

UNIVERSITY OF ULSTER

COURSE APPROVAL SUB-COMMITTEE

Minutes of a meeting held on 5 June 2003 at the Jordanstown campus

PRESENT

Professor R R Barnett (Chairman), Dr S D A Barnhill, Professor N D Black, Professor A Erridge, Mr A G Faulkner, Mr J Kennedy, Mr D F McGivern

APOLOGIES

Mrs E E Urquhart, Mr M Watley

IN ATTENDANCE

Mr H Deighan, Dr J H Gillespie (for mins 03.84 – 03.86), Dr K A Sullivan (for mins 03.94 – 03.98)

03.78 MINUTES

The confirmed minutes of the meeting held on 10 April 2003 were signed and dated by the Chairman.

MATTERS ARISING

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

The Sub-Committee noted that Law had not yet been approved as a Minor strand; therefore Drama with Law was not an approved combination.

AGREED: that the Faculty of Social Sciences confirm whether Law was to be offered as a Minor strand.

03.80 FE Strategic Review and College Proposals (min 03.34)

The Chairman informed members that the Department for Employment and Learning (DEL) had now confirmed its approach to the roll-out of Foundation Degrees and to Associate Bachelor's degrees for 2003/4.

Given the ongoing review of FE, the Department was only willing to consider proposals for new Foundation Degrees in the existing pilot areas of Electronics, IT/Computing, Construction and Hospitality for 2003/4 starts. Permission had been granted to deliver currently approved Foundation Degrees in both full-time and part-time modes. DEL was making an additional 120 FTE places available to the Colleges to support this limited roll-out.

The Department had also confirmed that Fds must be completed within two (calendar) years in full-time mode and that they were content with a 2+2 model for progression.

DEL would not approve any FE College to deliver new Associate Bachelor's degree courses for 2003/4. This had implications for Fermanagh, North Down and Omagh colleges where ABs had already been validated by the University and for the new proposals submitted to the Faculty of Informatics (min 03.93 refers).

Outside the Fd pilot areas, the University would continue to support HNDs, HNCs, DipHEs for at least one further year.

03.81 Intermediate Qualifications Working Group (min 03.35)

Members were informed that the Teaching and Learning Committee, at its meeting on 15 May 2003, had agreed that the Fd and AB specifications within the University's Qualifications and Credit Framework be revised as follows:

- minimum number of credits at the highest level (2): 100 (previously 120);
- maximum number of credits at the lowest level (A): 40 (previously 30);
- the requirement for 40 credits of work-based learning at level 2 in the Fd to be considered a minimum requirement.

CHAIRMAN'S COMMUNICATIONS

03.82 Annual Review of Collaborative Courses 2001/02

The Chairman informed members that the Teaching and Learning Committee (TLC) at its May meeting, had considered a report from a sub-group of the Quality Assessment and Enhancement Committee (QAEC) regarding the annual review of collaborative provision in the Colleges in 2002. Issues which concerned CASC were:

a) Courses with small student numbers

QAEC had recommended that consideration be given to means to ensure that only those courses which might reasonably be expected to achieve meaningful enrolments were approved, that a minimum enrolment figure be set and that partner institutions be discouraged from bringing forward proposals for new courses where the market was uncertain or already well catered for.

The Teaching and Learning Committee had noted that likely demand and viability were scrutinised at four points in the initial approval process and was cautious about specifying a minimum intake in the context of supporting access. In future, the University was to levy a licence fee (£1,180), which was expected to encourage a more realistic approach from colleges.

b) Course Planning timeframes

QAEC had asked the TLC to operate firm deadlines in the approval process for new proposals.

The Committee had noted that heads of partner institutions, Deans of Faculties and DEL had been reminded of the University's timeframes for the submission and consideration of new proposals. It was considered that the current approach allowed a pragmatic response to proposals but did not guarantee evaluation for those which were submitted late.

COURSE PLANNING AND APPROVAL

03.83 The Sub-Committee considered business from each Faculty (Papers CASC/03/14-19). It noted course revisions approved by Faculties as listed in the Appendix 1.

FACULTY OF ARTS

03.84 Proposed BA Hons Irish (PT) (ME)

RECEIVED: a tabled CA3 proposal to offer the BA Hons Irish part-time at Magee.

NOTED:

- a) that the course was currently available at Belfast;
- b) that the CA3 form identified the course title as BA Hons Modern Irish;
- c) that the staff and library resources were in place to support the proposal;
- d) that management arrangements would be co-ordinated with the Belfast course.

AGREED:

- i) that it be recommended to the Teaching and Learning Committee that the proposal be approved;
- ii) that the Faculty be asked to confirm the intended title of the course.

03.85 Proposed Diploma in French (PT) (BT and CE)
Proposed Diploma in Spanish (PT) (BT and CE)

RECEIVED: tabled CA3 forms for the course proposals.

NOTED:

- a) that the courses were currently offered at Magee;
- b) that the proposals did not form part of the Belfast Development Plan;
- c) that there were no language laboratories at Belfast.

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

- i) that the Coleraine proposals be approved;
- ii) that the Belfast proposals be approved, subject to confirmation from the Faculty that adequate resources would be in place to support their delivery.

03.86 Introduction of part-time modes of attendance

RECEIVED: a CA3 proposal to offer the following courses in part-time mode from 2003/4:

BA Hons Combined Arts, CE
BA Hons English, CE
BA Hons French, CE
BA Hons French & Spanish (Applied Languages), CE
BA Hons French & German (Applied Languages), CE
BA Hons German & Spanish (Applied Languages), CE
BA Hons Irish Studies, CE
BA Hons Drama, ME
BA Hons International Politics, ME
BA Hons Irish History & Politics, ME
BA Hons Languages, Business & Computing, ME
BMus, ME

NOTED: that there would be no additional resource implications.

AGREED: that the proposal be approved.

03.87 Certificate in Community Drama

NOTED: that the introduction of the course in Co Monaghan had been deferred to Summer 2004 (min 03.45 refers).

03.88 BDes Award

- NOTED:
- a) that the Faculty considered that the award title of BDes would be a more appropriate title for BA Hons Design, BA Hons Design and Visual Communication and BA Hons Textiles and Fashion Design (min 03.48 refers).
 - b) that the Faculty would submit a CA3 form for change of award title for each course.

FACULTY OF BUSINESS AND MANAGEMENT

03.89 Proposed Undergraduate Major Strand in Business (CE)

RECEIVED: a CA1 form to bring the subject within the new undergraduate modular framework at Coleraine.

NOTED: a) that the subject was previously called Business Studies;

b) that it would be offered part-time and full-time.

AGREED: that it be recommended to the Teaching and Learning Committee that the proposal be approved, subject to a rationale being provided for the omission of "Studies" from the subject title, distinct from the provision on Jordanstown or Magee campuses.

03.90 BA (Hons) Business Studies (PT) (CE)

RECEIVED: a CA3 proposal to change the title to BA (Hons) Management, in line with the new full-time undergraduate degree on the campus.

AGREED: that the proposal be approved.

03.91 DipHE International Business Studies

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

FACULTY OF INFORMATICS

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

NOTED: that a Faculty assessment would be received at the next meeting of the Sub-Committee with a view to a 2004 start (min 03.22 refers).

03.93 Proposed Associate Bachelor's Degree in Computing Science at Fermanagh College and Software Development/Computer Systems Administration at North East Institute of Further and Higher Education

NOTED: that, in light of DEL's policy in regard to ABs, the Faculty would liaise with the Colleges regarding the feasibility of changing the proposals to Foundation Degrees (mins 03.60/61 and 03.80 refer).

FACULTY OF LIFE AND HEALTH SCIENCES

03.94 Proposed PgDip/MSc Dementia Studies

RECEIVED: a statement from the Faculty endorsing the original CE1/2 proposal (min 03.66 refers).

NOTED: a) that the School had received £30,000 from the DHSSPS to

offer 3 modules on-line (one was ready to be offered and the other two were almost complete);

- b) that the proposal used the three modules to develop a Master's programme;
- c) that the modules would also be offered at undergraduate level;
- d) that Queen's University had been commissioned to offer one Dementia module at undergraduate level which focused entirely on Nursing provision. This course would be multi-disciplinary in intake;
- e) that this would be a tripartite validation involving NIPEC and the NI Social Care Council;
- f) that the proposal would be considered by the Institute of Life Long Learning and the Planning Committee.

- AGREED:
- i) that it be recommended to the Teaching and Learning Committee that the course proceed to planning and evaluation with a view to a February 2004 start;
 - ii) that the Faculty submit a CA1 form describing the updated course to the next meeting.

03.95 Re-validation of Subject Sub-Unit 28G: BSc Hons Sport, Exercise and Leisure

RECEIVED: the report of the re-validation panel.

- NOTED:
- a) that the Faculty had been asked to give consideration to revising the course title to reflect the two distinct pathways in Sports Science and Sports Policy and to providing two distinct courses;
 - b) that the external panel members strongly supported the course and no conditions of approval had been set.

AGREED: that it be recommended to the Teaching and Learning Committee that the course be approved for a period of five years (intakes 2003-07).

03.96 Re-validation of Subject Sub-Unit 28C: BSc Hons Occupational Therapy

RECEIVED: the report of the re-validation panel.

NOTED: that this had been a joint event with the relevant statutory body.

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

03.97 Re-validation of Subject Sub-Unit 28I: BSc Hons Physiotherapy

RECEIVED: the report of the re-validation panel.

- NOTED:
- a) that this had been a joint event with the relevant statutory body;
 - b) that the panel had been concerned that the QAA Benchmark standards and CSP curriculum framework of the professional/statutory body were not met fully in terms of the psycho-social elements of the course, and that these matters had not been adequately addressed following the previous periodic review.

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

03.98 Re-validation of Subject Sub-Unit 3C:Biomedical Sciences

NOTED: that Chairman's action had been taken to postpone the re-validation in light of current developments in respect of Standards of Practice for Biomedical Sciences.

FACULTY OF SOCIAL SCIENCES

03.99 Proposed PgDip/MSc in Social Policy Research Skills (with Specialisms)

RECEIVED: a CA1 form for the course proposal.

- NOTED:
- a) that this proposal replaced the PgDip/MSc Social Research Methods course (min 03.77 refers);
 - b) that the specialisms were in Social Inequality and Exclusion Studies; Voluntary Action Studies; and Equity, Diversity and Interdependence;
 - c) that the course would be offered by e-learning with on-site workshops alternating between Magee and Jordanstown.
 - d) that the proposal would be considered by the Institute of Life Long Learning and the Planning Committee.

AGREED: that it be recommended to the Teaching and Learning Committee that the course proceed to planning and evaluation for a September 2004 start.

03.100 BSc Hons Public Policy and Management/Diploma in Public Policy and Management

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

03.101 OUTSTANDING VALIDATION REPORTS

The Chairman informed members that a number of evaluations and re-validations were still to be carried out, or had not yet reported, and sought the Sub-Committee's approval for Chairman's action in relation to conditions and recommendations for the following:

Certificate in Counselling at Newry and Kilkeel Institute
Cert HE in Social Enterprise
Associate Bachelor's Degree in Humanities (PT) at Fermanagh College
Associate Bachelor's Degree in Engineering (JN)
BA Hons American Studies (BT)
BA Hons British and Irish Culture (BT)
BA Hons Visual Culture (BT)
BA Hons History (CE)
PgDip/Master of Design: Design and Communication (ME). (Note this will no longer be a joint course with Athlone IT.)
PgDip/MA Irish Visual Culture (BT)
PgCert/Dip/MSc Web Information Systems (JN)
PgCert/Dip/MSc Computing and International Business/Information Systems Management/Intelligent Systems (ME)

Public Policy – re-validation Unit 26C
Social Administration and Policy – re-validation Unit 26E

AGREED: that Chairman's action be authorised to approve the recommendations of evaluation and re-validation panels for the above courses.

03.102 APPROVED MAJOR, MAIN, MINOR SUBJECT COMBINATIONS AT COLERAINE

The Sub-Committee received paper CASC/03/20 detailing the currently approved combination of subject strands at Coleraine. The Coleraine Campus Co-ordinating Group, at its meeting on 7 May 2003, proposed the following additional combinations:

Business Studies with French)
Business Studies with German) Now 'Business with ...' (min 03.89 refers)
Business Studies with Spanish)
Business Studies with Psychology (2004))
Philosophy with Psychology
Psychology with Philosophy

Members were informed that Professor T M O'Keeffe had been appointed Director of Combined Studies.

It was noted that the majority of Arts subjects were still within the BA Hons Combined Arts. The Faculty was considering the future of the use of the title, as it did not fulfil the expectations of the QAA Qualifications Framework.

AGREED: i) that it be recommended to the Teaching and Learning

Committee that the combinations detailed in Appendix 2 be approved;

- ii) that the Faculty of Arts provide a statement to the next meeting of the Sub-Committee on the future of the BA Hons Combined Arts.

03.103 EVALUATION AND RE-VALIDATION SCHEDULE FOR 2003/04

The Sub-Committee received paper CASC/03/21 detailing the proposed schedule of evaluations and re-validations for 2003/04.

Members noted that there would be 20 re-validations next year, comprising over 100 courses, with collaborative provision included for the first time. All PVCs would be asked to chair re-validation panels next year.

AGREED: that, where possible, re-validations involving Professional and Statutory Bodies be scheduled early in the academic year to ensure that professional education and training committee deadlines were met.

03.104 TERMS OF REFERENCE AND MEMBERSHIP

The Sub-Committee reviewed its Terms of Reference and Membership (CASC/03/22) and confirmed that no change be made for 2003/04.

03.105 SCHEDULE OF MEETINGS FOR 2003/2004

The Sub-Committee noted the dates for meetings for 2003/04.

DURATION: 1 hr 15 mins