

ACC/M12

**Academic Committee
Minutes**

Minutes of the twelfth meeting of the Academic Committee which took place on Monday, 19 October 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
Ms. June Hosford
Mr. Tomás MacEochagáin
Ms. Karena Maguire
Dr. Diarmuid O'Callaghan
Dr. Marion Palmer

APOLOGIES: Rev. Darren McCallig
Ms. Barbara Kelly

IN ATTENDANCE: Ms. Mary McEvoy
Ms. Tara Ryan
Ms. Rosaleen Barrett
Ms. Mary Sheridan
Ms. Martina Collins
Mr. Joe Cox
Dr. Peter Cullen

Preliminary

The Chairman, Prof. Thomas Boylan, welcomed staff member Karena Maguire to her first meeting of the Academic Committee. Ms. Maguire is replacing Dr. Peter Cullen, whose term of office as the Chief Executive's nominee on the Academic Committee, has ended. The Chairman also informed the members that Ms. Barbara Kelly from FETAC has been appointed to membership of the Committee and is replacing Dr. Carol Gibbons.

1. COMMITTEE BUSINESS

1.1 **Minutes**

The Minutes of the Meeting of 06 July 2009 circulated as ACC/M11 had been circulated electronically to Committee Members and were also circulated at the Council Meeting on 14 September 2009. The Minutes were CONFIRMED and SIGNED.

1.2. **Matters Arising from Minutes**

1.2.1 **Draft Standard on Social Care Work**

The Committee NOTED the change in policy regarding input requirements contained in the draft document and the implications this posed for other standards.

1.2.2 **New Providers**

The Committee NOTED that ***Public Affairs Ireland*** (PAI) and ***Communications Management Institute*** (CMI) were deemed by Council at its meeting of 14 September 2009 as meeting the requirements to become new Providers.

1.2.2 **New Provider Registration**

1.2.2.2 The Committee NOTED that a Self-Evaluation Report has yet to be submitted by the applicant referred to in ACC/A11/7.1.1

1.2.2.2 The Committee NOTED that the Panel of Experts had approved the Implementation Plan of the applicant referred to in ACC/A11/7.2.1.

1.3 **Revised Terms of Reference of Academic Committee**

The Committee NOTED the Revised Terms of Reference circulated as ACC/A12/1.3. The Committee FURTHER NOTED that the Revised Terms of Reference contained no explicit reference to the Academic Committee's role regarding withdrawal of validation under Section 26 of the Qualifications (Education and Training) Act, 1999. The Committee AGREED that the Academic Committee would make recommendations to Council regarding withdrawal of validation and that the Revised Terms of Reference be amended to reflect this.

1.4 **Proposed Dates of Meetings 2010**

The Committee ADOPTED the Proposed Dates of Meetings 2010 circulated as ACC/A12/4.1.

2. **ADVICE TO COUNCIL REGARDING MATTERS OF ACADEMIC POLICY AND PROCEDURES**

2.1 **Draft Effective Practice Guideline for External Examining 2009**

The Committee NOTED the Explanatory Memorandum and draft *Effective Practice Guideline for External Examining 2009* circulated as ACC/A12/2.1 and ACC/A12/2.2 respectively. The Committee ADOPTED the proposed Guideline document in replacement of the 2001 version.

2.2 **Provision of Education to International Standards: Code of Practice and Guidelines for Irish Higher Education Institutions**

The Committee NOTED the Explanatory Memorandum and the Code of Practice Guidelines circulated as ACC/A12/2.3.1 and ACC/A12/2.3.2 respectively. The Committee RECOMMENDED the Code of Practice and Guidelines to Council for adoption.

3. **AWARDS STANDARDS**

No business

4. **RECOGNITION OF PROFESSIONAL AND INTERNATIONAL AWARDS**

No business

5. **INSTITUTIONAL REVIEW**

5.1 **Institution Responses and Implementation Plans**

5.1.1 St. Patrick's College, Thurles

The Committee NOTED the Explanatory Memorandum, the Provider Response and the Expert Panel Report circulated as ACC/A12/5.1.1.1 to 5.1.1.3 respectively. The Committee ADOPTED the Report of the Expert Panel.

5.1.2 HSI Business School

The Committee NOTED the Explanatory Memorandum, the Provider Response and the Expert Panel Report circulated as ACC/A12/5.1.2.1 to 5.1.2.3 respectively. The Committee ADOPTED the Report of the Expert Panel.

5.1.3 Dundalk Institute of Technology

The Committee NOTED the Explanatory Memorandum, the Provider Response, the Expert Panel Report and the Implementation Plan circulated as ACC/A12/5.1.2.1 to 5.1.2.4 respectively. The Committee ADOPTED the Report of the Expert Panel.

5.1.4 Hibernia College

The Committee NOTED the Explanatory Memorandum, the Provider Response and the Expert Panel Report circulated as ACC/A12/5.1.4.1 to 5.1.4.3 respectively. The Committee ADOPTED the Report of the Expert Panel.

5.2 **Terms of Reference**

5.2.1 Kimmage Development Centre

The Committee NOTED the Terms of Reference of Kimmage Development Centre circulated as ACC/A12/5.2.1.

6. **PROVIDER MONITORING**

6.1 Explanatory Memoranda

The Committee NOTED the Explanatory Memoranda circulated as ACC/A12/6.1 – 6.11 in relation to monitoring of the following Providers:

- Academy of Medical Laboratory Science
- Clanwilliam Institute
- Fidelity Investments
- Froebel College
- Institute of Physical Therapy and Applied Sciences
- Irish Academy of Public Relations
- Milltown Institute

- Leinster Academy (IRFU)
- Newpark Music Centre
- SQT Limited

6.2 ICD Business School: Approval of New Centre at Limerick

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/6.12 and APPROVED the provision of the Bachelor of Arts (Honours) in Accounting and Finance at the new Limerick venue.

7. PROVIDER REGISTRATION

7.1 Eligibility Reports

The Committee NOTED the Eligibility Reports of four Providers circulated as ACC/A12/7.1.1 – 7.1.4:

7.2 New Provider Evaluation

No business

7.3 New Providers – First Programmes for Approval

No business

8. VALIDATION OF PROGRAMMES OF HIGHER EDUCATION AND TRAINING

8.1 Newly Validated Programmes under Delegated Authority

8.1.1 Institute of Technology, Carlow

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.1.1 and ORDERED that authority be delegated to Institute of Technology, Carlow for the following programmes as specified in the documentation circulated:-

Major Awards

- Bachelor of Arts (Honours) in Applied Social Studies (Social Care) – Level 8
- Bachelor of Arts in Sports and Exercise (Soccer) – Level 7
- Bachelor of Engineering (Honours) in Electronic Systems – Level 8
- Bachelor of Science in Management (Craft) – Level 7

Special Purpose Awards

- Certificate in Accounting for Club Treasurers – Level 7 (10 ECTS Credits)
- Certificate in Management of Health & Safety – Level 7 (10 ECTS Credits)
- Certificate in Business – Level 6 (30 ECTS Credits)
- Certificate in Computing – Level 6 (30 ECTS Credits)
- Certificate in Engineering – Level 6 (30 ECTS Credits)

8.1.2 Institute of Technology, Sligo

The Committee NOTED the Explanatory Memoranda circulated as ACC/A12/8.1.2 and 8.1.2(b) and ORDERED that authority be delegated to Institute of Technology, Sligo for the following programmes as specified in the documentation circulated:-

Major Awards

- Bachelor of Science in Applied Archaeology – Level 7
- Bachelor of Science in Computing Games Development – Level 7
- Higher Certificate in Science in Supervisory Management and Technology – Level 6
- Bachelor of Arts in Early Childhood Care & Education – Level 7
- Bachelor of Arts (Honours) in Early Childhood Care & Education – Level 8
- Bachelor of Engineering in Polymer Processing ***Jointly with Athlone IT*** – Level 7
- Postgraduate Diploma in Science in Environmental Health & Safety Management – Level 9

Minor Awards

- Certificate in Quality and Management Studies – Level 6 (35 ECTS Credits)
- Certificate in Supervisory Management and Technology – Level 6 (60 ECTS Credits)
- Certificate in Technology and Management Studies – Level 6 (35 ECTS Credits)

Special Purpose Awards

- Certificate in Communications for Researchers – Level 9 (10 ECTS Credits)
- Certificate in Creativity and Entrepreneurship – Level 9 (10 ECTS Credits)
- Certificate in Data Handling and Analysis – Level 9 (10 ECTS Credits)
- Certificate in Engineering Science and Materials – Level 6 (15 ECTS Credits)
- Certificate in Management, Entrepreneurship and Quality – Level 6 (20 ECTS Credits)
- Certificate in Personal Development for Researchers – Level 9 (10 ECTS Credits)
- Certificate in Research Management – Level 9 (10 ECTS Credits)
- Certificate in Research Methods – Level 9 (10 ECTS Credits)
- Certificate in Research Practice – Level 9 (30 ECTS Credits)
- Certificate in Supervisory Management and Quality – Level 6 (20 ECTS Credits)

- Certificate in Supervisory Management Studies – Level 6 (20 ECTS Credits)
- Diploma in Research Practice – Level 9 (60 ECTS Credits)
- Certificate in Lean Sigma Quality – Level 7 (15 ECTS Credits)

8.1.3 Institute of Technology, Blanchardstown

Dr. Diarmuid O'Callaghan withdrew from the discussion and decision of this item

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.1.3 and ORDERED that authority be delegated to Institute of Technology, Blanchardstown for the following programmes as specified in the documentation circulated:-

Major Awards

- Bachelor of Arts (Honours) in Social and Community Development – Level 8
- Bachelor of Arts in Social and Community Development – Level 7
- Higher Certificate in Arts in Social and Community Development – Level 6
- Bachelor of Arts in Social and Community Development – Level 7
- Bachelor of Arts (Honours) in Social and Community Development – Level 8
- Bachelor of Science (Honours) in Horticulture – Level 8
- Bachelor of Science in Horticulture – Level 7
- Bachelor of Science (Honours) in Horticulture (**add on**) – Level 8
- Bachelor of Science (Honours) in Computing in Information Security and Digital Forensics – Level 8
- Bachelor of Science in Computing in Information Security and Digital Forensics – Level 7
- Bachelor of Science in Computing in Information Security and Digital Forensics (**add-on**) – Level 7
- Bachelor of Science (Honours) in Computing in Information Security and Digital Forensics – (**add-on**) - Level 8
- Bachelor of Science in Sustainable Electrical and Control Technology – Level 7
- Higher Certificate in Science in Electrical Technology – Level 6
- Bachelor of Science in Sustainable Electrical and Control Technology – Level 7 (**add-on**)
- Bachelor of Science in Sustainable Electrical and Control Technology – Level 7
- Higher Certificate in Science in Electrical Technology (**embedded award**) – Level 6
- Master of Business – Level 9
- Postgraduate Diploma in Science in Computing – Level 9
- Master of Science in Computing – Level 9

Special Purpose Awards

- Certificate in Community Development – Level 6 (30 ECTS Credits)
- Certificate in CCNA Security – Level 7 (10 ECTS Credits)
- Certificate in CCNA Voice – Level 7 (10 ECTS Credits)
- Certificate in CCNA Wireless – Level 7 (10 ECTS Credits)
- Certificate in CEA-CompTIA Digital Home Technology Integrator Plus (DHTI+) – Level 6 (10 ECTS Credits)
- Certificate in Conditioning for Gaelic Games – Level 6 (15 ECTS Credits)
- Certificate in Enquiry Based Learning – Level 9 (10 ECTS Credits)

8.1.4 Athlone Institute of Technology

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.1.4 and ORDERED that authority be delegated to Athlone Institute of Technology for the following programmes as specified in the documentation circulated:-

Major Awards

- Bachelor of Engineering in Polymer Processing (**Jointly with IT Sligo**) – Level 7

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

8.2.1 Institute of Technology, Sligo

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.1.2(b) and AGREED that **90 Credits** be allocated to the **Master of Science** in Environmental Health & Safety Management, and that **60 Credits** be allocated to the **Postgraduate Diploma** in Environmental Health & Safety Management.

8.3 Programmatic Reviews for Approval under Delegation of Authority

8.3.1 Dun Laoghaire Institute of Art, Design & Technology

Dr. Marion Palmer withdrew from the discussion and decision of this item.

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.3.1 and APPROVED the revalidation of the following programmes as a result of a programmatic review:

- Bachelor of Arts (Honours) in Animation – Level 8
- Bachelor of Arts (Honours) in Film and Television Production – Level 8
- Bachelor of Arts (Honours) in Photography – Level 8
- Bachelor of Arts (Honours) in Visual Arts Practice – Level 8
- Bachelor of Arts (Honours) in Design in Visual Communications – Level 8

8.3.2 Dundalk Institute of Technology

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.3.2 and APPROVED the revalidation of the following programmes as a result of a programmatic review:

- Bachelor of Science in Construction Technology – Level 7
- Bachelor of science (Honours) in Building Surveying – Level 8
- Bachelor of Engineering in Mechanical Engineering – Level 7
- Bachelor of Engineering in Civil Engineering – Level 7
- Bachelor of Engineering in Building Services Engineering – Level 7
- Bachelor of Engineering in Electronic and Electrical Systems – Level 7
- Bachelor of Engineering (Honours) in Sustainable Design – Level 8
- Master of Science in Renewable Energy Systems – Level 9
- Postgraduate Diploma in Science in Renewable Energy Systems – Level 9

8.4 **New Programmes for Approval**

8.4.1 National College of Ireland

The Committee NOTED the documentation circulated as ACC/A12/8.4.1 and APPROVED the specified programmes as follows:

Major Awards

- Bachelor of Arts in Management Practice – Level 7

Special Purpose Awards

- Certificate in Business Analysis – Level 8 (15 ECTS Credits)

Minor Awards

- Certificate in Management – Level 6 (60 ECTS Credits)

8.4.2 SQT Training Limited

The Committee NOTED the documentation circulated as ACC/A12/8.4.2 and DEFERRED approval of the following programme subject to further examination via a Proxy for a Panel:

- Postgraduate Diploma in Science in Process Engineering – Level 9

8.4.3 Waterford Institute of Technology

The Committee NOTED the documentation circulated as ACC/A12/8.4.3 and APPROVED the specified programmes as follows:

Major Awards

- Doctor of Business Administration (DBA) – Level 10

8.4.4 ICD/BPP Business School

The Committee NOTED the documentation circulated as ACC/A12/8.4.4 and APPROVED the specified programme as follows:

Major Awards

- Bachelor of Arts (Honours) in Business

The Committee DEFERRED approval of the following programme, subject to further review by the Expert Panel:

- Master of Arts/Science in Accounting and Finance

8.4.5 Griffith College (Cork Campus)

The Committee NOTED the documentation circulated as ACC/A12/8.4.5 and APPROVED the specified programmes as follows:

Major Awards

- Bachelor of Arts in Business

8.5 Title Changes/Programme Amendments for Approval

8.5.1 Dun Laoghaire Institute of Art, Design & Technology

Dr. Marion Palmer withdrew from the discussion and decision of this item

8.5.1.1 Master of Arts in Screenwriting

The Committee APPROVED the following programme title amendment as outlined in the Explanatory Memorandum circulated as ACC/A12/8.5.1:-

Current Programme Title	New Programme Title
Master of Arts in Screenwriting	Master of Arts in Screenwriting for Film and Television

8.5.1.2 Master of Arts in Broadcast Production for Radio & Television

The Committee APPROVED the request that the modules of *Practical Research*, and *Production Funding* be now part of ***Production Techniques*** and delivered throughout the full academic year as opposed to the current, more intensive two-month delivery.

8.6 Programmatic Reviews for Approval

8.6.1 Griffith College Dublin

Mr. Tomás Mac Eochagáin withdrew from the discussion and decision of this item.

The Committee NOTED the content of the Explanatory Memorandum circulated as ACC/A12/8.6.1 and APPROVED the revalidation of the following programmes as a result of a programmatic review:

- Bachelor of Arts in Journalism
- Bachelor of Arts (Honours) in Journalism & Visual Arts
- Bachelor of Arts in Interior Design
- Bachelor of Arts in Design (Interior Architecture)
- Bachelor of Arts (Honours) in Interior Architecture

8.6.2 Dublin Business School

The Committee NOTED the content of the Explanatory Memorandum circulated as ACC/A12/8.6.2 and APPROVED the revalidation of the following programmes as a result of a programmatic review:

- Bachelor of Arts (Honours) in Counselling and Psychotherapy
- Higher Certificate in Arts in Applied Social Studies in Counselling Studies
- Higher Diploma in Arts in Psychoanalytic Studies
- Master of Arts in Addiction Studies
- Higher Diploma in Business (inc. stream in HRM)
- Higher Diploma in Business in Business Information Systems
- Higher Certificate in Business
- Higher Certificate in Business in Accounting
- Higher Certificate in Business in Information Technology
- Higher Certificate in Business in Marketing

8.7 Joint Awards and Approval of Joint Awarding Agreements

8.7.1 Liverpool John Moore's University/Dublin Business School

The Committee NOTED the Explanatory Memorandum circulated as ACC/A12/8.7.1.1 and APPROVED the revalidation of the following programmes for a period of one year to cover the 2009/2010 intake:

- Master of Arts in Marketing
- Master of Arts in Human Resource Management

The Committee also DEFERRED validation of the two abovementioned programmes for future further intakes pending the provision of additional information regarding the implications of entry requirements and associated issues.

8.7.2 Nottingham Trent University/Griffith College Dublin

Mr. Tomás Mac Eochagáin withdrew from the discussion and decision of this item.

The Committee NOTED the Explanatory Memorandum, Report of Evaluation Panel and the Response from Griffith College circulated as ACC/A12/8.7.2.1 to 8.7.2.3 respectively and APPROVED the validation and re-validation of the following programmes:

- LLB (Honours) Irish Law
- BA in Business and Law
- BA in (Honours) in International Hospitality Management
- MBA in International Business with the embedded award of a Postgraduate Diploma
- MSc in International Business Management
- MSc in Accounting and Finance Management
- LL.M. in International Law
- LL.M. in International Human Rights Law
- LL.M in International Commercial Law

8.9 **Trans-national Programme Validation/Collaborative Provision Programmes**

8.9.1 Globe Business College, Munich/Griffith College Dublin

The Committee NOTED the Explanatory Memorandum, the Evaluation Report and the Response from Griffith College circulated as ACC/A12/8.9.1.1 to 8.9.1.3 respectively. The Committee APPROVED validation of the following programme, subject to learners completing 4 specific additional modules together with the 16 module HND Business programme:

- Bachelor of Arts (Honours) in Business Studies

8.10 **Withdrawal of Programme Validation under Section 26**

8.10.1 New Media Technology College

The Committee NOTED the documentation circulated as ACC/A12/8.10.1 to 8.10.2 and AGREED that the Executive would inform NMTC in writing of the Committee's decision to withdraw validation from the **Bachelor of Arts (Honours) in Film Production**. The Committee FURTHER AGREED that if no representations from NMTC are made within a one month waiting period, the Committee will by means of an incorporeal meeting, withdraw validation from a date to be agreed at that meeting. Should NMTC make representations, these will be considered by the Academic Committee by means of an incorporeal meeting. If the decision is confirmed, the validation will be withdrawn from a date to be agreed at that meeting. If a decision is not reached regarding the status of validation at that meeting, this may be reconsidered at the meeting of the Committee in January 2010.

9. **Amendment to Organisation Title/Campus Changes**
No business

10. **Any Other Business**

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, 18 January 2010 at 11.00 am.

THE BUSINESS OF THE MEETING CONCLUDED AT 13.30.

Signed: _____
Chairperson

Date: _____