

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 10 April 2003 at the Coleraine campus

PRESENT

Professor R R Barnett (Chairman), Dr S D A Barnhill, Professor N D Black, Mr A G Faulkner, Mr J Kennedy, Mr D F McGiven, Professor A Moran, Mr B O'Kane (for Mr R N Wilson), Mrs E E Urquhart, Mr M Watley

APOLOGIES

Mr R N Wilson

IN ATTENDANCE

Mr H Deighan, Ms C Guyer (for min 03.66-03.74), Miss K Dyson, Mr S G Heaney (for min 03.55-03.57), Dr E M Lillie, Professor R A Welch (for min 03.38-03.50)

03.32 MINUTES

The confirmed minutes of the meeting held on 29 January 2003 were signed and dated by the Chairman.

MATTERS ARISING

03.33 Approved Major, Main, Minor Subject Combinations at Magee (min 03.03)

The Sub-Committee received a tabled paper of approved combinations of subject strands emanating from the Magee Campus Co-ordinating Group meeting of 8 April 2003. Members noted that students might transfer from the LLB Law (studied as a major) to a BA (in a main combination) after one year.

Professor Moran advised that additional Social Policy strands would be considered as part of the Subject re-validation of Social Policy and Administration which would be held on 14 May 2003. The Faculty would also consider extending the range of strands in which Sociology was offered.

AGREED: that it be recommended to the Teaching and Learning Committee that the combinations detailed in Appendix 1 be approved.

CHAIRMAN'S COMMUNICATIONS

03.34 FE Strategic Review and Impact on College Proposals

The Chairman informed members that, until the outcome of the review of the pilot Foundation degrees was known and guidance was provided by DEL in the context of the FE Strategic Review, no decision would be taken regarding new proposals from Colleges (see min 03.60-61).

03.35 Intermediate Qualifications Working Group

The Chairman informed members that the report from the Intermediate Qualifications Working Group (IQWG) would be received by the Teaching and Learning Committee at its next meeting. Among the recommendations were:

- (i) that both the Foundation Degree and the Associate Bachelor's degree should be confirmed as programmes comprising 240 credits, the Foundation Degree to include a period of work-based learning amounting to 40 credits at Level 2, with a maximum duration of two years (four semester) in full-time mode;
- (ii) that the minimum number of credits at the highest level (2) should be 100 and the maximum number at the lowest level 40 (A);
- (iii) that, in full-time mode, graduates from the Foundation Degree would require a further two years to complete an Honours degree whereas progression from the Associate Bachelor's degree would be achieved through summer bridging and a further one year of study.

03.36 Evaluations after 30 May

The Sub-Committee noted that Chairman's action had been taken to authorise three validation meetings in June for October 2003 start.

COURSE PLANNING AND APPROVAL

03.37 The Sub-Committee considered business from each Faculty (Papers CASC/03/08-13). It noted course revisions approved by Faculties as listed in Appendix 2.

FACULTY OF ARTS

03.38 Proposed Postgraduate Diploma/Master of Design: Design and Communication (ME)

RECEIVED: a memorandum from the Course Director addressing issues concerning projected intake and collaborative arrangements with Athlone Institute (min 03.9 refers).

NOTED: (a) that the proposed intake had been revised to 15;

- (b) that this would be a joint course offered at Magee and Athlone with teaching staff travelling between institutions.

03.39 Proposed BA (Hons) Dance (FT) (ME)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- (a) that the course would be offered in Single Honours and in major, main and minor strands;
 - (b) that the Arts Council had provided funding of £250,000 for a Dancer in Residence.

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 2004.

03.40 Proposed BA Hons Combined Arts: Main/Minor in Journalism and Publishing Studies (FT) (CE)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- (a) that the proposal fitted with the Faculty's strategy of concentrating media/journalism provision on the Coleraine campus;
 - (b) that the proposal would not be available in combinations with Media Studies or English, due to the overlap in content;
 - (c) that additional library resources would be required.

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 2004.

03.41 Proposed BA (Hons) Combined Arts: Main/Minor in Film Studies (FT) (CE)

RECEIVED: a CA1 form for the course proposal.

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 2004.

03.42 Proposed BA Hons Media Arts (FT) (CE)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- (a) that the course would be offered as Single Honours only;

- (b) that the course was developed from, and was complementary to, the Media Studies programme.

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 2004.

03.43 Proposed MA Film and Television Management (FT/PT) (CE)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- (a) that the proposed intake was 12;
 - (b) that the Northern Ireland Film and Television Council had provided £50,000 of funding.

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 2004.

03.44 Proposed Certificate of Higher Education in Ulster and Scottish Studies (PT) (ME)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- (a) that the proposed start date was September 2003;
 - (b) that the course was designed to provide progression opportunity from a Diploma in Scottish and Ulster Studies being developed at Limavady College of Further and Higher Education;
 - (c) that successful students will progress onto the second year of related History degrees;
 - (d) that additional library resources were required.

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 January/September 2004.

03.45 Certificate in Community Drama

RECEIVED: a CA3 proposal to offer the course in Co Monaghan at outcentres through Monaghan Vocational Education Committee.

- NOTED:
- (a) that the course structure would be modified to deliver modules in intensive one week courses during two summers;

- (b) that the course director would teach the whole course;
- (c) that the resources available locally were deemed by the Faculty adequate to meet the needs of students on the course.

AGREED: that the proposal be approved.

03.46 Postgraduate Diploma/MA Applied Languages and Business (CE)

RECEIVED: a CA3 proposal to change the title of the course to Postgraduate Diploma/MA Professional Language Studies and to revise modules from 2003 intake.

AGREED: that the proposal be approved, subject to the receipt of external academic support and revised aims and objectives.

03.47 BA (Hons) Graphic Product and Interactive Design (ME)

RECEIVED: a CA3 proposal to change the award and course title to Bachelor of Design (Hons) Design and Communication from 2003 and also to apply the change to existing Years 1 and 2 students.

- NOTED:
- (a) the potential for the course to come fully into the new modular framework;
 - (b) revisions to the course content, introduction of six new modules, and identification of five specific pathways;
 - (c) that the BDes title was in common use in the sector.

- AGREED:
- (i) that it be recommended to the Teaching and Learning Committee that the proposal be approved and that the new award of Bachelor of Design (BDes) be added to Ordinance 2001/1;
 - (ii) that a CA1 form be submitted to the Sub-Committee proposing the strands in which the course would be available.

03.48 BA (Hons) Visual Communication (BT)

RECEIVED: a CA3 proposal to change the title to BA (Hons) Design for Visual Communication from 2003.

- NOTED:
- (a) that the proposal aimed to ensure that the course was located in the undergraduate prospectus with other courses with Design in their titles;

- (b) that the BDes award had not been proposed but that the new award might be appropriate to a number of courses within the School of Art and Design.

- AGREED:
- (i) that the proposal be approved;
 - (ii) that the Faculty be asked to provide a report on the criteria for the use of the BDes title, and to consider its appropriateness in other courses.

03.49 Postgraduate Certificate in Ethics and Philosophy of Religion (BT)

RECEIVED: a tabled memorandum requesting approval to offer the course on a part-time basis from 2003.

- NOTED:
- (a) that the Postgraduate Diploma/MA in Ethics and Philosophy of Religion had been running since 1986 at Coleraine but owing to a lack of demand had recently been allowed to run out;
 - (b) the proposal was to reinstate the course as Postgraduate Certificate only at Belfast, in response to interest from the teaching profession;
 - (c) there were no significant implications identified in terms of staffing, accommodation or library resources.

AGREED: that the proposal be approved, subject to confirmation of the Faculty's endorsement.

03.50 Postgraduate Diploma/MA Journalism Studies

NOTED: that a CA5 had been received to withdraw the course.

FACULTY OF BUSINESS AND MANAGEMENT

03.51 BA (Hons) Management (CE)

RECEIVED: the evaluation panel report for the course.

NOTED: that the Faculty had also agreed to offer the subject in a major strand within the new modular framework.

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 2003-2005), with entry requirements of 240 UCAS points.

03.52 BSc (Hons) Marketing (JN)

RECEIVED: a CA3 proposal to offer the course on a part-time basis.

AGREED: that the proposal be approved.

03.53 BA (Hons) Human Resource Management (JN)

RECEIVED: a tabled CA3 proposal to offer the course on a part-time basis.

AGREED: that the proposal be approved.

03.54 Postgraduate Diploma in European Business

NOTED: that a CA5 form had been received to withdraw the course, with the last intake being 2003/04.

FACULTY OF ENGINEERING AND BUILT ENVIRONMENT

03.55 Proposed Associate Bachelor's Degree in Construction (PT & DL) (JN)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- (a) that the proposed start date was October 2003;
 - (b) that the number of credits at the highest and lowest levels did not conform to the recommendations in the report of the IQWG;
 - (c) that the course derived substantially from existing provision (10 current modules, four revised modules and four new modules: two at level 'A', two common to other Faculty courses);
 - (d) that the proposal, which has a significant distance learning component, was designed to provide progression opportunities onto the BSc Hons Construction Engineering and Management and address the decline in intake to existing sub-degree programmes;
 - (e) that the cost of developing and promoting the course was covered by a grant gained jointly with the Faculty of Informatics from the EU Programme for Peace and Reconciliation to widen access to disadvantaged sectors in the community;
 - (f) that additional staffing, accommodation, IT Services, library and careers advice resources were required.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved, subject to external academic endorsement, revisions to module levels to meet the new definition for AB degree, with entry requirements of 140 UCAS tariff points (to include at least one grade D at A level/equivalent).

03.56 Proposed Postgraduate Cert/Dip/MSc Infrastructure Engineering (PT) (JN)

RECEIVED: a CA1 form for the course proposal.

NOTED: (a) that the proposed start date was September 2003;
(b) that the projected intake was 10/12;
(c) the course proposal shared modules with the MSc Construction and Project Management but would benefit from a separate identity;
(d) that supporting letters had been received from local employers.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be approved, subject to external academic endorsement.

03.57 Proposed Postgraduate Diploma in Business Leadership in the Built Environment

NOTED: that the Faculty had decided to postpone this proposal (min 02.45 refers).

FACULTY OF INFORMATICS

03.58 Proposed Postgraduate Cert/Dip/MSc Web Information Systems (FT/PT) (JN)

RECEIVED: a CA1 form for the course proposal.

NOTED: (a) that the proposed start date was September 2003;
(b) that this course would replace the existing MSc Computing and Information Systems which had been withdraw in light of the new Qualifications and Credit Framework.

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 2003.

03.59 Proposed Postgraduate Cert/Dip/MSc Computing and (International Business/ Information Systems Management/ Intelligent Systems) (FT/PT) (ME)

RECEIVED: a CA1 form for the course proposal.

- NOTED: (a) that the proposed start date was September 2003;
- (b) that the Faculty proposed a single linked programme with three distinct exit qualifications.

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 2003.

03.60 Proposed Associate Bachelor's Degree in Computing Science (FT) at Fermanagh College

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

- NOTED: (a) that the QAA and the ETI were currently undertaking a review of the pilot Foundation Degrees to report in late spring;
- (b) that the IQWG had recommended that for 2003 no new Associate Bachelor's degrees be validated for delivery in Colleges.

AGREED: that no decision be taken regarding any new Intermediate level proposal from Colleges, pending the outcome of the review.

03.61 Proposed Associate Bachelor's Degree in Software Development /Associate Bachelor's Degree in Computer Systems Administration at North East Institute of Further and Higher Education

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

- NOTED: (a) that the QAA and the ETI were currently undertaking a review of the pilot Foundation Degrees to report in late spring;
- (b) that the IQWG had recommended that for 2003 no new Associate Bachelor's degrees be validated for delivery in Colleges.

AGREED: that no decision be taken regarding any new Intermediate level proposal from Colleges, pending the outcome of the review.

03.62 BSc (Hons) Interactive Multimedia Design at Hong Kong College of Technology

RECEIVED: the evaluation panel report for the course and a request from the College to increase the maximum intake to 80.

NOTED: that Chairman's action had been taken on behalf of the Sub-Committee and the Teaching and Learning Committee to approve the course, as the College had to receive official approval for submission to the Hong Kong Council for Academic Accreditation six months prior to commencement.

AGREED: that it be recommended to the Teaching and Learning Committee that conditional approval be granted for a maximum cohort of 80 and that the College be recognised under Ordinance 1984/8: Recognition of Institutions.

03.63 Foundation Degree (FdSc) in Computing at Castlereagh College of Further and Higher Education (PT)

RECEIVED: a tabled evaluation panel report for the course.

NOTED: that the course team had been asked to revise the structure to align the programme with the new Qualifications and Credit Framework.

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 2003-2007) for a maximum cohort of 40, and that the College be recognised under Ordinance 1984/8.

03.64 MSc eLearning: Interactive Teaching Technology (DL) (with Postgraduate Cert/Dip exit points)

RECEIVED: the evaluation panel report for 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 (February 2003-2006).

03.65 Postgraduate Diploma in Education Technology (JN/NWIFHE)

NOTED: that a CA5 form had been received to withdraw the course from September 2002.

FACULTY OF LIFE AND HEALTH SCIENCES

03.66 Proposed Postgraduate Dip/MSc Dementia Studies

RECEIVED: CE1 and CE2 forms for the course proposal.

- NOTED:
- (a) that this proposal was originally submitted in 2000 by the former Faculty of Social and Health Sciences and Education;
 - (b) that endorsement from the current Faculty was still awaited;
 - (c) that this would be a joint validation event with NIPEC;
 - (d) that the proposed October 2003 start date was not feasible.

AGREED: that no decision be made regarding approval to proceed to planning and evaluation until Faculty support was received.

03.67 Proposed Postgraduate Dip/MSc Urban Management and Transformation (JN)

RECEIVED: a supporting statement regarding the rationale for offering the course at Jordanstown when the subject area of Geography was in Coleraine (min 03.24 refers).

- NOTED:
- (a) that the course would eventually be offered entirely by e-learning and, as such, the location become less relevant;
 - (b) that two core members of teaching staff lived in the Belfast area;
 - (c) that the library resources were already located at Jordanstown;
 - (d) that the Head of School of the Built Environment should be consulted about the proposal.

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 2004.

03.68 Proposed BSc (Hons) Pharmacology (CE) Proposed Master of Pharmacy (MPharm) (CE)

RECEIVED: tabled CA1 forms for the course proposals.

- NOTED:
- (a) that the BSc proposal incorporated an Associate Bachelor's degree or Foundation Degree exit award;
 - (b) that the proposals would be evaluated in a single validation event with four Professional/Statutory Bodies;
 - (c) that additional staffing and library resources were required;
 - (d) that integrated Master's degrees were not offered with Honours.

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

03.69 Proposed Postgraduate Cert/Dip/MSc Medical Jurisprudence (JN)

RECEIVED: a tabled CA1 form for the course proposal.

- NOTED:
- (a) that the proposal was in response to an approach from the Forensic Medical Officers Association and would be of interest to other allied professions;
 - (b) that the Faculty of Social Sciences supported the proposal;
 - (c) that the course would eventually be offered by e-learning.

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 January 2004.

03.70 Re-validation of Subject Unit 12A: Environmental Studies

RECEIVED: the report of the re-validation panel.

- NOTED:
- (a) that the BSc Hons Environmental Science, Geography and Marine Science courses each comprised 370 credit points, with students engaging in a 30 point dissertation;
 - (b) that an additional 100 hours (2.5 weeks) of notional student effort was required in the final year of the courses.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the re-validation panel being met, the following courses be approved for a period of five years (intakes 2003-2007):

AB in Environmental Studies
BSc Hons Environmental Science (with DIS/DAS)
BSc Hons Geography (with DIS/DAS)
BA Hons Combined Arts – Geography (Major, Main, Minor)(with DAS)
BSc Hons Marine Science (with DIS/DAS)

03.71 Re-validation of Subject Unit 3D: Food, Nutrition and Dietetics

RECEIVED: the report of the re-validation panel.

- NOTED:
- (a) that the new BSc (Hons) Food and Nutrition would be introduced from October 2003;
 - (b) that the panel had expressed concern that there was not sufficient differentiation between the Level 3 and Level M modules in the postgraduate courses;
 - (c) that there was a 25 credit point module in the Postgraduate Dip/MSc Human Nutrition which was not permitted within the University's regulatory framework.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the re-validation panel being met, the following courses be approved for a period of five years (intakes 2003-2007):

BSc (Hons) Human Nutrition (with DIS/DAS)
BSc (Hons) Dietetics (with eligibility for State Registration in Dietetics)
BSc (Hons) Food and Nutrition (with DIS/DAS)
BSc (Hons) Food Technology Management (with DIS/DAS) (final year)
PgD/MSc Human Nutrition
PgD/MSc Dietetics (with eligibility for State Registration in Dietetics)
PgC/PgD/MSc European Food Regulatory Affairs

03.72 Associate Bachelor's Degree in Sports Studies at North Down and Ards Institute of Further and Higher Education

RECEIVED: the evaluation panel report for the course.

- NOTED:
- (a) that approval to proceed to planning and evaluation had been granted before the embargo on new Associate Bachelor's degrees in Colleges;
 - (b) that the subject unit of Sport was due for re-validation this semester when the Faculty proposed to introduce two new degrees. As such no guarantee was given that AB graduates would be able to progress onto a related Honours degree in the University;

- (c) that retrospective approval from September 2002 had been recommended.

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 two years (intakes 2002-2003) for a maximum cohort of 45 full-time and 12 part-time.

03.73 University of Ulster/Queen's University/Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC) Validation Panel Report: Certificate/Postgraduate Certificate in Independent and Supplementary Prescribing

RECEIVED: the evaluation panel report for the courses.

- NOTED:
- (a) that this had been a tripartite validation panel meeting for a joint proposal from the School of Nursing, University of Ulster and the School of Nursing and Midwifery, Queen's University, Belfast to offer a Certificate and Postgraduate Certificate in Independent and Supplementary Prescribing which would lead to a professional qualification recorded on the Nursing and Midwifery (NMC) Register;
 - (b) that successful completion of the programmes would lead to a joint University Certificate or Postgraduate Certificate in Independent and Supplementary Prescribing.

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

- (i) subject to the conditions of the evaluation panel being met, the course be approved for a period of five years (intakes 2003-2007), subject to a tripartite development review at the end of the first year of operation;
- (ii) the courses be added to the Schedule to Ordinance 2001/1.

03.74 BSc Hons Psychology

RECEIVED: a tabled CA3 proposal to offer the course on a part-time basis.

AGREED: that the proposal be approved.

FACULTY OF SOCIAL SCIENCES

03.75 Proposed DipHE Early Years Practice at East Down Institute of Further and Higher Education

NOTED: that the Chair of the evaluation panel had asked the University Assessor to work closely with the course team with a view to the submission of a revised document which would meet the conditions of the panel. The Institute was also expected to work closely with the School of Education to ensure progression onto a related Honours degree programme (min 03.29 refers).

03.76 Undergraduate Law Programmes at Magee and Jordanstown (min 03.30 refers)

RECEIVED: a revised CA3 form:

- (a) to amend titles (use of 'and/with') in accordance with the new Qualifications and Credit Framework for current students;
- (b) to incorporate Law (Major/Main strands) into the new modular framework at Magee.

NOTED: (a) that current applicants to Law and/or Business Studies in 2003 would be encouraged to accept the appropriate named Main/Minor strand offered by the Faculty of Business and Management;

(b) that in future Law would be marketed through the LLB route (Law with ...), with internal transfer to BA Hons;

(c) that the Faculty would develop proposals for modular provision at Jordanstown.

AGREED: that the proposal be approved.

03.77 Postgraduate Diploma/MSc in Social Research Methods

NOTED: (a) that the course had been withdrawn with the last intake in 2002;

(b) a replacement course was being developed.

Duration: 2 hours 20 minutes