

UNIVERSITY OF ULSTER

ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 24 January 2019 by video-conferencing

PRESENT

Professor B P Murphy (Chair), Professor P Bartholomew (Min 19.24) Dr S Crothers, Professor M Durkin, Mr A G Faulkner, Mrs C McCarthy, Mrs R McEvoy, Mr D McGivern, Mr S Mottershead, Mrs J Peden, Mrs E Thompson

IN ATTENDANCE

Mrs A Garland (Secretariat), Mr G Kendall, Professor R Fee (Mins 19.18 – 19.19), Dr E McGuinness (Min 19.18), Professor A McKillop (Mins 19.22 – 19.25), Dr J Houston (Min 19.22), Professor H Farley (Mins 19.26 – 19.29), Mrs C Reid (Min 19.26), Professor G Armstrong (Min 19.27)

19.1 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 13 November 2018 were confirmed as an accurate record of the meeting, subject to Min 18.143 being amended to read:

Programme Suspensions

It was noted that intake to the following programmes had been suspended:

No intake 2018/19

FdSc Applied and Medical Sciences at Southern Regional College (Newry campus) (FT);
FdSc Applied and Medical Sciences at South Eastern Regional College (Downpatrick campus) (FT/PT).

MATTERS ARISING

19.2 MSc Energy Storage (Min 17.135)

It was noted that the proposed distance learning mode had not been approved by the evaluation panel on 31 October 2018.

19.3 Proposed PgDip/MSc Agri-Food and Global Competitiveness (PT) (JN/BT) (Mins 18.125, 18.99, 18.79)

It was noted that confirmation of the course costings had now been received.

19.4 Report from the Task and Finish Group on Minimum and Maximum Cohort Sizes (Mins 18.126, 18.104)

Professor Murphy reported that the revised wording of Policy II (for external provision) had now been approved by Professor Bartholomew. It was also confirmed that a minimum cohort size of 15 for full-time and part-time combined was acceptable where full-time and

part-time students were taught together. Where full-time and part-time students were taught separately, a minimum of 15 students applied to each mode.

19.5 PgCert/PgDip/MSc Nursing (FT/PT) (JN/ME) (Mins 18.127, 18.115)

It was noted that the costings for the new Advanced Nursing Practice pathway had not yet been forwarded by the Faculty for approval by the Chair.

19.6 MSc Business Development and Innovation (Mins 18.129, 18.117)

It was noted that a copy of the Agreement with China Resources University (CRU) had not yet been received.

19.7 Master of Business Administration (PT) (Executive version) (Mins 18.131, 18.119)

It was noted that all of the information requested in relation to the proposals to offer the part-time MBA (Executive version) programme and stand-alone 15-credit point module BMG850 ('mini' MBA) at Axiom, Chicago/New York (Outcentre) had now been received. Chair's action had been taken on behalf of the Advisory Group and the Academic Standards and Quality Enhancement Committee to approve the proposals. The Faculty had subsequently advised that the start date would now be September 2019.

19.8 Proposed BA Hons Screen Production (FT/PT) (BT) (Min 18.133)

It was noted that the Faculty had confirmed a proposed intake of 40 students in line with the course costings.

19.9 Proposed MSc Games Design (FT) (BT/DL) (Mins 18.134, 18.65)

It was noted that the Faculty had now confirmed that the Master's proposal would not be withdrawn and would proceed to evaluation in 2018/19 as originally proposed, but as MA and not MSc, and that a proposal would also be submitted for an undergraduate course for evaluation in 2019/20.

19.10 Proposed MSc Artificial Intelligence (FT/PT) (JN) (Min 18.136)

It was noted that the course costings had been confirmed by the Faculty Accountant and that the student numbers on the CA1 course proposal form had been revised to align with those in the course costings.

19.11 Proposed MSc Mechanical Engineering (FT/PT) (JN) (Min 18.137)

It was noted that the revised proposal and course costings had not yet been received.

19.12 Timeline for entering Course Proposals in the Academic Plan (Min 18.137)

Dr Crothers proposed that provisional course codes be assigned for new course proposals in order to make it easier to identify if proposed courses had been included in the Academic Plan.

AGREED that:

- (i) the CA1 course proposal form be amended to include the course code;

- (ii) the course code be set to 'live' once the proposal had been approved by the Advisory Group.

19.13 MSc Stratified Medicine (Mins 18.140, 18.114)

It was noted that the proposals to introduce a January intake to the programme from January 2019 and to change the title to 'Personalised Medicine' had been approved by the revalidation panel on 16 November 2018.

19.14 BSc Hons Biomedical Science (with DPP Pathology) (Min 18.142)

It was noted that the Faculty had decided to continue with the old title for the 2019 intake as the course was currently advertised in the online prospectus and in UCAS and had processed applicants as such.

19.15 Identifying Overseas Students on Home Fees (Min 18.145)

It was noted that Faculties had been formally reminded to notify Planning of any funding arrangements outside of the norm so that students could be coded appropriately in the statutory submissions.

19.16 FdSc Business Services Management (FT/PT) at South West College (Dungannon, Enniskillen and Omagh campuses) (Min 18.146)

It was noted that the proposed change in title to FdSc Business Management, from September 2019, had been approved by the revalidation panel on 15 January 2019.

19.17 REVISIONS TO PROCEDURE FOR APPROVAL OF NEW OUTCENTRES (APAG/19/1)

The Advisory Group received the revised and streamlined procedure for approval of new outcentres approved by the Academic Standards and Quality Enhancement Committee (ASQEC) at its meeting on 30 November 2018. It noted that:

- there were two models of outcentre provision: (i) where the University used accommodation provided by a partner organisation, or other off-campus location, but all course delivery and assessment was undertaken by University staff; (ii) where the University used accommodation provided by a partner and also made use of partner organisation staff in course delivery and assessment;
- in addition to full courses, faculties and ADDL could offer individual short-course modules in various off-campus locations which were not recorded in the Collaborative Register, but were identified in module descriptions;
- the new procedure required completion of a short questionnaire by the sponsoring Faculty to be considered by the Advisory Group, along with the CA3 request to introduce provision at a new location and course costing;
- if satisfied, the Advisory Group would make a recommendation to ASQEC that the outcentre be approved;
- if the Faculty or the Advisory Group was uncertain about any aspect of the proposed location, a more extensive due diligence exercise would be requested and would be conducted by Quality Enhancement, which would provide a full report to SLT for decision; reasons for referral to SLT would include concerns around staff safety and/or institutional reputation; in such cases the Advisory Group would require evidence of SLT approval before making a recommendation for approval of the new outcentre to ASQEC;

- the Advisory Group would continue to consider resource matters and the teaching environment through its usual consideration of Faculty's assessment under the current process;
- in the case of proposals for outcentres in a country where the University had no previous partnerships, a commentary would be provided to SLT as part of the Pro-Vice-Chancellor (Education) report and SLT would decide whether the University should establish an outcentre in that country.

Professor Durkin queried why the 'Approval of New Outcentre' flowchart requested twice that the Faculty consider reputational risk and stated that responsibility did not lie solely with the Faculty and that other University Departments should be included in the flowchart.

AGREED:

- (i) that the Advisory Group's Terms of Reference (2) be revised to read: "To note programme withdrawals and consider proposed revisions to programmes affecting the Academic Plan [course title, location, including outcentre, mode of delivery or attendance] or with implications for central resources, and to make recommendations as appropriate."
- (ii) that Professor Durkin's feedback on the flowchart be provided to Quality Enhancement.

COURSE PLANNING

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/19/2)

19.18 Proposed LLM Employment Law and Practice (FT/PT) (BT) (APAG/19/2a)

The Advisory Group considered a proposal and business case to offer LLM Employment Law and Practice in full-time and part-time modes at the Jordanstown and Belfast campuses from September 2019. It noted that:

- the course was an extension of the Postgraduate Certificate in Employment Law and Practice, developed in 2016 in conjunction with a wide range of employment law and human resources professionals who had recommended extending the programme to LLM level;
- the programme was the first of its kind in the UK and Ireland;
- the programme utilised the four existing modules of the Postgraduate Certificate and the remaining 60 credit points consisted of optional 30 and 15-point modules from other LLMs and a 60-point dissertation;
- some of the modules did not adhere to the Curriculum Design Principles in terms of the number of learning outcomes but the School would be undertaking a review of module learning outcomes at Master's level next year;
- Legal Island had undertaken the marketing of the Postgraduate Certificate at no cost to the School and had indicated that it would market the LLM;
- no additional resources were required;
- this was a premium fee course with students taught on existing modules with existing cohorts;
- the proposal did not appear to have been included in the Academic Plan;
- the proposal required revision in CMS prior to authorisation.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, without evaluation for a September 2019 start, subject to correction of the CMS submission.

19.19 Programme Withdrawals

It was noted that the following programmes (pathways in courses) had been withdrawn:

Last intake 2015/16

Postgraduate Certificate in Education in Further Education (JN/ME) (PT) - specialist pathways in Sign Language and Essential Skills [**Note: only pathways being withdrawn**];
Certificate in Teaching (JN/ME) (PT) - specialist pathways in Sign Language and Essential Skills [**Note: only pathways being withdrawn**].

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT (APAG/19/3)

19.20 Access Diploma in Computing, Business and Multimedia (FT/PT) at Belfast Metropolitan College (Millfield campus) (APAG/19/3a)

The Advisory Group considered a proposal to change the title of the programme to Access Diploma in Computing for the Economy from September 2019. It noted that:

- new modules would be introduced at revalidation, resulting in a move away from the three themes of the existing course;
- the revalidation event was scheduled to take place on 27 February 2019;
- external examiner support had been obtained.

Given the aim of the course was to provide access to Higher Education, not access to employment, Mr Faulkner queried the appropriateness of the proposed new title.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the new title be approved from September 2019, subject to approval of the revalidation panel.

19.21 MSc Data Science (APAG/19/3c)

The Advisory Group noted that Chair's action had been taken on behalf of the Advisory Group and the Academic Standards and Quality Enhancement Committee to approve a proposal to introduce a January intake to the programme at the Magee campus from 2019. It noted that:

- a proposal to introduce a January entry point for full-time students from January 2018 at the Jordanstown campus had previously been approved by the Advisory Group (Min 17.138 refers) and a proposal to remove the full-mode at Jordanstown and the January intake had subsequently been processed (Min 18.110 refers);
- MSc Data Science had been identified by Global Engagement as an area of strong market potential for international students;
- no taught modules were delivered in semester 3;
- the Faculty had confirmed an intake of two students in January.

AGREED that Chair's action be endorsed.

FACULTY OF LIFE AND HEALTH SCIENCES (APAG/19/4)

19.22 Postgraduate Certificate of Professional Development (APAG/19/4a)

The Advisory Group considered, under the revised process for approval of outcentres, (Min 19.16 refers), a proposal to offer two Psychology modules within the Postgraduate Certificate of Professional Development framework, at a new outcentre in Abu Dhabi from 2018/19. It noted that:

- the new modules would be delivered as part of a contract with Abu Dhabi civil service, in particular the emergency services;
- the Memorandum of Understanding was being finalised; Mrs McCarthy stated that she would liaise with the Faculty regarding the agreement;
- the modules, which would be solely taught by University staff, would initially be delivered in a hotel; the physical resources had been inspected and the Faculty had confirmed that they were fit for purpose;
- no reputational risks had been identified for the University;
- none of the library resources for module PSY712 were currently available electronically;
- external examiner support had been obtained;
- this was the first University partnership in this country and would therefore require consideration by SLT; a commentary would be provided to SLT as part of the Pro-Vice-Chancellor (Education) report;
- no course costings had been provided.

AGREED:

- (i) that the proposal to offer two Psychology modules at a new outcentre in Abu Dhabi from 2018/19 be approved, subject to approval by SLT;
- (ii) that TNE implications be considered;
- (iii) that the financial arrangements be set out in the Memorandum of Understanding;
- (iv) that a copy of the signed Memorandum of Understanding be forwarded to the Academic Office.

19.23 BSc Hons and PgDip Specialist Community Public Health Nursing (APAG/19/4b)

It was noted that Chair's action had been taken on behalf of the Advisory Group and the Academic Standards and Quality Enhancement Committee to approve a January 2019 intake to the full-time mode of the provision. The Advisory Group noted that:

- the January intake, for which 19 students were to enrol, had been commissioned by the Department of Health due to a shortage of Health Visitors in Northern Ireland;
- external examiner support had been obtained.

AGREED that Chair's action be endorsed.

19.24 Proposed PgCert, PgDip, MSc in Surgery (Orthopaedics) (DL) (FT/PT)
Proposed PgCert, PgDip, MSc in Dental Disciplines (Endodontics, Oral Surgery, Oral Implantology, Restorative and Aesthetic Dentistry, Periodontics, Orthodontics, Facial Aesthetics, Diagnostic Oral Sciences, Advanced General Dental Practice, Digital Dentistry) at The College of Medicine and Dentistry (Outcentre) (FT/PT/DL)
(APAG/19/4c)

The Advisory Group received two new course proposals, both to be delivered by Ulster University, with the College of Medicine and Dentistry in Birmingham, England, as an outcentre arrangement from September 2019.

The proposal for the PgCert/PgDip/MSc in Dental Disciplines was sponsored by the School of Pharmacy and Pharmaceutical Sciences and featured ten MSc awards with a September 2019 start date in full-time, part-time and distance learning modes of study. The Faculty reported, and the Pro-Vice Chancellor (Education) confirmed, that significant work had been undertaken to ensure due diligence which had not been captured in the documentation presented. The Advisory Group discussed the proposal as follows.

i Nature of the Collaboration and Due Diligence

Professor McKillop advised that the proposal was an ambitious one and that it did not fit neatly within the University's existing models for collaborative arrangements. The courses had been offered by BPP University who had sold the Faculty of Dentistry to The College of Medicine and Dentistry (the College) in November 2018. Professor Bartholomew informed the Advisory Group that the College was wholly owned by 352 Medical and that it was proposed that the University would form a relationship with the College only and would have no responsibility with BPP or for the teach-out of its students. Following discussion it appeared most likely that the University's most appropriate collaborative model to follow would be for an outcentre rather than as an Affiliate College as the College would rely on Ulster's student administrative systems, UKVI compliance administration and other student support resources. The Faculty would consult with the Planning Department to clarify the collaborative model to be proposed.

Professor Bartholomew stated that he had not been aware of the PgCert/PgDip/MSc in Surgery (Orthopaedics) proposal and advised that the collaboration should not undermine the University's own Medical School proposal. Professor McKillop therefore proposed to advise that the Faculty should withdraw its proposal for the PgCert/PgDip/MSc in Surgery (Orthopaedics) at this point. Professor Bartholomew confirmed that SLT was aware of the proposal to collaborate with the College in dentistry and that referral to SLT under due diligence for new outcentres applied to those located abroad. In this case he stated that he was satisfied, from the wide-ranging discussions he had held and evidence he had seen, that there was sufficient assurance in place on the quality of the dentistry provision, legal and governance matters and he considered that the separation of clinical practice elements from the proposal reduced the level of risk significantly. He therefore proposed that due diligence would be conducted adequately through the Advisory Group, the Academic Standards and Quality Enhancement Committee and Senate.

ii Delivery Location

Professor McKillop advised that the College's physical facilities in Birmingham were excellent and that the College held a seven year lease on buildings and that the bulk of their equipment could be relocated if the lease was not renewed.

iii Staffing

It was noted that it had been proposed that the courses would have a Faculty-based Course Director and would be supported by the Faculty Partnership Manager but that most staff would be recognised teachers of the University or visiting lecturers/professors. It was expected that key staff currently teaching the courses for BPP awards would teach on the same courses for University awards.

iv Academic Expertise

Professor McKillop acknowledged that the University had little experience in dentistry courses and that the proposal would represent a new academic area for the University but advised that the Faculty had successfully delivered other courses in new academic areas under arrangements similar to those proposed.

v Marketing and UKVI Compliance

Professor McKillop highlighted that the student recruitment data indicated recruitment of domestic and international students. Ms McCarthy noted that the proposal document had identified international recruitment agents and advised that a site visit would be useful to assess the requirements to support recruitment and UKVI compliance.

vi Admissions

Arrangements and responsibility for admissions were unclear in the proposal. The Faculty was asked to clarify whether Ulster would administer admissions or if the College would do so. It was noted subsequently that the College did not have its own student administration system. The Faculty advised that applicants had to be registered practitioners in order to be accepted onto the programme which was essentially professional CPD. This would simplify the admissions process.

vii Virtual Learning Environment

Professor Murphy advised that a Digital Learning Resource Agreement (DLRA) should be put in place and that this should take account of the e-platform proposed and clarify if this is stand alone at the College or Ulster University's system.

Chair's note: the DLRA should take account of i) the significant potential for Distance Learning students and any transnational education (TNE) issues; ii) special migrations between systems if required; iii) academic development and training requirements for staff at the College and at the University; iv) special authentication procedures required from Ulster University's Student Administration and ISD systems into any proposed stand alone VLE.

viii Student Administration

The Faculty advised that the College did not have its own student administrative system and therefore it was proposed to use the University's.

ix Library Resources

The Faculty was asked to clarify if the College held its own library resource for dentistry provision and what resource requirements Ulster would need to establish (if any) and if there would be any TNE issues.

x Indicators of Quality and Standards

Professor McKillop reported that the BPP courses had a reputation for good quality provision and that external examiner reports on standards were very favourable. Professor Bartholomew considered that the BPP provision was secure, of high quality and highlighted that it was proposed that the University would have absolutely no involvement with clinical practice provision and that it planned to approve MSc awards rather than MCLinDent awards to reflect that. The awards would be part of a suite of CPD activities governed by the General Dental Council (for domestic students) in which students would reflect on practice and prior clinical training.

xi Relationship with Professional Body

The Faculty was to clarify proposals in relation to the relationship with relevant professional bodies.

xii Teaching and Pedagogy

Professor Bartholomew advised that he was satisfied that the BPP courses had operated broadly in alignment with the University's approach to curriculum development and pedagogy.

xiii Financial Viability

Given that many resourcing issues remained to be clarified, the Advisory Group asked that the Faculty present a detailed financial model showing the costs and income for the proposal signed off by the Faculty's management accountant.

xiv Outcentre Entity

There was discussion as to the entity/title that would be attributed to the outcentre and whether it was called 'College of Dentistry' reflecting the provision. Should the full title of the College be proposed, ie College of Medicine and Dentistry, consultation with the University would be needed in order to protect the University's Medical School proposal.

AGREED:

- (i) that the Faculty revise and submit the CA1 for PgCert, PgDip, MSc in Dental Disciplines in the CMS and, in addition, provide a comprehensive overview report on due diligence for the Chair of the Advisory Group, including clarity in items i - xiv above;
- (ii) that the Chair of the Advisory Group, if content that issues are addressed satisfactorily, be authorised to recommend to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation for a September 2019 start, and that the due diligence report accompanies his recommendation and the CA1 form to ASQEC (next meeting: 13 March 2019).

19.25 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2013/14

BSc Hons Food Management and Marketing (FT/PT) at CAFRE (Loughry College);

Last intake 2015/16

FdSc Food Manufacture (FT/PT) at CAFRE (Loughry College);

Last intake 2016/17

FdSc Holistic and Integrative Health Therapies (PT) at South West College (Enniskillen);

Last intake 2017/18

FdSc Holistic and Integrative Health Therapies (PT) at North West Regional College (Strand Road);

PgDip/MSc Marine Spatial Planning (DL) (PT).

ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/19/5)

19.26 Proposed FdSc International Tourism, Hospitality and Events Management (FT/PT) at Belfast Metropolitan College, North West Regional College, South Eastern Regional College, Southern Regional College and South West College (Consortium) (APAG/19/5a)

The Advisory Group considered a proposal and business case to offer FdSc International Tourism, Hospitality and Events Management in full-time and part-time (including part-time HLA) modes at five colleges (Consortium) from September 2019. It noted that:

- the proposed new Consortium provision would replace the existing Foundation Degrees currently offered by Southern Regional College, South West College and North West Regional College (SALT's Consortium), and separate provision at Belfast Metropolitan College and South Eastern Regional College;
- no additional resources were required;
- this initiative had been welcomed by members of the Hospitality/Travel and Tourism Sectoral Partnership;
- subsequent to submission of the CA2 course proposal form, industry stakeholders had requested named pathways within the award;
- the Faculty was seeking approval from the evaluation panel for a period of three years, in line with the revalidation schedule for this subject area;
- the Faculty Librarian would visit a number of the locations to ensure requirements were met;
- as the proposed programme was replacing existing provision, the licence fee would be waived;
- the proposed intake at some of the sites was below the indicative minimum cohort size; the Faculty Partnership Manager advised that this was because it was a niche area and that some of the sites of delivery were in rural locations.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation for a September 2019 start.

19.27 Proposed BSc Hons Financial Technology (PT) (JN) (APAG/19/5b)

The Advisory Group considered a proposal and business case to offer BSc Hons Financial Technology in part-time mode at the Jordanstown campus from September 2019. It noted that:

- the proposal was closely related to the full-time BSc Hons Finance and Investment Management;
- there was currently a shortage of skills in this area; the planning committee had consulted widely and employers in the local financial technology sector had been engaging in focus groups to ensure sufficient numbers for the programme and a relevant co-created curriculum to meet employer requirements;
- employers had stated that the preferred mode of attendance for the programme was part-time;
- additional staff resources were required;
- existing staff resources did not appear to have been costed into the business case.

AGREED

- that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation for a September 2019 start;
- that the financial information in the business case be reviewed to better reflect costs.

19.28 MSc Management (FT) (JN)

The Advisory Group noted that an optional 'Advanced Practice' named pathway (additional 60 credit points of study) had been added to the full-time mode of MSc Management from 2018/19. This addition followed the model approved for the same pathway in MSc International Business (Min 18.41 refers) and the MBA (non-executive) and MSc Marketing (Min 18.86 refers).

19.29 Programme Withdrawals

It was noted that the following provision had been withdrawn:

Last intake 2017/28

Undergraduate Hons Subject: Accountancy Studies (Minor) (JN).

19.30 ENROLMENTS ON NEW PROGRAMMES VALIDATED IN 2017/18 (APAG/19/7)

The Advisory Group received a statement of enrolments on new programmes validated or approved without validation in 2017/18 against targets as stated on CA1 or CA2 course proposal forms. It noted that:

- this statement was received by the Advisory Group to help it reflect on the success of faculties in meeting their proposed enrolments for the proposals which were recommended to proceed to evaluation / approved without evaluation;
- performance across the faculties could not be compared as each Faculty had its own unique recruitment drivers.

AGREED that it would be useful for the Advisory Group to receive a statement of enrolments on these programmes in their second year of intake (2019/20) and that this information would be provided by the Department of Strategy, Planning and Performance for the meeting of the Advisory Group in January 2020.

Duration: 2 hours 5 minutes

GK/AG