PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Wednesday 7 February 2018 at 9:30am

Boardroom, QQI, 26-27 Denzille Lane, Dublin 2

Note of the thirty-second meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, QQI, 26-27 Denzille Lane, Dublin 2, at 9:30am on **Wednesday 7 February 2018.**

Present:
Dr Padraig Walsh (Chairperson) (Items 14-21)
Dr Bryan Maguire
Ms Barbara Kelly
Ms Róisín Sweeney
Ms Angela Lambkin
Mr John O'Connor
Ms Karena Maguire

Apologies:
Dr Deirdre Stritch (Maternity Leave)
Ms Andrina Wafer

In attendance:
Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Dr Peter Cullen
Ms Ann Graves
Ms Andrea Boland (Items 14, 15, and 16)
Ms Mairéad Boland (Items 14, 15, and 16)
Ms Mary Sheridan (Item 21)
Mr Walter Balfe (Item 21)
Ms Mary Danagher (Programmes and Awards Oversight Committee)

The Chairperson welcomed Ms Mary Danagher, a member of the Programmes and Award Oversight Committee as an observer at the meeting.

Barbara Kelly chaired the meeting for items 1-13 in the absence of the Chairperson.

1. **APPROVAL OF AGENDA AND POTENTIAL CONFLICTS OF INTEREST**

   The Agenda was approved by the Committee and there were no conflicts of interest declared at the meeting.

2. **MINUTES OF MEETINGS**

   2.1 The Minutes of the PAEC Meeting held on 8 December 2017 were approved by the Committee.

3. **MATTERS ARISING FROM THE MINUTES**

   Any matters arising were covered within agenda items and were discussed during the meeting.

4. **NOTE OF THE MEETING, REPORT FOR THE BOARD**

   4.1 Note of Meeting of 8 December 2017

   The Committee APPROVED the Note of the PAEC Meeting of 8 December 2017, for publication on the QQI website.

4.2 Report for the Board on the meeting of 1 November 2017

The Committee NOTED the Report for the Board on the PAEC Meeting of 1 November 2017.

4.3 Report for the Board on the meeting of 8 December 2017

The Committee NOTED the Report for the Board on the PAEC Meeting of 8 December 2017.

4.4 Membership of the Programmes and Awards Executive Committee

The Committee NOTED the Membership of the Programmes and Awards Executive Committee (PAEC). Three members of the PAEC will complete their current terms of appointment to the Committee on 22 February 2018. The three members are Karena Maguire, Deirdre Stritch and Andrina Wafer. The Executive is recommending the following to replace those members and will be requesting the Board at its meeting on 23 February 2018 to approve the appointments: Róisín Sweeney (for 2 years), Carmel Kelly (for 3 years) and Deirdre Stritch (for a further 3 years).

5.   PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1   FET Programme Validation Applications
The Committee NOTED the documentation circulated and the detailed verbal report presented.

After considering the Programme Evaluation Reports, the Committee APPROVED the recommendations in respect of the validation of the programmes listed in the documentation.

5.1.2   FET Programme Evaluation Reports
The Committee NOTED the FET Programme Evaluation Reports circulated.

5.2 Higher Education and Training Programmes - Programme Validation

5.2.1   Dublin Business School

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the programme below (5.2.1.1) for five years subject to DBS fulfilling the outstanding special conditions of validation, and all the conditions from the 2016 validation policy listed in the proposed Certificate of Validation. The Certificate of Validation will be modified by the Executive and will be brought back to the PAEC for noting at the next meeting.

5.2.1.1 Bachelor of Arts (Honours) in Applied Social Care, Level 8, Major Award, 60 Credits

The Committee NOTED the documentation circulated.

The Committee APPROVED the validation of the following programme for five years subject to DBS fulfilling the outstanding special conditions of validation, and all the conditions from the 2016 validation policy listed in the proposed Certificate of Validation:

5.2.1.2 Bachelor of Arts in Applied Social Care, Level 7, Major Award, 180 Credits

5.2.2   A Named Provider

The Committee REFUSED the validation of the following programme:

5.2.2.1 Certificate in Social Care, Level 6, Minor Award, 60 Credits (Exit Award)

The decision to refuse validation of the Certificate in Social Care will be referred to the Programmes and Awards Oversight Committee (PAOC) for confirmation or referral back to the PAEC.

The Committee NOTED that the Executive has established a Report Writer working group which will develop guidelines to help ensure consistency in reports over time.

5.3 Devolution of Responsibility for Validation sub-processes

The Committee NOTED that QQI has not yet devolved responsibility to providers under the new validation policy but intend to commence that in due course.

5.4 Validation of Research Degree Programmes
No Business

5.5 Apprenticeship Programmes
No Business

6. REVALIDATION
No Business

7. FOLLOW-UP ON PAEC RECOMMENDATIONS AND CONDITIONS IN PANEL REPORTS

7.1 Update on the follow-up of conditions of validation

The Committee NOTED the documentation circulated.

QQI is required to follow up on any special conditions of validation identified by an evaluation panel. The special conditions of validation that require follow-up are any conditions that have yet to be met at the time of the PAEC meeting at which the relevant application for validation is being considered at, or those conditions that are ongoing in nature and will require explicit monitoring for the period for which the programme has been validated.

SOLAS

The Committee NOTED the documentation circulated. The Committee NOTED that there were three conditions of approval requiring follow-up in relation to the programmes listed below. SOLAS advised that they are currently working on the outstanding special conditions of validation identified in the Independent Evaluation report. The Committee agreed to recommend to extend the period for which conditions can be satisfied until the next meeting of the PAEC (11 April). The Executive will contact SOLAS regarding the extension and about addressing any outstanding issues.

7.1.1   SOLAS
- Advanced Certificate Craft Carpentry and Joinery
- Advanced Certificate Craft Electrical
- Advanced Certificate Craft Heavy Vehicle Mechanics
- Advanced Certificate Craft Metal Fabrication
- Advanced Certificate Craft Plumbing

The Committee NOTED the documentation circulated. The Committee NOTED that there was one condition of approval requiring follow-up. The Executive considers the condition of validation to be met for the following programmes:

7.1.2   SOLAS - Advanced Certificate Craft Agricultural Mechanics
7.1.3   SOLAS - Advanced Certificate Craft Electrical Instrumentation
7.1.4   SOLAS - Advanced Certificate Craft Instrumentation
7.1.5   SOLAS - Advanced Certificate Craft Electronic Security Systems
7.1.6   SOLAS - Advanced Certificate Craft Wood Manufacturing
7.1.7   SOLAS - Advanced Certificate Craft Tool Making
7.1.8   SOLAS - Advanced Certificate Craft Farriery
7.1.9   SOLAS - Advanced Certificate Craft Industrial Insulation
7.1.10   SOLAS - Advanced Certificate Craft Brick and Stone Laying
7.1.11   SOLAS - Advanced Certificate Craft Mechanical Automation and Maintenance Fitting

8. **QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION**
   No Business

9. **APPROVAL OF QUALITY ASSURANCE PROCEDURES FOR LEGACY PROVIDERS (RE-ENGAGEMENT)**
   No Business

10. **EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD**
    No Business

11. **ROUTINE STANDARDS ACTIVITIES UPDATE**
    No Business

12. **CHANGE OF REGISTRATION PROVIDER STATUS OF LEGACY HET AND FET PROVIDERS**
    No Business

13. **REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE (PAOC)**
    No Business

14. **PROGRAMME VALIDATION EVALUATOR AND PROVIDER FEEDBACK SURVEYS**

    14.1 The Committee NOTED the explanatory memorandum and the programme evaluator and provider feedback surveys circulated:

    14.1.1   Higher Education and Apprenticeship Programme Evaluator Survey
    14.1.2   Higher Education and Apprenticeship Provider Survey
    14.1.3   Further Education Programme Evaluator Survey
    14.1.4   Further Education Provider Survey

    The Committee NOTED that the questions are about the process, and how it can be improved. Where possible, the questions asked in the provider surveys are designed to mirror those in the evaluator surveys. This will enable the Executive to produce a report that provides a 360 review of the validation process at the end of each year.

    Following discussion, it was AGREED that the Executive will take account of the feedback provided by the Committee and modify the surveys accordingly.

15. **ROLES AND RESPONSIBILITIES AND CODE OF CONDUCT FOR REVIEWERS AND EVALUATORS**

    15.1 The Committee NOTED the Explanatory Memorandum and the documentation circulated. At its meeting on 4 September 2017, the PAEC considered the working draft Roles, Responsibilities and Code of Conduct for Reviews and Evaluators (2017) and were advised that the draft would be used at planned workshops for training validation evaluators. It is intended that the draft document will replace QQI Reviewers – Roles Profiles (November 2014) and Participating on Evaluation Panels as a Peer Reviewer: Guidelines (April 2015).

    Following discussion, it was AGREED that the Executive will take account of feedback provided by the Committee and it was agreed to delegate final approval to the QQI Director of Quality Assurance.

16. **PROGRAMME VALIDATION MANUAL (2017) FOR PROGRAMMES OF HET AND APPRENTICESHIP (FET AND HET) PILOT VERSION (EDITION 3)**

16.1 The Committee NOTED the Explanatory Memorandum and the Programme Validation Manual (2017) for Programmes of HET and Apprenticeships (FET and HET) pilot version (edition 3) circulated. The purpose of this document is to assist applicants for validation to present their applications and programmes consistently and systematically. The Executive established a working group to provide feedback on a previous version of the manual. The Executive also sought feedback at two training events for evaluators. The feedback from the working group and the events has been incorporated into the document circulated. Following discussion, it was AGREED that the Executive will take account of feedback provided by the Committee at this meeting and modify the manual accordingly.

17. AMENDMENT TO PROGRAMME EVALUATION REPORT

17.1 Galway Business School

The Committee NOTED the documentation circulated. The Committee NOTED that at its meeting on 15 February 2017, the PAEC approved the validation of Bachelor of Arts (Honours) with International Business which had been submitted for validation by Galway Business School.

On 17 January 2018, the Executive was advised that an amendment was required on the front page of the report of the programme evaluation panel. The Executive made the required amendment and contacted members of the evaluation panel advising of the change.

The Committee NOTED the amendment to the report of the programme evaluation panel and the correspondent amendments to the certificate of validation.

18. PROGRAMME REVIEW AND REVALIDATION REPORT PUBLICATION REQUIREMENTS

18.1 Programme Review and Revalidation Report Publication Requirements

The Committee NOTED the documentation circulated. The Committee NOTED that the draft Programme Review Manual was introduced on a pilot basis to providers who would be submitting programmes for review. The Committee ADVISED that the Executive publish the Independent Evaluation Report for validation only, as opposed to other reports submitted by the provider. The Committee ADVISED the Executive to inform the provider to place a link on its website to the published validation reports on the QQI website.

19. UPDATE ON THE IMPLEMENTATION OF QQI'S VALIDATION POLICIES AND CRITERIA FOR BOTH NEW AND EVOLVED PROGRAMMES

19.1 Update on the Implementation of QQI's Validation Policies and Criteria for Both New and Evolved Programmes

The Committee NOTED the update on the Implementation of QQI's validation policies and criteria for both new and evolved programmes circulated. On the advice of the PAEC Committee at its meeting on 1 November, the Executive drafted an update on the implementation of QQI's validation policy and criteria for both new and evolved programmes which addressed the following:

- New programme validation
- Revalidation
- Extensions to validation, and
- Publication of outcomes.

The Committee NOTED that Further Education providers have not been required to apply for revalidation of their programmes up to now but will be required to do so in due course.

20. MODIFICATION TO VALIDATED FET PROGRAMMES TO ENABLE THE SUBSTITUTION OF MATHS MODULES WITH MATHS FOR STEM MODULES

20.1 Modification to Validated FET Programmes to Enable the Substitution of Maths Modules with Maths for STEM Modules

The Committee NOTED the documentation circulated.

The Executive proposes to allow programmes leading to CAS Level 5 major awards that include maths modules that lead to other CAS maths Level 5 minor awards to substitute those modules with a Maths for STEM module, involving either residual credit or an excess of 15 credits, provided the relevant provider has had a Maths for STEM programme validated. The Qualifications Directorate would need to make corresponding arrangements to facilitate this and is considering the matter.

21. PROPOSALS FOR THE APPLICATION OF THE SCHEDULE OF FEES FOR FE AND HE PROGRAMMES VALIDATIONS (FEBRUARY 2018)

21.1 Proposals for the Application of the Schedule of Fees for FE and HE Programmes Validations

The Committee NOTED the documentation circulated. At its meeting on the 8 December 2017, the PAEC considered a proposal on how the published Schedule of Fees would be applied to the validation (including revalidation) of programmes. The proposal was developed following a review by the Executive, of the application of the published Schedule of Fees to submissions for validation (and revalidation). Subsequently, the proposal was revised by the Executive. The Committee discussed the revised proposal and agreed the following:

- Proceed with the proposal re HET fees and communicate this appropriately to the sector.
- The Executive should undertake further work in relation to the FET fees proposal.