

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 29 January 2003 at the Jordanstown campus

PRESENT

Professor R R Barnett (Chairman), Dr S D A Barnhill, Mr A G Faulkner, Mr J Kennedy, Mr D F McGivern, Professor A Moran, Mr P J Sweeney (for Professor N D Black), Mrs E E Urquhart, Mr M Watley, Mr R N Wilson

APOLOGIES

Professor N D Black

IN ATTENDANCE

Dr R B Clarke (for minutes 03.17 – 03.21), Mr H Deighan, Dr J H Gillespie (for minutes 03.05 – 03.13), Ms C O'Neill (for minutes 03.24 – 03.28)

03.01 MINUTES

The confirmed minutes of the meeting held on 14 November 2002 were signed and dated by the Chairman.

MATTERS ARISING

03.02 Monaghan Education Centre (min 02.149)

Professor Moran informed members that staff from her Faculty and the Faculty of Life and Health Sciences had met with the Director of Monaghan Education Centre in December to discuss possible collaboration and operational matters such as profitability of course provision and the use of video conferencing facilities. A further meeting would be held on 28 February 2003.

The Chairman suggested that consideration be given to sourcing funds from appropriate bodies responsible for cross-border partnerships.

03.03 Approved Major, Main, Minor Subject Combinations in undergraduate degrees (02.150)

The Chairman informed members that initial meetings of the Campus Co-ordinating Groups had been held at Magee and Coleraine. He told them that applications to Magee had increased substantially as a consequence of the introduction of the modular structure, particularly from applicants wishing to study a language with another subject.

Professor Barnett reported that the majority of strand combinations would be in the Major/Minor format, with two Main subjects being restricted to areas where there was a clear synergy, such as Social Policy and Sociology.

It was noted that it would be the responsibility of the Campus Co-ordinating Group to make recommendations to the Sub-Committee regarding the approval of new combinations of strands on the campus.

#### COURSE PLANNING AND APPROVAL

03.04 The Sub Committee considered business from each Faculty (Papers CASC/03/01-06). It noted course revisions approved by Faculties as listed in the Appendix.

#### FACULTY OF ARTS

03.05 BA Hons American Studies (BT)  
BA Hons British and Irish Culture (BT)  
BA Hons Visual Culture (BT)

RECEIVED: a CA1 form for the course proposals (min 02.153 refers).

NOTED: (a) that the BA Hons American Studies, which focused on American history and literature rather than politics, was a four year course with an intercalary year;

(b) that the projected full-time intake onto each course was 25;

(c) that the courses would also be offered part-time;

(d) that there was a common first year with two common core modules in Years 2 and 3;

(e) that detailed discussions concerning accommodation and support services, in particular library and careers would take place shortly;

(f) that current applicants to Jordanstown courses had been informed of the proposed course provision at Belfast and opportunities on other campuses.

AGREED that it be recommended to the Teaching and Learning Committee that planning and evaluation of the courses (single event) proceed with a view to entry in October 2003.

03.06 BA Hons Drama (single honours and major, main and minor strands)

RECEIVED: a CA1 form to bring Drama at Magee within the undergraduate modular framework from 2003.

AGREED: that the proposal be approved, subject to the receipt of Year 1 module descriptions.

03.07 BMus Hons (single honours) and BA major, main and minor strands in Music

RECEIVED: a CA1 form to bring Music at Magee within the undergraduate modular framework from 2003 (min 02.154 refers).

NOTED: (a) that the course could not be offered within existing staffing resources;

(b) that the Foyle Arts Centre would be ready by August 2003;

(c) that library stock would be transferred from Jordanstown during the summer.

AGREED: that the proposal be approved, subject to the receipt of new and revised module descriptions.

03.08 BA Hons History (CE)

RECEIVED: a CA1 form for the course proposal (min 02.155 refers).

NOTED: (a) that the course replaced the existing BA Hons Modern and Contemporary History;

(b) that the course would be offered in Single Honours, and major, main and minor strands as part of the BA Hons Combined Arts;

(c) that additional rooms were required for staff transferring from Jordanstown.

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 October 2003.

03.09 PGDip/Master of Design: Design and Communication (ME)

RECEIVED: a CA1 form for the course proposal.

NOTED: (a) that a new award of 'MDes' was proposed;

(b) that the course would be offered in full-time and part-time modes of attendance;

(c) that the projected intake was only 10 which gave rise to concerns about viability;

- (d) that there was potential for teaching common modules with the PGDip/MSc Computing and Design and offering some modules on-line;
- (e) that this would be a collaborative programme running at both Magee and Athlone Institute of Technology.

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 October 2003, subject to the projected intake being revised and further information being provided on the nature of the collaborative arrangement with Athlone Institute.

#### 03.10 PGDip/MA Irish Visual Culture (BT)

RECEIVED: a CA1 form for the course proposal.

NOTED: (a) that the proposal formed part of a SPUR bid and might be retitled 'Visual Culture in Ireland';

(b) that the projected intake was only eight which gave rise to concerns about viability;

(c) that one core module was selected for e-learning development.

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 October 2003, subject to further consideration being given to the projected intake.

#### 03.11 Proposed Associate Bachelor's degree in Digital Media: Design and Production at Limivady College of Further and Higher Education

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

NOTED: that the QAA and the ETI were currently undertaking a review of the pilot Foundation Degrees to report in late Spring.

AGREED: (i) that no decision be taken regarding any further new Intermediate level proposals from colleges, pending the outcome of the review;

(ii) that the Chairman discuss the University's position with DEL, in particular the impact on new 2003 starts and advise all Colleges of this decision.

### 03.12 Re-validation of Subject Unit 11A: English

RECEIVED: the report of the re-validation panel.

NOTED: that the new CertHE Irish Literature in English at Magee had been evaluated as part of the re-validation process.

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 – 07):

CertHE Irish Literature in English (ME)  
 CertHE Modern and Contemporary Literature (CE)  
 BA Hons English (CE)  
 BA Hons Combined Arts: English: Major, Main, Minor (CE)  
 BA Hons Combined Arts: Irish Literature in English: Minor (CE)  
 PG Dip/MA Irish and Scottish Studies (ME)  
 PG Dip/MA Irish Literature in English (CE)

### 03.13 PGDip/MA in Ireland: Peoples, Places, Perspectives

RECEIVED: a CA3 proposal to offer the course in distance learning mode, to introduce a PG Certificate exit award, and change the title to Irish Cultural Heritages (People, Places, Perspectives).

AGREED: that the proposal be approved.

### **FACULTY OF BUSINESS AND MANAGEMENT**

### 03.14 Foundation Degrees in Hospitality and Tourism at North Down and Ards Institute of Further and Higher Education and Newry and Kilkeel Institute of Further and Higher Education

RECEIVED: a letter from DEL exceptionally approving full-time delivery of the courses for 2002/03 intake only.

NOTED: that, while all four colleges in the hospitality and tourism consortium (SALTS) had been approved to offer each option in both full and part-time modes, the current delivery of Foundation degrees in hospitality and tourism was as follows:

FdA	BIFHE	EDIFHE*	Fermanagh College	NDAIFHE*	NKIFHE	NWIFHE
Hospitality Management			√(P/T)		√(FT/PT)	
Hospitality Operations Management		√(P/T)				
Hospitality & Tourism				√(FT/PT)		
Hospitality & Tourism Management	√(P/T)					√(P/T)
Travel & Tourism Management					√(F/T)	

\* not part of consortium

### 03.15 Re-validation of Subject Unit 1B: Accounting

RECEIVED: the report of the re-validation panel.

- NOTED:(a) that the new Graduate Diploma in Accounting would replace the current Postgraduate Diploma conversion course from 2003;
- (b) the structure of the Graduate Diploma would be revised with a view to introducing some 10 point modules to replace the current 20 point modules which have two distinct sections;
- (c) the criticism of careers data made by panel members and that, from 2003 graduation, careers information would be collected for part-time and postgraduate students.

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 2003-07):

Graduate Diploma in Accounting (F/T)  
PGDip/MSc Advanced Accounting (F/T)

### 03.16 Certified Diploma in Accounting and Finance

NOTED: that the Association of Chartered Certified Accountants had changed the title of the course to Certified Diploma in Financial Management.

## **FACULTY OF ENGINEERING AND BUILT ENVIRONMENT**

### 03.17 Proposed Associate Bachelor's Degree in Engineering (JN)

RECEIVED: a CA1 form for the course proposal.

- NOTED: (a) that the proposal replaced existing HND Engineering (Electrical/Electronics) and HND Engineering (Mechanical, Manufacturing and Design);
- (b) that the School was still considering the most appropriate structure to facilitate progression onto a range of Honours degree programmes; that the proposed model was '2+2', incorporating two semesters of placement;
- (c) that the course structure and progression arrangement would need to take account of the credit requirements of the University's Qualifications and Credit Framework, subject to the outcomes of the Intermediate Qualifications Working Group review;

- (d) that funding received by the Faculty in a joint venture with the Faculty of Informatics to stimulate e-learning would be used to support this programme and develop a part-time version;
- (e) that the entry requirement should be one 'A' Level.

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 2003.

### 03.18 Proposed BSc (Hons) Architecture

RECEIVED: the evaluation report of the reconvened panel.

- NOTED: (a) that the designation of the course was changed to BSc;
- (b) that the course was approved as a joint venture between School of the Built Environment and the School of Art and Design.

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 2003-05).

### 03.19 Proposed Foundation Degree in Electronics and Telecommunications, Castlereagh College of Further and Higher Education

NOTED: that the validation of the above proposal, which was due to take place on 21 January 2003, had been postponed as the evaluation document was not ready, and was now on hold (see also min 03.11).

### 03.20 Proposed PGD/MSc in Real Estate

NOTED: that, at the request of the Faculty, the evaluation of the proposal has been postponed to late autumn 2003 for a 2004 intake.

AGREED: that the delay be approved.

### 03.21 PGCert in Architectural Conservation

NOTED: that the Faculty had clarified that much of the teaching on the course was to be delivered by visiting lecturers who would not be members of the Course Committee. Other external participants, having greater input in terms of delivery and assessment, would be appointed as part-time lecturers and would be members of the Course Committee (min 02.164 refers).

## **FACULTY OF INFORMATICS**

### 03.22 Proposed Foundation Degree in Science in Computing (Education) at Causeway Institute of Further and Higher and East Antrim Institute of Further and Higher Education

RECEIVED: A CA2 form for the course proposal.

AGREED: that no decision be made regarding the proposal, pending the outcome of the review of the pilot Foundation Degrees (min 03.11 refers).

### 03.23 Proposed Foundation Degree at Castlereagh College of Further and Higher Education

NOTED: that the College had expressed interest in developing an Associate Bachelor's degree in preference to a Foundation degree. Other colleges were also interested in AB degrees (min 02.118 refers).

## **FACULTY OF LIFE AND HEALTH SCIENCES**

### 03.24 Proposed PGDip/MSc Urban Management and Transformation (JN)

RECEIVED: a CA1 form for the course proposal (October 2004 start).

NOTED: (a) that the Faculty of Social Sciences was involved in the teaching of three modules;

(b) that, while the course would be based at Jordanstown, courses within the subject area of Geography were offered at Coleraine; this would have implications for staffing and library resources.

AGREED: that the Faculty be asked to provide for the next meeting of the Sub-Committee a supporting statement regarding the rationale for offering the course at Jordanstown.

### 03.25 PGDip/MSc Maritime Archaeology

RECEIVED: a CA3 form to offer the course by e-learning.

AGREED: that the proposal be approved, subject to an e-learning business plan being approved by the Institute of Lifelong Learning and the Planning Committee.

03.26 HND Applied Biology  
HNC Applied Biology  
BSc Hons Life Sciences

NOTED: that a CA5 form had been received to withdraw the courses with the last intake being 2002.

03.27 PGDip/MSc in Careers Guidance

NOTED: that the PGDip was offered full-time and the MSc stage was offered part-time (min 02.166 refers).

03.28 BSc Hons Psychology (CE)

RECEIVED: a tabled memorandum responding to the possibility of offering a four year option of the course with placement and the possible use of the Applied Psychology title for this option (min 02.148 refers).

NOTED: (a) that the current social psychology placements at Coleraine were paid whereas the clinical placements were not, and the Faculty was willing to consider the proposal for the 2004 intake;

(b) that the external examiners had commended the quality of the placements on the four year course at Jordanstown.

AGREED: that the four year option should be made available to students and that the Faculty be encouraged to introduce the option at the earliest opportunity.

**FACULTY OF SOCIAL SCIENCES**

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

NOTED: that the Institute had submitted a revised course document for a February 2003 start. A decision regarding approval was awaited from the Chair of the evaluation panel (min 02.168 refers).

03.30 Undergraduate Law Programmes

RECEIVED: a CA3 form to amend titles (use of 'and/with') in accordance with the new Qualifications and Credit Framework.

NOTED: (a) that, if the Faculty was also to bring the course into the new modular framework at Magee, it was sufficient for it to indicate the subject strands available (Major and Main), and that it was the responsibility of the Campus Co-ordinating Group to make recommendations to the Sub-Committee regarding the approval of combinations of strands;

- (b) that 'Business Studies' was not offered in either Main or Minor strands at Magee;
- (c) that 'International Politics' was offered at Magee not 'Politics';
- (d) that the Language subjects at Magee were only offered as Minor strands and that Irish had now also been added to the approved combinations for Law;
- (e) that the entry requirements for students applying for Major/Minor and Joint Honours combinations would be the same as for the related Single Honours courses;
- (f) that there would be a separate UCAS code for each approved combination;
- (g) that the order of subjects in the title of two Main or three Minor combinations would be alphabetical.

AGREED: that the Faculty be asked to submit a revised CA3 Form to the next meeting of the Sub-Committee.

### 03.31 STUDENTS ENROLLED ON COURSES VALIDATED LAST YEAR

The Sub-Committee received paper CASC/03/07, detailing the actual enrolment on courses validated in 2001/02 against the maximum cohort approved (external courses) or expected (internal).

The Sub-Committee received the annual report in order to assist it in considering the effectiveness of its judgements regarding planning approval. Monitoring of the University's academic plan, and approval of adjustments to it, was the responsibility of the Planning Committee.

#### Non-recruitment

The Sub-Committee noted that the majority of AB/Fds validated last year in the Colleges were unable to recruit. This reinforced a similar finding last year regarding the undesirability of late validations.

#### Over-recruitment

It was noted that in a number of courses the actual number of students recruited far exceeded the projected intake. This over-recruitment had practical implications with regard to finding suitable placements for students, as well as affecting the employment prospects of graduates.

### Under-recruitment

Only one of the five linked PG Cert/Dip/MA programmes in the Faculty of Arts had recruited. The BSc Hons Marine Sciences recorded two enrolments against a projected 20 on the CA1.

AGREED: that the Quality Management and Audit Unit be asked to consider the under-recruitment identified as part of the Annual Subject Monitoring exercise for 2003/4.

Duration: 2 hours 15 minutes