

ACC/M15

**Academic Committee
Minutes**

Minutes of the fifteenth meeting of the Academic Committee which took place on Monday, 24 May 2010 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
Ms. Barbara Kelly
Mr. Tomás MacEochagáin
Mr. Ian McKenna
Dr. Diarmuid Ó Callaghan
Dr Marion Palmer

APOLOGIES: Rev. Darren McCallig

IN ATTENDANCE: Ms. Rosaleen Barrett
Mr. Joe Cox
Ms. Caitríona Lawless
Ms. Orla Lynch (FETAC)
Ms. Karena Maguire
Ms. Tara Ryan
Ms. Mary Sheridan

1. COMMITTEE BUSINESS

1.1 **Minutes**

The Minutes of the Meeting of 29 March 2010 circulated as ACC/M14 had been circulated electronically to Committee Members and were also circulated at the Council Meeting on 26 April 2010. The Minutes were CONFIRMED and SIGNED.

1.2. **Matters Arising from Minutes**

1.2.1 **Advice To Council Regarding Matters of Academic Policy and Procedures**

The Committee NOTED that following consideration and discussion at the Council Meeting on 26 April, Council had adopted the Good Practice in the Quality Assurance of Arts Research Degree Programmes by Practice Guidelines and noted the rest of the document. Council made observations on the draft Monitoring

and Core Validation Policies and as a result, the Executive has redrafted some sections and the new versions will be circulated to Council Members this week with a request that any further comments be sent to the Executive by 1 June. It is anticipated that both policies will be formally approved by Council at its next meeting. Council adopted the Research Degree Policy except for section 5.3.1. on the title of M. Phil. This section will be subject to further consultation with research active providers. The Committee NOTED that once the issue of the title had been resolved, this policy would be forwarded to the NQAI for ratification by the Authority.

1.2.2. New Programmes for Approval

Tipperary Institute

The Committee at its Meeting on 29 March 2010 had deferred approval of the following programme, while awaiting clarification from the provider on the collaborative nature of the programme:

Special Purpose Awards

Certificate in Coach Training Skills

The Executive confirmed that this programme is offered totally under the control and tutelage of Tipperary Institute and the Committee APPROVED validation of this programme.

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

No business.

3. AWARDS STANDARDS

No business.

4. RECOGNITION OF PROFESSIONAL AND INTERNATIONAL AWARDS

No business.

5. INSTITUTIONAL REVIEW

5.1 Panel Reports, Institution Responses and Implementation Plans

5.1.1 American College, Dublin

The Committee NOTED the documentation circulated as ACC/A15/5.1.1.1 to ACC/A15/5.1.1.4. The Committee ADOPTED the Report of the Expert Panel. The Committee NOTED that the provider's Response and Quality Implementation Plan indicated that the gravity of the Expert Panel's recommendation has not been fully taken on board. The Committee NOTED that there is a high level of contact between the Institutional Review and Provider Monitoring Units and this provider and that the Committee will be updated on progress made by the provider in meeting these recommendations. The Committee NOTED that failure by the provider to respond satisfactorily to the recommendations of

an Institutional Review could lead to suspension of programme validation or ultimately a Section 26 Review and loss of status as a Registered HETAC Provider. The Committee REQUESTED the Executive to devise a more detailed and specific timeframe for monitoring with the provider's responses to the Review. The Committee REQUESTED the Executive to bring this matter to the attention of the Council at its meeting scheduled for 14 June 2010.

5.1.2 Griffith College, Dublin

This item was DEFERRED for consideration at a future meeting.

5.2 **Terms of Reference**

5.2.1 Galway-Mayo Institute of Technology

The Committee NOTED the Terms of Reference of Galway-Mayo Institute of Technology circulated as ACC/A15/5.2.1.

6. PROVIDER MONITORING

6.1 HSI Business School

The Committee NOTED the Monitoring Report tabled as ACC/A15/6.1. The Committee AGREED the Quality Assurance Policy and Procedures for HSI, subject to the recommendations detailed in the report of the Expert Panel. The Committee also APPROVED intakes from September 2010 to September 2013 for the following programme:

- Higher Certificate in Business

and NOTED that a programmatic review is scheduled to take place in the academic year commencing September 2013.

7. PROVIDER REGISTRATION

7.1 **Eligibility Reports**

7.1.1 The Committee NOTED the Eligibility Report of the Provider referred to in ACC/A15/7.1.1.

7.1.2 The Committee NOTED the Eligibility Report of the Provider referred to in ACC/A15/7.1.2.

7.2 **Applicant Provider Evaluation**

7.2.1 The Committee NOTED Evaluation Report of the Provider referred to in ACC/A15/7.2.1. The Committee APPROVED the findings and recommendations of the Expert Panel.

7.3 **Applicant Providers: Quality Assurance and First Programmes for Approval**

7.3.1 Health Services Executive: Regional Centre for Nursing & Midwifery Education, Tullamore & Health Services Executive: Regional Centre for Nursing & Midwifery Education, Blanchardstown

The Committee AGREED the Quality Assurance Policies and Procedures of the Health Services Executive Regional Centre of Nursing and Midwifery Education, Blanchardstown (HSE RCNME – Blanchardstown) and Health Services Executive Regional Centre of Nursing and Midwifery Education, Tullamore (HSE RCNME – Tullamore) and also APPROVED the Memorandum of Agreement with the Health Service Executive to underwrite the quality assurance documentation of the two named Centres.

The Committee NOTED the documentation circulated as ACC/A15/7.3.1.1. – ACC/A15/7.3.1.4. and APPROVED validation of the following programmes as specified in the documentation circulated:-

Special Purpose Awards

For HSE RCNME (Blanchardstown)

- Certificate in Diabetes Nursing, Level 8, 10 Credits
- Certificate in Cardio-Vascular Nursing, Level 8, 10 Credits
- Certificate in Respiratory Nursing, Level 8, 10 Credits
- Certificate in Telemetry Nursing, Level 8, 30 Credits

For HSE RCNME (Tullamore)

- Certificate in Diabetes Nursing, Level 8, 10 Credits
- Certificate in Cardio-Vascular Nursing, Level 8, 10 Credits
- Certificate in Respiratory Nursing, Level 8, 10 Credits
- Certificate in Primary & Community Health Nursing, Level 8, 10 Credits

Arising from discussion on these recommendations as a general point in respect of all programme the Committee REQUESTED the Executive to examine the use of headings for ‘total learner hours’ and ‘contact time’ on programme schedules.

7.3.2. Microsoft Ireland

The Committee AGREED the Quality Assurance Policies and Procedures of Microsoft Ireland and NOTED that the provider currently has seven certified centres (CPLS) around the country where these programmes may run. Future CPLS certified by Microsoft would be automatically entitled to provide the programmes hereunder.

The Committee NOTED the documentation circulated as ACC/A15/7.3.2.1. – ACC/A15/7.3.2.5. and APPROVED validation of the following programmes as specified in the documentation circulated:-

Special Purpose Awards

- Microsoft Certified Systems Engineer (MCSE), Level 6, 35 Credits
- Microsoft Certified Technology Specialist (MCTS), Level 6, 10 Credits
- Microsoft Certified Professional Developer (MCPD), Level 6, 15 Credits
- Microsoft Certified Professional Developer, with Electives (MCPD), Level 6, 25 Credits
- Microsoft Certified Systems Administrator (MCSA), Level 6, 20 Credits
- Microsoft Certified Trainer (MCT), Level 6, 10 Credits

8. VALIDATION OF PROGRAMMES OF HIGHER EDUCATION AND TRAINING

8.1 Newly Validated Programmes under Delegation of Authority

No business.

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

No business.

8.3 Programmatic Reviews for Approval under Delegation of Authority

No business.

8.4 New Programmes for Approval

8.4.1 SQT Training

The Committee NOTED the documentation circulated as ACC/A15/8.4.1 and APPROVED the amendments to validation of the following programmes as specified in the documentation:-

Special Purpose Awards

- Certificate in Process Engineering, Level 8, 40 Credits changed to **Diploma in Process Engineering, Level 8, 60 Credits**
- Diploma in Process Engineering, Level 8, 60 Credits – **delivery of the programme over a time scale of 12 months for a cohort of learners that will be working full time on their project.**

8.5 Title Changes/Programme Amendments for Approval

No business.

8.6 Programmatic Reviews for Approval

8.6.1 Institute of Physical Therapy and Applied Science (IPTAS)

The Committee NOTED the documentation circulated as ACC/A15/8.6.1 and APPROVED following a positive response from the provider to the recommendations of the Panel, intakes of 1 September 2010 to 1 September 2014, or to the next Programmatic Review, whichever is the earlier:

- Bachelor of Science in Applied Health Science

8.7 **Joint Awards and Approval of Joint Awarding Agreements**
No business

8.8 **Validation of Research Degree Programmes**
No business.

8.9 **Trans-national Programme Validation/Collaborative Provision Programmes**
No business

8.10 **Withdrawal of Programme Validation under Section 26**
No business

9. **AMENDMENT TO ORGANISATION TITLE/CAMPUS CHANGES**
No business.

10. **ANY OTHER BUSINESS**

10.1. Draft Policies and Criteria for the Alignment with the National Framework of Qualifications (NFQ) of the Awards of certain International Sectoral Certifying Bodies which issue certification and in some cases provide programmes in Ireland

The Committee NOTED the draft policies and criteria circulated as ACC/A15/10.1. and REQUESTED the Executive to pass the comments raised during its discussion to the NQAI for their attention.

10.2. The Committee CONGRATULATED the Executive on the very successful Symposium on 'Repositioning Learner Assessment in Higher Education' which HETAC co-hosted on Friday, 14 May.

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, 5 July 2010 at 11.00 am.

THE BUSINESS OF THE MEETING CONCLUDED AT 13.00.

Signed: _____
Chairperson

Date: _____