

UNIVERSITY OF ULSTER

ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 26 March 2020 by video-conferencing

PRESENT

Professor B Murphy (Chair), Mr C Cregan (for Mrs J Peden), Dr S Crothers, Mr A G Faulkner, Ms R McCart, Mrs R McEvoy, Mr P Quinn (for Mrs C McCarthy), Mrs A Scanlon, Mrs E Thompson

IN ATTENDANCE

Mrs A Garland (Secretariat), Professor R Fee (Mins 20.49 – 20.52), Dr E McArdle and Ms S McCall (Min 20.49), Professor E McNamee and Mr M Potkewitz (Min 20.51), Professor A McKillop (Mins 20.54 – 20.61), Ms U Chaney and Ms D O'Donnell (Min 20.54), Professor O Barr and Dr D Goode (Min 20.55), Mr J Marley (Min 20.56), Dr S Benetti and Dr P McKenzie (Min 20.57), Dr D Kerr (Min 20.58), Professor H Farley (Mins 20.62 – 20.67), Professor J McCoy and Ms C Reid (Min 20.62), Ms D McWall and Mr R Patton (Min 20.63)

APOLOGIES: Professor M Durkin, Mrs C McCarthy, Mrs J Peden

20.34 MEMBERSHIP

The Chair welcomed Mrs Angela Scanlon as the new representative for Employability and Careers.

20.35 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 23 January 2020 were confirmed as an accurate record of the meeting, subject to minute 20.33 being amended to read:

AGREED: that a statement of enrolments on new courses for the first three years for courses approved **for** [not "in"] 2017/18 and the first two intakes for courses approved **for** [not "in"] 2018/19 be considered at the next meeting of the Advisory Group in March.

MATTERS ARISING

20.36 Proposed BSc Hons Planning, Regeneration and Development (FT/PT) (JN) (Mins 20.2, 19.127)

At the meeting of the Advisory Group in September 2019, the Faculty of Computing, Engineering and the Built Environment had advised that the proposed BSc Hons would replicate Levels 4, 5 and 6 of the MSci programme and that the optional placement year would be taken after Level 5 instead of Level 6. The BSc Hons had however subsequently been established as a three-year programme without placement.

It was noted that, following discussion between the Chair of the Advisory Group and Professor Bartholomew, the course team had been asked to review and explain the decision to remove the option of placement and to consider the implications for the

Resourcing Plan. The course team had responded that, 'while placement is ordinarily a desirable part of the Ulster undergraduate student experience, placement after Year 3 delivers the best overall outcome. Students who wish to pursue placement can still do so on the MSci pathway, which is the route required for RTPI membership'.

The Advisory Group noted that this in effect meant that placement was only available for students who transferred to MSci before Year 3 of BSc. The Chair advised that this matter should be kept under review by the Faculty and Employability and Careers.

- 20.37 MSc Business Development and Innovation (Mins 20.3, 19.142, 19.110, 19.68, 19.33, 19.6, 18.129, 18.117)

It was noted that a CA3 had been processed to withdraw China Resources University (CRU) as a location for the programme.

- 20.38 Postgraduate Certificate of Professional Development Framework (Mins 20.4, 19.143, 19.111, 19.71, 19.38, 19.22)

The Chair asked Mr Quinn to confirm if a signed copy of the Memorandum of Understanding (MoU) for the provision of two Psychology short-course modules offered at a new outcentre (hotel) in Abu Dhabi was held by Global Engagement. Mr Quinn undertook to investigate this.

- 20.39 Proposed MEng Hons Biomedical Engineering (with DPP)(FT) (JN) (Mins 20.7, 19.152)

It was noted that, following correspondence between the Chair and Dr Keenan, it had been agreed that a Resourcing Plan for this proposal (originally requested by the Advisory Group in November 2019) was not required.

- 20.40 MSc Civil and Infrastructure Engineering (Mins 20.8, 19.154)

It was noted that confirmation of external examiner support for the proposal to introduce a 240-credit point pathway (Applied Research) from 2020/21 had now been received.

- 20.41 Proposed MSc Planning and City Resilience (FT/PT) (JN/DL) (Min 20.18)

It was noted that, at the evaluation event in January, the Faculty had advised that the programme would initially be offered only at the Jordanstown campus and would not be delivered fully online until 2021/22.

- 20.42 Proposed MSc Artificial Intelligence (PT) at Hong Kong University SPACE
Proposed MSc Internet of Things (PT) at Hong Kong University SPACE (Min 20.20)

It was noted that the Academic Office had not yet received confirmation from the Faculty regarding validation costs.

- 20.43 BSc Hons Computing Science (FT) (JN) (Min 20.24)

At its meeting on 23 January 2020, the Advisory Group had agreed that it be recommended to the Academic Standards and Quality Enhancement Committee that a proposal to add an Integrated Foundation Year (IFY) in the full-time mode of BSc Hons Computing Science at the Jordanstown campus from 2020/21 be approved, subject to

confirmation from the external examiner that the modules were appropriate. It was noted that confirmation had not yet been received.

20.44 BSc Hons Computer Science (FT) (ME) (Min 20.25)

At its meeting on 23 January 2020, the Advisory Group had agreed that it be recommended to the Academic Standards and Quality Enhancement Committee that a proposal to add an Integrated Foundation Year (IFY) in the full-time mode of BSc Hons Computer Science at the Magee campus from 2020/21 be approved, subject to confirmation from the external examiner that the modules were appropriate. It was noted that confirmation had not yet been received.

The Chair stated that faculties may need to reconsider other proposals for bridging programmes should the ongoing Covid-19 'lock-down' continue.

20.45 Diploma in International Foundation Studies (with Pathways) (IFP) International Foundation Year in 21 Honours Degrees (IFY) (Min 20.31)

At the meeting on 23 January 2020 a proposal to amend the entry requirements for the programmes from 2020/21 had been approved, subject to amendments and/or clarification in relation to a number of points noted by the Advisory Group. It was noted that this proposal had now been re-submitted in CMS in respect of the Diploma.

CHAIR'S COMMUNICATIONS

20.46 Resourcing Plans for Programmes Undergoing Revalidation (Min 20.16)

The Chair reported that there had been extensive discussion of the proposal for the requirement of Resourcing Plans for all programmes coming through revalidation and that Professor Bartholomew had confirmed that a full Resourcing Plan should be provided. The Chair stated that he would discuss with the Deputy Director of Finance the implications of this requirement for the workload of Faculty Accountants.

20.47 Global Online Education Initiative

The Chair reported that, for the purposes of the Global Online Education Initiative, a list of all fully online programmes approved by the Advisory Group in the last two years had been requested from the Academic Office.

COURSE PLANNING

20.48 CORONAVIRUS/COVID-19 PANDEMIC

The Advisory Group noted that a number of proposals were for September 2020 start and that, in light of the current developing situation and its possible impact on capacity in Faculties and Departments to deliver and/or support proposed provision alongside existing commitments to current students and courses, intended start dates and evaluations must be kept under review to ensure that standards were maintained and a quality learning experience was delivered for new students in new provision. Consequently the recommendations of the Advisory Group would be subject to this caveat.

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/20/10)

20.49 Proposed Certificate in Community Youth Studies (PT) (ME / YouthAction Northern Ireland (Outcentre) / East Belfast Community Development Association (Outcentre)) (APAG/20/10a)

The Advisory Group considered a proposal and Resourcing Plan to introduce a Certificate in Community Youth Studies in part-time mode at the Magee campus, YouthAction Northern Ireland (Outcentre) and East Belfast Community Development Association (Outcentre) from September 2020. It noted that:

- the proposed programme was a revised version of the recently revalidated Certificate in Community Youth Studies;
- at the revalidation in 2018, revisions had been made to its structure, content and status in relation to advanced standing; the revisions to the curriculum had resulted in a less holistic educational experience, unqualified workers being less prepared to operate across a range of youth work settings, issues with student retention, those entering with advanced standing not integrating fully with the cohort, and financial issues for students;
- the proposal sought to reinstate features of the original Certificate which ran from 2001 to 2018, but with three 20 credit-point modules instead of the original six 10 credit-point modules; the aims of the programme remained the same;
- graduates of the current Certificate programme had been consulted, as had a group of Community Youth Work employers, and a supplementary statement received from the external examiner supported the proposal;
- the three delivery sites were currently used and there were no proposed changes to teaching staff;
- it was intended that there be no advanced standing for students who progressed to BSc Hons Community Youth Work as this had resulted in issues with retention, cohort integration and unintentional financial consequences for students;
- detailed information about the curriculum had not been included in marketing material or provided at open days; applicants who had already applied to the previous version of the programme should therefore not raise any concern;
- a detailed review of the proposal in CMS would be carried out by the Academic Office.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved without evaluation, subject to review by the Academic Office.

20.50 Proposed BSc Hons Policing and Criminology (Applied Practice) (PT) (BT / CE / ME / locations of Police College of Northern Ireland (Outcentre)) (APAG/20/10b)

The Advisory Group considered a proposal and Resourcing Plan to introduce BSc Hons Policing and Criminology (Applied Practice) in part-time mode with sessions offered at the Belfast, Coleraine and the Magee campuses, as well as at locations of the Police College of Northern Ireland as an Outcentre from January 2021. It noted that:

- the University had successfully tendered for the programme, which served a closed market;
- applicants would be full-time members of the PSNI and hold the Advanced Diploma in Policing;

- aspects of the programme would be taught at Ulster campuses depending on the location of the students, as well as PSNI locations;
- the programme would accredit professional practice and build upon the existing Level 5 provision (Advanced Diploma in Policing) at the Police College; students at Level 6 would be Ulster University students;
- the Level 6 modules would be taught and assessed by Ulster academics in partnership with appropriately qualified trainers at PSNI who would fulfil the requirements for Recognised Teacher status;
- the programme would draw upon modules from the recently introduced (September 2018) Applied Practice pathway in BSc Hons Criminology and Criminal Justice;
- only digital resources would be used for the programme, as was the case for the BSc Hons Criminology and Criminal Justice; no additional print resources would be required;
- there was a proposed intake of 200; Professor Fee drew attention to the expectation of an additional 300 candidates who already held degrees taking 60 credit points' worth of modules to obtain a Graduate Certificate in Policing and Criminology (Applied Practice);
- the Graduate Certificate should be a stand-alone programme (not an exit award) and the provision would therefore require two entries in CMS and a separate course code for the Graduate Certificate;
- additional staffing required for the programme had been fully costed as part of the tender process.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation.

20.51 Proposed LLM / MSc Corporate Law and Computing (FT/PT) (BT) (APAG/20/10c)

The Advisory Group considered a proposal and Resourcing Plan to introduce LLM / MSc Corporate Law and Computing in full-time and part-time modes at the Belfast campus from September 2020. It noted that:

- the programme was a collaboration between the School of Law and the School of Computing, Engineering and Intelligent Systems and built on the links developed by the Legal Innovation Centre between Computer Science and Law in terms of teaching and research projects;
- the programme was for students with a background in either discipline and graduates would be awarded either LLM or MSc depending on whether a Law or Computing dissertation was chosen;
- all of the modules were currently taught on other MSc / LLM programmes and individual modules would be offered as short courses for industry; no additional resources were required;
- in addition to the standard 180 credit point Master's degree, two optional Advanced Practice modules ('Internship with Professional Development Project' and 'Applied Consulting Project') were included for an additional 12 weeks of study for an alternative 240 point Master's programme; the Advanced Practice model would be attractive to the international market;
- the external assessor had confirmed that the programme was well-structured and met the needs of industry, and quality and standards benchmarks;
- a detailed review of the proposal in CMS would be carried out by the Academic Office;

- discussions were ongoing with Marketing regarding the title of the programme; the Faculty wished to retain the 'Computing' element in the title; Mrs Scanlon offered to work with the Faculty to review the title;
- if the title was to be revised, it would be changed through the CA3 course revision process subsequent to the proposal being approved.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved without evaluation, subject to review by the Academic Office.

20.52 Programme Withdrawals

It was noted that the following programme had been withdrawn:

Last intake 2018/19

Postgraduate Certificate in Middle Leadership (CE).

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT
(APAG/20/11)

20.53 Access Diploma in Mathematics and Physics (PT) at Belfast Metropolitan College (Millfield)

Access Diploma in Mathematics and Finance (PT) at Belfast Metropolitan College (Millfield) (APAG/20/11a)

The Advisory Group considered a proposal to change from a January to a September start for the part-time versions of the Access Diploma in Mathematics and Physics and the Access Diploma in Mathematics and Finance, both offered at Belfast Metropolitan College (Millfield), from 2020/21. It noted that:

- these programmes were part-time versions of the full-time programmes and were designed and approved for a January start to align with the UCAS cycle;
- changes to Higher Education in Further Education funding meant that a January start was no longer viable as students would not receive funding unless they started in September;
- the part-time mode had been approved based on a three-semester model, starting in Semester 2 of the academic year and running over the full year; the proposal was now to run the part-time provision over two years (four semesters).

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

FACULTY OF LIFE AND HEALTH SCIENCES (APAG/20/12)

20.54 Proposed BSc Hons Nursing Science (FT) (ME/JN) (APAG/20/12a)

The Advisory Group considered a proposal and Resourcing Plan to introduce BSc Hons Nursing Science in full-time mode at the Magee and Jordanstown campuses from September 2020. It noted that:

- the programme had two pathways: (i) Nursing Practice in the UK; and (ii) Global Health, for overseas nurses / nursing students who wished to gain a graduate level qualification, and was distinct from other programmes offered in the UK;
- as part of the Nursing Practice in the UK pathway, students would be prepared for the NMC OSCE (clinical examination) which they could undertake at the Ulster Test Centre at Magee; the Faculty confirmed that the programme would not compete with current provision delivered by the National Health Service which prepared students for the OSCE test, as students on the BSc Hons Nursing Science would obtain an academic qualification in addition to preparation for the OSCE test; there was also a cap on the number of places offered by the Health Trusts; the Faculty confirmed that it had liaised with the NMC and Trusts before bringing forward the proposal; the new degree did not require NMC approval;
- the English language requirement was the standard IELTS 6 with no band less than 5.5; in order to be added to the NMC register, non-native speakers of English required an IELTS score of 7 and students would be advised of this requirement prior to undertaking the programme; the School would explore options with the University's Global Engagement Office and Centre for English Language Teaching to support students to reach this standard and would signpost students to local support if required; many students would already have undertaken study in English;
- to date, the Global Health pathway had been offered within the BSc Hons Health and Wellbeing programme as an articulation route for overseas Nursing students; current and prospective partners had indicated that the articulation arrangement would be more attractive if the course title included 'Nursing' and the content was more specific to nursing practice with enhanced preparation for clinical skills;
- Global Engagement was supportive of this proposal which it deemed to be particularly attractive to markets in India, Pakistan and Nigeria; the Executive Dean of the Faculty and Head of School had undertaken a visit to India;
- although it was outside the UCAS cycle, a market had been identified for the provision and students could apply directly to the University;
- the Resourcing Plan included one FTE additional staff resource on a pro-rata basis per 15 students;
- the Faculty had proposed that the evaluation of this programme be held as part of the revalidation of Unit 22F, scheduled for June 2020, as the BSc Hons Health and Wellbeing and BSc Hons Nursing Science provision shared compulsory modules and the Global Health pathway already existed within the BSc Hons Health and Wellbeing programme; it would be necessary to ensure there was sufficient external expertise on the revalidation panel for this provision;
- the full proposal (three years) would be required to be presented at evaluation to show how students were exempted on the basis of existing qualifications and enabled to enter the final year of the degree;
- the Faculty was aware of the need to manage expectations around the start date for the programme, in the event that students would not be able to commence the programme in September owing to the pandemic; there would hopefully be more clarity on the situation by June / July before students applied for visas.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation, as part of the Unit 22F revalidation event.

The Advisory Group considered a proposal to introduce BSc Hons Paramedic Science in full-time mode at the Magee campus from September 2021. It noted that:

- FdSc Paramedic Practice had been approved by the University and the Health and Care Professions Council (HCPC) for NI Ambulance Service (NIAS) Health and Social Care Trust in 2018;
- a change in HCPC Standards of Education and Training in March 2018 required that from September 2021, those seeking entry to the HCPC register as a paramedic must have completed an HCPC approved course at Honours degree level; HCPC approval for the existing Foundation degree would therefore be withdrawn in September 2021 and the Foundation degree would be replaced by the proposed Honours degree which would be offered by the University;
- additional staffing, accommodation, library, equipment and marketing resources were required; the Faculty had been liaising with the Faculty Librarian;
- discussions were ongoing around the commissioning of the programme by the Department of Health;
- no Resourcing Plan had been received for this proposal as it was part of a wider discussion regarding Allied Health Programmes;
- a joint HCPC / University evaluation had been proposed by the Faculty.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation.

20.56 Proposed BSc Hons Sustainable Agriculture with Land Management / Agri-Business pathways (FT/PT) (with optional DPP) at College of Agriculture, Food and Rural Enterprise (CAFRE – Greenmount campus) (APAG/20/12c)

The Advisory Group considered a proposal and Resourcing Plan to introduce BSc Hons Sustainable Agriculture with Land Management / Agri-Business pathways (with optional Diploma in Professional Practice) in full-time and part-time modes at CAFRE from September 2021. It noted that:

- the Faculty had proposed that the new Honours degree be evaluated as part of the revalidation of CAFRE's existing Foundation degree in Agriculture and Technology in 2020/21 as the programmes would share modules in the first year;
- students on both pathways would complete a common Year 1 and Year 2 and all students would be encouraged to complete a work placement in Year 3 leading to the award of DPP;
- the CAFRE Librarian had suggested that additional library stock might be required and the University Faculty Librarian had recommended that CAFRE give assurance that additional funds would be released;
- some additional staffing resources from within CAFRE would be required for the delivery of the specialised environmental and business management modules.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation, as part of the revalidation of CAFRE's existing Foundation degree in Agriculture and Technology in 2020/21 (Revalidation Unit 12E).

20.57 Proposed PgCert/PgDip/MSc Remote Sensing and Geographic Information Systems (PT) (DL) (APAG/20/12d)

The Advisory Group considered a proposal and Resourcing Plan to introduce PgCert/PgDip/MSc Remote Sensing and Geographic Information Systems in part-time mode by distance learning from September 2020. It noted that:

- the School of Geography and Environmental Sciences currently offered a successful PgDip/MSc in Geographic Information Systems (GIS) with an average of 80 students enrolled each year including an increasing number of international students;
- it was envisaged that the first intake to the programme would be from the global market rather than the School's undergraduate pool and the Faculty would work with Global Engagement to determine the market;
- the proposed programme derived substantially from existing provision with 50% of modules forming part of the existing GIS programme;
- a signed Distance Learning Resource Agreement and letters of support from industry had been provided with the proposal, as well as a positive external assessment;
- the Resourcing Plan was modest but there was considerable overhead involved in developing resources; the programme however relied heavily on existing provision and the Faculty would manage any deficit; Mrs Thompson stated that the implied block grant included in the Resourcing Plan would not materialise if the distance learning students were based outside Northern Ireland;
- a detailed review of the proposal in CMS would be carried out by the Academic Office.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved without evaluation, subject to review by the Academic Office, and the Faculty taking note of the advice that the implied block grant of the Resourcing Plan would not apply to overseas students.

20.58 Proposed Pathway to HE in Health (FT/PT) at McTimoney College
Masters in Chiropractic (MChiro Hons) (FT/PT) at McTimoney College
Proposed MSc Chiropractic (Paediatrics) (PT) at McTimoney College
Proposed Graduate Certificate in Animal Therapy (PT) at McTimoney College
Proposed MSc Animal Manipulation (Chiropractic) / MSc Animal Manipulation (Osteopathy) (PT) at McTimoney College (APAG/20/12e)

The Advisory Group considered a proposal and Resourcing Plan to introduce a Pathway to HE in Health in full-time and part-time modes, MSc Chiropractic (Paediatrics) in part-time mode, MChiro Hons in full-time and part-time modes, and Graduate Certificate in Animal Therapy in part-time mode, from September 2020 and MSc Animal Manipulation (Chiropractic) / MSc Animal Manipulation (Osteopathy) in part-time mode from January 2021. It noted that:

- McTimoney College had been founded in 1972 and taken over in 2011 by BPP University; BPP University was now halting delivery of programmes in healthcare;
- the provision offered at McTimoney College had natural synergies with the current provision in the School of Health Sciences and linked closely to possible new developments in the School;
- McTimoney College had 321 students across all programmes enrolled in 2019/20;
- the College was in good academic standing with the governing body for Chiropractors in the UK (General Chiropractic Council) (GCC); the MChiro Hons programme was fully accredited by the GCC and only a small number of universities offered such a programme;

- the arrangement would follow the model for validated provision with students being Associate Students of the University but belonging to the College;
- the Faculty was working with the University's Quality Enhancement Unit regarding the due diligence process for the College;
- the Faculty would oversee standards and quality assurance; the Associate Head of School had undertaken a visit to the College in February 2020 and had been satisfied that the College offered an excellent student experience in terms of both teaching and pastoral aspects;
- the College would be responsible for marketing the provision and wished to use Ulster University's branding in its marketing material; it should be ensured that the College was provided with the University's brand guidelines and that all marketing material was approved by the University's Marketing Department;
- the College had ambitions to recruit in international markets and was in the process of applying for its own CAS powers;
- the proposed 'Pathway to HE in Health' should include a University award in its title;
- the MChiro Hons was a new award for the University.

Mr Faulkner reminded the Group that the University's primary responsibility and duty of care in the current pandemic was to its current staff and students and queried whether BPP University would be prepared to maintain its oversight of standards and quality until 2021. The Faculty however advised that it had a Memorandum of Understanding with the College which wished to work with Ulster University for September 2020.

AGREED:

- (i) that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation, subject to a successful outcome of the Due diligence A and B (stage 1) processes including SLT approval;
- (ii) that the Faculty clarify the name of the institution – 'McTimoney College' or 'College of Health'.

Following satisfactory outcomes to these processes the Academic Office would be in touch with the College to arrange an evaluation event.

20.59 MSc Pharmaceutical Sciences (FT) (APAG/20/12f)

The Advisory Group considered a proposal to change from fully online delivery of MSc Pharmaceutical Sciences in the full-time mode to on-campus delivery from 2020/21. It noted that:

- there was no change to the programme's content;
- there were no additional resource implications as on-campus teaching would all be co-taught with existing provision from MPharm and MSci Pharmaceutical Bioscience programmes;
- the programme had previously been delivered only on-campus but had changed to distance learning at the last revalidation in 2014 in an attempt to attract scientists already working in the pharmaceutical industry; there had however been issues with recruitment and non-progression in the part-time mode and the lack of an on-campus full-time programme had resulted in fewer international students;
- external examiner support had been obtained;

- confirmation had been received from the Faculty Accountant that this proposal did not have a significant impact on resources and did not therefore require a Resourcing Plan.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved but that, on account of the current pandemic, the distance-learning mode not be formally withdrawn.

20.60 MSc Sport and Exercise Medicine

The Advisory Group noted that the Faculty had approved a revision to clarify the entry requirements for MSc Sport and Exercise Medicine in terms of registration with the relevant regulatory body as follows:

From: (3) Be registered as a health professional with the relevant regulatory body or equivalent;

To: (3) Be registered as a health professional with the relevant regulatory body (i.e. UK – Health and Care Professions Council, Ireland – CORU, or equivalent).

20.61 BSc Hons Environmental Science (with Combinations) (Min 20.32) BSc Hons Geography (with Combinations) (Min 19.175)

At its meetings in November 2019 (Min 19.175) and January 2020 (Min 20.32), the Advisory Group had considered proposals to change the requirement of compulsory STEM / science A-Level to a preference for a STEM / science A-Level from September 2020 entry to Geography and Environmental Science programmes. The Advisory Group had been of the view that this was unclear for applicants and that the word ‘preference’ should not be used in the prospectus but that the Faculty could use this criterion in the selection process in the event of oversubscription.

Professor Aine McKillop advised that the Faculty was content not to include ‘preference’ in the prospectus.

ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/20/13)

20.62 BSc Hons Business Studies at City College, Doha (APAG/20/13a)

The Advisory Group considered a proposal and Resourcing Plan to offer Levels 4 and 5 of BSc Hons Business Studies at City College, Doha, Qatar in full-time and part-time modes from September 2020. It noted that:

- Level 6 of the programme had been approved in May 2019 for delivery to University students at City College under a franchise arrangement;
- City College’s resources had already been reviewed and approved as part of the evaluation event for the Level 6 provision;
- the approved Level 6 provision had not recruited as expected as the market analysis had been erroneous; the new anticipated intake of 15 rising to 35 was considered realistic;
- the two main target markets for Level 4 entry were Qatari Year 13 students who had completed relevant Level 3 qualifications and Year 12 students who had completed either AS level and / or a High School Leaving Certificate and who then

- joined an IFP at City College and would continue their studies on the undergraduate programme at City College;
- the College had moved to online provision owing to the pandemic; the Faculty would require staff at City College to undertake induction seminars for online teaching, learning and assessment; as the curriculum belonged to Ulster University much of the material was already online;
 - the withdrawal of the BSc provision at QAHE would give capacity for Faculty staff to manage Levels 4 and 5 at City College;
 - the Faculty proposed approval without evaluation as the provision which included Level 6 of the programme had been successfully evaluated and approved in 2018/19;
 - the proposal did not include the required Faculty Assessment and, when a Faculty proposed to dispense with an evaluation event, supplementary external assessment;
 - additional City College staff to those who had been identified for the evaluation in May 2019 were required for this proposal;
 - a significant increase in library stock at City College was required to accommodate the proposal;
 - the programme had not yet been updated in CMS.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved without evaluation, subject to submission of the required documentation (Faculty Assessment, supplementary External Assessment, an overview of the changes since May 2019, a review and documentation of additional staffing and other resources at City College available to support the provision) and the programme being revised in CMS to incorporate the proposal for review by the Academic Office.

20.63 MSc Strategic Accounting (Extended) (APAG/20/13b)

The Advisory Group considered a proposal to introduce a September intake to the programme from September 2020. It noted that:

- the current extended programme which incorporated additional 60 credits at Level 6, received by the Group in November 2019 (min 19.165 refers), was structured for a January start but market feedback now indicated that students preferred a September start;
- the proposed changes would align the structure of the programme and delivery of modules with existing programmes which shared modules;
- external examiner support had been obtained;
- the Faculty Accountant had confirmed that there were no additional resources associated with this proposal and it did not therefore require a Resourcing Plan;
- given the current pandemic, the Faculty agreed to consider retention of the January intake as well as introducing a September start.

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

20.64 FdSc Leadership and Management at South Eastern Regional College (Lisburn) (APAG/20/13c)

The Advisory Group considered a proposal to revise the title of the programme to FdSc Management from September 2020. It noted that:

- the proposed change in title was an outcome of the revalidation event in January 2020; the revalidation panel had expressed concern that the current title was adversely affecting recruitment;
- the new title would align with the revised title of BSc Hons Management for the Faculty's BSc Hons Management and Leadership Development (min 19.171 refers), to which the Foundation degree would articulate;
- external examiner support had been obtained.

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

20.65 BSc Hons Business Information Systems (APAG/20/13d)

The Advisory Group considered a proposal to revise the title of the programme to BSc Hons Business Analytics from 2020/21. It noted that:

- the change in title reflected the global business environment;
- in addition to the title change, new modules had been introduced with a focus on business analytics; with the introduction of these new modules, accreditation would be sought from professional bodies such as the Chartered Institute of Marketing and the Association of Chartered Certified Accountants;
- no new resources were required;
- external examiner support had been obtained.

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

20.66 Postgraduate Certificate of Professional Development Framework (APAG/20/13e)

The Advisory Group considered a proposal to deliver a 15-point module BMG850, Mini MBA, at ITT Dublin as an outcentre from April 2020, and to add it to the framework. It noted that:

- this was a stand-alone 15 credit-point module;
- ITT was a long-standing partner of the University and did not therefore require institutional outcentre approval;
- this arrangement was not part of an existing contract and would therefore require an agreement to be drawn up;
- external examiner support had been obtained.

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

20.67 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

No intake

MSc Management and Corporate Governance at HKU SPACE.

Last intake 2017/18

FdSc International Culinary Arts Management (PT) at Southern Regional College (Newry).

Last intake 2018/19

FdSc International Hospitality Management (FT/PT) at Belfast Metropolitan College (Titanic);

FdSc International Travel and Tourism Management (FT/PT) at Belfast Metropolitan College (Titanic);

FdSc International Hospitality Management (SALTs Subject Network) (FT/PT) at North West Regional College (Strand Road), South West College (Enniskillen) and Southern Regional College (Newry);

FdSc International Travel and Tourism Management (SALTs Subject Network) (FT/PT) at North West Regional College (Strand Road), South West College (Enniskillen) and Southern Regional College (Newry);

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

Last intake 2019/20

BSc Hons Business Studies at QAHE.

20.68 PROSPECTUS, RECRUITMENT WINDOWS AND LATE TO MARKET COURSES (APAG/20/14)

Ms McCart presented a report on the Prospectus, Recruitment Windows and Late to Market Courses (min 20.10 refers). She noted the key recruitment and prospectus milestones/deadlines for both domestic undergraduate and postgraduate recruitment, the key steps in creating the prospectus, the implications for course marketing when key milestones/deadlines were not met and the mitigations that could be deployed if courses were launched late in the recruitment cycle.

The Advisory Group also noted that:

- the hard copy prospectus remained valuable for key audiences of careers teachers, international agents and parents of international undergraduate applicants;
- the postgraduate recruitment cycle was driven, inter alia, by the international markets where a prospectus was required a year prior to the intake year; the September 2021 prospectus was now in development and would be published in June; any courses not approved by the Academic Planning Advisory Group at its March meeting would not be included in the September 2021 GE Prospectus;
- CMA guidance for consumer protection had implications for the publishing of the prospectus and its online listing; prior to offers being made, the prospectus was an important tool for informed decision-making especially at the point where undergraduate students made their choices through UCAS; once applications were made, the OLP would become the source to create a durable format PDF which was provided to students as part of their offer letter;
- Marketing recommended that the OLP be locked once offer-making was underway in the year prior to entry; this approach would be developed further through CMAC and its working groups;
- as course marketing, the recruitment windows and fulfilment of CMA guidance were inextricably linked, Marketing recommended that a training programme on Course Marketing be developed that:

- ensured understanding of the recruitment cycle and the implications of missing key milestones or deadlines;
- demonstrated the tools, process and budget considerations for those courses that are launched outside of the recruitment windows;
- delivered CMA training within the wider context of course marketing to support CMA compliance.

AGREED:

- (i) that Ms McCart be invited to add an executive summary of bullet points to her paper;
- (ii) that the Course Marketing training programme be further developed through the CMAC Working Group and engagement with Faculty Leadership Teams and relevant professional departments.

20.69 ENROLMENT ON NEW PROGRAMMES APPROVED FOR 2017/18 AND 2018/19 (APAG/20/15)

As agreed at the last meeting (min 20.33), the Advisory Group received a statement of enrolments for the first three intakes for courses approved for 2017/18 and the first two intakes for courses approved for 2018/19. It noted that recruitment to a small number of the courses increased after the first or second intake, but recruitment to others was consistently weak.

Dr Crothers proposed to add projected intakes from Resourcing Plans to the Academic Plan in order to assist Faculty monitoring.

AGREED:

- (i) that a statement of enrolments for the first three intakes and the first two intakes for courses approved for entry in the previous two academic years be received by the Advisory Group on an annual basis;
- (ii) that the projected student intake figures included in the Resourcing Plan for new proposals be noted in the Academic Plan;
- (iii) that this statement of enrolments be attached as an appendix to the Advisory Group's report to the Academic Standards and Quality Enhancement Committee.

Duration: 3 hours 5 minutes

AG/AGF 2.4.20