

## UNIVERSITY OF ULSTER

### ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 20 May 2020 by Skype

#### PRESENT

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

#### IN ATTENDANCE

Mrs A Garland (Secretariat), Mr S McFarland (Finance representative from September 2020), Professor R Fee (Mins 20.81 – 20.83), Mr M Davidson (Min 20.81), Dr A Hunter (Min 20.82), Dr F Ashe, Dr M Braniff, Professor K Lasslett and Ms S McCall (Min 20.83), Dr M Keenan (Mins 20.84 – 20.86), Dr N Blair and Dr B Magee (Min 20.85), Professor A McKillop, Ms U Chaney and Dr H McGarvey (Mins 20.87 – 20.89), Professor H Farley (Mins 20.90 – 20.92), Dr S Moffett (Min 20.91), Ms D McWall (Min 20.92)

APOLOGIES: Mrs C McCarthy

#### 20.70 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 26 March 2020 were confirmed as an accurate record of the meeting.

#### MATTERS ARISING

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

It was noted that a signed copy of the Memorandum of Understanding for the provision of two Psychology short-course modules offered at a new outcentre (hotel) in Abu Dhabi had now been forwarded to the Academic Office by Global Engagement.

#### 20.72 Proposed MSc Artificial Intelligence (PT) at Hong Kong University SPACE Proposed MSc Internet of Things (PT) at Hong Kong University SPACE (Mins 20.42, 20.20)

It was noted that the Academic Office had received confirmation from the Faculty regarding validation costs.

#### 20.73 BSc Hons Computing Science (FT) (JN) (Min 20.43)

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 now been received from the external examiner.

20.74 BSc Hons Computer Science (FT) (ME) (Mins 20.44, 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.

20.75 Proposed PgCert/PgDip/MSc Remote Sensing and Geographic Information Systems (PT) (DL) (Min 20.57)

It was noted that the award had been confirmed as PgDip/MSc (with PgCert exit award) in line with the other postgraduate programmes in the School of Geography and Environmental Sciences.

20.76 Proposed Pathway to HE in Health (FT/PT) at McTimoney College  
Proposed Master's 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 (Min 20.58)

At its meeting on 26 March 2020, the Advisory Group had agreed that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal to offer the programmes from September 2020, and January 2021 (MSc Animal Manipulation (Chiropractic) / MSc Animal Manipulation (Osteopathy)), be approved to proceed to planning and evaluation, subject to a successful outcome of the first stage of the Due Diligence process including SLT approval and clarification from the Faculty regarding the name of the institution.

The Chair reported that approval had now been granted by SLT and that preparations for the evaluation event could progress.

It was noted that Quality Enhancement had confirmed its name as McTimoney College of Chiropractic, but the Faculty had subsequently advised that its Agreement was with a body with the name of the College of Health. The Faculty was seeking clarification from the College on the legal name of the organisation to be recognised under Ordinance XXVIII.

20.77 MSc Pharmaceutical Sciences (FT) (Min 20.59)

It was noted that the Faculty had advised that the introduction of the full-time on-campus mode would be postponed until September 2021.

20.78 BSc Hons Business Studies at City College, Doha (Min 20.62)

At its meeting on 26 March 2020, the Advisory Group had agreed that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal to offer Levels 4 and 5 of the programme at City College, Doha, in full-time and part-time modes from September 2020, be approved without evaluation, subject to

submission of 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).

It was noted that the required documentation had not yet been received.

## CHAIR'S COMMUNICATIONS

### 20.79 Resourcing Plans for Programmes Undergoing Revalidation (Mins 20.46, 20.16)

At the last meeting of the Advisory Group in March, the Chair had 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 reported that the intention was to support the Advisory Group and Faculties in assessing the sustainability of provision and that, as indicated at the last meeting, he had discussed the implications of this requirement for the workload of Faculty Accountants with Ms Lucia O'Connor, Deputy Director of Finance.

It was noted that it would be necessary for this information to be received by the Advisory Group in time for faculties to take account of any suggestion from the Group and before detailed preparations for revalidation were made.

The Chair reported that the intention was to develop a dashboard comprising information on financial matters, student history, recruitment and quality enhancement statistics. The Chair advised that he would discuss this development with Dr Crothers.

## COURSE PLANNING

### ACCESS, DIGITAL AND DISTRIBUTED LEARNING (APAG/20/20)

- 20.80 It was noted that Access, Digital and Distributed Learning (ADDL) had been reorganised and that in future business previously recorded under ADDL would appear under the heading of the Distributed Education Board, the quasi Faculty which had oversight of non-Faculty courses and the frameworks for the Certificate of Personal and Professional Development and Postgraduate Certificate of Professional Development.

### FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/20/16)

- 20.81 Proposed Advanced Diploma in Intelligence Management (PT) at Specialist Operations Branch (SOB) Training, PSNI (APAG/20/16a)

The Advisory Group considered a proposal to introduce an Advanced Diploma in Intelligence Management in part-time mode at Specialist Operations Branch (SOB) Training, PSNI from August 2020. It noted that:

- the proposal was the result of a tender competition for the accreditation of internal PSNI intelligence training and was a two-year programme for trainee Intelligence Officers; the contract had been awarded for three years;

- there had been a collaborative partnership between the University and PSNI C3 Training since 2014;
- a PSNI review had resulted in the Advanced Diploma in Intelligence Policing and the Advanced Diploma in Intelligence Management, which were validated by the University, being withdrawn; the proposed programme would replace both;
- the programme, which consisted of two pathways for different categories of staff (Intelligence Collectors and Intelligence Managers), would be compulsory for all new trainee Intelligence Officers in PSNI; students would be registered on the same modules but taught separately for two out of the four modules;
- 200 students would undertake the programme over three intakes;
- students who successfully completed the programme would be eligible to enrol on the University's BSc Hons Criminology and Criminal Justice (Applied Practice) programme or Level 6 of the proposed BSc Hons Policing and Criminology (Applied Practice) which had been recommended for approval to proceed to planning and evaluation by the Advisory Group in March (min 20.50 refers);
- adequate library stock existed;
- all PSNI trainers on the programme had significant experience and expertise in the field and held teaching qualifications from the University;
- the Faculty Accountant had confirmed that a detailed Resourcing Plan was not required in view of the costed tender process and, as all teaching and assessment were carried out by the partner, there were no resource implications which were not met through the anticipated validated fee income.

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

#### 20.82 Undergraduate Honours Subject: Education (Minor) (APAG/20/16b)

The Advisory Group considered a proposal and Resourcing Plan to offer Undergraduate Honours Subject: Education (Minor strand), currently available in full-time mode at the Coleraine campus, additionally at the Magee campus from 2020/21. It noted that:

- the new location had been supported by the Revalidation Panel in March, subject to approval by the Advisory Group and the Academic Standards and Quality Enhancement Committee;
- external examiner support had been obtained;
- the provision had been restructured and streamlined for revalidation which allowed capacity to expand delivery to Magee;
- five new combinations were anticipated at Magee, with Majors in Business, Computing, Irish, Drama and Music; previously Education had combined with Business, Computing and Irish at Coleraine before campus rationalisation had resulted in the relocation of these subjects to the Magee campus; there was therefore historical data to support these combinations; Music and Drama would be new combinations;
- mileage required to facilitate staff travel had been included in the Resourcing Plan;
- additional library resources would be required, the cost of which was within the library resource allocation for the School of Education; most of the resources were electronic;
- the intake in September 2020 would be managed through Clearing; Ms McCart would work with the School to publicise the new location;
- Mrs McEvoy highlighted the need to ensure that prospective applicants were made aware that the provision did not lead to a teaching qualification; Dr Hunter

confirmed that this was made clear to all prospective applicants and that the placement provided opportunity to undertake training in industry as well as in a teaching role;

- it was envisaged that a member of the teaching team would be present at the Magee campus at least one day per week;
- the School was planning for online delivery for September 2020 owing to the Covid-19 lock-down.

Mrs Peden reminded the Group that only electronic resources could be provided for all provision during the current lock-down period.

It was noted that a recommendation had not been received from the Campus Co-ordinating Group which was responsible for considering new combinations.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to confirmation from the Campus Co-ordinating Group that the proposed new combinations were approved. [Secretary's Note: this was received on 21 May.]

#### 20.83 Undergraduate Honours Subject: Politics (Single/Major/Minor) (APAG/20/16c)

The Advisory Group considered a proposal to revise the title of the subject to 'Politics and International Studies' (Single Honours, Major and Minor strands) from 2021/22. It noted that:

- the new title emphasised the strong existing focus on international studies and would support the marketing of the degree by appealing to a wider market;
- revisions had been made to three modules to clarify and strengthen the existing international focus of the degree;
- the effective date for the revised modules was September 2020 and the effective date for the revised title was September 2021;
- Central Admissions would ensure school careers teachers were made aware of the new title;
- entry requirements remained unchanged;
- external examiner support had been obtained;
- there were no resource implications.

It was noted that the School was also planning for online provision for September 2020 owing to the Covid-19 lock-down.

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

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT  
(APAG/20/17)

#### 20.84 BA Hons Architecture (APAG/20/17a)

The Advisory Group considered a retrospective proposal to introduce the integrated International Foundation Year (IFY) in BA Hons Architecture for 2019/20 only. It noted that:

- the degree had accepted one student to the IFY in 2019/20;
- the proposal was to ensure that records of the programme were correct;
- Architecture was not one of the degrees approved for introduction of IFY.

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

20.85 PgCert/PgDip/MSc Construction Business and Leadership (with Management Specialisms) (APAG/20/17b)

The Advisory Group considered a proposal to revise the title of the programme to PgCert/PgDip/MSc Construction Management from 2020/21. It noted that:

- the existing programme had 12 taught 15 credit-point modules, six of which were compulsory, students taking a further two optional modules in one of three management specialisms;
- the proposal was to remove four optional modules and to create a single pathway comprising eight compulsory modules;
- the revisions were aimed at enhancing the academic coherence of the programme and improving delivery efficiency;
- the revised title more clearly reflected the content of the revised programme and aligned with an internationally recognised construction discipline (construction management);
- external examiner support had been obtained and the professional body and students had been consulted;
- as several current part-time students had expressed a preference to graduate with the current title (Construction Business and Leadership), the revised title would only apply to new students commencing in September 2020;
- the new title and streamlined content would be conveyed to industry through the School's extensive partnerships with industry and the industrial liaison panels;
- Ms McCart would work with the School to market the new title;
- applications for this programme tended to be submitted late in the cycle; only a small number of applications had been received and these applicants would be contacted by Central Admissions regarding the new title and structure of the programme.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal for a revised title be approved for students commencing in September 2020.

20.86 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

No intake

FdEng Engineering at South West College (Dungannon and Omagh) – Automotive Engineering and Wind Turbine Technology specialisms.

Last intake 2018/19

FdEng Civil Engineering at North West Regional College (Strand Road).

FACULTY OF LIFE AND HEALTH SCIENCES (APAG/20/18)

20.87 BSc Hons Health and Wellbeing (APAG/20/18a)

The Advisory Group considered a proposal to offer the programme in full-time mode at the Jordanstown campus from 2020/21. It noted that:

- the programme was currently offered in full-time and part-time mode at Magee and in part-time mode at Jordanstown;
- the Course Team was of the view that there was an opportunity to increase recruitment to the programme's generic pathway if a full-time option was available at Jordanstown;
- since the introduction of the full-time option at Magee numbers had steadily increased with students coming from further education colleges;
- a full-time mode at Jordanstown would provide an articulation route for students from colleges, such as South Eastern Regional College, who did not wish to pursue full-time study at Magee; the Faculty would liaise with the FE colleges to market the new mode at Jordanstown;
- the full-time mode at Jordanstown would be delivered using existing resources within the School; confirmation had been received from the Faculty Accountant that, given no additional costs were incurred, there was no requirement for a Resourcing Plan;
- the proposal would provide another route for practising nurses in Northern Ireland to obtain a degree-level qualification;
- if supported, the proposal would be discussed further at revalidation in July.

Mrs McEvoy raised the issue of internal competition and queried whether a full-time mode at Jordanstown would result in growth or displacement. The Advisory Group expressed concern that the proposal could have a negative impact on recruitment to the full-time programme at Magee and/or the part-time mode at Jordanstown. The Faculty was of the view that there was room for growth and assured the Advisory Group that recruitment on both campuses and modes would be closely monitored.

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

20.88 Postgraduate Certificate in Education for Healthcare Professionals (APAG/20/18b)

The Advisory Group considered a proposal to offer the programme in part-time mode by distance learning from 2020/21. It noted that:

- the programme was currently offered in part-time mode at the Jordanstown campus;
- at the last revalidation, the panel had recommended that an online version of the programme be developed for a wider market;

- Global Engagement had advised that an online programme about education in healthcare would be attractive to international partners; market intelligence also suggested that students from GB would be interested in the programme;
- it would be useful for the School to discuss with Global Engagement and Global Online Education Development support for the preparation and marketing of the programme;
- although the proposed attendance mode was not intended for the domestic market, which was largely commissioned by the Department of Health for face-to-face delivery, recent changes owing to Covid-19 had resulted in online provision;
- two new online versions of existing modules had been added for international students, with existing on-campus modules (blended learning) being retained for domestic students; this was because the current on-campus modules were accredited by HEA and, notwithstanding the current exceptional circumstances, could not be revised without triggering a re-accreditation process;
- the Faculty would in due course seek HEA accreditation for the online modules;
- the reading lists for the new modules would need to be reviewed by the Library to ensure all required resources were available electronically;
- the Faculty Accountant had confirmed that a Resourcing Plan was not required;
- a signed Distance Learning Resource Agreement had been provided and discussion had taken place with the Office for Digital Learning;
- external examiner support had been obtained.

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

#### 20.89 MSc Advanced Nursing Practice (APAG/20/18c)

The Advisory Group considered a proposal and Resourcing Plan to add a new named pathway (Mental Health through the Lifespan) to the programme from 2020/21. It noted that:

- the Faculty had been commissioned four years ago to provide the Advanced Nursing Practice programme; the programme, which had previously been a pathway in MSc Nursing, had recently been approved as an independent programme at revalidation in March (min 19.158 refers);
- there were currently four pathways within the programme;
- the proposal for the new pathway was the result of a successful bid for commissioned business to the Department of Health; the success of the bid had not been confirmed in time to incorporate this pathway as part of the revalidation process;
- the pathway would involve the creation of two new 30 credit-point modules with a clinical focus; curriculum planning had involved service-users and was almost complete;
- external examiner support for the concept had been obtained;
- the School would liaise with Central Admissions once the cohort was identified;
- despite the pressure on the School of Nursing because of the Covid-19 pandemic, the School was to be commended for bringing forward a number of significant new developments.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to external approval of the new modules and the proposal being reviewed by the Academic Office.



ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/20/19)

20.90 Proposed BSc Hons International Hospitality Management (Level 6) (FT) at HTMi Hotel and Tourism Management Institute, Singapore (APAG/20/19a)

The Advisory Group noted that Chair's action had been taken, through Professor Murphy's role as Chair of the Due Diligence Stage B1 panel, on behalf of the Advisory Group to recommend to the Academic Standards and Quality Enhancement Committee that a proposal to offer BSc Hons International Hospitality Management (Level 6) in full-time mode at HTMi, Singapore, from August 2020 be approved to proceed to planning and evaluation. It also noted that:

- the report from the Due Diligence Stage B1 panel, which recommended approval to proceed to the next stage of institutional approval (B2) and course evaluation, would be received by the Academic Standards and Quality Enhancement Committee at its next meeting on 4 June;
- in order to facilitate evaluation in good time to allow recruitment by the college for the first cohort, Chair's action had been taken on behalf of the Academic Standards and Quality Enhancement Committee to approve the recommendation that the proposal proceed to planning and evaluation, subject to SLT approval of Stage A of the Due Diligence process;
- Global Engagement had advised that the necessary documentation to complete Stage A of the Due Diligence process would not be available until late May;
- the duration of the programme was 20 weeks in line with the provision at HTMi, Switzerland;
- the main target market was students who had completed HTMi's own Diploma and Advanced Diploma in International Hotel and Tourism Management and who wished to achieve a UK Honours degree in International Hospitality Management in 20 weeks.

20.91 Postgraduate Certificate in International Business (APAG/20/19b)

The Advisory Group considered a proposal to offer the programme in full-time mode by distance learning from 2020/21. It noted that:

- the stand-alone Postgraduate Certificate had been created for the Springboard contract delivered in part-time mode at Irish Times Training, Dublin;
- the new proposal would use four modules from the online MSc International Business, three of which were part of the part-time Postgraduate Certificate in International Business;
- the Faculty wished to offer the programme as an alternative for current applicants to the campus-based MSc, who could then be exempted for modules which were completed successfully; this could be particularly attractive to international students considering study at Magee or QAHE who might delay a visa application until they were able and ready to travel;
- external examiner support had not been obtained.

Mrs Peden highlighted the implications for the Library in terms of providing an online programme of induction and information literacy for new students.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved, subject to confirmation of external examiner support.

#### 20.92 BSc Hons Accounting and Management (APAG/20/19c)

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

- the use of 'and' in the title had led to the Association of Chartered Certified Accountants incorrectly interpreting the degree as a joint Main/Main award which had resulted in the number of exemptions on completion of the programme being fewer than for a single-honours Accounting degree;
- the revised title reflected the Accounting focus of the degree;
- external examiner support had been obtained;
- as the current title appeared in the online prospectus, all applicants should be informed of the change in title; Central Admissions would circulate an email to advise of the new title and confirm that there was no change to course content;
- it should be ensured that the title was changed on all the marketing material.

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

#### 20.93 TERMS OF REFERENCE AND MEMBERSHIP (APAG/20/21)

The Advisory Group reviewed its Terms of Reference and Membership. It noted that:

- Professor Bartholomew had advised that he would no longer attend meetings of the Advisory Group;
- Mr Stephen McFarland, Head of Management Accounts, would replace Mrs Emer Thompson as Finance representative from 2020/21;
- the Executive Dean representative was rotated; Professor Durkin had now served two years.

The Chair welcomed Mr Stephen McFarland and thanked Mrs Thompson and Professor Durkin for their valuable contributions. He also thanked the Secretariat for its support in organising and managing the Group's business and to him in his role as Chair.

AGREED:

- (i) that the Chair approach an alternative Executive Dean representative;
- (ii) that the Deputy Vice-Chancellor (Academic) post remain in the membership of the Advisory Group ex-officio.

#### 20.94 SCHEDULE OF MEETINGS 2020/21

The Advisory Group noted the schedule of meetings for 2020/21 as follows:

Thursday, 3 September 2020  
Wednesday, 11 November 2020  
Thursday, 21 January 2021  
Thursday, 25 March 2021  
Thursday, 13 March 2021.

Duration: 1 hour 39 minutes

AG/AGF 22.5.20