a report for consideration at the next meeting regarding the £10,000 initial and £2,000 annual library budget identified.

01.147 BSc Hons Food Technology Management

RECEIVED: a report from the Course Director regarding a proposal that students from Hong Kong be given the option to undertake a year's placement following the final year of study (minute 01.107 refers).

NOTED: that the DIS was considered an integral part of the course and the final year should build upon the placement experience.

AGREED: that the proposal be not approved.

01.148 MSc Physiotherapy (pre-registration)

RECEIVED: the report of the American Commission on Accreditation in Physical Therapy Education.

NOTED: that the Dean would provide a Progress Report for consideration at the next meeting of the Sub-Committee.

01.149 Proposed HNC in Rural and Countryside Management at Greenmount College of Agriculture and Horticulture

RECEIVED: CE3 form and Faculty assessment for the course proposal.

NOTED: that the College already offers the HND in Rural and Countryside Management.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved from September 2001.

FACULTY OF SOCIAL SCIENCES

01.150 Proposed Diploma in Community Development and Education at North West Institute of Further and Higher Education

RECEIVED: CE4 form and Faculty assessment for the course proposal.

NOTED: that Chairman's action had been taken for the proposal to proceed to planning and evaluation with a view to entry in October 2001.

AGREED: that the Chairman be authorised to approve the recommendations of the evaluation panel.

01.151 BSc Hons Management and Professional Development (minute 01.72 refers)

NOTED: that the course would not be offered in 2001/02.

01.152 Certificate in Addiction Studies at North West Institute of Further and Higher Education

RECEIVED: a letter from the Institute proposing to increase the approved cohort size.

NOTED: a) that the University Assessor had supported the proposal;
b) that the two groups of students would be taught at different times.

AGREED: that the proposal be approved.

ISSUES ARISING FROM EVALUATIONS CONDUCTED DURING 2000/01

01.153 The Sub-Committee considered a paper on issues arising from evaluations conducted during 2000/01 (CASC/01/53).

01.154 Late Submission of Proposals

The Sub-Committee noted that fourteen of the 28 evaluations conducted last year were held after the 30 April deadline. The agreed time-frame represented an appropriate cycle to achieve the most effective and efficient use of University resources in supporting course development and allowed the University to fulfil its quality assurance obligations with regard to course approval. Final documentation was expected to be submitted by 30 June for verification and confirmation of approval in July before student admissions in August.

AGREED: i) that flexibility should be retained to permit validations after the normal deadline;
ii) that in such circumstances every effort should be made by Faculties and Colleges to meet conditions and recommendations of the panel before the course commenced.

01.155 External Members on Evaluation Panels

The Sub-Committee noted that the quality of input provided by externals varied. The best external members provided detailed comments in advance of the meeting and made a significant contribution on the day.

Members also noted that existing procedures did not specify the period during which recent members of staff should be excluded from acting as external members.

AGREED: i) that Faculties be reminded of the need for external members of evaluation panels to have recent experience of curriculum design in the relevant subject area;
ii) that former members of staff be excluded from acting as external members on evaluation panels for a period of five years.

01.156 Timely Receipt of Documents

The Sub-Committee noted that copies of the course document should be lodged in the Academic Office for distribution to panel members at least three weeks prior to the panel meeting. Members of the panel are requested to make initial comments on the document which are made available to other panel members and the course planning committee in advance of the meeting.

A significant number of course documents did not meet the deadline this year. The lateness of validation events contributed to this.

AGREED: that Deans and College Principals be reminded of the importance of ensuring that course documents are lodged in the Academic Office three weeks prior to the evaluation panel meeting.

01.157 Award Titles

The Sub-Committee noted that the University did not specify any guidance regarding the use of the Arts or Science designation in Bachelor and Master's degrees.

The Sub-Committee noted that this issue would be referred to the Teaching and Learning Committee as part of its consideration of the National Qualifications Framework.

01.158 Level 'A' Modules in Foundation Degrees

The Sub-Committee noted that the course structure for one proposed Foundation degree contained a number of 10 point level A modules. However, the recently approved credit specification for the University's Foundation degrees required 120 credit points at levels B and C. This requirement would be reviewed in the context of the National HE Qualifications Framework and associated credit guidance.

01.159 Number of 10 Point Modules per Semester

The Sub-Committee considered that the number of 10 point modules should continue to be restricted to two per semester. Any proposal to exceed this would require approval from the Sub-Committee.

01.160 Course Specifications

The Sub-Committee noted that the course specifications provided by course planning committees varied considerably.

AGREED: that this matter be drawn to the attention of the Educational Development Unit and Staff Development which gave guidance to staff involved in writing course specifications.

01.161 Tours of Facilities

The Sub-Committee noted that a tour of facilities often did not take place in validation events, both for University and external course proposals.

- AGREED:
- i) that the tour should focus on library and specialist accommodation and that it might be supplemented by a report from the relevant University sub-librarian;
 - ii) that Chairmen of panels be reminded of the relevance of this aspect of the event.

01.162 Withdrawal of Courses

- AGREED:
- i) that Faculty proposals to withdraw courses should be formally notified to CASC, preferably through a CA3 form;
 - ii) that the Sub-Committee receive a summary of withdrawn courses at its last meeting each year.

01.163 STAFF DEVELOPMENT FOR INTERNAL MEMBERS OF EVALUATION PANELS

The Sub-Committee received the programme for the training course for internal members of evaluation panels to be held on 16 October 2001 (CASC/01/54).

01.164 SCHEDULE OF MEETINGS 2001/2002

The Sub-Committee received paper CASC/01/55 detailing a revised schedule of meetings for 2001/2002.

DURATION 2 hours 25 minutes

COURSE APPROVAL SUB-COMMITTEE

25 September 2001

COURSE PLANNING AND APPROVAL

FACULTY OF ARTS

BA Hons English; BA Hons Humanities Combined

Change of title for one module;

BA Hons Humanities Combined (European Studies; French)

Introduction of five replacement modules; removing two third-year modules; changing the module co-ordinator for one module; allowing major and joint students to take FRE508C1 and/or HIS502C1 as part of the European Studies option; revisions to two first year modules; introduction of intermediate strand in two year 1 French modules; introduction of a level C module;

Certificate/Diploma in Local History and Cultural Traditions at Limavady CFHE

Replacement of module;

FACULTY OF BUSINESS AND MANAGEMENT

LLB/BA Hons Law & Government (ft/pt) LLB/BA Hons Law & Economics

BA Hons Economics & Government

Changing the regulations so that classification is based 100% on level D modules;

Postgraduate Diploma/MSc E-Business and Information Innovation

Swopping semesters of delivery for two modules; changing status of one core module; changing level of one module to M1; changing title, form of assessment and assessment weighting for one module; changing Research Project module; changing content of module BMG714C1;

FACULTY OF ENGINEERING AND BUILT ENVIRONMENT

BEng/BEng Hons Mechanical Engineering; BEng/BEng Hons Electronics & Software

Changing module codes for modules in the honours degree and content and/or assessment for corresponding versions in the degree; changes to degree/honours degree transfer regulations;

BEng Hons Electronic Systems

Changing the module code in year 2 for two modules [to support the changes in Electronics and Software above];

FACULTY OF INFORMATICS

DipHE Electronics & Software Systems

Replacing module EEE121M2 with COM140A/B; replacing module EEE110M1 with COM120A/B; replacing module EEE337M1 with EEE312M1;

BEng/BEng Hons Electronics & Computing

Replacing two modules (EEE102M1 and EEE117M2) with two existing modules (COM158M1 and COM164M2); introduction of two optional module in year four;

BSc Hons e-Business & Connectivity

Replacing two 10 point modules with one 20 point module; moving module ACF108M1 to semester 2 and replacing module EEE121M2 with COM140M1; replacing module EEE127M1 with COM137M1;

Postgraduate Diploma/MSc Industrial Practice

Introduction of new optional module;

FACULTY OF LIFE AND HEALTH SCIENCES

HND Science (Environmental Studies)

Introduction of three new dedicated modules in year 1, semester 1;

BSc Hons Clinical Physiology

Revisions to the structure of years 1 and 2; introduction of two new modules, from 2001 intake;

BSc Hons Human Nutrition

Removing an optional module; replacing two modules; revising content of one module; changing the basis for honours classification to 100% at level D;

BSc Hons Sport, Exercise and Leisure

Introduction of additional module POL314J2;

BSc Hons Nursing Science PG Dip/MSc Advanced Nursing (Practice Development)

Introduction of new module;

BSc Hons Specialist Nursing Practice; PG Dip/MSc Advanced Nursing

Introduction of two new level D modules and two level M1 modules as part of a new pathway 'Neurosciences Nursing';

Postgraduate Diploma/MSc Biotechnology

Revisions to the module 'Process Biotechnology';

Postgraduate Diploma/MSc Coastal Zone Management

Replacing module ENS803C2 with ENS804C2X; changing the sequence of modules;

Postgraduate Diploma Medical Science

Introduction of four new modules;

Postgraduate Diploma /MSc Occupational Therapy and Physiotherapy

Introduction of a replacement module;

FACULTY OF SOCIAL SCIENCES

Diploma in Combined Social and Behavioural Sciences at BIFHE

Introduction of an optional module; changing the status of one module to an optional module;

DipHE in Professional Development in Nursing (Work-based learning pathway)

Introduction of a new optional module;

BA/BSc Hons Combined Studies Magee

Introduction of three level B modules into the Community Development and Addiction Studies routes;

BA/BSc Hons Combined Studies

Changing the contribution of level D modules to final honours classification to 100%;

BSc Hons Communication, Advertising and Marketing

Changing the contribution of level D modules to final honours classification to 100%;

BSc Hons Communication Studies

Changing the contribution of level D modules to final honours classification to 100%;

LLB/BA Hons Law and Politics LLB/BA Hons Law and Business Studies

Revising and renaming of one module; introduction of new module; changing the timing for one module;

LLB/BA Hons Law and Business

Withdrawal of level C module; changing one module to level C core module; introduction of level C core module; introduction of level D elective module;

LLB/BA Hons Law and Politics

Renaming and revising a module to level C; changing a module to level D; withdrawal of level B core module;

BSc Hons Social Administration and Policy

Changing the contribution of level D modules to final honours classification to 100%;

BSc Hons Social Work

Changing the contribution of level D modules to final honours classification to 100%;

Postgraduate Diploma/MSc Social Work

Changing the course regulations to require all applicant to hold GCSE Maths and English;

Postgraduate Diploma/MSc Speech and Language Therapy

Introduction of a replacement module;

Postgraduate Diploma Dip/MA TESOL

enabling one module to be taken in semester one or two; revision to entry requirements.