Programmes Committee  
04 February 2010  
UNCONFIRMED MINUTES

Present:
Professor Morag Shiach (Chair)
Mr Sam Brenton  Professor Liz Davenport  Professor Maurice Elphick
Dr Omar Garcia-Obregon  Dr Henri Huijberts  Professor Cliff Oswick
Professor Richard Schoch  Mr Naz Tarmann  Professor Graham Thompson
Professor Evelyn Welch

In attendance:
Jane Pallant  Denise Millar  Emma Wynne (Secretary)
Dr Maralyn Druce  Prof Angela Gurnell  Professor Ruediger Goerner

Apologies:
Professor Julia Shelton  Professor Wen Wang  Professor George Kapetanios

Part 1: Preliminary Items

2. Terms of Reference and Membership

2009.001 The Committee discussed the Terms of Reference and agreed the following:

i. that programme proposers would be invited to attend meetings but there was not a need to invite module proposers
ii. that departmental administrators would be welcome to accompany programme proposers
iii. that module updates would be more appropriately considered within School/Department Teaching and Learning Committees, particularly where the updates were minor or where the package of assessment remained the same
iv. that the Academic Registry and Council Secretariat would screen all module updates to determine which required discussion by the Committee and which could be reported for noting. This new procedure would be implemented for the next meeting and reassessed as appropriate

2009.002 The Committee noted it would be important to monitor cases where successive minor amendments had been to avoid major changes to a module without proper consideration.

2009.003 The Committee agreed that the terms of reference and membership of the Committee would be finalised at the next meeting and that a pool of academic representatives from each sector would be established to enable attendance and effective representation.

Action: Academic Secretariat
2009.004 The Committee noted that the proposal forms would be amended to reflect the new Committee structure and would include confirmation that proposals had been considered and approved by School/Departmental Teaching and Learning Committees. Details of the new processes would be put up on the ARCS website.

*Action: Academic Secretariat*

### Part 2: Academic Developments

#### 5. Programme Proposals

*Department of Geography*

(a) MSc Integrated Management of Freshwater Environments (Part1) *(Paper PC2009-03)*

2009.005 The Committee considered a Part 1 programme proposal for an MSc in Integrated Management of Freshwater Environments

2009.006 The Committee noted the following:

i. that the programme involved placement learning and also required the formal approval of the Head of the School of Biological and Chemical Sciences as it would be run in collaboration with the SBCS

ii. that further clarification was required on the decision not to charge a non-standard fee for the programme in light of the higher fees that were being charged for similar programmes at other institutions. This would need to be detailed in the business plan and would normally be expected to have been clarified at the Costings and Pricings Group prior to submission for approval by the Programmes Committee.

2009.007 The Committee approved the Part 1 programme proposal for the MSc Integrated Management of Freshwater Environments subject to the receipt of a Programme Proposal Form signed by the Head of the School of Biological and Chemical Sciences and a signed Confirmation of Resources form.

*Action: Prof Angela Gurnell*

*School of Medicine and Dentistry*

(b) MSc/PGDip Endocrinology and Diabetes (Part 1) *(Paper PC2009-04)*

2009.008 The Board considered a Part I Programme Proposal for an MSc/PGDip in Endocrinology and Diabetes.

2009.009 The programme proposer reported that each module comprised an assessment each, and an end of year summative assessment would take place after the completion of all eight modules.

2009.010 The Committee noted the following:

i. that the programme should have been considered by the Costing and Pricing Group and that the fees should be mapped to the College fees framework

ii. that more detail was required on the learning outcomes to ensure these were appropriate for a level seven programme

iii. that consideration should be given to specifying an English language
2009.011 The Committee **approved** the Part 1 programme proposal for the MSc/PGDip Endocrinology and Diabetes subject to the Part 2 proposal detailing clearer learning outcomes at Masters level, any requirements for English language, evidence of financial planning for supporting students at a distance and approval of fees by the Costing and Pricing Group.

**Action:** Dr Maralyn Druce

6. Programme Withdrawals

**School of Business and Management**

2009.012 The Committee **considered** proposals to withdraw the following programmes in the School of Business and Management:

- MA FT International Management (Paper PC2009-05)
- MSc International Marketing: (Paper PC2009-06)
- MA FT International Management with Finance (Paper PC2009-07)
- Certificate in Equality and Diversity Management: (Paper PC2009-08)
- MSc Equality and Diversity Management: (Paper PC2009-09)
- MSc Ft International Management and Marketing: (PC2009-10)

2009.013 The Committee **noted** that the School of Business and Management had moved away from 'international' as way to market programmes. The purpose was to continue to offer the subject matter as a broad discipline which would involve rigorous analysis of the core subject rather than the more comparative method associated with programmes with an international focus.

2009.014 The Committee **approved** the withdrawal of the above list of programmes.

7. Module Proposals

**Department of Geography**

(a) Data Analysis

2009.015 The Committee **considered** a Module Proposal for Data Analysis (Paper PC2009-12)

2009.016 The Committee **noted** that the learning outcomes for the module were not appropriate for a level 7 module.

2009.017 The Committee **did not approve** the Module Proposal for Data Analysis.

2009.018 The Committee **agreed** it would reconsider the proposal should it be resubmitted to the next meeting once the learning outcomes were mapped appropriately to the study level.

**Action:** Dr Marta Timoncini

**Department of Physics**

(b) Statistical Data Analysis
2009.019 The Committee considered a Module Proposal for Statistical Data Analysis. (Paper PC2009-13)

2009.020 The Committee approved the Module Proposal for Statistical Data Analysis.

School of Languages, Linguistics and Film

2009.021 The Committee considered a Module Proposal for Introductory Portuguese. (Paper PC2009-14)

2009.022 The Committee noted the following:
   i. that successful students would complete Level A2 of the Common European Framework of Reference for Language which was equivalent to GCSE level. However, the module was proposed as level 4. This highlighted a potential discrepancy within the POR110 module which had been approved at level 5.

2009.023 The Committee did not approve the Module Proposal for Introductory Portuguese and recommended the proposal be revised and resubmitted to the next meeting once the learning outcomes were mapped appropriately to the study level. The Committee further required the School of Languages, Linguistics and Film to review POR110 and to report back to the next meeting.

   Action: Jill Evans

8. Module Updates

Department of Geography

2009.024 The Committee considered and approved Module Updates for the following modules:
   • Environmental Pollution Management (Paper PC2009-14)
   • Global Change: Environment, Economy, Development (Paper PC2009-15)

School of Business and Management

2009.025 The Committee considered and approved Module Updates for the following modules:
   • Marketing (Paper PC2009-16)
   • Brand Management (Paper PC2009-17)
   • Managing Diversity (Paper PC2009-18)
   • Social Networks (Paper PC2009-19)

Department of Economics

2009.026 The Committee considered and approved Module Updates for the following modules:
   • International Finance (Paper PC2009-20)
   • Business Cycles (Paper PC2009-21)
   • Public Economics (Paper PC2009-22)
   • Money and Banking (Paper PC2009-23)

9. Module Withdrawals

School of Business and Management
The Committee considered Module Withdrawals for the following modules:
- Managing Human Resources (Paper PC2009-24)
- Understanding Consumer and Market Behaviour (Paper PC2009-25)

The Committee noted that Managing Human Resources was not recommended or compulsory for Programme H1N1, Engineering and Business Management.

The Committee approved the Module Withdrawal of:
- Managing Human Resources
- Understanding Consumer and Market Behaviour

10. Any Other Business

There was no other business to be considered.

11. Date of Next Meeting

30th March 2010, 2pm in the Council Room, Mile End