

**Faculty of Humanities
Programme Approvals Subcommittee**

**Unconfirmed Minutes of the meeting held on
Wednesday 18 November 2015 at 2-4pm in University Place 5.206**

Present: Matt Jefferies - MJ (Chair), Mark Baker – MB (SEED), David Brown (SALC), Ken Clark – KC (SoSS), Fred Craig FC (UMSA), Gail Divall – GD (T&LO & Secretary), Anna Goatman – AG (AMBS), Nicola Lord – NL (T&LO), Lisa McAleese – LM (T&LO), Emma Rose – ER (T&LSS), Ally Routledge – AR (UMSA), Emma Sanders – ES (T&LO), Bruce Wardhaugh – BW (Law), Anna Verges-Bausili – AV-B (eLearning)

In attendance: Liz Smith – LS (SEED) Items 5.2/.3/.4

Introductions were made for the benefit of student representatives

1. Apologies for absence

Rebecca Bennett (Law), Norma Hird – NH (Law), Elinor O'Connor – EO'C (AMBS)

Secretary's Note: Liam Harte (SALC) received

2. Minutes of the last Meetings of 21 October 2015

Reported: Item 3 – UG Programme Sub Committee (page 1)
Clarification is needed from TLSO that Humanities can define major amendments requiring Faculty approval as items affecting Intended Learning Outcomes (ILOs) rather than any changes to core/compulsory units. T&L Directors would be able to make the judgement as to whether the changes affect the ILOs.

Secretary's Note: TLSO have confirmed above process as acceptable.

Item 5.1 – LLM International Finance Law (page 2)
AV-B wanted to confirm resources were considered and would be incorporated under School eLearning support plans.

Agreed: The minutes would be amended once comments received by AV-B and ER

3. Matters Arising from the Minutes

Reported: Agenda Item 3 – ES confirmed that a new 2016 Manchester International Summer School (MISS) unit specification would be submitted at PASC December meeting.

Agenda Item 5.1 – Revised LLM International Finance Law programme specification received by BW.

Agenda Item 5.2 – KC confirmed that the Economics UG curriculum re-structure remains on-going.

Agenda Item 5.3 – NL confirmed that all MSc International Business and Management papers have been updated and the paperwork is now ready for signing off.

Agenda Item 7 – ES confirmed that SALC programme withdrawal forms have been signed off and Campus Solutions amendments have been made.

4. NPP1 Programme Approvals “in principle”

4.1 MSc Disaster Management (Resilience, Response and Relief) – (SALC)

Reported: ES reported that there is pressure to approve in order that Hong Kong can recruit.

AV-B has met on-line with HK eLearning team and discovered that there are no resources in place in Hong Kong. UoM could take on the eLearning responsibilities, however this would mean major changes to the original submission.

Members raised concern that Hong Kong are not able to provide what was agreed and additional work carried out by UoM staff needs to be considered.

Agreed: There should be no rush to put this proposal through as there are too many issues to be considered. It will need to come through the next PASC meeting in December rather than be dealt with via Chairs Action.

Action: Outstanding issues need resolving

- i. Will Hong Kong provide eLearning team?
- ii. If not, and UoM takes on eLearning, recruitment and maintenance of student records, then the finance model needs amending.

DB

4.2 BA (Hons) East Asian Studies (SALC)

- Discussed:**
- The market for an admissions intake was queried if an exit award already exists. DB confirmed that there is a market for this recruitment but that the proposal has a wider rationale as can be offered as a 2+2 programme.
 - The programme is cultural and not language based and fits into the University Portfolio.

Agreed: No additional resources were highlighted and no external advisor comments are required as the programme is already in existence.

Action: To provide the missing supporting documentation

- i. Finance
- ii. Library
- iii. Resources
- iv. Marketing

Programme Specification to be amended.

Predicted numbers would benefit from more narrative information

LH

5. Programme Amendments

5.1 UG Modular study (SALC)

Reported: ES reported on the current PG modular set up which SALC would like to expand and offer to UG students, specifically with regard to Hebrew language tuition.

- Discussed:**
- Paperwork is short.
 - LM raised that funding is referred to but no mention of a fee for students who don't receive the funding.
 - LM also queried the method for allocating who receives funding.
 - ER questioned whether a LEAP course would work for this proposal as the Language Centre would have the resources to deal with it.
 - LM queried how the units would be delivered: face-to-face, blended or DL?

Agreed: Further information is required and resources would need to be considered.

Action: To update the paperwork.

LH

5.2 MEd Psychology of Education (SEED)

Reported: MB provided the committee with background information on the existing MEd Programme and its dispensation to certain regulations due to the strict rules of the BPS accreditation.

Currently the programme only offers PG Diploma and PG Certificate as exit awards and the School would like to offer a Masters level exit award under the UoM regulations, MSc Educational & Psychological Studies.

The existing PG Diploma and PG Certificate to be renamed to match the new wording.

Discussed:

- The ability to distinguish the proposed award from the accredited UoM degree.

Agreed: The proposed Masters level exit award was APPROVED.

Action: Relevant amendments to be made in Campus Solutions

GD

5.3 PG Cert in HE (SEED)

Noted: LS arrived to discuss the SEED proposals

Reported: MB provided the committee with background information on the proposal to change the current marking system to Pass/Fail.

LS contributed to this background information by emphasising that many may not want to show their line manager their grades. The rationale for the PGCert in HE was also mentioned, as it was set up as an internal award for members of UoM staff only.

Discussed:

- The rationale behind the request, if dispensation from UoM regulations were to be sought, would need to be stronger.
AG suggested that the rationale could be based on the recruitment process, as there are no entry requirements relating to previous academic experience.
- Feedback from current staff and students on the programme is positive for the move to Pass/Fail.

Agreed: The programme amendment was APPROVED in principle with the following action to be carried out.

Action: Amendment to start date of proposal

MB

Approval is subject to dispensation being agreed by TLSO. Comments to be taken to PG Cert HE Steering Group.

ER

5.4 PGCE Secondary (SEED)

Reported: LS provided background information on the PGCE Secondary programmes and how they are losing students who want to teach Economics. .

Discussed:

- The number of Schools that teach this subject was raised; LS confirmed that there are enough to help train the students during placement.
- If recruitment increases there are expansion opportunities to link with 6th form colleges.
- Adds to the string of subjects already being provided, Economics School Direct is already being offered.

Agreed: The programme amendment was APPROVED.

Action: To set up the new subject in Campus Solutions.

GD

5.5 MRes Criminology

Reported: BW provided the rationale for amending the PT structure, to all students to attend the UoM 1 day a week and thus make it more attractive.

Discussed:

- LM raised the heavy weighting of the PT structure within semester 1, balancing the weighting over 2 semesters is more desirable.
- The date of the proposal has passed, it was queried whether this was a retrospective request.
- NL questioned the research methods units which appear to have disappeared for the PT students. The units must be the same for both FT and PT students on the programme.

Agreed: The programme amendment was APPROVED in principle with the following action to be carried out.

Action: The supporting documentation outlining the structure of MRes Criminology requires amendments.

- PT distribution of weighting needs clarity; if offering 45/15, students need to be consulted and made aware of the heavy work load in semester 1; OR offer a 30/30 split.
- PT core units need confirming, currently they differ from FT.

BW

6. Programme Suspensions

Reported: None

7. Programme Withdrawals

Reported: None

8. *Approvals by Panel & Chairs Action since the last meeting

Reported: None

9. *Current Portfolio 2015-16

Received: A FULL list of all Programme Approvals, Amendments, Suspensions, Withdrawals and Collaborations.

10. *Approval of External Examiners since the last meeting

Reported: None

11. Any other business

Reported: None

12. Date of next meeting

Reported Wednesday 16 December, 2-4pm, Uni Place 2.217

ACTIONS

Agenda Item	Action	By Whom
2	To clarify with TLSO that Humanities can define Major Amendments requiring Faculty approval as items affecting ILOs rather than any changes to core/compulsory units. Minutes of October PASC to be changed upon above clarification	ER GD
4.1	Outstanding issues need resolving iii. Will Hong Kong provide eLearning team iv. If not and UoM take on eLearning, recruitment, student records the finance model needs amending	DB
4.2	Supporting documentation missing v. Finance vi. Library vii. Resources viii. Marketing Programme Specification to be amended Predicted numbers would benefit from more narrative information	LH

5.1	<p>Additional information required</p> <ul style="list-style-type: none"> i. What is the fee for the CPD unit? ii. Who gets funding and who pays? iii. How will the course be delivered, face-to-face, DL or a mixture? iv. Resources need to be considered v. Consider linking with LEAP courses 	LH
5.2	<p>Exit award of MSc Educational and Psychological Studies APPROVED</p> <p>Set up exit awards in Campus Solutions</p>	GD
5.3	<p>PASC in support of proposal however dispensation is required from TLSO – current rationale needs amending.</p> <p>To take comments to Steering Group</p>	MB ER
5.4	<p>Additional subject area within PGCE Secondary APPROVED</p> <p>Set up new programme and plan in Campus Solutions</p>	GD
5.5	<p>The structure of MRes Criminology requires amendments.</p> <ul style="list-style-type: none"> iii. PT distribution of weighting needs clarity, If offering 45/15 students need to be consulted and made aware of the heavy work load in semester 1 OR offer a 30/30 split. iv. PT core units need confirming, currently they differ from FT. 	BW