

**Academic Committee
Minutes**

Minutes of the fifth meeting of the Academic Committee which took place on Monday, 28 April 2008 in the Boardroom, HETAC Offices, 26/27 Denzille Lane, Dublin 2 at 11:15 a.m.

PRESENT:

Chairperson:	Prof. Tom Boylan	
Secretary:	Dr. Bryan Maguire	
	Ms. Tine Holm	
	Ms. June Hosford	
	Mr. Tomás MacEochagáin	
	Dr. Diarmuid O'Callaghan	

APOLOGIES:

	Ms. Bernadette Farrell
	Dr. Carol Gibbons
	Rev. Darren McCallig
	Ms. Marion Palmer

IN ATTENDANCE:

	Mr. Joe Cox (Item 9 - 10)
	Ms. Tara Ryan
	Ms. Mary Sheridan (Item 4)
	Mr. Liam Tracey (Item 9 - 10)
	Ms. Caitriona Lawless

1. Committee Business

The Minutes of the Meeting of 3 March 2008 circulated as ACC/M4 had been circulated electronically to Committee Members and were also circulated at the Council Meeting on 7 April 2008. The Minutes were CONFIRMED and SIGNED.

1.2. Matters Arising

ACC/A4/9.5.2. 3 March 2008

The Committee NOTED that contrary to information given during the course of the discussion on the above item at the previous meeting of the Committee, learners are not required to rescind their original major award if they successfully graduate with a second award at the same level e.g. in the case of Postgraduate Diplomas and Masters Degrees at Level 9. The Committee NOTED that in some instances, learners can receive two major awards at the same level provided additional work specified is completed. The Committee RECOMMENDED the communication of clarification and appropriate wording to providers would be a more effective method of dealing with this situation than a change of policy. The Committee also RECOMMENDED that providers include the titles of embedded programmes and associated awards on Diploma Supplements.

The Committee REQUESTED greater opportunity to raise items for Council's attention and to suggest future agenda items for discussion. The Committee AGREED that the opinion of the Committee should be included on any Explanatory Memoranda accompanying items which have been recommended by the Committee for approval, decision etc. by the Council.

2. Advice to Council regarding matters of Academic Policy and Procedures

2.1. Policy on Support and Monitoring of New Providers

The Committee NOTED the Explanatory Memorandum and the Policy Document on Support and Monitoring of New Providers circulated as ACC/A5/2.1.1 and ACC/A5/2.1.2 respectively. The Committee QUESTIONED the boundary between the roles of mentoring and monitoring.

The Committee REQUESTED the Executive to formalise the monitoring section of the proposal and RECOMMENDED this section to Council for adoption and further REQUESTED the Executive to reflect on the support aspect. The Committee NOTED that HETAC staff can not be members of provider Exam Boards and are only present at same, in an advisory role on the invitation of the provider.

2.2. Institutional Reviews

The Committee NOTED the Explanatory Memorandum, the Supplementary Guidelines and the Progress Report on Institutional Review circulated as ACC/A5/2.2.1 to ACC/A5/2.2.3. respectively. The Committee CONGRATULATED the Executive on the well produced, concise and very helpful document which had been drafted. The Committee REQUESTED further development of the text relating to Institutions providing programmes leading to Joint Awards and some clarification in relation to Objective 5. The Committee SUGGESTED that soft copies of the Supplementary Guidelines for Institutions should contain a hotlink to current versions of the relevant policy documents listed throughout. The Committee COMMENDED the document as an excellent model of EU Quality Assurance best practice and looks forward to the results of the initial phase of the Review process.

3. Academic Quality Enhancement Guidelines

No business.

4. Awards Standards

4.1. Complementary Therapies

The Committee NOTED the Complementary Therapies – Issues and Recommendations Document circulated as ACC/A5/4.1. The Committee AGREED with the Executive's recommendation to deal initially with just three clearly definite therapies, namely, Acupuncture, Herbal Medicine and Traditional Chinese Medicine, all of which are classified as high risk to patients and have a scientific base and RECOMMENDED this approach to Council.

5. Recognition of Professional Awards

No business.

6. Institutional Review Reports

No business.

7. Implementation of Recommendations of Review Panels

No business.

8. **Quality Assurance Procedures for Agreement**

No business.

9. **Validation of Programmes of Higher Education and Training**

9.1. **Newly Validated Programmes under Delegation of Authority**

The Committee has NOTED that a policy on the determination of credits for particular minor awards which may be operated at several Institutes of Technology with variances in the credit weightings, will be developed shortly. Conventions for the titling of Minor and Special Purpose Awards are also subject to ongoing national discussions. Programme titles should be considered provisional.

9.1.1. Institute of Technology, Sligo

The Committee NOTED the content of the Explanatory Memorandum circulated as ACC/A5/9.1.1. and ORDERED that authority be delegated to the above Institute for the following programme as specified in the document circulated:

Special Purpose Award

Certificate in Occupational Health & Safety (Level 6)

9.1.2. Dundalk Institute of Technology

The Committee NOTED the content of the Explanatory Memorandum circulated as ACC/A5/9.1.2. and ORDERED that authority be delegated to the above Institute for the following programmes as specified in the document circulated:

Major Award

Higher Certificate in Arts in Workplace and Community Studies (Level 6)

Bachelor of Arts (Honours) in Humanities (Level 8)

The Committee NOTED that the Higher Certificate in Arts in Workplace and Community Studies programme was prepared by a consortium of Institutes of Technology in response to a Lónra initiative and required approval to be retrospectively applied to an initial and once off student intake for this provider for 2006. The Committee AGREED to this request.

The Committee REQUESTED the Executive to communicate clearly to providers the current HETAC Model for Level 8 (180 credit) awards.

The Committee REQUESTED the Executive to bring any possible problems between the 10 level Irish Framework of Qualifications and the 8 level European Framework to the attention of the Council.

9.1.3. Letterkenny Institute of Technology

The Committee NOTED the content of the Explanatory Memorandum circulated as ACC/A5/9.1.3. and ORDERED that authority be delegated to the above Institute for the following programmes as specified in the document circulated:

Major Award

Higher Certificate in Science in Quantity Surveying (Level 6) – embedded standard for Bachelor of Science in Quantity Surveying (Level 7)

Higher Certificate in Business in Sports Development & Coaching (Level 6) – embedded standard for Bachelor of Business of Sports Development in Coaching (Level 7)

9.2. Title Changes under Delegation of Authority/Amendments to Orders in Council

No business.

9.3. Programmatic Reviews for Approval under Delegation of Authority

No business.

9.4. New Providers – First Programme(s) for Approval

No business.

9.5. New Programmes for Approval

9.5.1. Provider: Tipperary Institute

Programme: Higher Certificate in Arts in Disability Studies and Practice – Major Award (Level 6)

The Committee NOTED the documentation circulated as ACC/A5/9.5.1. The Committee APPROVED the specified programme subject to clarification on the student contact hours being sought from the provider.

The Committee NOTED the intention of the Executive to begin internal discussions on a review of the structure of Programme Schedules examining in particular the headings of Contact Hours and Total Student Participation (TSP) and to bring the matter to the Committee for discussion at the next Committee Meeting.

9.5.2. Provider: Irish Academy of Public Relations at HSI Limerick Business School

Programme: Higher Diploma in Arts in Public Relations – Major Award (Level 8)

The Committee NOTED the documentation circulated as ACC/A5/9.5.2. together with a revised Programme Schedule which was tabled at the meeting. The Committee NOTED that this programme is owned by the Irish Academy of Public Relations who are running it at HSI Limerick Business School as an outreach centre, all examinations, assessment procedures, quality assurance procedures etc. are those of the Irish Academy of Public Relations. The Committee APPROVED the specified programme.

9.6. Title Changes/Programme Amendments for Approval

No business.

9.7. Programmatic Reviews for Approval

9.7.1. Holy Ghost College, Kimmage

The Committee NOTED the content of the Explanatory Memorandum circulated as ACC/A5/9.7.1. and NOTED the revalidation of the following programmes as a result of a programmatic review:

Major Awards

Master of Arts in Development Studies (KI04) (Level 9)

Postgraduate Diploma in Development Studies (KI01) (Level 9)

In the case of the following programmes, the Committee AGREED to extend the existing accreditation for 1 year to facilitate the 2008 intake and REQUESTED the Executive to seek clarification on the number of credits allocated to these programmes:

Bachelor of Arts in Development Studies (Level 7)
Bachelor of Arts in Development Studies (Level 7)

9.8. Joint Awards
No business.

9.9. Validation of Research Degree Programmes
No business.

10. Amendment to Organisation Title

The Committee NOTED the Explanatory Memorandum circulated as ACC/A5/10.1. from Kimmage Development Studies Centre, requesting a change of organisation title from: 'Holy Ghost College, Kimmage'
to
'Kimmage Development Studies Centre' with immediate effect.

11. Any Other Business

The Committee NOTED that it can suggest items for future Academic Committee Meetings by either notifying the Executive of the item at a meeting or by writing to the Director of Academic Affairs. The Committee REQUESTED that discussion papers on the following items appear on the Agenda for the next Committee Meeting:

- Postgraduate Certificates
- Titles of Programmes on Parchments which will also be combined with an examination of Award Titles

The next meeting of the Academic Committee will take place in the Boardroom of HETAC Offices, 26/27 Denzille Lane, Dublin 2 on Monday, 30 June 2008 at 11:15 a.m. Please note that due to the volume of documentation expected, this meeting will break for lunch at 13:00 p.m. and resume at 13:45. The Meeting should conclude before 16:00.

THIS CONCLUDED THE BUSINESS OF THE MEETING.

Signed: _____
Chairperson

Date: _____