

**Academic Committee
Minutes**

Minutes of the ninth meeting of the Academic Committee which took place on Tuesday, 31 March 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. Marion Palmer

APOLOGIES: Dr. Peter Cullen
Dr. Carol Gibbons
Ms. Tine Holm
Mr. Peter Mannion
Rev. Darren McCallig
Mr. Diarmuid O'Callaghan

IN ATTENDANCE: Ms. Martina Collins (Items 8.1, 8.6)
Mr. Joe Cox (Item 8)
Ms. Mary McEvoy
Ms. Mary Sheridan (Items 2,4,8)

PRELIMINARY

The Committee NOTED the volume of documentation coming before it for this meeting and ASKED that the Executive consider ways to consolidate the material or schedule additional meetings.

1. Committee Business

The Minutes of the Meeting of 19 January 2009 circulated as ACC/M8 had been circulated electronically to Committee Members and were also circulated at the Council Meeting on 16 February 2009. The Minutes were CONFIRMED and SIGNED.

1.2. **Matters Arising from Minutes**

1.2.1 The Committee NOTED that 34 responses had been received in relation to the joint consultation process of the IUQB National Guidelines for Postgraduate Arts Research Programmes by Practice and that a revised draft was now being prepared.

1.2.2 The Committee NOTED that the IHEQN Common Principles for Student Involvement in Quality Assurance is currently undergoing public consultation.

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

2.1 **HETAC Assessment and Standards 2008**

The Committee NOTED the report on the consultation process on HETAC Assessment and Standards and the revised paper proposed by the Executive. They RECOMMENDED this to Council for adoption. The Committee REQUESTED that the Executive prepare a plan to guide and support the implementation of the new policy by providers.

2.2 **IUA: PhD Graduates' Skills**

The Committee RECOMMENDED that Council endorse the IUA Statement on PhD Graduates' Skills circulated as ACC/A2.2.2.

2.3 **Institutional Monitoring**

2.3.1 The Committee NOTED the Explanatory Memorandum and Issues Paper circulated as ACC/A9/2.3.1(a) and ACC/A9/2.3.1(b) respectively and COMMENDED the Executive on the quality of the Institutional Monitoring process. The Committee further NOTED and APPROVED the Institutional Monitoring Reports of Dorset College, Ballyfermot College of Further Education, Grafton College of Management Sciences, and Independent Colleges Limited circulated as ACC/A9/2.3.2 to ACC/A9/2.3.5 respectively.

The committee NOTED and APPROVED the monitoring report and recommendation to initiate a review of programme validation under Section 26 of the Qualifications (Education and Training) Act for New Media Technology College. (*circulated ACC/A9/2.3.6*).

The Committee NOTED the issues highlighted in the Executive Note in relation to intake numbers, learner protection, and withdrawal of approval which arose during the monitoring of the five institutions listed at 2.3.1 above.

2.4 **Internal Quality Assurance Procedures**

The Committee NOTED the Covering Note to ENQA and the draft HETAC Internal Quality Assurance Procedures circulated as ACC/A9/2.4.1 and ACC/A9/2.4.2 respectively.

2.5 **Guidelines for External Examining**

The Committee NOTED the Draft Effective Practice Guideline for External Examining circulated as ACC/A9/2.5 and AGREED that this now be the subject of public consultation.

3. **Awards Standards**

No business.

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

4.1 ***“Qualifications Can Cross Boundaries: A Rough Guide to Comparing Qualifications in the UK and Ireland”***

The Committee NOTED the Explanatory Memorandum and Rough Guide circulated as ACC/A9/4.1.1 and ACC/A9/4.1.2 respectively and commented on their experience of the impact these agreements were having on the recognition of their graduates in the UK. The Committee FURTHER NOTED that this document will be updated later this year to reflect the referencing of the various national frameworks to the European Qualifications Framework which is currently underway.

4.2 **Referencing of the Irish National Framework of Qualifications to the European Qualifications Framework for Lifelong Learning (EQF) – National Report (Consultative Draft)**

The Committee NOTED the above draft circulated as ACC/A9/4.2.1

5. **Institutional Review Reports**

5.1 **Institute of Technology, Sligo**

The Committee NOTED the Report of the Expert Panel and the Response from IT Sligo circulated as ACC/A9/5.1.1 and ACC/A9/5.1.2 respectively. The Committee expressed concern that the response did not contain the implementation plan and timetable called for in the policy and NOTED that the response to recommendation 7 was particularly weak.

5.2 **Panel Memberships**

The Committee NOTED the Panel Memberships for the Open Training College and Hibernia College Institutional Reviews circulated as ACC/A9/5.2.1 and ACC/A9/5.2.2 respectively and AGREED that now that the institutional review process was fully underway, these membership details need not be brought before the Committee in the future.

5.3 **Terms of Reference**

The Committee NOTED the Terms of Reference for the Institutional Reviews of HSI Business College, St. Patrick’s College, Thurles and Tipperary Institute circulated as ACC/A9/5.3.1 to ACC/A9/5.3.3 respectively.

5.4 **Note on Institutional Reviews**

The Committee NOTED the Note on the Institutional Review of HSI Limerick Business School circulated as ACC/A9/5.4.1.

6. **Implementation of Recommendations of Review Panels**

No business

7. **Quality Assurance Procedures**

7.1 The Committee NOTED the progress towards agreement of Quality Assurance Procedures of the Provider circulated under ACC/A9/7.1.

7.2 The Committee NOTED the agreement of Quality Assurance Procedures with St. Patrick's College, Thurles circulated under ACC/A9/7.2

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

8.1 Newly Validated Programmes under Delegated Authority.

8.1.1 **Limerick Institute of Technology**

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A9/8.1.1 and ORDERED that authority be delegated to the above institute for the following programmes as specified in the document circulated:-

Major Award

Bachelor of Science (Honours) in Applied Biology: Biotechnology & Bioanalysis (Level 8)

Bachelor of Science (Honours) in Environmental Analysis and Management (Level 8)

Bachelor of Engineering (Honours) in Facilities Engineering (Level 8)

Bachelor of Arts (Honours) in Acting & Performance Arts (Level 8)

8.1.2 **Dundalk Institute of Technology**

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A9/8.1.2 and ORDERED that authority be delegated to the above institute for the following programme as specified in the document circulated:-

Major Award

Bachelor of Arts (Honours) in Cultural Studies (Level 8)

8.1.3 **Institute of Technology, Carlow**

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A9/8.1.3 and ORDERED that authority be delegated to the above institute for the following programme as specified in the document circulated:-

Major Award

Higher Diploma in Business (Management) (Level 8)

8.1.4 **Institute of Technology, Blanchardstown**

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A9/8.1.4 and ORDERED that authority be delegated to the above institute for the following programmes as specified in the document circulated. The level, volume and programme titles of the Special Purpose Awards are subject to review in light of ongoing policy discussions at national level:-

Major Award

Bachelor of Arts (Honours) in Creative Digital Media (Level 8) – *add-on*

Bachelor of Arts (Honours) in Creative Digital Media (Level 8) – *ab-initio*

Bachelor of Arts in Creative Digital Media (Level 7)

Special Purpose Award

Certificate in Cisco Network Security 2 (Level 8): 10 ECTS Credits

Certificate in EC-Council Certified Ethical Hacker (Level 6): 10 ECTS Credits

Certificate in CompTIA Server+ (Level 6): 10 ECTS Credits

Certificate in Sun Certified Java Programmer (Level 6): 20 ECTS Credits

Certificate in Sun Certified Java Developer (Level 7): 10 ECTS Credits

Certificate in CompTIA Security+ (Level 6): 10 ECTS Credits

Certificate in Microsoft Certified Technology Specialist: NET Framework Windows Applications (Level 6): 20 ECTS Credits

Certificate in Microsoft Certified Database Administrator (Level 7): 20 ECTS Credits

8.1.5 **Waterford Institute of Technology**

The Committee NOTED the content of Explanatory Memorandum circulated as ACC/A9/8.1.5 and ORDERED that authority be delegated to the above institute for the following programmes as specified in the document circulated:-

Minor Award

Certificate in Science in Health Care (Level 7): 10 ECTS Credits

Certificate in Science in Health Care (Level 8): 10 ECTS Credits

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 Providers – First Programme(s) for Approval

8.4.1 **Dublin Business & Language College**

The Committee NOTED the documentation circulated as ACC/A9/8.5.5. The Committee APPROVED the specified programme subject to satisfactory amendment of its Learner Protection Policy and that 12-15 learners register for the programme before the commencement of delivery.

It was further AGREED that panels reviewing all future “first” programmes would be asked to recommend whether a minimum size cohort of registered learners would be required before the programme could commence. Such a recommendation could form the basis for a condition attached to validation.

8.5 New Programmes for Approval.

8.5.1 **Provider: Institute of Business & Technology, Swords**

Programme: Bachelor of Business (Honours) – Major Award (Level 8)

The Committee NOTED the documentation circulated as ACC/A9/8.5.1. The Committee APPROVED the specified programme.

8.5.2 **Provider: Irish Management Institute**

Programme: Certificate in Food Innovation – Minor Award (Level 9): 30 ECTS Credits

The Committee NOTED the documentation circulated as ACC/A9/8.5.2. The Committee APPROVED the specified programme.

8.5.3 **Provider: SQT Training**

Programme: Certificate in Process Engineering – Special Purpose Award (Level 6): 10 ECTS Credits

The Committee NOTED the documentation circulated as ACC/A9/8.5.3. The Committee APPROVED the specified programme.

8.5.4 **Provider: Carlow College**

Programme: Bachelor of Arts (Honours) in Citizenship and Community Studies – Major Award (Level 8)
Bachelor of Arts in Citizenship and Community Studies – Major Award (Level 7)
Higher Certificate in Arts – Major Award (Level 6)
Certificate in Advocacy Skills – Minor Award (Level 6): 35 ECTS Credits

The Committee NOTED the documentation circulated as ACC/A9/8.5.4. The Committee APPROVED the specified programmes.

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

8.6.1 **Dublin Business School**

The Committee NOTED the Explanatory Memorandum circulated as ACC/A9/8.6.1 and APPROVED an extension of accreditation to September 2009 for the following programmes:

- Bachelor of Arts (Honours) in Business Studies
- Bachelor of Arts (Honours) in Marketing

8.6.2 **Kimmage Development Studies Centre**
WITHDRAWN.

8.7 **Programmatic Reviews for Approval**

No 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, Briefing Note and Joint Agreement circulated as ACC/A9/8.8.1(a) to (c) respectively and APPROVED the HETAC/Liverpool John Moore's University/Dublin Business School Joint Awarding Agreement.

8.9 **Validation of Research Degree Programmes**

8.9.1 **Galway-Mayo Institute of Technology**

The Committee NOTED the Explanatory Memorandum, the Report of the HETAC Panel and the Response of Galway-Mayo IT circulated as ACC/A8/8.9.1(a)-(c) and APPROVED the request to submit on a case-by-case basis, applications for registration of PhD programmes in the field of Heritage Studies.

8.9.2 **Institute of Technology, Sligo**

The Committee NOTED that the request for accreditation to maintain a Postgraduate Research Degree Register in Socio-Economic Studies at Master's and Doctoral levels was WITHDRAWN.

8.9.3 **Dundalk Institute of Technology**

The Committee NOTED the Explanatory Memorandum, the Report of the HETAC Panel and the Response of Dundalk IT circulated as ACC/A8/8.9.3(a)-(c) and APPROVED the request to submit on a case-by-case basis, applications for registration of PhD programmes in the area of Informatics.

8.9.4 Institute of Technology, Blanchardstown

The Committee NOTED the Explanatory Memorandum, the Report of the HETAC Panel and the Response of IT Blanchardstown circulated as ACC/A8/8.9.4(a)-(c) and APPROVED the request to submit on a case-by-case basis, applications for registration of PhD programmes in the area of Informatics and Engineering.

8.10 Transnational Programme Validation/Collaborative Provision Programmes

No business

9. Amendment to Organisation Title/Campus Changes

No business

10. Any Other Business

No 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, 25 May at 11.00 am.

THIS CONCLUDED THE BUSINESS OF THE MEETING

Signed: _____

Chairperson

Date: _____