

**Faculty of Humanities  
Programme Approvals Subcommittee**

**Unconfirmed Minutes of the meeting held on  
Wednesday 16<sup>th</sup> December 2015 in University Place 2.217**

**Present:** Matt Jefferies – MJ (Chair), David Brown – DB (SALC), 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), Emma Sanders – ES (T&LO), Anna Verges-Bausili – AV-B (eLearning)

**In attendance:** Xavier Duran – XD (AMBS), Fiona Fraser – FF (SALC), Chris Godden – CG (SALC), Heather Inwood – HI (SALC), Daniel Langton, DL (SALC), Jackie Suthren-Hirst – JS-H (SALC), Emma Wilson – EW (SALC)

**1. Apologies for absence**

**Received:** Mark Baker, Becki Bennett, Ken Clark, Norma Hird, Joseph McGonagle, Alex Routledge, Bruce Wardhaugh

**2. Minutes of the last Meeting 18<sup>th</sup> November 2015**

**Agreed:** The minutes were approved as an accurate record

**3. Matters Arising from the Minutes**

**Reported:** Agenda Item 2 - Humanities have received clarification from TLSO that Major Amendments requiring Faculty approval can be defined as items affecting ILOs rather than any changes to core/compulsory units. October 2015 PASC minutes have been updated and re-circulated.

Agenda Item 4.1 MSc Disaster Management (RR&R) and Item 4.2 BA (Hons) East Asian Studies have been brought back to PASC.

Agenda Item 5.1 UG Modular Study has been brought back to PASC.

GD confirmed that Agenda Items 5.2 MSc Educational and Psychological Studies & 5.4 PGCE Secondary have both been completed within the student system.

GD reported that Agenda Item 5.3 PGCert in HE are in the process of re-submitting their forms.

*Secretary Notes – Forms have been received by Faculty.*

GD reported that Agenda Item 5.5 MRes Criminology PT structure is required to be amended and resubmitted. NsL agreed to feed this back.

**4. NPP1 Programme Approvals “in principle”**

**4.1 BA (Hons) East Asian Studies (SALC)**

**Reported:** The Programme Specification has been amended.

HI reported on the proposal, expressing the potential for expansion in China. The programme will be launched in 2017 with exit awards being offered in all combinations.

The programme will be used for students where the current Chinese or Japanese programmes are not suitable.

**Discussed:** Business & Management will be the top priority.

The additional resources on this proposal are administrative.

PT programmes will be used as exit awards, identified at exam boards.

**Agreed:** The FT BA (Hons) NPP1 was APPROVED

**Action:** Marketing of programme can commence

All other programme combinations attached to this proposal to be put forward alongside flexible honours paperwork.

#### **4.2 MSc Disaster Management (Resilience, Response and Relief) (SALC)**

**Reported:** Hong Kong has guaranteed to meet requirements and deliver the programme themselves.

There are 7 members of staff confirmed in Hong Kong and a resource form has been drafted to identify who does what.

An operational document to agree which regulations are being followed will be drawn up.

**Discussed:** It was highlighted that if Hong Kong regulations are to be followed by our students, then these need to be checked against University of Manchester standards.

Marketing information for University of Manchester listing may not be required for this programme.

English Language entry requirements don't appear to match that of the marketing information.

Finance model is set per student

**Agreed:** The NPP1 proposal was APPROVED

**Action:** Marketing of programme can commence and NPP2 paperwork to be started.

February NPP2 Approval panel to be re-scheduled

eLearning to attend site visit and assess linking systems

MJ confirmed that although the Transnational Education Group is responsible for the collaborative link with Hong Kong, the programme proposal is to be approved through PASC.

LM recommended that it is checked that risk assessments are carried out for fieldwork in disaster areas.

## 5. Programme Amendments

### 5.1) Manchester International Summer School (SALC)

- Reported:** The updated structure and content for the Summer 2016 unit was reported.
- There had been an increase in numbers from 44 in 2014 to 72 in 2015, with 80 projected for 2016.
- Discussed:** Unit Specification – needs to be clearer regarding the Certificate of Attendance.
- Landing page – needs to include Medicine in the multi-discipline description, paragraph 4.
- Agreed:** The programme proposal was APPROVED subject to the following actions to be carried out.
- Action:** Unit Specification - Item 6. Assessment, the reference to Certificate of Attendance needs to be made clearer.
- Harmonising documents.

### 5.2) Flexible Honours (SALC)

- Reported:** LH reported on the current status of the Flexible Honours proposal which is aiming for a 2017 intake, revised in line with Portfolio Review.
- ES confirmed that this is a concise document combining 3 previously separate documents.
- The February admin cycle was a concern which is why it has been submitted at this current stage.
- Discussed:** Minors beyond the existing subject areas in SALC need to be considered. .
- Under Flexible Honours, the Academic Advisor's (AA) role will be greater and additional support will need to be in place. LH confirmed that advice will be generated for AAs.
- Impact on progression for students opting for a minor subject that they have not previously studied.
- Agreed:** The programme proposal was APPROVED subject to the following actions to be carried out.
- Action:** Rationale for all new Minor subject areas (not currently offered within SALC)
- Signatures of HoD's received.

### 5.3) UG Modular Study (Hebrew) (SALC)

- Reported:** DL reported on the short and long term plans of allowing members of the public access to Hebrew units.
- The funding made available reduces any financial risk to the project.
- Discussed:** The course cannot be considered as a LEAP unit due to the career development and cultural content provided. DL also confirmed that if it were badged as a LEAP unit, it would not meet the funder's expectations.
- Agreed:** The programme proposal was APPROVED for a limited period (i.e. for the duration of the

external funding in the first instance).

**Action:** To set up the programme in Campus Solutions

#### **5.4) BA (Hons) Theological Studies in Philosophy and Ethics (SALC)**

**Reported:** The name change is designed to be more suited to A Level applicants.

LH confirmed that SoSS have been consulted over the name change.

**Agreed:** The programme name change was APPROVED subject to the following action being carried out.

**Action:** Confirmation from SoSS received agreeing to wording of programme.

#### **5.5) Global MBA (AMBS)**

**Reported:** XD reported on the need for an additional cohort designed for senior individuals on the Global MBA.

Applications will be made to the general Global MBA with a committee set up to identify suitable candidates for this cohort, approximately 30-35 students.

**Discussed:** The eligibility of candidates to be considered for the “High Flier” route was discussed vis-a-vis those considered suitable for the general Global MBA. APL and strict admissions criteria separate the two, but this needs to be transparent to all.

Admissions committee will see all suitable candidates and this should help avoid potential appeals. The reputation of the programme and the standard of applications to the general Global MBA could increase.

**Agreed:** The programme proposal was APPROVED subject to the following actions being carried out.

**Action:** To submit a rationale for the fee set

Eligibility criteria need to be made transparent

Simulation project to be amended to 60 credits within Unit Specification

To ensure wording “High Fliers” remains same throughout materials

#### **6. Programme Suspensions**

None.

#### **7. Programme Withdrawals**

None.

### **8. Collaborative Proposals**

#### **8.1) BA (Hons) Mission and Ministry (PT) (Cliff College, validated by SALC)**

**Reported:** JS-H reported on the introduction of Level 4 provision for a Cert HE and first year FTE BA Hons. The re-development of Level 5 and 6 will commence once the first cohort have started

Level 4.

Financial loss due to withdrawal of level 5 intake for 2016 has already been approved.

**Discussed:** The scrutiny of validated programmes was raised as it is the college's decision and their resources at issue if the numbers are low.

JS-H confirmed that Cliff College's actual practice for contact hours is already much more closely aligned with the current Faculty requirements (30 hours for 20 cr UG) than suggested in the paperwork submitted, which falls short of the requirements. All their units for the newly shaped degree have at least 26 hours, many 28 hours - depending on slightly different designs suited to the assessment etc of each unit.

**Agreed:** The programme proposals were APPROVED subject to the following actions being carried out.

**Action:** Clarification on whether they should meet the Faculty policy on contact hours from TLSO *Secretary's Notes: TLSO have confirmed that there is no institutional policy that would allow us to be prescriptive...We would suggest that you ask the Adviser to use this as a topic of discussion at the next visit to see if this is an area of development where we can work with them to develop a model that we support in principle, using feedback from their students (and sector practice, including our own) as a starting point.*

Programme Specification adjustments.

### **8.2) MA Mission (Cliff College, validated by SALC)**

**Reported:** JS-H reported on the additional course unit and streams attached to the programme.

**Agreed:** The programme proposals were APPROVED

**Action:** To set up the new streams in Campus Solutions

*Secretary's Notes: Confirmation received that additional staff would be appointed as required, following approval.*

### **8.3) BA (Hons) Theology (Spurgeon's College, validated by SALC)**

**Reported:** JS-H reported on the programme now that the first students have graduated since the programme was validated by The University of Manchester. Diversity of applicants has improved since the validation.

Revisions are being proposed to core units at L4, L5 and L6 along with reduction of the number of units identified as "core".

**Agreed:** The programme proposals were APPROVED subject to the following action being carried out.

**Action:** Amend "10 calendar years" on page 11.

### **8.4) MA Christian Thought and Practice (Spurgeon's College, validated by SALC)**

**Reported:** JS-H reported on the rationale for changing compulsory units to core units in order to allow for compensation.

**Agreed:** The programme amendment was APPROVED

## **8.5)BA (Hons) Practical Theology (Nazarene Theological College)**

**Reported:** JS-H reported on the rationale behind the proposal for consolidating the provision of specialist pathways, using the University of Manchester's standard naming convention for specialist pathways.

It was noted that the Youth & Community pathway has Professional Body requirements and Scottish Regulations to consider.

**Agreed:** The programme amendment was APPROVED

### **9. \*Approvals by Panel since the last meeting**

**Received:** Notes of all Approval Panels since 18<sup>th</sup> November 2015

### **10. \*Chair's Action taken since the last meeting**

**Reported:** None.

### **11. \*Current Portfolio**

**Received:** A full list of all Programme Approvals, Amendments, Suspensions, Withdrawals and Collaborations

### **12. \*Approval of External examiner since the last meeting**

**Received:** A list of external examiner appointments made since 18<sup>th</sup> November 2015

### **13. Any other business**

**Noted:** Matthew Jefferies is standing down as AAD and thanks were given for his chairing of PASC and the preceding sub-committees.

### **14. Date of next meeting**

Wednesday 24 February 2016, 2-4pm, Whitworth Council Chamber