PROGRAMME APPROVAL COMMITTEE

CONFIRMED MINUTES of the Seventh Meeting of the Programme Approval Committee in the 2020-21 Academic Session, held on Wednesday 26th May 2021 on Microsoft Teams

Present

Chris Bustin (Chair)	Associate Director, Global Greenwich, CRD
Charlie Tennant (Executive Officer)	Quality Lead (Programmes)
Nick Hand	DPI, Faculty of Business
Kristina Masuwa-Morgan	DLT, Faculty of Engineering and Science
Ian Tharp	Interim DLT, Faculty of Education, Health and Human Sciences
Morag Redfern	Director of Strategic Development, Health and Human Sciences, FEHHS
Sophie Clements	Curriculum Records Officer, SAS
Constantinos Ierotheou	DLT, Faculty of Liberal Arts and Sciences
David Puplett	Head of Library Services, ILS
Kate Towner	Assistant Director of Finance (Management Information)
Etienne Pretorius	Assistant Director of Finance (Management Information)
Zoe Pettit	Head of School, Humanities and Social Sciences, FLAS
Jenny Marie	Head of Academic and Learning Enhancement, ILS
Katarina Thomson	Senior Planning and Statistics Analyst, PAS
Sam Mujunga	Academic Representation Manager, GSU
Mayo Femi-Obalemo	GSU Officer, GSU
Nikki Makinwa (in attendance)	Quality Lead (Programmes)
Ozgur Cinar (in attendance)	Associate Professor in Law, FLAS
Jane Roscoe (in attendance)	Deputy Vice-Chancellor, VCO

Apologies for Absence

Heidi King	Director of Communications and Recruitment
Karen Brough	Assistant Director of Student Registry, SAS
Simon Lewis	Director of Strategic Planning and Business Intelligence

#	Item	Paper Ref.
1.	**Welcome and Apologies for Absence**	

The Chair welcomed the Committee members to the seventh meeting of the Programme Approval Committee in the 2020-21 academic session.

It was confirmed that Etienne Pretorius will be standing in on the committee as Kate Towner's replacement while she is on secondment.

2. Minutes of the previous meeting

2.1 Minutes of the previous PAC meeting held 14th April 2021   *PAC 20.116*

The minutes of the PAC meeting held on the 14th April 2021 were agreed as an accurate record of the proceedings.

3. Matters Arising from the Minutes of the Previous Meeting

PAC 20.096a refers. FLAS have been given sign-off by Finance for their LLB Law in Practice proposal

PAC 20.100-101 refers. Finance confirmed sign-off for the MSc Forensic Psychology programme.

PAC 20.115 refers. FES have now sent the Business Plans for BSc Forensic and Digital Investigation and BSc H Forensic and Digital Investigation with Industrial Placement programmes and are awaiting sign-off.

PAC 20.108 refers. Quality Lead (Programmes) circulated a list of the January start months added to programme as part of the emergency COVD-19 processes. Faculties have completed this task now.

FLAS requested that due to challenges in the Indian market, they wish to defer the decision to add January starts to MSc Computer Forensics and Cyber Security and MSc Computer Science until September 2021. The chair highlighted there were financial implications for removing January starts for these two programmes. Finance remarked that they can offer support to the Faculty if there are resourcing issues for students holding an offer.

It was agreed that the final decision regarding the discontinuation of the January intake for the MSc Computer Forensics and Cyber Security and MSc Computer Science programmes would be deferred to September 2021. The responsibility will be for FLAS to inform PAC in September 2021 if the Jan 2022 start should be removed.

FES raised an issue regarding MSc Food Innovation programmes but agreed to resolve the finer detail of this outside of PAC.

4. Chair's Actions

The Chair confirmed to committee members, the actions taken outside of the meeting between the 14th April 2021 and 26th May 2021 meeting. A list is provided below.
- FES: Addition of May start month for PGCert General Pharmacy Practice – 30.04.2021
- FEHHS: reinstatement of April start month for BSc H Adult Nursing – 04.05.2021

5.   New Proposals

Faculty of Business

5.1	**New Programme Proposal for-**	*PAC 20.117*

- **BA H Business with programme suite (Year 2 Entry)**
- **BA H Business Management (Year 2 Entry)**
- **BA H Adv and Digital Mktg (Year 2 Entry)**
- **BA H Hosp Mgmt (Year 2 Entry)**
- **BA H Acc and Finance (Year 2 Entry)**
- **BSc H Fin and Invest. (Year 2 Entry)**
- **BSc H Economics (Year 2 Entry)**

FBUS confirmed the programme content is not new, and that the proposal supports recruiting students to year 2 direct entry for the relevant fee. The anticipation is that year 2 entry will increase.

The current year 3 entry codes will be discontinued, and future year 3 entries will be put on as direct entry onto the year 2 entry programme codes. There will be no difference in teaching and operations costs.

The chair added there is a similar issue for FES final year entry programmes and that FES should consider taking a similar approach. The chair also confirmed that they would speak to FLAS separately regarding a similar approach for particular programmes in their Faculty.

AUTHORISED

Faculty of Liberal Arts and Sciences

5.2	**New Programme Proposal: BSc H Computer Science (Artificial Intelligence) (Extended) (UGIC)**	*PAC 20.118*

It was confirmed his programme was missed from the original paperwork for the UGIC pathways of FLAS' computing programmes with endorsements. There would be no financial implications due to the standard UGIC year 0.

AUTHORISED

Faculty of Engineering and Science

5.3	**Programme Reinstatement: BEng H Product Design and Development (Degree Apprenticeship)**	*PAC 20.119*

The suspension request was originally put in due to lack of expertise within the Faculty. The Faculty is now receiving interest in the programme from SMEs. Due to concerns over economies of scale, the programme will make use of existing modules.

FES confirmed that while there are low numbers due to there not typically being that many on apprenticeship programmes, there may be additional visits by mentors. Finance added that in future such proposals should be accompanied by costings.

FLAS recommended that the Faculty grow the provision with larger companies in future. The DVC added they would like to see evidence of how this programme will be built upon in future.

APPROVED

5.4   New Programme Proposal for-
- **FdEng Civil Engineering (LSEC)**
- **FdEng Electronic and Electrical Engineering (LSEC)**
- **FdEng Mechanical Engineering (LSEC)**
- **FdEng Civil Engineering (Extended) (LSEC)**
- **FdEng Electronic and Electrical Engineering (Extended) (LSEC)**
- **FdEng Mechanical Engineering (Extended) (LSEC)**

FES introduced the proposal to say it covers areas already supported by the Faculty with the suite of subject areas already being delivered at the partner LSEC. The partner wishes to build their portfolio with FES on the engineering side. Market demand has arisen from FE offerings and interest in the college's level 3, 4 and 6 provision. FES clarified they have a mutual understanding with LSEC to ensure markets for students at level 4 do not overlap.

PAS asked if the arrangement would be on a QA basis as it is not clear from the paperwork. FES agreed to re-clarify the answer to this question in revised paperwork. Finance commented also that they were yet to see the Busines Plan, though FES mentioned that this had been sent to the relevant Finance colleague and were awaiting feedback.

Action: FES to seek a chair's action after revision to paperwork particularly with respect to whether the programme will be on a Franchise or QA basis and seeking sign off from Finance on the Business Plan.

5.4   New Programme Proposal: MSc Biotechnological Sciences (MSA, Cairo)

Presently MSA is offering mainly undergraduate provision and this would introduce more into their PGT portfolio. MSA will ned to receive approval from the Egyptian authorities so the proposal is to start in February 2022.

The chair wondered how discussions on fees were concluded and that if the fee remained low, costs for supporting the programme would need looking at. FES confirmed they looked at the current support model and there would not be much of an additional overhead. Finance remarked they had not seen

the Business Plan for the proposal, though FES replied to say that the Business Plan was sent to the relevant colleague.

ILS commented that lots of smaller modules with smaller credit rating increases the amount of assessment which would increase costs in terms of moderation. FES added that the credit rating was in accordance to Egyptian frameworks though an exercise was undertaken to map this to UK credit rating and this did not present a cause of concern.

FLAS questioned the inclusion of endorsements rather than separate programme codes, and FES confirmed the partner was happy with this.

The chair raised an issue regarding the amount of chair's actions required following the meeting.

Finance highlighted the issue can be with the timing of proposals being sent through. It was recommended paperwork be ready to send to Finance two weeks before a given PAC meeting. Finance also highlighted that if there are issues with responsiveness then this should be escalated to senior Finance staff.

Action: FES to seek a chair's action after revision to paperwork particularly with respect to seeking sign off from Finance on the Business Plan.

Action: QL (Programme) to speak with Director of Comms and Recruitment regarding the number of proposals requiring chair's actions outside of meetings.

6. Programme Changes

Faculty of Business

6.1	**Addition of Distance Learning Mode for**	*PAC 20.124*

- **BA H Business Studies (Final Year Entry)**
- **BA H Business with Accounting (Final Year Entry)**
- **BA H Business with Finance (Final Year Entry)**

These proposed changes offers Distance Learning mode further in advance to support recruitment. If the students elect Distance Learning then they are tied to that. UKVI's line on switching modes of study is being monitored and if this changed the University could be more flexible. FBUS confirmed this was still just an interim solution due to COVID-19 restrictions in the UK and abroad.

APPROVED

Faculty of Liberal Arts and Sciences

6.2	**Addition of Sandwich Mode: UGIC BSc H Computer Science suite of programmes**	*PAC 20.125*

FLAS commented this was requested by UGIC as students would like to undertake a placements and currently there is a challenge as students would at present need to be moved to the on-campus programme code. The chair highlighted that historically the answer to this would be no due to international compliance - FLAS was unsure as to whether there was a change in international compliance policies.

Finance queried whether there were any costs associated to a placement. FLAS clarified students currently pay £1000 for their placement year. Finance commented that therefore they may be an income hit if students do take up a sandwich mode of study and are as a result unable to repeat failed modules though recognise it is relatively small numbers of students that would fall into this situation.

APPROVED

Action: The chair will speak with International Compliance regarding the proposal and check if there are any policy changes required.

Faculty of Engineering and Science

6.3	**Change to length of programme from 4 years to 5 years: BEng H Product Design and Development (Degree Apprenticeship)**	*PAC 20.126*

The programme was approved as four years but apprenticeships standards now require 60 months minimum, so this proposal ensures the programme matches with said standards. It also fits with other developments within the Faculty.

CRO commented that this change of length was not aligned to the reinstatement request. FES replied saying they were happy to align the requests. The committee agreed this was fine.

APPROVED

7.	**Papers to consider**	
7.1	**Curriculum Framework**	*PAC 20.127*

ILS presented the paper. The Curriculum Framework has been aligned to the refreshed 2030 strategy and it is hoped it will be embedded into the programme approval process for new programmes, specifically within the programme proposal form and paperwork for standing approval panels. ILS' Learning Enhancement team will be supporting colleagues with curriculum development.

The chair welcomed the proposal and asked about guidance, to which ILS replied there will be a Moodle site to cover that. The DVC commented that the piece of work will fit well into the Student Success Strategy and the earlier questions help develop the future portfolio.

FEHHS queried whether the questions on the framework would be a measure by which to authorised or not authorise programmes for approval. It was confirmed it was more so that colleagues could receive feedback from the committee along with authorisation for approval.

FLAS asked whether this applied to all proposals, and it was agreed by the committee that it should. FES commented this was a brilliant proposal and should be looked at also in the Annual Programme Review process.

APPROVED

7.2 Late change requests

QL (Programmes) informed the committee that the QA team will be looking into a more formalised and structure late change request process so that parties are clear on what is likely and not likely to be accepted as a late change and also to support when the current approver, the Assistant Director (Student Registry) is absent and a request is urgent. The DVC welcomed the proposal to look at a late change process.

7.3 PSRB register updates (standing item)

There were no updates from Faculties to the register. PAS welcomed the new standing item as it will be useful for Unistats returns.

8. Discontinuations

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

PAC 20.128

Faculty of Business

Discontinuation:
FBUS UG Final Year Entry Suite of Programmes
APPROVED to be discontinued with effect from 2022/23

Faculty of Education, Health and Human Sciences

Discontinuation:
P13763 ProfGCE (Further Education and SS) (Kingston), P13769 ProfCertEd Further Education and SS) (Kingston)

APPROVED to be discontinued with effect from 2020/21

	Faculty of Engineering and Science	
	Start Month Discontinuation:	
	P11544 MSc Marine Engineering Management (NYC Athens) – December, January and March	

9. *APPROVED to be phased out with effect from 2022/23*

	Programme Approval and Review Reports	
9.1	**Programme Approval: UGIC FLAS and FES Computing Pre-Masters**	*PAC 20.129*
	APPROVED	
9.2	**Programme Approval: Return to Practice (NMC)**	*PAC 20.130*
	APPROVED	
9.3	**Programme Approval: BSc H Operating Department suite of programmes, BSc H Operating Department suite of programmes at Truro and Penwith**	*PAC 20.131*
	APPROVED	
9.4	**Programme Approval: PGDip Enhanced Professional Practice**	*PAC 20.132*
	CRO raised that the programme was proposed originally without endorsements and that there was a query outstanding on the mode of study and start months.	
	APPROVED **Action: FEHHS to liaise with CRO to confirm the endorsements, start month and mode of study for the programme**	

10.	**Programme Approval and Review Condition Responses Signed**
10.1	**UGIC FLAS and FES Computing Pre-Masters**
10.2	**PGCE (Further Education and SS) Level 6 (Sutton College), ProfCertEd (Further Education and SS) Level 5)**

11.	**Any Other Business**
	No items of any other business were raised

12.	**Date and Time of Next Meeting**
	Next meeting date: 23rd June 2021
	Deadline for papers: 14th June 2021 @ 12.00pm