PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Wednesday 2 November at 9:30am

Boardroom, 26/27 Denzille Lane, Dublin 2

Note of the twentieth meeting of the QQI Programmes and Awards Executive Committee held in the Boardroom, 26/27 Denzille Lane, Dublin 2 on **Wednesday 2 November 2016 at 9.30am**

Present:	**In attendance:**
Dr Padraig Walsh (Chairperson)	Ms Therese Masterson (Key Executive)
Ms Barbara Kelly	Ms Janet Cawley (Secretary)
Ms Angela Lambkin	Dr Peter Cullen
Dr Bryan Maguire	Mr Walter Balfe
Ms Karena Maguire	Ms Ann Graves
Dr Deirdre Stritch	
Ms Andrina Wafer	
Mr John O'Connor	

1. **MINUTES OF THE MEETING OF 20 and 27 July 2016**
   The minutes of the PAEC Meeting held on 20 and 27 July 2016 were approved by the Committee.

2. **MATTERS ARISING FROM THE MINUTES**

   2.1 FET Programme Validation Applications Refusals – Item 4.1.1.1
   The Committee noted that the Programme Validation applications that were refused at the last meeting were referred to the Programmes and Awards Oversight Committee (PAOC). The Committee also noted that the PAOC confirmed the decisions to refuse validation at its meeting on 4 August.

   2.2 IBAT College Dublin – Item 4.2.1.1 Programme Validation – BA (Hons) in Business and Cert in Arts
   The Committee noted that the validation of the above programmes is held in abeyance at the request of the college.

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

   3.1 Note of Meeting of 20 and 27 July 2016
   The Committee APPROVED the Note of the PAEC Meeting of 20 and 27 July 2016 for publication on the QQI website.

   3.2 Report for the Board on the meeting of 20 and 27 July 2016
   The Committee NOTED the Report for the Board on the PAEC Meeting of 20 and 27 July 2016.

   3.3 Revised Terms of Reference for the PAEC
   The Committee NOTED the Revised Terms of Reference for the PAEC.

4. PROGRAMME VALIDATION APPLICATIONS

4.1 Further Education and Training (FET) Programmes
No Business

4.2 Higher Education and Training Programmes – Programme Validation
No Business

4.3 Higher Education and Training Programmes - Devolution of Responsibility for Validation Sub-Processes

The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from January 2017:

4.3.1 National College of Ireland

4.3.1.1 *Bachelor of Arts (Honours) in Business Management, Level 8, Major Award, 180 Credits*
Diploma in Business Management, Level 7, Minor Award, 60 Credits (exit award)
Certificate in Business Management, Level 6, Minor Award, 60 Credits (exit award)

4.3.1.2 *Bachelor of Arts (Honours) in Business, Level 8, Major Award, 240 Credits (Differential)*

The Committee AGREED that issues arising in the NCI validation applications raise the need to take a broader look at blended learning across the sector. The QQI Executive will follow up in that regard.

4.4 Validation of Research Degree Programmes
No Business

4.5 Springboard Approvals

4.5.1 National College of Ireland

The Committee NOTED the documentation circulated and ADVISED the Executive to conduct a differential validation of the following programme under the special application process for Springboard.

4.5.1.1 Higher Diploma in Science in Computing – Cybersecurity Elective Stream, Level 8, Major Award, 60 Credits

5. REVALIDATION

5.1 National College of Ireland
The Committee NOTED the documentation circulated and APPROVED the revalidation of the following programmes for two years from September 2016:

5.1.1 Bachelor of Arts (Honours) in Business, Level 8, Major Award, 180 Credits
Bachelor of Arts (Honours) in Human Resource Management, Level 8, Major Award, 180 Credits
Certificate in Financial Regulation, Level 8, Special Purpose Award, 10 Credits
Higher Certificate in Business, Level 6, Major Award, 120 Credits
Bachelor of Arts (Honours) in Marketing Practice, Level 8, Major Award, 180 Credits

5.2 Application for Extension of Validation Period

5.2.1 **National College of Ireland**
The Committee NOTED the documentation circulated and APPROVED the extension of the validation period of the following programmes for one intake:

5.2.1.1 Higher Diploma in Business in Finance, Level 8, Major Award, 60 Credits *(last intake September 2016)*
Certificate in Digital Marketing, Level 8, Special Purpose Award, 30 Credits *(last intake January 2017)*

6. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION
No Business

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

8. EXTENSION OF DELEGATION OF AUTHORITY BY LEVEL/FIELD
No Business

9. ROUTINE STANDARDS ACTIVITIES UPDATE
No Business

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

11. REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE
No Business

12. DRAFT PROGRAMME REVIEW MANUAL 2016

12.1 Draft Programme Review Manual 2016: Programme Review and preparing for Revalidation by QQI of programmes of Higher Education and Training.

This item was deferred to the next meeting.

13. SOLAS RESPONSE TO THE CONDIITONS AND RECOMMENDATIONS OF THE QQI VALIDATION PANEL REPORT OF THE FIVE CRAFT APPRENTICESHIPS

13.1 SOLAS response to the conditions and recommendations of the QQI Validation Panel Report of the five craft apprenticeships

This item was deferred to the next meeting.

14. VALIDATION PROCESSES

14.1 Validation Processes

The Committee noted the documentation circulated.

The Committee noted that the 2016 validation policies and criteria are being used for apprenticeship programmes and programmes of higher education and training. The implementation of the policies and criteria is supported by the following manual and template:

1. Programme Validation (2016) Manual - intended for use by the provider and designed to ensure that all of the validation criteria and sub-criteria are addressed
2. Independent Evaluation Report on an Application for Validation of a Programme of Education and Training - for use by the panel for the purpose of structuring their report and should be read in conjunction with sections 6, 7 and 17 of the core validation policies and criteria.

Following discussion, the Committee ADVISED the Executive that these two documents should be used but should be kept under review.

15. QA APPROVAL PROCESS REPORT TEMPLATES

15.1   Self-Evaluation and Panel Evaluation Report Templates to be used in QA Approval Processes

This item was deferred to the next meeting.