

UNIVERSITY OF ULSTER

ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 21 November 2017 by video-conferencing

PRESENT

Professor B Murphy (Acting Chair), Mr A G Faulkner, Mr D McGivern, Mrs J Peden, Mrs E Thompson

APOLOGIES

Professor P Bartholomew, Dr S Crothers, Professor L Maguire, Mrs T Purdy

IN ATTENDANCE

Mrs A Garland (Secretariat), Professor R Fee (Mins 17.127 – 17.133), Ms R Dickson, Mr C Fitzpatrick, Professor K Fleming (Min 17.128), Professor B Taylor (Min 17.129), Dr M Keenan (Mins 17.134 – 17.141), Mrs M Paris (Min 17.134), Professor P Griffiths (Mins 17.135 – 17.136), Professor A McKillop (Mins 17.142 – 17.145), Mr J Marley (Min 17.142), Professor O Barr (Min 17.143), Mrs T Haughey (Min 17.144), Ms C Reid (Min 17.146), Mr T Moruzzi (Min 17.142, 17.147 – 17.148)

17.123 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 27 September 2017 were confirmed as an accurate record of the meeting.

MATTERS ARISING

17.124 Collaborative Partnership Arrangements (Min 17.103)

The Acting Chair confirmed the requirement that new course proposals from partner institutions should be sponsored by an associated Faculty to ensure Faculty engagement and strategic planning. It was noted that the proposals being considered at this meeting would have benefitted from elaboration of the latter aspect in Faculty assessments.

It was also noted that the business case for collaborative partnership proposals should relate primarily to the Faculty and not the partner institution (Min 17.142 refers).

17.125 Business Cases and Course Costings (Min 17.107)

Mrs Thompson confirmed that the template for presenting business cases and course costings was fit for purpose and that she was working with her colleagues to ensure that the relevant figures were presented in a clearer manner.

She also noted that Faculties should not alter the template and that staff should work with the Faculty Accountant to complete business cases and course costings, and provide due notice to allow adequate time for their preparation.

COURSE PLANNING

17.126 Evidence of Demand

Mr McGivern highlighted the lack of evidence of demand for some proposals and reminded the Group of the need to challenge when considering this matter. In future, there would be an expectation that Faculties collaborate with the newly established Marketing and Communications Directorate and he proposed that confirmation of this consultation should be recorded in the CA1 course proposal form.

AGREED that section 10 'Evidence of Demand' of the CA1 course proposal form be amended to request confirmation of the Faculty's engagement with the Marketing and Communications Directorate.

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/17/31)

17.127 Proposed BA Hons Modern Irish (PT) (BT) (APAG/17/31a)

The Advisory Group noted that Chair's action had been taken to approve a recommendation for planning and evaluation of a new part-time degree to replace the part-time mode of BA Hons Irish Language and Literature at the Belfast campus from September 2018.

It also noted that:

- the course would be considered as part of the revalidation of unit 17A: Irish Language and Literature, scheduled to take place on 7 December 2017;
- the language requirement for entry was, as for the former course, A-Level Irish (B or above), a Diploma in Irish from the University or APEL;
- the Faculty Sub-Librarian had confirmed that there were no library resourcing issues;
- Professor Fee had agreed with the Pro-Vice-Chancellor (Education) that a business case would not be required as the new proposal would have the same student numbers as the course it replaced.

AGREED that Chair's action be endorsed.

17.128 Proposed MSc Animation and VFX (FT/PT) (BT) (also DL from 2019/20) (APAG/17/31b)

The Advisory Group received a revised course proposal and costings for the MSc Animation and VFX from September 2018. It noted that:

- the proposal had been received in June 2017 (Min 17.80 refers), when it was agreed that consideration be deferred and the proposal re-submitted with a business case taking account, *inter alia*, of the additional staffing needs identified, a Digital Learning Resource Agreement for the fully online delivery, and clarification of whether 'VFX' was to be spelt out in full on award parchments.

The Faculty now confirmed that:

- Visual Effects (VFX) was dependent upon highly specialised, technical and artistic skills that were in short supply globally;
- additional staff resources would be covered by new strategic-investment posts;

- the programme would be taught face-to-face initially before being offered by distance learning as a later development;
- the term 'VFX' was well understood and in common usage in award titles, particularly in the USA, and therefore the title should be maintained in this form.

The Advisory Group noted that:

- the proposed student numbers used to prepare the financial projections were not consistent with those used in the course proposal form;
- the strategic importance of the provision was evident from the proposal.

AGREED that:

- (i) 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 2018 start;
- (ii) the Faculty be asked to review the business case calculation and to complete a Digital Learning Resource Agreement in advance of the evaluation if it sought approval for this mode at the event.

17.129 Proposed PgCert/PgDip/MSc in Development and Co-Production of Social Care Research (PT) (JN) (APAG/17/31c)

The Advisory Group received a proposal to extend the PgCert/PgDip in Developing Social Care Research to PgCert/PgDip/MSc from September 2018 and for a change in title to 'Development and Co-Production of Social Care Research'. It noted that:

- approval to add a PgDip stage to the PgCert in Developing Social Care Research had been granted at the June meeting (Min 17.81 refers);
- current students had expressed an interest in having the option to continue their studies to Master's level; students would be recruited and supported by the Health and Social Care Board and Trusts, and by voluntary sector social care providers;
- although proposed student numbers were small, they would be taught alongside registered Social Workers taking the MSc Professional Development in Social Work;
- no additional resources were required;
- the programme would be considered as part of unit 26G: Social Work (Postgraduate provision) in February 2018;
- the proposed programme was listed in CMS as a Master's course with Postgraduate Certificate and Postgraduate Diploma exit awards, but was presented as a linked PgCert/PgDip/MSc in the proposal form.

AGREED that:

- (i) 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 2018 start;
- (ii) the change in title be endorsed, subject to approval by the revalidation panel;

- (iii) the Faculty should decide whether it wishes to offer a Master's programme with Postgraduate Certificate and Postgraduate Diploma exit awards or a linked PgCert/PgDip/MSc and amend the CMS record if required.

17.130 Access Diploma in Adult Learning at Southern Regional College (Armagh campus)
(APAG/17/31d)

The Advisory Group received a course revision proposal to relocate the course to another of the College campuses in Armagh (Killylea Road Building) during the reconstruction of the Lonsdale Road/College Hill site in 2017 – 2020. It noted that:

- the College had stated that all resources, reading material, software and hardware, had been moved to the new location;
- the Faculty had confirmed its approval;
- a campus working group had consulted with student representatives and the college had advised all students of the move by letter; no issues had been raised by current students.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the temporary relocation of the course at Armagh be approved.

17.131 Certificate in Counselling at South West College (APAG/17/31e)

The Advisory Group noted that Chair's action had been taken to recommend to the Academic Standards and Quality Enhancement Committee that a proposal to offer the programme at the Dungannon campus from November 2017 be approved.

It was also noted that a Faculty statement supporting the proposal and confirming adequate human and physical resources had been received.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be endorsed.

17.132 Programme Suspensions

It was noted that intake to the following programmes had been suspended for 2017/18:

Access Diploma in Adult Learning – Community Development pathway at Southern Regional College (Newry campus) (FT/PT);
Access Diploma in Creative Media Production at South West College (Cookstown, Dungannon, Enniskillen and Omagh campuses) (FT/PT);
Access Diploma in Social Science at South West College (Omagh campus) (FT);
FdA Digital Arts and Technologies at South West College (Dungannon campus) (FT/PT).

17.133 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2015/16
Diploma in French (BT);
Undergraduate Hons Subject: French (CE);
Diploma in Spanish (CE/BT/ME);
Undergraduate Hons Subject: Spanish (CE);
BA Hons/MA Hons Applied Languages and Translation (CE).

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT
(APAG/17/28)

17.134 Proposed Access Diploma in Maths and Engineering / Maths and Finance (FT) at Belfast Metropolitan College (Millfield campus) (APAG/17/28a)

The Advisory Group received a proposal and Faculty assessment to offer a new programme (with pathways) from September 2018. It noted that:

- the proposal had been brought forward jointly by the Faculty of Computing, Engineering and the Built Environment and the Ulster University Business School, with the former taking the lead;
- the College currently offered an Access Diploma in Engineering and an Access Diploma in Maths and Computing which were validated by Queen's University Belfast; the College wished to move to Ulster to align all of its STEM Access provision with one partner;
- the existing courses had been successful with an average of 24 students in each course each year and all facilities and resources were already in place;
- the proposal was presented as one programme with two pathways (Engineering and Finance); the Advisory Group was of the view that it might be better presented as two programmes with a common set of first-semester modules;
- GCSE English was required for entry; this requirement seemed at odds with the spirit and practice of Access to HE provision where the award of the Diploma fulfilled the University's English entry standard;
- a grade B in GCSE Mathematics was required in order for students to be able to cope with the mathematics and engineering content of the programme at Level 3;
- a substantial budget had been allowed for library resources, which was unusual as the courses already existed;
- the Faculty assessment did not explain how the proposal fitted within the Faculties' academic plans;
- the College now wished to defer the start date to September 2019 in order to give due notice to the current validating partner.

AGREED that:

- (i) 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;
- (ii) the provision be presented either as one course with a common title and the pathways identified in brackets or as two programmes;
- (iii) the entry requirement of GCSE English be further explored at the evaluation event.

17.135 Proposed PgCert/PgDip/MSc Energy Storage (FT/PT) (JN/DL) (APAG/17/28b)

The Advisory Group received a proposal and business case to offer a new programme from September 2018. It noted that:

- September and January intakes were proposed for both full-time and part-time modes;

- the programme delivery would be introduced using a phased approach, with the full-time and part-time face-to-face delivery being introduced in September 2018 and the distance learning mode introduced in 2019/20;
- the development of this proposal was the current key strategic project of the Belfast School of Architecture and the Built Environment; there was a strong teaching/research nexus;
- no additional resources were required;
- modules could be taken in any order and also as CPD stand-alone modules;
- a Distance Learning Resource Agreement had not been received but the Faculty confirmed that it was liaising with the Office for Digital Learning;
- the proposed intakes for full-time, part-time and distance learning had not been distinguished on the course proposal form and different intake sizes had been used in the financial projections;
- no evidence of demand had been provided for the January intake;
- the provision had been presented in the course proposal form as a linked PgCert/PgDip/MSc programme but was listed in the CMS as a Master's programme with exit awards.

AGREED that:

- (i) 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 2018 start;
- (ii) the Faculty clarify whether a linked PgCert/PgDip/MSc or a Master's with exit awards was proposed, and the anticipated distribution of numbers between full-time, part-time and distance learning students;
- (iii) the Faculty complete a Digital Learning Resource Agreement.

17.136 PgDip/MSc Infrastructure Engineering (FT/PT) (JN) (APAG/17/28c)

The Advisory Group received a course revision proposal to change the title of the programme to PgDip/MSc Civil and Infrastructure Engineering from September 2018. It noted that:

- a report commissioned by the University had indicated that 'Civil Engineering' appeared to be missing from listings of postgraduate study opportunities at the University;
- the change in title would more accurately reflect the content of the programme and make the Civil Engineering aspect more visible in online and prospectus searches;
- the external examiner and the Industrial Liaison Panel supported the change in title.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the change in title be approved from September 2018.

17.137 PgDip and MSc Biomedical Engineering (FT/PT) (JN) (APAG/17/28d)

The Advisory Group received a course revision proposal to introduce a January entry point for the full-time and part-time modes from January 2018. It noted that:

- this proposal, and the proposals at Minutes 17.135, 17.138 and 17.139 were part of the Faculty's strategy to expand recruitment of non-MaSN students locally and internationally;
- there was no requirement to take the taught modules in any particular order and students would study alongside September entry students, taking the semesters in reverse order; there was a summer break between semester 2 and 1;
- no cohort size had been proposed for the January intake and no evidence of demand had been provided; the Advisory Group was concerned that the student experience and cohort identity of the January intake would be adversely affected by small student numbers;
- the support of the external examiner had not been obtained.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that a January entry point for the full-time and part-time modes be approved from 2018, subject to confirmation of external examiner support.

17.138 MSc Data Science (FT/PT) (JN/ME) (APAG/17/28e)

The Advisory Group received a course revision proposal to introduce a January entry point for full-time students from January 2018. It noted that:

- the two intakes would be taught together for all but two taught modules;
- no cohort size had been proposed for the January intake and no evidence of demand had been provided; the Advisory Group was concerned that the student experience and cohort identity of the January intake would be adversely affected by small student numbers;
- the support of the external examiner had not been obtained;
- the Associate Dean (Education) confirmed that approval was being sought for both Jordanstown and Magee campuses.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that a January entry point for the full-time mode be approved from January 2018, subject to confirmation of external examiner support.

17.139 PgCert/PgDip/MSc Real Estate (FT/PT) (JN) (APAG/17/28f)

The Advisory Group received a course revision proposal to introduce a January entry point for the full-time and part-time modes from January 2018. It noted that:

- modules were not required to be taken in any particular order and the September and January cohorts would study taught modules together as there were no prerequisites;
- no cohort size had been proposed for the January intake and no evidence of demand had been provided; the Advisory Group was concerned that the student experience and cohort identity of the January intake would be adversely affected by small student numbers;
- the support of the external examiner had been obtained;

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that a January entry point for the full-time and part-time modes be approved from January 2018.

17.140 Programme Suspensions

It was noted that intake to the following programmes had been suspended for 2017/18:

Access Diploma in Computing at South West College (Cookstown - FT/PT, Dungannon - FT, Enniskillen – FT/PT, and Omagh - FT campuses);

FdSc Architectural Technology at Southern Regional College (Portadown campus) (FT);

FdEng Engineering with Specialisms at South West College:

- Wind Turbine Technology (Omagh campus: PT/PT 2 year, 3 semester);
- Automotive Engineering (Omagh and Dungannon campuses: FT/PT/PT 2 year, 3 semester);
- Mechatronics (Dungannon campus: PT/PT 2 year, 3 semester);
- Manufacturing Engineering (Dungannon campus: FT/PT 2 year, 3 semester);

FdEng Mechanical and Manufacturing Engineering at South Eastern Regional College (Bangor campus) (FT/PT);

FdEng Mechatronic Engineering (PT 2 year, 3 semester) at South Eastern Regional College (Lisburn campus).

17.141 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

No intake

FdEng Mechatronic Engineering (PT) at South Eastern Regional College (Downpatrick campus).

Last intake 2014/15

FdEng Mechatronic Engineering (FT) at South Eastern Regional College (Downpatrick campus).

Last intake 2016/17

BSc Hons Clean Technology (JN);

BSc Hons Engineering Science (JN).

Last intake 2017/18

BEng Hons Computer Games Development (ME).

FACULTY OF LIFE AND HEALTH SCIENCES (APAG/17/29)

17.142 Proposed FdSc Food and Drink Manufacture (PT) at the College of Agriculture Food and Rural Enterprise (CAFRE) (Loughry campus) (APAG/17/29a)

The Advisory Group received a proposal and Faculty assessment to offer a new programme from September 2018. It noted that:

- the proposed Foundation degree formed the academic element of a Higher Level Apprenticeship (HLA) which would replace the part-time mode of two existing Foundation degrees in Food at CAFRE;
- the programme would be delivered in blocks with students attending the College for a total of four weeks in each academic year (two per semester); students would be supported by tutorials at their place of employment and by online material;

- the proposed intake was modest (10 students in the first intake, rising to 16 by the fifth intake);
- a number of food businesses had been involved in planning and had committed to participating in the HLA;
- progression opportunities were identified to validated Honours degrees at CAFRE and graduates could also progress to Level 6 of the University's BSc Hons Food and Nutrition; it was CAFRE's intention in future to develop a Level 6 Apprenticeship programme to which the Level 5 HLA graduates could progress;
- significant initial investment was required for the library resources;
- the business plan had not been prepared for the Faculty as was expected, but for CAFRE;
- Moy Park was one of the businesses collaborating in the programme and proposed to sponsor two students; in this context Mr Moruzzi referred to the proposal from the Ulster University Business School to offer the Advanced Certificate in Management Practice at Moy Park as a University outcentre (Min 17.147 refers).

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 2018 start, subject to satisfactory outcome of discussions, before the Christmas break, between the Subject Partnership Managers in the Faculty of Life and Health Sciences and the Ulster University Business School regarding potential competition/conflict, and confirmation of endorsement from both Faculties.

17.143 Proposed FdSc Paramedic Practice (FT) at Northern Ireland Ambulance Service Health and Social Care Trust (NIAS HSCT) (APAG/17/29b)

The Advisory Group received a proposal to offer a new programme from September 2018. It noted that:

- at the last meeting, the Chair of the Advisory Group had authorised the proposal to proceed to planning and evaluation, subject to the outcome of the tendering process and the Senior Leadership Team's (SLT) decision on whether the Ambulance Service should be considered for institutional approval as a new partner in light of an Institutional Strategic Assessment (Min 17.106 refers);
- the University had been successful in its bid for the tender and had won a 30-month contract from October 2017; the contract was for delivery of two initial cohorts (up to 48 students), three additional cohorts if required (up to 72 students) and six optional additional cohorts if required (up to 144 students); the University was committed to providing teaching/learning support for eight days per cohort;
- the Pro-Vice-Chancellor (Education) had agreed that there was no need for a full Initial Strategic Assessment for SLT for this new educational institution; the Institutional Recognition visit for NIAS would take place at the time of the evaluation event;
- the provision of a Foundation degree was an interim step as it was anticipated that the Department of Health would commission a three-year BSc Hons Paramedic Practice programme;
- graduates of the programme would be eligible to progress to the University's BSc Hons Health and Wellbeing or BSc Hons Applied Health Studies, as well as other degrees in cognate areas;
- the majority of teaching would be undertaken by staff from NIAS HSCT, with input from University staff in specific areas; NIAS staff were committed to the development required in the move to delivery of an academic qualification, as well as professional training. The Faculty would provide support for NIAS staff, along

with helping in the preparation for mentors and others in the practice setting; a design initiation event had already been organised in conjunction with CHERP;

- most of the classroom-based elements of the programme would be delivered at the Trust's Regional Ambulance Clinical Training Centre where there did not appear to be any dedicated library space; reading lists were being prepared by the Faculty and students would have access to Queen's Medical Library; Mrs Peden recommended the use of electronic resources in view of the dispersed location of ambulance centres.

AGREED that Chair's action be endorsed and that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal proceed to planning and evaluation for a September 2018 start.

17.144 BSc Hons and MSc Sports Coaching (APAG/17/29c)

The Advisory Group received a course revision proposal to change the titles of the programmes to 'Sports Coaching and Performance' from 2018/19. It noted that:

- both courses already addressed key areas relating to performance;
- the Faculty was of the view that the new title would be more attractive to potential applicants and articulated the changes being made to the provision for revalidation in December 2017;
- the support of the external examiners had not been obtained.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the new title be approved from 2018/19, subject to:

- (i) external examiner support [Note: one external examiner has now confirmed];
- (ii) approval by the revalidation panel.

17.145 Programme Suspensions

It was noted that intakes to the following programme had been suspended for 2017/18:

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

ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/17/30)

17.146 FdSc Business Services Management at South West College (APAG/17/30a)

The Advisory Group received a course revision proposal to introduce a standard three-year, part-time mode at the Dungannon, Enniskillen and Omagh campuses from 2018/19. It noted that:

- the programme was currently delivered in full-time and part-time two-year, three-semester modes;
- the introduction of a standard part-time mode would allow students not suited to the two-year, three-semester model to complete the programme at a slower pace;

- the Faculty did not anticipate any intake until the 2018/19 academic year and had confirmed that any student transferring to standard part-time mode would not be required to change campus;
- the proposal was in line with the recently approved Principles for the management of this mode in Foundation degrees.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved from 2018/19.

17.147 Advanced Certificate in Management Practice (APAG/17/30b)

The Advisory Group received a course revision proposal to offer the programme at new outcentre locations: Moy Park (Craigavon and Grantham premises) from January 2018. It noted that:

- the Faculty already offered the programme at Irish Times Training in Dublin and Enterprise Northern Ireland (Ledcom, Larne);
- a new market for the programme had been identified at Moy Park following the delivery of a non-accredited Civic Leadership training programme for graduate managers; Moy Park had confirmed funding for the programme and an initial cohort of 12;
- the Faculty had provided an assessment of the resources at Moy Park's two locations;
- three modules would be delivered and students would receive mentoring and attend a number of high impact business development sessions designed to equip them to become future leaders in Moy Park;
- the programme would be delivered by Business Institute staff.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved from January 2018.

17.148 Advanced Diploma in Managing the Customer Contact (APAG/17/30c)

The Advisory Group received a course revision proposal to offer the programme at a new outcentre, ATOS IT Services UK Ltd, from 2017/18. It noted that:

- the course would provide the academic component of a Higher Level Apprenticeship, and consequently its delivery would be modified to involve face-to-face classes at this outcentre as required for HLAs;
- the contract with ATOS envisaged a minimum of 75 students per year for three years in cohorts of 15;
- three new optional modules were being introduced to reflect the specific nature of the provision at ATOS and there were consequent changes to four existing modules;
- support of the external examiner had not yet been confirmed in writing as two new external examiners were in the process of being appointed, although informal discussion with one of the new external examiners had been positive;
- the proposal had been discussed with the Pro-Vice-Chancellor (Education) who was supportive of it.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved from 2017/18, subject to:

- (i) approval by the external examiners;
- (ii) the successful outcome of the University's current application to join the Register of Approved Training Providers (RoATP) for HLAs in Great Britain.

17.149 Programme Suspensions

It was noted that intake to the following programme had been suspended for 2017/18:

FdSc Tourism, Hospitality and Events at South Eastern Regional College (Bangor – FT/PT), (Downpatrick – FT/PT), (Lisburn – FT);

FdSc International Hospitality Tourism Management at South West College (Enniskillen campus) (PT);

FdSc International Travel and Tourism Management at South West College (Enniskillen campus) (PT).

Duration: 2 hours 10 minutes

24 November 2017

AGF/AG