

PROGRAMME APPROVAL COMMITTEE

CONFIRMED MINUTES of the Fourth Meeting of the Programme Approval Committee in the 2020-21 Academic Session, held on Thursday 21st January 2021 on Microsoft Teams

Present

Heidi King (Chair)	Director of Communications and Recruitment
Charlie Tennant (Executive Officer)	Quality Lead (Programmes)
Nick Hand	DPI, Faculty of Business
Ian Tharp (in attendance)	Deputy Head of School, Human Sciences, Faculty of Education, Health and Human Sciences
Kristina Masuwa-Morgan	DLT, Faculty of Engineering and Science
Constantinos Ierotheou	DLT, Faculty of Liberal Arts and Sciences
Veronica Habgood	DLT, Faculty of Education, Health and Human Sciences
David Puplett	Head of Library Services
Zoe Pettit	Head of School, Humanities and Social Sciences, FLAS
Jenny Marie	Head of Quality and Enhancement, GLT
Karen Brough	Assistant Director of Student Registry, SAS
Debbie Grossman	Planning and Statistics Analyst, PAS
Sam Mujunga	GSU Academic Representation Manager
Sophie Clements	Curriculum Records Officer, SAS
Justin Brunskell (in attendance)	Senior Lecturer, Law and Criminology, FLAS
Jing Bian (in attendance)	Lecturer, Law and Criminology, FLAS

Apologies for Absence

Jane Harrington	Vice-Chancellor
Kate Towner	Assistant Director of Finance (Management Information)
Mayo Femi-Obalemo	GSU Officer

#	Item	Paper Ref.
1.	Welcome and Apologies for Absence	
	The Chair welcomed the Committee members to the fourth meeting of the Programme Approval Committee in the 2020-21 academic session.	
2.	Minutes of the previous meeting	
2.1	Minutes of the previous PAC meeting held 2nd December 2020	PAC 20.068
	The minutes of the PAC meeting held on the 2 nd December 2020 were agreed as an accurate record of the proceedings.	
3.	Matters Arising from the Minutes of the Previous Meeting	
	PAC 20.043 refers. Finance reviewed the Business Plans for the FBUS FPT proposals and any outstanding queries have now been resolved.	

PAC 20.049 refers. FES have now provided a clear rationale for the reinstatement of the Hadlow college programmes.

PAC 20.063 refers. The Director of Communications and Recruitment is still to be met with the Assistant Director of Finance regarding Finance elements of the programme proposal paperwork.

PAC 20.063 refers. Quality Lead (Programmes) produced a final version of the Programme Approval Process outline for sign-off and this was included in the papers presented to the January 2021 meeting.

4. Chair's Actions

The Chair confirmed to committee members, the actions taken outside of the meeting between the 2nd December 2020 and 21st January 2021 meeting. A list is provided below.

- FBUS: Addition of Sandwich mode to UGIC undergraduate programmes (these programmes will not be marketed as having a sandwich mode, and will be to facilitate UGIC students undertaking placements between stage 2 and 3 of their study) – 03.12.2020
- FBUS: Change of mode from full-time to sandwich for MBA Marketing Management – 04.12.2020
- FLAS: MSc Operational Cyber Security and MSc Operational Cyber Security (SBCS, Champs Fleurs) discontinued with effect from 2021/22 – 10.12.2020
- FEHHS: Nursing and Midwifery Degree Apprenticeship programmes discontinued with effect from 2020/21 – 07.01.2021
- FES: Reinstatement of Hadlow programmes for 2021/22 recruitment – 11.01.2021
- FEHHS: Operating Department Practitioner programmes authorised for approval – 14.01.2021
- FBUS: BA H Business Management (Gia Dinh University) reinstated for Feb 2021 intake – 15.01.2021

5. New Proposals

Faculty of Liberal Arts and Sciences

5.1 New Programme Proposal: MSc Law, Regulation and the International Financial System (HKMA)

PAC 20.069-071

Justin Brunskell and Jing Bian were present from FLAS' School of Law and Criminology to present the proposal.

This proposal builds on the on-campus equivalent proposed at the December 2020 PAC meeting (PAC 20.037-039 refers) and will follow the same programme structure. Forecast student numbers are conservative, and the introduction of this programme will also support recruitment for the LLM currently franchised to HKMA. HKMA are a long-standing partner of the University and works with multiple of its Faculties. The Communications and

Recruitment Directorate confirm their support for the proposal. Finance sent notes prior to the meeting confirming the business plan was appropriate.

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6. Programme Changes

Faculty of Education, Health and Human Sciences

6.1 Change of programme duration: PGCert Higher Education – 12 months ***PAC 20.072***

FEHHS confirmed this change allows for the extension of the programmes length in Banner. It will enable students on the programme to spread their study load as they are academic staff. PAS confirmed their support for this. FEHHS re-confirmed this change is requested to take effect from 2021/22.

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Faculty of Engineering and Science

6.2 Title Change: BSc H Human Nutrition – BSc H Human Nutrition and Health ***PAC 20.073***

FES remarked this is an opportunity to differentiate this programme due to developments afoot within NRI. This picks up on the fact the programme is more focused on a health element. It was also prompted by feedback from the professional body. Consultation has been had with FEHHS and students. Students welcomed the change.

The Communications and Recruitment Directorate support the proposal too. FEHHS are seeing out provision in this area so this doesn't impact on Faculty's plans for future. FES gave thanks to Health Sciences School for its support.

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7. Papers to consider

7.1 Final Programme Approval Process ***PAC 20.074***

Quality Lead (Programmes) introduced the final version of the outline of the new Programme Approval Process, describing amendments made since the December 2020 PAC meeting.

GSU asked about how student voice is included within this. The chair clarified that for proposals, there is more reliance on prospective student views, and as part of support for Faculty proposals, Communications and Recruitment speak with Student Ambassadors. The chair said discussions between the Directorate and GSU should continue with respect to market development.

FES requested that PAC support Faculties by notifying them of impending UCAS deadlines to support the optimisation of programme proposals and their recruitment for the first year of delivery.

APPROVED subject to branding refinements

7.2 New Programme Proposal Forms

PAC 20.074i

Quality Lead (Programmes) introduced the draft versions of the New Programme Proposal Form, New Programme Change Form and shared the Draft Website Profile produced by the Communications and Recruitment Directorate and asked for feedback.

The chair confirmed the new curriculum framework will be included within this process in due course, so agility with respect to the process and paperwork was imperative.

FLAS made suggestions regarding the ordering of signatures and the need for resourcing to be explored overall rather than just on-campus provision. It was agreed these parts would be adapted.

FES queried the need for conversion rates. It was agreed just predicted enrolment numbers were required.

It was explained how Finance sign-off would work with signatures acting as confirmation of business plans being approved. It was agreed a comment box for Finance would be added so that PAC could see anything that Finance thought it was important the committee have sight of with respect to a given business plan.

FBUS raised the issue of assumptions behind numbers provided. The chair remarked that PAC doesn't guarantee or decide the allocation of financial resources to proposals. It was suggested a screenshot be included in part B by the Faculty bringing the proposal but it was unclear which section of the business plan it would be best that PAC be privy too.

FBUS also raised the issue of wording with respect to collaborative vs overall partnership provision.

Action: Chair to discuss with Finance requirements for PAC

Action: Quality Lead (Programmes) to meet with PAS and SAS for direct feedback on the forms

Action: Quality Lead (Programmes) to meet with FBUS regarding partnership-related elements within approval documents

Action: Quality Lead (Programmes) to send near final versions to the Chair following feedback so the paperwork can be re-formatted.

8. Discontinuations**PAC 20.075**

The committee received a list of discontinuation proposals which had been checked by CRO ahead of the meeting. Details of each are outlined below.

Faculty of Education, Health and Human Sciences

Discontinuation of Programme:

P11789 PGCE (Prof) Mid Essex Consortium – 2021/22

APPROVED to be discontinued with effect from 2021/22

P13431 PGCE (Prof) Primary Education (Colchester SCITT) – 2021/22

APPROVED to be discontinued with effect from 2021/22

P13436 PG Cert Education (Primary Professional Development) – 2021/22

APPROVED to be discontinued with effect from 2021/22

P13437 PG Cert Education (Secondary Professional Development) – 2021/22

APPROVED to be discontinued with effect from 2021/22

P13478 PGCE (Prof) (Primary Professional Development) – 2021/22– 2021/22

APPROVED to be discontinued with effect from 2021/22

P13479 PGCE (Prof) (Secondary Professional Development) – 2021/22

APPROVED to be discontinued with effect from 2021/22

P12576 FdS Assistant H&SC Practitioner (OfS) – 2020/21

APPROVED to be discontinued out with effect from 2020/21

P12704 FdS Assistant H&SC Practitioner (Medway) (DoH) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P12705 FdS Assistant H&SC Practitioner (Medway) (OfS) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P13372 Cert HE H&SC (OfS) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P13373 Cert HE H&SC (DoH) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P13374 Cert HE H&SC (Medway) (OfS) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P13375 Cert HE H&SC (Medway) (DoH) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P13376 FdS Assistant H&SC Practitioner (DoH) – 2020/21

APPROVED to be discontinued with effect from 2020/21

P13531 FdS Assistant H&SC Practitioner (Higher Apprenticeship) – 2020/21
APPROVED to be discontinued with effect from 2020/21

P13538 FdS Nursing Associate – 2020/21
APPROVED to be discontinued with effect from 2020/21

P13818 FdS Nursing Associate (Medway) (Higher Apprenticeship) – 2020/21
APPROVED to be phased out with effect from 2020/21

Faculty of Engineering and Science

P13441 Meng Engineering Management – 2021/22
APPROVED to be phased out with effect from 2021/22

P13747 BA H Business Admin (FYE) – 2021/22
APPROVED to be discontinued with effect from 2021/22

9. Programme Approval and Review Reports

9.1	Combined Partnership Review and Partner Programme Approval: LLM International and Commerical Law (PIBT), LLB Law (PIBT), LLB Law Senior Status (PIBT)	PAC 20.076
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9.2	Programme Approval: BA H Urban Design	PAC 20.077
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9.3	Programme Approval: MA Design	PAC 20.078
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9.4	Programme Approval: MSc Advanced Chemical Engineering	PAC 20.079
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10. Programme Approval and Review Condition Responses Signed

10.1	LLM International and Commerical Law (PIBT), LLB Law (PIBT), LLB Law Senior Status (PIBT)
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10.2	BSc H Computer Science (Networking) (Extended) (UGIC), BSc H Computer Science (Cyber Security) (Extended) (UGIC), BSc H Computer Science (Data Science) (Extended) (UGIC), BSc H Computer Science (Games) (Extended) (UGIC)
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10.3	BSc H Economics (Extended), BSc H Economics (Extended) (UGIC), MSc Economics (1 Term) (UGIC), MSc Economics (2 Term) (UGIC)
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11. Any Other Business

11.1 FES programme translation onto website

FES raised the issue whereby cross-session modules, due to Banner's structures, was impacting on the programme's webpage and thus having an effect on recruitment.

SAS confirmed other programmes which follow a similar structure can be configured in a more accurate way, and this can be done for FES. The chair suggested FES speak with Claire Tunmore in CRD to explore overriding the website display, but noted this would require regular and manual maintenance.

The chair confirmed discussions are taking place between her and the Director of ILS to look into the flexibility of systems, as rigidity with respect to them can impact on innovation.

12. Date and Time of Next Meeting

Next meeting date: 24th February 2021

Deadline for papers: 15th February 2021 @ 12.00pm

The committee thanked Veronica Habgood for whom this would be the last PAC meeting, commending her service to the committee and her outstanding knowledge and expertise.