

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 29 January 2002 at the Jordanstown campus

PRESENT

Professor R R Barnett (Chairman), Dr S D A Barnhill, Mr R D Carson, Mr A G Faulkner, Mrs Y Hawthorne (for Mr J Kennedy), Mr B F Linden (for Mr D F McGivern), Professor D A McAlister, Mr P J Sweeney (for Professor N D Black), Mrs E E Urquhart, Mr R N Wilson

IN ATTENDANCE

Mr H Deighan, Professor A F Erridge, Mr S G Heaney (for minutes 02.11 – 02.16)

APOLOGIES: Professor N D Black, Mr J Kennedy

02.01 MINUTES

The minutes of the meeting held on 4 December 2001 were approved, subject to the following amendment to minute 01.193:

"the change of title will be effective from 2002".

MATTERS ARISING

02.02 Award Titles (minute 01.168)

The Chairman informed members that there were still inconsistencies in degree award titles coming before the Sub-Committee. Award titles should be revised using the CA3 form.

02.03 Meeting with Deans (minute 01.170)

The Chairman informed members that he and Mr Faulkner had met with Deans and the schedule for re-validations was being prepared.

02.04 Report on Evaluation Panel Briefing Seminar (minute 01.205)

The Sub-Committee noted that the module description template was now available on the Academic Office web-site.

02.05 Course Withdrawal Form (minute 01.207)

The Sub-Committee noted that the CA5 course withdrawal form was now available on the Academic Office web-site. The form included a reminder to inform the External Examiner of the withdrawal of the course and a statement of course-specific modules to be removed. The Chairman informed members that there were a substantial number of modules on the

database with no students registered against them. These modules should be removed from the system.

CHAIRMAN'S COMMUNICATIONS

02.06 Working Group on the Management of the Modular Framework

The Chairman informed the Sub-Committee that the Working Group had held its first meeting and agreed that a paper be prepared by the Academic Office detailing the management structure options to support the modular framework. The Group would report to the Teaching and Learning Committee.

02.07 COURSE PLANNING AND APPROVAL

The Sub-Committee considered business from each Faculty (Papers CASC/02/01 – 06). It noted course revisions approved by Faculties as in the Appendix.

FACULTY OF ARTS

02.08 Proposed Diploma in Irish Language at Gweedore, County Donegal

RECEIVED: a CA3 proposal and supporting document from the Faculty to offer the existing Diploma in Irish Language at an outreach centre of Rossan College in Gweedore, County Donegal, as an outcentre.

NOTED:

- a) that it was proposed students would be exempted half the course (3 modules) if they were native speakers and passed a written test;
- b) that the course would be taught by University of Ulster staff;
- c) that the College library was adequate to support students on the course;
- d) that the proposed start date was February 2002.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved, subject to further discussion with the Faculty on the exemptions offered to native speakers.

02.09 BA Hons Modern Studies in the Humanities

RECEIVED: a CA3 proposal to offer the final year of the BA Hons Modern Studies in the Humanities at Newry and Kilkeel Institute of Further and Higher Education as an outcentre, from February 2002.

NOTED:

- a) that the proposal offered a final level top-up from the DipHE already offered by the Institute.
- b) that of the six modules offered, two would be new modules, delivered by University of Ulster staff;

- c) that specialist video conferencing studios would be required for the delivery of simultaneous lectures;
- d) that additional staffing resources would be required for delivery of seminars and tutorials at Newry;
- e) that issues relating to access to library facilities would need to be addressed.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved, subject to adequate specialist video conferencing accommodation being provided at Newry and Kilkeel Institute of Further and Higher Education and adequate library provision being available.

FACULTY OF BUSINESS AND MANAGEMENT

02.10 Proposed HNC/D Leisure Management at Omagh College

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

AGREED: that no decision be made on planning and evaluation in light of DEL's announcement that the next phase of Foundation degrees would be in the Built Environment and Hospitality Management and related fields; the latter might accommodate the proposal as a pathway.

FACULTY OF ENGINEERING AND BUILT ENVIRONMENT

02.11 Proposed BArch Hons Architecture (JN) (FT)

RECEIVED a CA1 form for the course proposal.

- NOTED:
- a) that the proposal exceeded the maximum number of 10 point modules allowed per semester;
 - b) that the course structure included summer teaching in Year 2, which would be delivered by staff from the Faculty of Social Sciences, but no representative from the Faculty of Social Sciences was on the Course Planning Committee;
 - c) that the course could not be offered within existing staffing resources;
 - d) that specialist studio accommodation would be required and the CAD laboratory required upgrading;
 - e) that a number of books required for the course were located at the Belfast campus;

f) that the course content would be expected to conform to professional body requirements to ensure exemptions from part 1 of the RIBA.

- 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 course structure be reviewed with regard to the number of 10 point modules per semester;
 - iii) that a representative from the Faculty of Social Sciences be included on the Course Planning Committee;
 - iv) that Library Services liaise with the Faculty regarding library provision;
 - v) that Physical Resources liaise with the Faculty regarding specialist studio accommodation;
 - vi) that IT Services liaise with the Faculty regarding upgrading of the CAD laboratory.

02.12 Foundation Degree in the Built Environment

RECEIVED: a memorandum proposing a Foundation degree in the Built Environment at eight partner colleges.

- NOTED:
- a) that DEL had identified the Built Environment as an area for Foundation degree development for 2002 start;
 - b) that a letter of intent from each Institute/College would follow;
 - c) that the Foundation degree would provide for progression onto both the parent Engineering and Architecture degree programmes at Jordanstown.

AGREED: that Chairman's action be authorised on the CA2 form, if received before the next meeting.

02.13 Foundation Degree in the Built Environment by Work-Based Learning

RECEIVED: a memorandum regarding the course proposal.

- NOTED:
- a) that the proposal was from Propertyfriend.com Ltd, an e-learning spin-out company of the University;
 - b) that the course might be franchised out to Propertyfriend.com Ltd or offered as a University of Ulster course administered by Propertyfriend.com Ltd.

- AGREED:
- i) that a CA2 form be submitted;
 - ii) that, if appropriate, Chairman's action be taken to recommend approval to proceed to planning and evaluation;
 - iii) that the Faculty give further consideration the most appropriate route for delivering the course, taking account of the advantages to the University of meeting its part-time targets.

02.14 Postgraduate Certificate in Conservation of the Built Environment (JN) (PT)

RECEIVED: a memorandum about the course proposal.

NOTED: that the course had run at Queen's University, Belfast for a number of years in partnership with the Royal Society of Ulster Architects Conservation Committee, but RSUA had now invited the University to delivery it from 2002.

- AGREED:
- i) that a CA1 form be submitted;
 - ii) that, if appropriate, Chairman's action be taken to recommend approval to proceed to planning and evaluation.

02.15 Postgraduate Diploma in Business and Leadership in the Built Environment

RECEIVED: a memorandum about the course proposal.

- NOTED:
- a) that the proposal emanated from Cavendish Training, a partnership between McBains Cooper plc and Dale Carnegie Training;
 - b) that the course would be offered under a franchise agreement and delivered as a work-based learning arrangement;
 - c) that continuity in key staff was an issue.

- AGREED:
- i) that a CA2 form be submitted;
 - ii) that, if appropriate, Chairman's action be taken to recommend approval to proceed to planning and evaluation.

02.16 BEng Hons Environmental Engineering with DIS

RECEIVED: a CA3 proposal to revise the existing degree programme to offer three distinct degree titles.

- NOTED:
- a) that the new titles would be:

BEng Hons Environmental Engineering (with optional pathways);

BEng Hons Building Services Engineering;

BEng Hons Environmental Engineering Management.

- b) that there was a demand from employers for students with a Building Services degree;
- c) that the proposal was supported by the External Examiner.

AGREED: that the proposal be approved.

FACULTY OF INFORMATICS

02.17 Proposed Associate Bachelor's degree in Computing with Mathematics (JN) (F/T)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- a) that this course would replace the existing HND Mathematical Studies;
 - b) that the course would share eight modules with the other two Associate Bachelor's proposals from the Faculty (minutes 01.183-4/5 refer).

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.

02.18 Proposed BSc Hons Mathematics, Statistics and Computing (levels 1 and 2) at South China Agricultural University (minute 01.187 refers)

RECEIVED: a Faculty report and Business Plan and a report from a meeting with the British Council in support of the proposal.

- NOTED:
- a) that the first year of the programme would be an English Language preparatory course;
 - b) that a CA3 form would be coming before the Sub-Committee to change the title of the UU degree to BSc Hons Mathematics with Computing.

- AGREED:
- i) that the proposal proceed to planning and evaluation in May 2002, subject to approval of the Business Plan by the Finance Department;
 - ii) that Library Services liaise with the Faculty and Academic Office regarding approval of the library resource.

FACULTY OF LIFE AND HEALTH SCIENCES

02.19 BSc Hons Chiropractic

RECEIVED: the evaluation panel report for the course.

- NOTED:
- a) that it was unlikely that the September 2002 start date would be met;
 - b) that the physical resources were inadequate in terms of the size of accommodation and location;
 - c) that there had been an underestimation of the library resources required;
 - d) that specialist IT equipment was required.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the panel being met, the course be approved for a period of 5 years.

02.20 BSc Hons Human Nutrition (with DIS/DAS) BSc Hons Human Nutrition and Dietetics

NOTED: that the proposal to separate the two courses would not be implemented until 2003 (minute 01.193 refers).

02.21 MSc Physiotherapy (pre-registration)

RECEIVED: a response from the Faculty to the report from the Commission on Accreditation in Physical Therapy Education.

NOTED: that at the meeting of the Sub-Committee on 5 December 2000 it was agreed that accreditation reports together with the Faculty response and action plan would be considered by the Sub-Committee with recommendations forwarded to the Teaching and Learning Committee (minutes 01.148, 01.195 refers).

AGREED: that it be recommended to the Teaching and Learning Committee that the response to the report be approved subject to further consideration being given to:

- i) the names of the staff identified as Chief Academic and Executive Officers and Administrative official;
- ii) Non-compliance (2 – (4.2))
providing additional information regarding assessment of data to include reference to module evaluation and annual subject monitoring activities;

- iii) Conditional compliance (1 (1.3))
making reference to the guidance in the University's Assessment Handbook.

02.22 Re-validation of BSc Hons Radiography

NOTED: that the conditions in the re-validation report concerning additional staffing resources had now been met (minute 01.197 refers).

02.23 Proposed Postgraduate Certificate/Diploma/MSc Vision Science

NOTED: that the Faculty had withdrawn this proposal.

FACULTY OF SOCIAL SCIENCES

02.24 Proposed BSc Hons Health and Social Care Policy (JN)(PT/FT)

RECEIVED: a CA1 form for the course proposal.

NOTED: a) External Examiners' concern regarding the lack of underpinning social theory in existing courses;
b) that the UCAS tariff requirements would be 240 points.

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.

02.25 Proposed BSc Hons Community Studies/Community Development

RECEIVED: a CA1 form for the course proposal.

NOTED: a) the inconsistency in the proposed BA award title;
b) that this course would provide progression for successful students from related Diploma courses in Further Education Colleges;
c) that the proposed intake for year 1 should read 25;
d) that there were no additional staffing resources required, provided staff on existing contracts had their contracts renewed;
e) that additional non-specialist accommodation would be required;
f) that both proposed external panel members were from the Republic of Ireland.

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 Physical Resources liaise with the Faculty regarding accommodation requirements;
- iii) that the Faculty provide details of an alternative external panel member.

02.26 Proposed New Title of Postgraduate Diploma/Master of Public Administration (MPA)

RECEIVED: a CA3 proposal to change the title of the DMS/MBA with specialisms to Master of Public Administration, with Postgraduate Diploma in Public Administration as an exit point, from 2002/3.

- NOTED:
- a) there was a distinct market for the MPA;
 - b) that the DMS/MBA with specialisms course would be discontinued to facilitate the Faculty of Business and Management's bid for AMBA accreditation;
 - c) there had been a request from the Provincial Government of Liaoning, People's Republic of China for this course;
 - d) the course proposed three new optional modules, and two revised compulsory modules.

- AGREED:
- i) that the proposal be approved;
 - ii) that it be recommended to Senate that a new award of Master of Public Administration (MPA) be added to the Schedule to Ordinance 2000/2.

02.27 Proposed Diploma in English Language at Liaoning Experimental Higher School, People's Republic of China

RECEIVED: a CA3 proposal, business plan and supporting documentation from CELT for the course.

- NOTED:
- a) that this course was designed to prepare students to meet the English Language requirement for UK University entrance through IELTS and, in addition, a University award;
 - b) that the University award was perceived as a means to guarantee progression to the University;
 - c) the business plan included projected income to the University based on the assumption that all students on the course would enrol for courses at the University;

- d) concerns about CELT offering an award-bearing course, the additional quality assurance responsibilities deriving from the University offering the course directly, and the business plan.

AGREED: that the proposal be not approved.

02.28 APPROVAL OF NEW COURSES

The Sub-Committee considered a paper (CASC/02/07) on issues arising from recent Sub-Committee decisions to approve new courses and main and minor subject strands without the need for formal validation.

The Sub-Committee noted that a number of proposals had been presented on CA3 forms which were intended for minor revisions only. As a consequence members were obliged to rely entirely on the Faculty's judgement in terms of the appropriateness of the proposal and assumed that they fulfilled subject benchmarks and had appropriate coherence and progression. Information on aims and objectives, proposed student numbers, entry requirements, market and career prospects was not always provided on the CA3. Use of the CA1 explicitly addressed these issues and identified where new resources were required. This form would assist central services departments in carrying forward arrangements to support delivery of the new course. The one area of departure from current best practice would be that the external examiner would be asked to support the proposal, rather than seeking views from someone not associated with courses going to validation.

The Sub-Committee considered that it was not feasible to establish specific criteria for exemption from validation.

The Sub-Committee noted that the new process of re-validation would act as an ultimate safeguard albeit after the course had started. Annual subject monitoring would also report on issues arising following the introduction of the course.

- AGREED:
- i) that all proposals for new courses, main and minor subject strands be presented on a CA1/2 form;
 - ii) that the CA1/2 form be modified to allow the Faculty to indicate a preference for full validation, or whether, in its view, a validation was not required; the Sub-Committee would judge each course on its merits;
 - iii) that a new undergraduate Main or Minor subject strand which derived from an existing Single Honours/Major/Main strand might be introduced without validation, provided that a distinct set of aims and objectives were provided.

02.29 ENSURING ADEQUATE LIBRARY PROVISION ON UU FRANCHISED AND OTHER COLLABORATIVE PROVISION

The Sub-Committee considered a paper on issues relating to the assurance of adequate library provision on franchised courses and other collaborative provision (CASC/02/08).

This matter had been discussed further with the Sub-Librarians since the last meeting (minute 01.206 refers).

Mrs Urquhart informed the Sub-Committee that a survey of FE library provision conducted by the Library and Information Services Council for Northern Ireland in 1999 found low levels of expenditure on information resources (ranging from £1.00 to £24.00 per FTE per year) and that low levels of staffing restricted opening hours to between 50 and 57 hours per week. The survey also concluded that neither DEL nor the NI Universities paid great attention to the library resource available when carrying out inspection or deciding whether to franchise a course. Their approach was contrasted unfavourably with the rigour of one GB University.

The Sub-Committee considered that the University's procedures met the majority of the recommendations contained in the guidelines on library provision for franchised courses published by HEFCE in 1999 and that it would be useful to adapt them to reflect the University's position more clearly.

Mrs Urquhart reported that it would not be feasible to engage in significant collaborative staff development in the medium term.

The Sub-Committee noted the distinction in status between UU students taking classes off-campus at outcentres and college students studying for UU awards and their respective entitlements to access University resources. There was often confusion in the minds of staff and students. The Sub-Committee noted that the Teaching and Learning Committee has established a working group to consider arrangements for outcentres.

The Sub-Committee noted that the Quality Assurance and Enhancement Department was considering the staff development and support needs of University Assessors.

- AGREED:
- i) that library staff need not normally be represented on course planning committees or evaluation panels, as course planning and approval procedures provided other processes for their input;
 - ii) that, where Library Services staff were unable to undertake an initial assessment of resources, the checklist and advice be made available to an appropriate member of the validation panel;
 - iii) that it be recommended to the Quality Assurance and Enhancement Committee that Library Services have an input into the Annual Monitoring process;
 - iv) that the Library Services checklist be made available to University Assessors;
 - v) that Library Services assessments of resources contribute to the future re-validation process;
 - vi) that, in order to make explicit a College's responsibility to resource adequately an approved course, it be recommended to the Teaching

and Learning Committee that the following Clause be added to the standard Recognition Agreement:

"The [College] shall provide:

- a) adequate human and physical resources to ensure the successful delivery of the course and its assessment and administration requirements;*
 - b) reasonable access to those resources and facilities as required by students for their attendance on the course and completion of its assessment requirements;*
 - c) such access during the period indicated in the course document and as determined by the dates of attendance required by students on the course."*
- vii) that representatives from Library Services and IT Users Support be included on the Working Group looking at the University's arrangements to support outcentre delivery.

Duration: 1 hour 55 minutes

HD/aeH/31/01/02

COURSE APPROVAL SUB-COMMITTEE

29 January 2002

COURSE PLANNING AND APPROVAL

FACULTY OF ARTS

Diploma in Irish Language

revising 3 modules;

BA Hons Humanities Combined; BA Hons Media Studies

introduction of a level D version of module MED307C2;

PG Diploma/MA Applied Arts

amendment to course regulations;

PG Diploma/MA in Modern French Studies

dividing module FRE804J1 into two 15 credit point modules; changing all year 2, semester 1 modules to be assessed by 100% coursework; running the MA dissertation module FRE809J4 from January to September in year 2 to enable the course to be completed in two rather than three years.

FACULTY OF BUSINESS AND MANAGEMENT

PG Diploma/MSc Finance and Investment (FT/PT)

withdrawal of one option; introduction of new module; amendment to title of one module; amendment to regulations.

FACULTY OF ENGINEERING AND BUILT ENVIRONMENT

BEng/BEng Hons Mechanical Engineering; BEng Hons Engineering Management

change of coursework/exam weighting to 30% coursework; 70% examination;

PG Diploma/MSc Fire Safety Engineering

revising the content of module BLD801J2.

FACULTY OF SOCIAL SCIENCES

PG Certificate in University Teaching

revisions to objective and content of one module.