

ACC/M10

**Academic Committee
Minutes**

Minutes of the tenth meeting of the Academic Committee which took place on Monday, 25 May 2009 in the Boardroom, HETAC Offices, 26/27 Denzille Lane, Dublin 2 at 11:00 a.m.

PRESENT: Chairperson: Prof. Tom Boylan
Secretary: Dr. Bryan Maguire
Dr. Peter Cullen
Ms. June Hosford
Rev. Darren McCallig
Mr. Tomás MacEochagáin
Dr. Diarmuid O'Callaghan
Ms. Marion Palmer

APOLOGIES: Dr. Carol Gibbons
Ms. Tine Holm
Mr. Peter Mannion

IN ATTENDANCE: Martina Collins
Joe Cox
Ms. Mary McEvoy
Karena Maguire
Mary Sheridan
Tara Ryan

1. Committee Business

The Minutes of the Meeting of 31 March 2009 circulated as ACC/M9 had been circulated electronically to Committee Members and were also circulated at the Council Meeting on 27 April 2009. The Minutes were CONFIRMED and SIGNED.

1.2. Matters Arising from Minutes

1.2.1 Dublin Business & Language College

The Committee NOTED that Council had AGREED the Quality Assurance Procedures of Dublin Business & Language College at its meeting of 27 April 2009.

1.2.2 **HETAC Assessment and Standards 2009**

The Committee NOTED that Council had ADOPTED the Assessment and Standards document at its meeting of 27 April 2009.

1.2.3 **IUA: PhD Graduates' Skills**

The Committee NOTED that Council had ENDORSED the IUA statement at its meeting of 27 April 2009.

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

2.1 **Procedure for Assessment of Applications for Registration as a HETAC Registered Provider: Amendment**

The Committee NOTED the Explanatory Memorandum and Policy Document circulated as ACC/A10/2.1. The Committee NOTED that part of the Procedure could be interpreted to undermine or contradict the approved Policy. The Policy clearly and explicitly provided for a process whereby the agreement of quality assurance procedures and the validation of a programme could occur through a parallel process in certain circumstances, but the *Procedure* in its former articulation implied it must occur sequentially. The Committee APPROVED the proposed amendment to paragraph 4.4.2 to reflect the intent of the Policy, and to other minor amendments which are wholly consonant with the policy as adopted by Council.

2.2 **Process for the Recruitment of Expert Panellists**

The Committee NOTED the draft Process for the Recruitment of Expert Panellists circulated as ACC/A10/2.2. The Committee also NOTED the recent recruitment advertisement placed in newspapers on 15 May 2009. The Committee suggested that policy on payments/honoraria to panel members be kept under review.

2.3 **Draft Policy for Professional Doctorate Programmes**

The Committee NOTED the Explanatory Memorandum and the draft Policy Document circulated as ACC/A10/2.3(a) and ACC/A10/2.3(b) respectively. The Committee RECOMMENDED the policy to Council for approval, subject to minor amendments.

3. **Awards Standards**

No business.

4. **Recognition of Professional and International Awards**

No business

5. **Institutional Review**

5.1 **Reports**

The Committee NOTED the Explanatory Memoranda regarding Institutional Reviews of **Letterkenny IT**, **Open Training College** and **IT Tallaght** circulated as ACC/A10/5.1.1, 5.1.2 & 5.1.4 respectively. The Committee further NOTED that responses from the aforementioned

providers are not due until after the meeting. The Committee NOTED that the policy specifies that these institutional responses and the subsequent Executive view be brought before the Committee for its views prior to final approval by Council. The Committee also NOTED that this strict adherence to this sequence would result in significant delay in the publication of reports. It requested that the Executive and Council consider means of streamlining the processing of reports. The Committee AGREED that the present reports, with the corresponding responses and views be transmitted to Council for approval, with a request that the full set of documentation be brought before the next meeting of the Committee prior to publication. The Committee COMMENDED the Executive and Panels on the content of the template structure of the reports and the positive enhancement for learning that this evoked.

5.2 **Terms of Reference**

The Committee NOTED the Terms of Reference for American College Dublin circulated as ACC/A10/5.2.1.

6. **Provider Monitoring**

The Committee NOTED the Monitoring Reports of **SIPTU College, Setanta College, IBEC, and IIPMM** circulated as ACC/A10/6.1 – 6.4 respectively. The Committee further NOTED the Monitoring Report of the **Sales Institute of Ireland** tabled at this present meeting as ACC/A10/6.5. In addition, the Committee NOTED the content of a letter from the Sales Institute of Ireland tabled, indicating the intention of SII to withdraw from the provision of HETAC programmes and that no additional learners will be registered onto the HETAC approved programmes.

7. **Provider Registration**

7.1 **Old Process (QA Agreement)**

The Committee NOTED the documentation in relation to two providers circulated as ACC/A10/7.1.1 and 7.1.2 respectively. The synopses of the institutions distributed were authored by the institutions themselves and not endorsed by HETAC.

7.2 **New Process**

The Committee NOTED the Explanatory Memorandum circulated as ACC/A10/7.2.1 and the Eligibility Reports of three providers circulated as ACC/A10/7.2.2 – 7.2.4 respectively. The Committee further NOTED that these Eligibility Reports are part of the initial steps in assessing an application for HETAC Registration under the new process.

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

8.1 **Newly Validated Programmes under Delegated Authority.**

8.1.1 **Athlone Institute of Technology**

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A10/8.1.1 and ORDERED that authority be delegated to the above institute for the following programmes as specified in the documentation circulated:-

Major Award

Bachelor of Arts in Spa Management (Level 7)
Bachelor of Arts in Counselling and Psychotherapy (Level 7)
Higher Diploma in Science in Software Engineering (Level 8)

Special Purpose Award

Certificate in Finance for Engineers (10 ECTS Credits)

8.1.2 Institute of Technology, Sligo

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A10/8.1.2 and ORDERED that authority be delegated to the above institute for the following programmes as specified in the documentation circulated:-

Major Award

Bachelor of Arts (Honours) in Accounting (Level 8)
Bachelor of Science in Environmental Management (Level 7)

8.1.3 Institute of Technology, Carlow

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A10/8.1.3 and ORDERED that authority be delegated to the above institute for the following programmes as specified in the documentation circulated:-

Special Purpose Award

Certificate in IP Network Administration & Management: Level 6 (10 ECTS Credits)
Certificate in Fundamental & Principles of Refrigeration & Air Conditioning Systems: Level 6 (10 ECTS Credits)
Certificate in Assessor Training for Building Energy Rating (BER) of Dwellings: Level 6 (10 ECTS Credits)
Certificate in First-Line Management: Level 6 (60 ECTS Credits)
Certificate in Family Law: Level 8 (15 ECTS Credits)
Certificate in Administrative Law: Level 8 (10 ECTS Credits)

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

8.2.1 Institute of Technology, Carlow

The Committee APPROVED the following programme title amendments as outlined in the Explanatory Memorandum circulated as ACC/A10/8.2.1:-

Current Programme Title	New Programme Title
Bachelor of Arts (Honours) Legal Studies (Major Award)	Bachelor of Arts (Honours) in Law (Major Award)
Diploma in Legal Studies (Minor Award)	Diploma in Law (Minor Award)

8.3 **Programmatic Reviews for Approval under Delegation of Authority**
No business

8.4 **New Providers – First Programme(s) for Approval**

8.4.1 **College of Computer Training**

The Committee NOTED the documentation circulated as ACC/A10/8.4.1 and APPROVED the following programme as specified in the documentation circulated:-

Higher Certificate in Science in Computing in Information Technology: Major Award (Level 6)

This provider is now RECOMMENDED for registration as a HETAC provider.

8.5 **New Programmes for Approval.**

8.5.1 **Irish Management Institute**

The Committee NOTED the documentation circulated as ACC/A10/8.5.1 and APPROVED the specified programmes.

Major Award

Postgraduate Diploma in Business

Master of Business in Management Practice

Minor Award

Certificate in Management – Level 9 (30 ECTS Credits)

Certificate in Business Finance – Level 9 (30 ECTS Credits)

Certificate in Executive Coaching – Level 9 (30 ECTS Credits)

Certificate in Strategic Human Resource Management – Level 9 (30 ECTS Credits)

Certificate in Strategic Marketing Management – Level 9 (30 ECTS Credits)

8.5.2 **Independent College**

The Committee NOTED the documentation circulated as ACC/A10/8.5.2 and APPROVED the specified programmes.

Major Award

Higher Diploma in Arts in Psychotherapeutic Studies – Level 8

8.5.3 **IBEC**

The Committee NOTED the documentation circulated as ACC/A10/8.5.3 and APPROVED the specified programmes.

Special Purpose Award

Diploma in Management and Human Resources – Level 7 (60 ECTS Credits)

Certificate in Leadership – Level 6 (30 ECTS Credits)

Certificate in Management – Level 6 (30 ECTS Credits)

Certificate in Human Resource Management – Level 6 (30 ECTS Credits)

Diploma in Training and Development and Business Coaching – Level 7 (60 ECTS Credits)

Certificate in Training and Development – Level 6 (30 ECTS Credits)
Certificate in Coaching in the Business Environment – Level 7 (30 ECTS Credits)
Diploma in Employment Law and Industrial Relations – Level 7 (60 ECTS Credits)
Certificate in Employment Law – Level 6 (30 ECTS Credits)
Certificate in Industrial Relations – Level 7 (30 ECTS Credits)

8.6 **Title Changes/Programme Amendments for Approval**

No business

8.7 **Programmatic Reviews for Approval**

8.7.1 **St. Patrick's College, Thurles**

The Committee NOTED the Memorandum circulated as ACC/A10/8.7.1 and APPROVED intakes in September 2009 and 2010 to the following programmes subject to the recommendations and conditions of the Institutional review report:-

- Bachelor of Arts (Honours) Religious Studies, Education and Business Studies
- Bachelor of Arts (Honours) Religious Studies, Education and Irish

8.7.2 **HSI Business College**

The Committee NOTED the Memorandum circulated as ACC/A10/8.7.2 concerning the Institutional Review of HSI Business College, incorporating a review of programmes under Section 26 of the Qualifications Act, and APPROVED a single intake in September 2009 to the following programme, which may be extended up to 4 years subject to the fulfilment of the recommendations and conditions specified in the Institutional Review report:-

- Higher Certificate in Business

8.8 **Joint Awards and Approval of Joint Awarding Agreements**

8.8.1 **Dublin Business School and Liverpool John Moore's University**

The Committee NOTED the Explanatory Memorandum circulated as ACC/A10/8.8.1 and the content of a CD containing additional background information. The Committee APPROVED the following programmes for accreditation, leading to Joint Awards of HETAC and Liverpool John Moore's University:-

- Bachelor of Arts (Honours) in Accounting and Finance
- Bachelor of Arts (Honours) in Business Management (Human Resource Management)
- Bachelor of Arts (Honours) in Business Management (Law)
- Bachelor of Arts (Honours) in Business Management (Leisure & Recreation Management)

- Bachelor of Arts (Honours) in Business Management (Marketing)
- Bachelor of Arts (Honours) in Business with Psychology
- Bachelor of Arts (Honours) in Business Information Systems
- Bachelor of Arts (Honours) in Business Management
- Bachelor of Arts (Honours) in Business Management (Accounting)
- Bachelor of Arts (Honours) in Business Studies
- Bachelor of Arts (Honours) in Financial Services
- Bachelor of Arts (Honours) in Marketing
- Bachelor of Arts (Honours) in Marketing with Event Management
- LLB (Honours)
- Master of Arts in Human Resource Management
- Master of Arts in Marketing
- Master of Business Administration (Executive)
- Master of Business Administration (International)
- Master of Business Studies
- Master of Science in Computing and Information Systems
- Master of Science in International Accounting and Finance
- Postgraduate Diploma in Business Administration (Executive)
- Postgraduate Diploma in Business Administration (International)
- Postgraduate Diploma in Computing and Information Systems
- Postgraduate Diploma in Human Resource Management
- Postgraduate Diploma in International Accounting and Finance
- Postgraduate Diploma in Marketing
- Postgraduate Diploma in Business Studies

8.9 **Validation of Research Degree Programmes**

No business

8.10 **Transnational Programme Validation/Collaborative Provision Programmes**

No business

9. **Amendment to Organisation Title/Campus Changes**

No business

10. **Any Other Business**

10.1 **Inclusion of Programme Titles on Award Parchments**

The Committee NOTED the Explanatory Memorandum tabled as ACC/A10/10 and WELCOMED the proposed inclusion of programme titles on award parchments. The Committee AGREED that HETAC will advise the Institutes of Technology that they are permitted to include programme titles on their parchments for delegated awards subject to:

1. the development of a coherent set of conventions and guidelines for Programme Titles, and,
2. elaborating a timescale for the implementation of such revisions, having regard to the operational dimension of this task.

The Committee further AGREED that the remaining HETAC registered providers will also be advised of the change of policy, but as HETAC is responsible for the production of these parchments, its implementation is subject to its capacity to incorporate the changes required within its IT applications.

It was also AGREED that the matter of including the NFQ Level on the parchments be further explored.

10.2 **Amalgamation of Qualifications and Quality Assurance Bodies: Presentation**

The Committee NOTED the *Consultation Paper on Implementation* recently published by the Department of Education and Science. The paper proposes that the new body will be established by winter 2010. The Committee THANKED Dr. Maguire for his informative presentation.

The next ordinary meeting of the Academic Committee will take place in the Boardroom of HETAC Offices, 26/27 Denzille Lane, Dublin 2 on Monday, 06 July at 11.00 am.

THE BUSINESS OF THE MEETING CONCLUDED AT 13.30.

Signed: _____
Chairperson

Date: _____