

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 5 February 2004 at the Jordanstown Campus

PRESENT

Professor R R Barnett (Chairman), Mrs A Cairns (for Dr S D A Barnhill), Mr A G Faulkner, Dr P Hanna (for Professor N D Black), Professor A Moran, Mrs E E Urquhart, Mr M Watley, Mr N Wilson

APOLOGIES

Dr S D A Barnhill, Professor N D Black, Mr J Kennedy

IN ATTENDANCE

Mrs K Harrison, Professor R Hutchinson (for mins 04.11 – 13)

04.01 MINUTES

The confirmed minutes of the meeting held on 11 December 2003 were signed and dated by the Chairman, subject to apologies from Mr N Wilson being recorded and min 03.203 being amended to read 'Dean' of Combined Studies instead of 'Director'.

MATTERS ARISING

04.02 FE Strategic Review and College Proposals (min 03.163)

- NOTED:
- a) that it was anticipated that the Strategic Review of FE by DEL incorporating the outcome of the Fd pilot would be published in February 2004;
 - b) that a Foundation Degree Forum had been held on 15 December 2003 at which it was deemed likely that HE activity in the FE sector would be focussed on the four current skill shortage areas through Foundation degrees, with the possibility of adding the health and social care sector from 2004/05; ABs would not be supported.

04.03 The sequencing of CA1s and E-Learning Business Plans (min 03.165(ii))

AGREED: that the proposal by the Director of ILL, that CA1s be submitted to CASC for academic endorsement before business plans were submitted to the Planning Committee, be endorsed.

04.04 Honours Degree Subject Combinations (min 03.203)

- NOTED:
- a) that, following the approval of new subject strands, no further proposals for Honours subject combinations on the Coleraine, Jordanstown and Magee campuses had been received;
 - b) that Psychology, Education and International Development combinations had yet to be proposed by the Coleraine Campus Co-ordinating Group;

- c) that the Jordanstown Campus Co-ordinating Group had held its first meeting on 30 January 2004;
- d) that the Faculty of Social Sciences did not propose to submit a CA1 form for Sociology Major and Minor (JN) as this subject was to be re-validated in April. Major and Minor strands were therefore not yet formally approved as 'provisional';
- e) that CA1s had not yet been received for the Accounting, Human Resource Management and Marketing strands for Jordanstown;
- f) that the Magee Campus Co-ordinating Group had been asked to consider additional combinations in light of the approval of Social Policy as a Major strand and the provisional approval of Dance in Major, Main and Minor strands.

COURSE PLANNING AND APPROVAL

04.05 The Sub-Committee considered business from each Faculty (Papers CASC/04/40 – 44) and noted course revisions approved by the Faculties as listed in the Appendix.)

FACULTY OF ARTS

04.06 CertHE in Ulster and Scottish Studies (PT) (ME)

RECEIVED: the evaluation report for the above course;

NOTED: that the Faculty would be asked to explain why the end of semester class test referred to in Section 6 of the report under "Assessment" should not be organised as a formal examination;

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 four years (intakes 2004-07) in line with the re-validation schedule for Subject Unit 11A: English.

04.07 BA Hons Media Arts (Single Honours) (FT/PT) (CE) (with/without DAS)

RECEIVED: the evaluation report for the above course.

NOTED: that the upgrading of the Digital Classroom Initiative and pilot installation cluster for language teaching were specialist facilities and costs would therefore have to be met by the Faculty and not ISD.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the evaluation panel being met and the Faculty confirming that all human and physical resource requirements were in place to deliver the course, the course be approved for one year (intake 2004) in line with the re-validation schedule for Subject Unit 19A: Media Studies, (initial offer standard: 260 UCAS tariff points).

04.08 MA Film and Television Management (FT/PT) (CE)

RECEIVED: the evaluation report for the above 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 one year (intake 2004) in line with the re-validation schedule for Subject Unit 19A: Media Studies.

04.09 Subject Unit 14A: History

RECEIVED: the re-validation report for the above subject.

NOTED a) that approval for intakes 2005-08 was subject to the submission of a satisfactory business plan by 9 April 2004 and its approval by the Planning Committee;

b) that Combined Arts was now discontinued.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the re-validation panel being met and the acceptance of a business plan by Planning Committee (intakes 2005 – 8), the course provision within the Unit, as set out below, be approved for five years (intakes 2004-08):

PgDip/MA Cultural Heritage and Museum Studies (BT)

PgDip/MA Irish History and Politics (ME)

PgDip/MA Irish Cultural Heritages (formerly Irish Cultural Heritages: Peoples, Places and Perspectives) (DL)

PgDip/MA Local History (BT) (replaces MA in Irish Social & Cultural History)

BA Hons History (Single Honours/Major/Main/Minor) (CE)

BA Hons Irish History and Politics (ME)

04.10 Proposed MA Newspaper Journalism (FT/PT) (CE)

NOTED: that this additional item had now been withdrawn and that a revised version would be submitted to the next meeting.

FACULTY OF BUSINESS AND MANAGEMENT

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

NOTED: a) that the Dean of the Faculty confirmed the Faculty's endorsement of the above proposal (min 03.177 refers);

b) that the start date for the delivery of the programme had been postponed until September 2005, subject to an appropriate financial model being agreed;

c) that the title of the degree would be revised (possibly to BA Hons Accounting Studies) to reflect the fact that graduates of the course

would gain Hong Kong professional recognition, rather than UK professional recognition.

04.12 Subject Unit 15A: Hospitality, Leisure and Consumer Studies (CE – Portrush site)

RECEIVED: the re-validation report for the above course.

NOTED: that the Faculty now wished to offer some degrees in Major combination with a language Minor strand and that details of these proposals would be outlined in CA1 forms and included in the revised re-validation document. The proposals would also be forwarded for external academic endorsement.

AGREED: that it be recommended to the Teaching and Learning Committee that, subject to the conditions of the re-validation panel being met, subject provision as detailed below be approved for a period of five years (intakes 2004-08):

FdSc Culinary Arts (new course) (with CertHE exit points)
FdSc International Hospitality Operations (with CertHE exit points)
AB International Travel and Tourism Management (new course replacing an FdA)
AB Consumer Studies (new course replacing an FdA)
BSc Hons Consumer Studies
BSc Hons Culinary Arts
BSc Hons International Hospitality Management
BSc Hons International Hotel and Tourism Management
BSc Hons International Travel and Tourism Management
BSc Hons Leisure, Events and Cultural Management

(All courses are to be offered in both full and part-time modes.)

04.13 Course Revisions

NOTED: that an Advanced Certificate in Management Practice had been introduced as an exit award.

FACULTY OF ENGINEERING

04.14 Foundation Degrees/Associate Bachelor's Degrees

NOTED: that course proposals in partner institutions were now being developed as FdScs rather than ABs, in light of the University recommendation that there be no new ABs pending the outcome of the DEL review and DEL's guidance to colleges.

04.15 Proposed FdSc Computing (PT) at Fermanagh College

RECEIVED: a CA2 proposal and Faculty Assessment for the above proposal.

NOTED: that the proposed FdSc in Computing superseded an AB proposal considered by CASC in April and June 2003 (mins 03.60, 03.80 and 03.93 refer).

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

04.16 Proposed FdSc Computing (FT/PT) at Lisburn Institute of Further and Higher Education

RECEIVED: a CA2 proposal and Faculty Assessment for the above proposal.

NOTED: that some library and software resources were required.

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

04.17 Proposed FdSc Interactive Multimedia (FT/PT) at Newry and Kilkeel Institute of Further and Higher Education

RECEIVED: a CA2 proposal and Faculty Assessment for the above proposal.

NOTED: that library resource issues were to be addressed.

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

04.18 Proposed FdSc Computing (Education) (PT) at Causeway and East Antrim Institutes of Further and Higher Education

NOTED: a) that a CA2 for the above proposal had been received but that a Faculty Assessment was still pending (min 03.92 refers);

b) that the course was aimed at school technicians.

04.19 Proposed AB Software Development and AB Computer Systems Administration at North East Institute of Further and Higher Education

NOTED: that the Faculty reported that the above proposals had been withdrawn.

04.20 BSc (Hons) Computing Science (PT) at Hong Kong College of Technology

RECEIVED: a CA3 proposal and Faculty Assessment to deliver the full Honours programme rather than a "top-up" version.

NOTED: that HKCT also had approval to deliver the full Honours programme of the BSc (Hons) Interactive Multimedia Design and that the University would be advised when this full delivery would commence.

AGREED: that it be recommended to the Teaching and Learning Committee that, in light of the Faculty Assessment, the proposal be approved for a maximum intake size of 70, subject to written confirmation being received from the College that its own Higher Diploma would be withdrawn and the associated resources transferred to the delivery of the degree.

04.21 Proposed FdSc Electronics and Telecommunications (PT) at Castlereagh College

NOTED: that the above proposal had been further deferred by the College and that it intended to review the position in 2004/05 (min 03.19 refers).

04.22 Proposed FdSc Construction Engineering at Armagh College

NOTED: a) that a CA2 and Faculty Assessment for the above proposal had been prepared but that, as the latter had not yet been signed off by the Dean they were not made available to the Sub-Committee;

b) that the course was likely to be presented as the FdSc Architectural Technology.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation with a view to entry in September 2004, subject to a signed CA2 and Faculty Assessment being submitted to the Academic Office forthwith for circulation to and approval by CASC members.

04.23 Proposed FdSc Software Engineering at Armagh College

NOTED: that a CA2 and Faculty Assessment for the above proposal had been prepared but that, as the latter had not yet been signed off by the Dean, they were not made available to the Sub-Committee.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal proceed to planning and evaluation, subject to a signed CA2 and Faculty Assessment being submitted to the Academic Office forthwith for circulation to and approval by CASC members.

04.24 Proposed joint FdSc Electronics and Electrical Engineering – Fermanagh and Omagh Colleges

NOTED: that the colleges intended to submit this proposal for the April meeting.

FACULTY OF LIFE AND HEALTH SCIENCES

04.25 PgDip/MSc Contemporary Developments in Geography and Education

NOTED: that the Dean of Social Sciences confirmed the Faculty's support for the Education component of the above proposal (min 03.189 refers).

04.26 Subject Unit 28H: Sport in Colleges (min 03.191 refers)
Proposed AB/FdSc in Sport Studies at Armagh College of Further and Higher Education (min 03.140 refers)

NOTED: a) that CASC had taken no decision on the Armagh proposal pending DEL decision on ABs;

b) that the Faculty in conjunction with Armagh, Causeway and North Down and Ards colleges had agreed to develop a DipHE with 40 credits of work-based learning, to replace existing AB provision

(NDA) and HNC/D provision (Causeway and Limavady); the colleges would then be able to replace the course with FdSc, if DEL permitted this development;

c) that the Subject unit would undergo re-validation in April/May 2004.

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

04.27 Subject Unit 29A - Research

RECEIVED: the re-validation report for the above unit.

AGREED: that it be recommended to the Teaching and Learning Committee that the Master of Research and Master of Clinical Research be approved for a period of five years (intakes 2004-08).

04.28 Graduate Certificate in Biomedical Sciences

NOTED: that the Chairman had approved a proposal from the Faculty to permit one student to "fast-track" her attendance on this part-time only course, to undertake modules amounting to 60 credits on a full-time basis this semester.

04.29 Course Withdrawals

NOTED: that the following courses had been withdrawn:

BSc Hons Applied Chemical Sciences
Pg Dip in Biological Sciences.

FACULTY OF SOCIAL SCIENCES

04.30 Subject Sub-Unit 26A: Community Development

AGREED: that a request to move the CertHE in Community Development and Education at BIFHE and the CertHE in Community Development and Leadership at Limavady College of FHE from Subject Sub-Unit 26I: Community Development (Colleges) to Subject Sub-Unit 26A: Community Development (which was re-validated on 23 January 2004) be approved.

04.31 Subject Strands at Jordanstown

NOTED: that academic endorsement had been provided for Criminology (min 03.200 refers).

04.32 Proposed DipHE Counselling (min 03.152) and BSc Hons Working with Children and Young People (min 03.198) (University with partner colleges)

NOTED: that, in anticipation of the approval of social care as an appropriate area for Foundation degree development, the Faculty had now arranged to incorporate Foundation degrees into the above proposals.

EVALUATIONS AND RE-VALIDATIONS 2003/04

04.33 Actual Student Enrolment on New Courses Validated Last Year

RECEIVED: a statement on actual student enrolments on new courses validated in 2003/04 (CASC/04/45).

- NOTED:
- a) that the report was provided to assist the Sub-Committee in determining whether Faculties and colleges had adequately addressed student recruitment in submitting CA1s and CA2s, and had sufficient lead-in times for the proposed start date;
 - b) that a number of courses had under-recruited or not recruited in 2004, and that the following three courses had substantially over-recruited: BA (Hons) Architecture, Cert/PgCert Independent and Supplementary Prescribing; AB in Sport Studies (NDAIFHE);
 - c) that, in respect of over-recruited University courses, the relevant Faculty should ensure that resource needs were properly addressed;
 - d) that colleges were expected to seek approval for any proposal to increase intakes.

04.34 Outstanding Evaluation/Re-validation Documentation

RECEIVED: a statement on outstanding documentation and outstanding decisions by Chairs in respect of evaluations and re-validations from 2002/3 and 2001/2 (CASC/04/46).

- NOTED:
- a) that the further amendments for the Certificate in Counselling Skills (Newry and Kilkeel) had now been received;
 - b) that the Chairman of CASC would write to relevant Deans and Colleges in respect of outstanding documentation;
 - c) that the Chairperson of the Panel had not yet approved the final documentation for Public Policy or the revalidation report for Drama (Secretary's note: now received).

DURATION: 1hr 5 mins