PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Wednesday 15 February at 10.00am

Behan 1 Meeting Room, 10 Lower Mount Street, Dublin 2

Note of the twenty-fourth meeting of the QQI Programmes and Awards Executive Committee held in Behan 1 Meeting Room, 10 Lower Mount Street, Dublin 2 on **Wednesday 15 February at 10am**

Present:
Dr Padraig Walsh (Chairperson)
Ms Barbara Kelly
Ms Angela Lambkin
Dr Bryan Maguire
Ms Karena Maguire
Mr John O'Connor

In attendance:
Ms Therese Masterson (Key Executive)
Ms Janet Cawley (Secretary)
Dr Peter Cullen
Mr Walter Balfe
Ms Ann Graves

Apologies:
Ms Andrina Wafer

Not present:
Dr Deirdre Stritch (Maternity Leave)

1. **MINUTES OF MEETINGS**
   1.1 The Minutes of the PAEC Meeting held on 28 November 2016 were approved by the Committee.
   1.2 The Minutes of the PAEC Meeting held on 12 January 2017 were approved by the Committee.
   1.3 The Minutes of the PAEC Meeting held on 25 January 2017 were approved by the Committee.

2. **MATTERS ARISING FROM THE MINUTES**

   Minutes of the PAEC Meeting of 28 November 2016

   2.1 **Draft Programme Review Manual**
        It was noted that the Programme Review Manual is being reviewed by a group of providers that will be submitting programmes for review in preparation for revalidation in 2017.

   2.2 **QA Approval Process Report Templates**
        It was noted that a small internal group met to discuss improvements to the report templates.

   2.3 **Change of Status of Legacy HET and FE Providers**
        It was noted that the process has been followed through to change the status of legacy providers who have ceased certifying learners. The Board at its meeting on the 10 February withdrew validation of programmes and the providers have been informed.

   Minutes of the PAEC Meeting of 12 January 2017

   2.4 **Programme Validation – National College of Ireland**
   NCI amended the Programme Schedules as requested by QQI and subsequently received a Certificate of Validation.

Minutes of the PAEC Meeting of 25 January

2.5 Section 46 Review of Validated Programmes at a provider

The Committee NOTED that the Executive gave notice to a provider of the Board's decision to withdraw validation of programmes and has one month in which to make observations. The Board will consider its response at the next meeting.

3. NOTE OF THE MEETING, REPORT FOR THE BOARD

3.1 Note of Meeting of 28 November 2016
The Committee APPROVED the Note of the PAEC Meeting of 28 November 2016 for publication on the QQI website.

3.2 Note of Meeting of 12 January 2017
The Committee APPROVED the Note of the PAEC Meeting of 12 January 2017 for publication on the QQI website.

3.3 Note of Meeting of 25 January 2017
The Committee APPROVED the Note of the PAEC Meeting of 25 January 2017 for publication on the QQI website.

3.4 Report for the Board on the meeting of 28 November 2016
The Committee NOTED the Report for the Board on the PAEC Meeting of 28 November 2016.

3.5 Report for the Board on the meeting of 12 January 2017
The Committee NOTED the Report for the Board on the PAEC Meeting of 12 January 2017.

3.6 Report for the Board on the meeting of 25 January 2017
The Committee NOTED the Report for the Board on the PAEC Meeting of 25 January 2017.

4. PROGRAMME VALIDATION APPLICATIONS

Further Education and Training (FET) Programmes

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

The Committee APPROVED the recommendations in respect of the validation of the programmes listed in the documentation provided.

FET Programme Validation Applications Refusals
The committee agreed with the recommendation to REFUSE validation of one programme from one provider:

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

The PAOC requested at its last meeting that it would like to see a sample of positive validation reports in order to get a fuller picture of the validation process. The Committee suggested that such a sample be supplied to the PAOC together with a synopsis of validation activity.

4.1.2a **FET Programme Evaluation Reports (Positive)**
The Committee NOTED the FET Programme Evaluation Reports.

4.1.2b **FET Programme Evaluation Report (Negative)**
The Committee NOTED the FET Programme Evaluation Reports.

4.1.3 **Maths for STEM**

The Committee NOTED the documentation and the detailed verbal report presented.

Maths for STEM level 5 was validated at the PAEC meeting of 20 July 2016. Since the validation of the programme, the Leaving Cert grading system changed and QQI received a query from a University asking if the Maths for STEM programme meets the new H4 standard for entry to engineering degrees which is 60% or higher. QQI wrote to the Expert Panel and all panel members agreed that a Merit on the Maths for STEM programme can be considered appropriate for access to Higher Education and Training STEM programmes.

The Committee APPROVED the changes to the Report of the Expert Panel circulated.

4.2 Higher Education and Training Programmes - Programme Validation - 2013 Policy

4.2.1 Galway Business School
The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from September 2017:

4.2.1.1   Bachelor of Business (Honours) with International Business, Level 8, Major Award, 60 Credits
Bachelor of Business, Level 7, Major Award, 180 Credits, (Differential)
Higher Certificate in Business, Level 6, Major Award, 120 Credits, (Exit Award)
Certificate in Business Communications, Level 6, Minor Award, 20 Credits
Certificate in Business and Entrepreneurship, Level 6, Minor Award, 20 Credits
Certificate in Sales and Marketing, Level 6, Minor Award, 30 Credits
Certificate in Marketing Management, Level 6, Minor Award, 30 Credits
Certificate in Strategic Management, Level 7, Minor Award, 10 Credits

4.2.2 Griffith College – Under Devolved Responsibility
The Committee NOTED the documentation circulated. The Committee APPROVED the validation of the following programmes for five years from September 2017:

4.2.2.1   Master of Science in International Pharmaceutical Business Management, Level 9, Major Award, 90 Credits
Postgraduate Diploma in Science in International Pharmaceutical Business Management, Level 9, Major Award, 60 Credits

4.2.3 Refusals
The Committee NOTED the documentation circulated. The Committee REFUSED the validation of one programme from one provider:

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

4.3 Higher Education and Training Programmes – Programme Validation – 2016 Policy

The committee NOTED the documentation circulated. The Committee REFUSED the validation of one programme from one provider:

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

4.3.1 Griffith College

The committee APPROVED the validation of the following programme for two years from March 2017:

- Postgraduate Diploma in Science in Medical Device Technology and Business, Level 9, Major Award (Springboard) 60 Credits

4.4 Devolution of Responsibility for Validation sub-processes

No Business

4.5. Validation of Research Degree Programmes

No Business

4.6 Springboard Approvals

No Business

5. REVALIDATION

5.1 National College of Ireland

The Committee NOTED the documentation circulated. The Committee considered the proposal by the National College of Ireland to reconsider a previous decision of the PAEC on 2 November 2016 not to revalidate the following programmes for five years but instead to revalidate for two years:

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

The Committee approved the revalidation of the programmes for five years on condition that a progress report be submitted to QQI after two years.

5.2 Application for Extension of Validation Period

5.2.1 Carlow College

The Committee NOTED the documentation circulated. At the meeting of the PAEC on 20 July 2016, the Committee approved the extension of two years of the validation period for the following programmes:

5.2.1.1 Bachelor of Arts in Humanities, Level 7, Major Award, 180 Credits
Bachelor of Arts (Honours) in Humanities, Level 8, Major Award, 240 Credits
Certificate in Advocacy Skills, Level 6, Minor Award, 40 Credits
Higher Certificate in Arts in Citizenship and Community Studies, Level 6, Major Award, 120 Credits
Bachelor of Arts in Citizenship and Community Studies, Level 7, Major Award, 180 Credits
Bachelor of Arts (Honours) in Citizenship and Community Studies, Level 8, Major Award, 240 Credits
Bachelor of Arts (Honours) in English and History, Level 8, Major Award, 240 Credits
Bachelor of Arts in Applied Social Studies in Social Care, Level 7, Major Award, 180 Credits
Bachelor of Arts (Honours) in Applied Social Studies in Social Care, Level 8, Major Award, 60 Credits
Master of Arts in Therapeutic Child Care, Level 9, Major Award, 60 Credits,

On 2 February 2017, Trinity College Dublin (TCD) wrote to QQI advising that the process for the approval by TCD of academic proposals from Carlow College is likely to be extended beyond that which was initially envisaged. This extension was to facilitate the transition of these programmes from QQI validation to Trinity College Dublin. On 3 February 2017, at the College's request, Carlow College met with QQI to provide a progress update.

The Committee NOTED the report on this progress update.

5.2.2   **HSE Regional Centre Nursing and Midwifery, Tullamore**

The Committee NOTED the documentation circulated and APPROVED the extension of the last intake date to September 2017 of the following programme:

5.2.2.1   Certificate in Application of Mental Health Legislation to Practice, Level 8, Special Purpose Award, 10 Credits.

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

8.1 Dun Laoghaire Institute of Art, Design & Technology

8.1.1 Extension of DA to include Level 9 Research Degrees

The Committee NOTED the documentation circulated and APPROVED the extension of delegation of authority to **Dún Laoghaire Institute of Art, Design & Technology** to make awards at NFQ Level 9 in respect of all its own validated research degree programmes. The Executive reported that the Institute's registrar, on behalf of its Academic Council, had formally confirmed that the procedures and criteria set out in the *Sectoral Protocols for the Delegation of Authority by QQI to Institutes of Technology to run Level 9 research degrees* are being complied with. This becomes effective when the procedures and criteria are published on the institute's website.

8.2 Letterkenny Institute of Technology

8.2.1 Extension of DA to include Level 9 Research Degrees

The Committee NOTED the documentation circulated and APPROVED the extension of delegation of authority to **Letterkenny Institute of Technology** to make awards at NFQ Level 9 in respect of all its own validated research degree programmes. The Executive reported that the Institute's registrar, on behalf of its Academic Council, had formally confirmed that the procedures and criteria set out in the *Sectoral Protocols for the Delegation of Authority by QQI to Institutes of Technology to run Level 9 research degrees* are being complied with. This becomes effective when the procedures and criteria are published on the institute's website.

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

11.1 Report of the Incorporeal Meeting 13 December 2016

The PAOC agreed the recommendation of the PAEC to refuse validation of one programme application.

12. VALIDATION OF SOLAS PROGRAMMES, SOLAS RESPONSE TO THE CHAIRPERSON'S COMMENTS

12.1 <u>**Explanatory Memorandum**</u>

The Committee noted the documentation circulated. The Committee at its meeting on 28 November advised the Executive to send the Chair's comments to SOLAS and request a response. The Committee also advised that the Executive should meet with SOLAS and then report back to the Committee.

The Executive met with SOLAS on 6 December 2016. It was agreed that the Executive will need to have further engagement with SOLAS in relation to the implementation of the conditions in the report.

13. MEMBERSHIP OF THE PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE

13.1 <u>**Membership of the Programmes and Awards Executive Committee**</u>

The Committee noted the documentation circulated. The composition of the Programmes and Awards Executive Committee currently consists of eight members of the Executive; there is no external presence on the Committee. At a recent CEO and Directors meeting, the matter was discussed and it was decided to refer the matter to the PAEC for discussion. Any changes to the current Terms of Reference would require approval by the Board of QQI.

Following discussion, the Committee suggested that a member of the Programmes and Awards Oversight Committee (PAOC) could be invited to join the meeting as an observer and provide observations to the PAEC. The Executive will discuss this with the PAOC at its next meeting.