



Minutes of Meeting

Open

Meeting: COURSES AND PARTNERSHIPS APPROVAL COMMITTEE

Date and Time: Wednesday 6 November 2019 at 2:15pm

Venue: Wessex House 3.36

These minutes contain information, which the University has declared will not be routinely published under the Freedom of Information Act for the reasons specified:

- Information that might prejudice the University's commercial interests.
- Information that is published elsewhere or is intended for publication at a later date (eg draft versions of documents, information subject to amendment or approval by the appropriate University body)

Present:	Prof Bruce Rayton	Chair
	Dr Philip Rogers	Department of Pharmacy and Pharmacology
	Dr Matteo de Tina	Department of Economics
	Dr Florin Bisset	Head of Learning Partnerships
	Dr Peter Nuttall	School of Management
In Attendance:	Mr Drew Toynbee	Registry Services Officer (Secretary)
	Mrs Kate Norris	Head of Registry Services
	Ms Kate Robinson	University Librarian, attending as part of the Senate Effectiveness Review team
Apologies:	Ms Jiani Zhou	Students' Union Postgraduate Officer

ACTION

001 MINUTES OF PREVIOUS MEETING

The Committee approved the minutes of the meeting of 17 July 2019 (CPAC19/20 001).

002 MATTERS ARISING

All matters arising were noted as completed.

003 CHAIR'S ACTIONS

There were no Chair's Actions noted.

006 ANY OTHER BUSINESS

- a) The Chair welcomed Kate Robinson as part of the Senate Effectiveness Review team to observe the meeting. The committee noted the role of the review to consider the effectiveness of Senate and all its sub-committees in their respective roles. Members were encouraged to respond to the survey that had been circulated previously in order to feed their views into the process. Finally it was confirmed that this review was unrelated to the Halpin Review of Council.
- b) The Chair noted that the launch date for Curriculum Transformation had been changed to 2022, and asked that committee members feedback any issues that arise that could affect the operation of the committee.
- c) Dr Rogers asked for confirmation on the approval of the reaccreditation submission to the GPhC for the Independent Prescribing Unit. The Chair confirmed that this will be considered by Chair's Action as soon as possible.

007 DATE OF NEXT MEETING

The next meeting of CPAC is scheduled for Wednesday 22 January 2020, at 2:15pm in Wessex House 3.36

Chair: Prof Bruce Rayton

Date: 6 November 2019



Minutes of Meeting FOIA Restricted

Meeting: COURSES AND PARTNERSHIPS APPROVAL COMMITTEE

Date and Time: Wednesday 06 November 2019 at 2:15 pm

Venue: WH 3.36

These minutes contain information which the University has declared will not be routinely published under the Freedom of Information Act for the reasons specified:

Minute 004-005: Information that might prejudice the University's commercial interests.

Minute 004-005: Information that is published elsewhere or is intended for publication at a later date (eg draft versions of documents, information subject to amendment or approval by the appropriate University body)

Present:	Prof Bruce Rayton	Chair
	Dr Philip Rogers	Department of Pharmacy and Pharmacology
	Dr Matteo de Tina	Department of Economics
	Dr Florin Bisset	Head of Learning Partnerships
	Dr Peter Nuttall	School of Management
In Attendance:	Mr Drew Toynbee	Registry Services Officer (Secretary)
	Mrs Kate Norris	Head of Registry Services
	Ms Kate Robinson	University Librarian, attending as part of the Senate Effectiveness Review team
	Mr John Adams	Project Manager for item 004
	Dr Lukasz Piwek	School of Management for item 004
	Prof Gunes Erdogan	School of Management for item 004
Apologies:	Ms Jiani Zhou	Students' Union Postgraduate Officer

004 **NEW PROGRAMME PROPOSAL FOR RECOMMENDATION TO SENATE FOR FULL APPROVAL** **ACTION**

a) School of Management – Online MSc in Business Analytics

Scrutineer: Dr Matteo De Tina

Programme presenters:

Mr John Adams, Prof Gunes Erdogan, Dr Lukasz Piwek

CPAC1920 002a-s

Planned commencement: September 2020

Dr Florin Bisset declared an interest in this item and abstained from the decision regarding approval of this programme.

The committee noted the pre-meeting comments from Dr Matteo de Tina and responses from the programme team. In addition the committee discussed the following:

- *Programme specification* – The committee noted that this online course had been mapped to the ‘transformed’ version of MSc Business Analytics, but that it did not have the option choice available to those studying ‘on campus’.
- *Learning Outcomes Map* – the committee noted that the Learning Outcome map did not match the Learning Outcomes in the programme specification. The committee also noted that there was no learning outcome solely allocated to the dissertation and therefore the MSc.
- *Unit Descriptions* – The committee noted that most of the unit descriptors were lacking in detail, as well as one that contained no content or aims at all.
- *Group-work*: the committee noted that it would be useful to be clear in the unit descriptors which contained group working which assessments they were supposed to undertake individually.
- *Library Resources* – The committee queried whether the programme team and the Project Manager had considered the requirement for library resources in the preparation of digital materials for an online course. The programme team confirmed that their established plan is to notify the library six months ahead of materials being required.

The committee agreed to recommend to Senate full and final approval for the Online MSc in Business Analytics subject to the following conditions:

1. The programme team and Project Manager commit to reviewing the system of notifying the library in a timely manner to ensure the course’s library resource needs can be met.
2. The programme team clarify the learning outcomes in the programme specification and mapping, as well as ensuring that there is a unique learning outcome for the MSc and submit the revised programme specification and mapping.
3. The programme team review the unit descriptions to ensure that they are complete and correct and submit the revised set.

**Programme
team**

005 NEW STUDENT EXCHANGE AGREEMENTS

Humanities & Social Sciences – Department of Economics

- a) New Agreement with Yonsei University, Republic of Korea for five years from 2020/1-2024/5
CPAC1819 003

- b) New Agreement with Binghamton University, State University of New York for five years from 2020/1-2024/5
CPAC1819 004

The committee approved both new agreements.

Chair: Prof Bruce Rayton

Date: 6 November 2019