

## UNIVERSITY OF ULSTER

### ACADEMIC PLANNING ADVISORY GROUP

Minutes of the meeting held on 13 November 2018 by video-conferencing

#### PRESENT

Professor B P Murphy (Chair), Miss M Ashfaq (for Mrs McCarthy), Dr S Crothers, Professor H Farley (for Professor M Durkin), Mr A G Faulkner, Mrs R McEvoy, Mr D McGivern, Mr S Mottershead, Mrs J Peden, Mrs E Thompson

#### APOLOGIES

Professor P Bartholomew, Professor M Durkin, Mrs C McCarthy

#### IN ATTENDANCE

Mrs A Garland (Secretariat), Professor R Fee (Mins 18.133 – 18.135), Dr C Rhys (Min 18.133) Dr M Keenan (Mins 18.136 – 18.139), Mr P Doherty (Mins 18.136 – 18.139), Dr J Santos (Min 18.136), Dr A Brown (Min 18.137), Dr S Atkinson (Min 18.140), Professor G Armstrong (Min 18.145)

#### 18.124 MINUTES

The minutes of the meeting of the Academic Planning Advisory Group held on 27 September 2018 were confirmed as an accurate record of the meeting.

It was noted that Min 18.80 (31 May 2018) under 'AGREED' should read 'January 2019 start'.

#### MATTERS ARISING

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

It was noted that confirmation of approval by Finance of the premium fee had now been received. Confirmation of the revised course costings was still outstanding but the start date had been postponed to January 2020.

#### 18.126 Report from the Task and Finish Group on Minimum and Maximum Cohort Sizes (Min 18.104)

It was noted that the policy guidelines for internal and external (validated) provision had been considered by the Academic Standards and Quality Enhancement Committee (ASQEC) at its meeting on 22 October. ASQEC had agreed that the policy statements be approved, subject to amendments to Policy II (for external provision) as follows:

- (a) that the language be reviewed to support a rebalancing of intake numbers rather than sanctions for under or over-recruitment (iii and v);
- (b) that the minimum cohort statement (ii) clarify that the cohort size of 15 represents a combined student count for part-time and full-time study modes.

Professor Bartholomew would be consulted to confirm the final version.

18.127 PgCert/PgDip/MSc Nursing (FT/PT) (JN/ME) (Min 18.115)

It was noted that the start date for the new Advanced Nursing Practice pathway was September 2018 but that the full course costing methodology for the new pathway had not yet been forwarded for approval by the Chair. The Faculty had confirmed that the costings were currently being prepared by the Faculty Accountant.

18.128 BSc Hons Sports Studies (FT) (JN)  
BSc Hons Sport and Exercise Sciences (FT) (JN) (Min 18.116)

It was noted that the reduction in asking grades and introduction of an additional assessment as part of the criteria for entry had been postponed and would take effect for the 2020 intake.

18.129 MSc Business Development and Innovation (Min 18.117)

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

18.130 Proposed Postgraduate Certificate in Global Capital Markets (Financial Risk Management) (PT) (JN/Irish Times Training (Dublin)) (Min 18.118)

It was noted that the Faculty had confirmed an intake size of 40 and had advised that 43 students were currently registered.

18.131 Master of Business Administration (PT) (Executive version) (Min 18.119)

It was noted that, at its meeting in September, the Advisory Group had agreed that the Chair be authorised to take action on a recommendation for approval of a proposal to offer the part-time MBA (Executive version) programme and stand-alone 15-credit point module BMG850 ('mini' MBA) at Axiom, Chicago (Outcentre), from 2018/19. No recommendation had however been made to the Academic Standards and Quality Enhancement Committee (ASQEC) in October as the information requested had not been received, nor had any information been provided for this meeting of the Advisory Group.

It was also noted that ASQEC, at its meeting on 30 November, would consider proposed revisions to the process for outcentre approval.

## COURSE PLANNING

### ACCESS, DIGITAL AND DISTRIBUTED LEARNING (APAG/18/34)

18.132 Postgraduate Certificate in Professional Practice (APAG/18/34a)

The Advisory Group considered a proposal to change the title of the programme to Postgraduate Certificate in Graduate Leadership from 2019/20. It noted that:

- the programme was scheduled for revalidation in December 2018;

- the proposed new title better reflected the philosophy, purpose and aims of the programme;
- external examiner support had been obtained.

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

## FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES (APAG/18/35)

### 18.133 Proposed BA Hons Screen Production (FT/PT) (BT) (APAG/18/35a)

The Advisory Group considered a proposal and business case to offer BA Hons Screen Production in full-time and part-time modes at the Belfast campus from September 2019. It noted that:

- the proposal was an outcome of a Faculty-wide ongoing review of existing Media provision, consultation with staff and an extensive review process with stakeholders;
- the resourcing of the programme was in the context of the new Creative Industries Institute and the recent Belfast City Deal which would provide investment in infrastructure;
- Belfast was the preferred campus, but this had not yet been finalised;
- additional staffing resources were required; this would be addressed through replacement posts (1.5 FTE) and strategic investment posts (2.0 FTE) in film/media production and technical support;
- a significant amount of equipment had already been purchased for the BA Hons Media Studies and Production programme at Coleraine which had recently been withdrawn; the programme would continue to be supported as it phased out;
- the MaSN from the Media Studies and Production course would be transferred to the new course;
- the programme would share modules with the existing BA Hons Interactive Media (Coleraine); the two programmes were however differentiated by the media contexts with the proposed programme placing more emphasis on TV production;
- the new programme, which would better meet the needs of students, would focus on production and engagement with industry rather than the idea of media studies;
- it would recruit from the same target market as BSc Hons Cinematic Arts but the catchment area was different; subject to approval, the new programme would be promoted at a forthcoming Careers Teachers' Conference;
- the placement year was optional but it was envisaged that this aspect of the programme would become compulsory once the programme became established;
- Queen's University Belfast had introduced a new BA Hons Broadcast Production; this programme differed from the proposed BA Hons Screen Production in terms of breadth and focus, as well as the tariff requirement;
- the Faculty had consulted with the Marketing and Communications Directorate and with Global Engagement;
- there had been no engagement with the Library prior to submission of the proposal;
- there was a proposed intake of 40 students, with a minimum cohort size of 30 full-time and one part-time; there was a discrepancy between the proposed student numbers on the CA1 course proposal form and the course costings;
- the course costings showed a cumulative surplus of £357k after four years.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation for a September 2019 start, subject to engagement with the Library and clarification of student numbers.

18.134 Proposed MSc Games Design (FT) (BT/DL) (Min 18.65)

The Advisory Group noted that the Faculty had advised that the proposal, which had previously been approved to proceed to planning and evaluation for a September 2019 start, subject to a number of conditions, would not be progressed and that a proposal for a new programme, BDes Hons Games Design, would be submitted in due course.

18.135 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2016/17  
MSc Restorative Practice (JN).

Last intake 2017/18  
Certificate in Restorative Practice (JN).

Last intake 2018/19  
BA Hons Ceramics, Jewellery and Silversmithing (BT);  
BA Hons Media Studies and Production (CE);  
Undergraduate Hons Subject: Media (CE).

FACULTY OF COMPUTING, ENGINEERING AND THE BUILT ENVIRONMENT  
(APAG/18/31)

18.136 Proposed MSc Artificial Intelligence (FT/PT) (JN) (APAG/18/31a)

The Advisory Group considered a proposal and business case to offer MSc Artificial Intelligence in full-time and part-time modes at the Jordanstown campus from September 2019. It noted that:

- the proposal had been informed by a strong research base and was part of the Faculty's strategic plan to increase non-MaSN activity and the number of international students;
- there was currently no similar course offered in Northern Ireland;
- two modules would be shared with MSc Internet of Things;
- September and January intakes were proposed; international students in the January intake would be encouraged to undertake an internship during the summer period; it was anticipated that each year 60% of the student cohort would be part-time and 80% of the year intake would be in the September intake;
- the Faculty had engaged with Global Engagement but not yet with Marketing and Communications; Mr Mottershead stated that he would have welcomed earlier discussion;
- no additional resources were required; the Subject Librarian had confirmed that no additional Library costs were envisaged;

- the full-time cohort would be taught three evenings per week;
- there was a discrepancy between the proposed student numbers stated in the CA1 course proposal form and the course costings;
- the course costings stated that they had been prepared by the Director of Faculty Operations but the Associate Dean confirmed they had been prepared in consultation with the Faculty Accountant; the costings showed a cumulative surplus of £180k after five years;
- there was no entry for this programme in the Academic Plan.

Concerns were raised regarding the student experience for those, in particular international, students starting in January and the internship opportunity that would be available for the January intake but not for those starting in September. It was also noted that it would be important to make applicants aware that the full-time course would be delivered in the evening.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved to proceed to planning and evaluation for a September 2019 start, subject to confirmation of the course costings by the Faculty Accountant and the proposed student numbers.

#### 18.137 Proposed MSc Mechanical Engineering (FT/PT) (JN) (APAG/18/31b)

The Advisory Group considered a proposal and business case to offer MSc Mechanical Engineering in full-time and part-time modes at the Jordanstown campus from September 2019. It noted that:

- the proposal had been informed by a strong research base and was part of the Faculty's strategic plan to increase non-MaSN activity and the number of international students;
- the programme was essentially the final year of the MEng Mechanical Engineering programme with one new module and would therefore not require additional resources; modules were also shared with MSc Advanced Composites and Polymers and MSc Manufacturing Management;
- no other MSc Mechanical Engineering programmes were offered in Northern Ireland although Queen's University Belfast offered an MSc Mechanical Engineering and Management;
- September and January intakes were proposed; international students in the January intake would be encouraged to undertake an internship during the summer period as no modules were offered;
- the financial model was based on cost sharing between this programme (one third) and the existing MEng programme (two thirds); the reason for the discrepancy between the student numbers given in the course costings and the numbers given in Section 11 of the CA1 course proposal form was that the former related to the total student population (MEng and MSc) and the latter related to the new students (MSc only);
- the Faculty had engaged with Marketing and Communications and Global Engagement prior to submitting the proposal;
- the programme had not yet been included in the Academic Plan;
- full-time and part-time students would be taught together during the day;
- the proposed intake was 12 students in Year 1 rising to 25 by Year 6; it was anticipated that each year up to half of the student cohort would be part-time;
- the documentation was not complete in CMS and would therefore be returned prior to approval;

- the CA1 supplementary assessment had now been submitted to the Academic Office and had been circulated on the morning of the meeting to members of the Advisory Group; this supported approval without evaluation.

AGREED:

- (i) that it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved without evaluation for a September 2019 start, subject to inconsistencies in the proposed student numbers in the CA1 and course costings being addressed and the proposal being revised in accordance with guidance provided by the Academic Office and re-submitted with the required supplementary evidence and revised course costings;
- (ii) that the timeline for entering course proposals in the Academic Plan be discussed by Professor Murphy and Dr Crothers and guidance issued to Faculties.

#### 18.138 Programme Suspensions

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

No intake 2018/19

Access Diploma in Computing at South West College (Cookstown (FT/PT), Dungannon (FT), Enniskillen (FT/PT) and Omagh (FT/PT) campuses);  
FdSc Architectural Technology (FT) at South West College (Omagh campus).

#### 18.139 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2014/15

BSc Hons Building Engineering and Materials (JN).

No intake

FdEng Mechanical and Manufacturing Engineering at South Eastern Regional College (Bangor campus).

FACULTY OF LIFE AND HEALTH SCIENCES (APAG/18/32)

#### 18.140 MSc Stratified Medicine (APAG/18/32a)

The Advisory Group considered a course revision proposal to introduce a January intake to the programme from January 2019. It noted that:

- the programme was scheduled for revalidation on 16 November 2018;
- the January start would facilitate more applicants, including international students, who had missed the September intake; enquiries had been received from potential applicants, including an international student, about a January start;
- the January intake had not yet been included in the Academic Plan;
- there were currently 17 students enrolled but the maximum intake was 27 students;
- no modules were currently offered over the summer period but the programme was offered by distance learning, so this might be a possibility in future depending on student demand.

AGREED that it be recommended to the Academic Standards and Quality Enhancement Committee that the January intake be approved, subject to approval by the revalidation panel.

18.141 Proposed MBBS Medicine (FT) (ME) (Min 17.115)

The Advisory Group noted that the start date for the proposed MBBS Medicine would now be September 2020, and not September 2019 as originally proposed. The evaluation event would be scheduled for Spring 2020.

18.142 BSc Hons Biomedical Science (with DPP (Pathology)) (FT/PT) (CE) (APAG/18/32b)

The Advisory Group considered a course revision proposal to change the title of the programme to BSc Hons Applied Biomedical Science from September 2019.

It was noted that the new title had been approved by the revalidation panel and by the Institute of Biomedical Science on 30 October 2018.

AGREED that the recommendation of the revalidation panel to the Academic Standards and Quality Enhancement Committee for approval of the new title be endorsed.

18.143 Programme Suspensions

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

No intake 2018/19

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

18.144 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2017/18

BSc Hons Biotechnology (CE).

Last intake 2018/19

BSc Hons Applied Biosciences (DL).

ULSTER UNIVERSITY BUSINESS SCHOOL (APAG/18/33)

18.145 Proposed MSc Professional Services Operational Delivery (with PgCert and PgDip exit awards) (PT) (JN) (APAG/18/33a)

The Advisory Group considered a proposal and business case to offer MSc Professional Services Operational Delivery in part-time mode at the Jordanstown campus from January 2019. It noted that:

- the Faculty was requesting approval without evaluation on the basis that the programme, with the exception of one module, derived from the PgDip/MSc Global Capital Markets, which had been evaluated in June 2018;
- PwC Operate was providing sponsorship for 15 graduate employees to take the programme in January 2019; this sponsorship would be on an ongoing basis;
- the title had been chosen to reflect the specifications set by PwC;
- there had, to date, been no consultation with Marketing and Communications or Global Engagement; the course was not open-entry;
- the programme had not yet been included in the Academic Plan;
- the course costings showed a cumulative surplus after five years of £118k and were based on charging all students the home fee as they would all be middle management, Belfast-based PwC employees on Northern Ireland contracts.

Discussion took place around the appropriateness of charging all students the home fee regardless of whether they were home students or international students. It was noted that the Faculty was permitted to charge international students the home fee if it wished, but that it was essential that Planning and Finance were notified of any international students on the home fee as this would have implications for statutory returns.

AGREED that:

- (i) it be recommended to the Academic Standards and Quality Enhancement Committee that the proposal be approved without evaluation, as a closed course for PwC employees on a home fee basis, for a January 2019 start;
- (ii) Finance, Planning and Admissions discuss the use of the 'residency' flag to determine a way of identifying international students on home fees and report to the next meeting.

#### 18.146 FdSc Business Services Management (FT/PT) at South West College (Dungannon, Enniskillen and Omagh campuses) (APAG/18/33b)

The Advisory Group considered a proposal to change the title of the programme to FdSc Business Management from September 2019. It noted that:

- the programme was scheduled for revalidation in January 2019;
- College staff, students and the Faculty were in agreement that the new title was more appropriate and would appeal to potential employers;
- external examiner support had been obtained.

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

#### 18.147 Programme Suspensions

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

No intake 2018/19

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

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

## 18.148 Programme Withdrawals

It was noted that the following programmes had been withdrawn:

Last intake 2017/18

Undergraduate Hons Subject: Business Economics (JN) [replaced with Single Hons only];

Undergraduate Hons Subject: Economics (JN) [replaced with Single Hons only].

Duration: 1 hour 25 minutes

16 November 2018

AGF/AG