

PROGRAMMES AND AWARDS EXECUTIVE COMMITTEE (PAEC)

Thursday 11 June 2020 at 9:30am

via Microsoft Teams

Note of the 46th meeting of the QQI Programmes and Awards Executive Committee held via Microsoft Teams, at 9:30am on **Thursday 11 June 2020**.

Present:	In attendance:
Dr Pdraig Walsh (Chairperson)	Ms Therese Masterson (Key Executive)
Ms Andrina Wafer	Ms Janet Cawley (Secretary)
Ms Angela Lambkin	Ms Carmel Kelly (Item 1 - Item 10)
Ms Barbara Kelly	Mr Walter Balfe (Item 1 - Item 10)
Dr Bryan Maguire	Dr Deirdre Stritch (Item 6.2.1 – Item 10)
Dr John O’Connor	Ms Alex Keys (Item 1 – Item 10)
Ms Róisín Sweeney	Mr Gerard Morgan, Programmes and Awards Oversight Committee (PAOC)
Ms Marie Gould	

The Chairperson welcomed Gerard Morgan, a member of the Programmes and Awards Oversight Committee as an observer at the meeting.

1. APPROVAL OF AGENDA AND POTENTIAL CONFLICTS OF INTEREST

The Chairperson enquired and confirmed that there were no conflicts of interest in relation to any of the items of business before the Committee.

2. MINUTES OF MEETING OF 8 APRIL 2020

2.1 The Minutes of the PAEC Meeting held on 8 April 2020 were approved by the Committee.

3. MATTERS ARISING FROM THE MINUTES OF MEETING OF 8 April 2020

3.1 Measures to Mitigate Impact of COVID-19 Pandemic on Programmes leading to QQI Awards

The Committee NOTED that providers may be looking for sanction to continue mitigation measures into 2021. The challenge of practical assessment will have an impact on some programmes. The Committee NOTED that temporary accommodation was availed of by a very small number of providers. All HE private providers and all ETBs have sent their contingency plans to QQI. The Executive will be following up with providers for updates to their plans.

3.2 Thematic analysis of provider reengagement (QA Approval)

The Committee NOTED that the final report on the thematic analysis of provider reengagement will be sent to the CEO before the next Board meeting.

All other 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 April 2020

The Committee APPROVED the Note of the PAEC Meeting of 8 April 2020 for publication on the QQI website.

4.2 Report for the Board on the Meeting of 8 April 2020

The Committee NOTED the Report for the Board on the PAEC Meeting of 8 April 2020.

5. PROGRAMME VALIDATION APPLICATIONS

5.1 Further Education and Training (FET) Programmes

5.1.1 Kilkeny and Carlow Education and Training Board

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.1.1.1 PG24353, National Tour Guiding, Level 6, Special Purpose Award, 45 Credits, CAS

5.2 Higher Education and Training Programmes – Programme Validation

No Business

5.3 Devolution of Responsibility for Validation Sub-Processes

No Business

5.4 Validation of Research Degree Programmes

No Business

5.5 Apprenticeship Programmes

5.5.1 National College of Ireland

The Committee NOTED the documentation circulated and the detailed report presented. The Committee APPROVED the validation of the following programme:

5.5.1.1 PG24255, Bachelor of Arts (Honours) in Recruitment Practice, Level 8, Major Award, 180 Credits

6. REVALIDATION

6.1 Application for Extension of Validation Period

6.1.1 Fast Track into Information Technology

The Committee NOTED the documentation circulated.

Fast Track into Information Technology (FIT) advised that they are seeking an extension of validation for two programmes, for one year, due to the current COVID-19 pandemic. FIT has had to divert significant QA resources to manage the continuity arrangements for online delivery of the Advanced Certificate in Computer Networking and the Advanced Certificate in Software Development.

The Committee APPROVED the request to extend the last intake date for the following two programmes until 31 December 2021:

- 6.1.1.1 PG23422, Advanced Certificate in Computer Networking, Level 6, Major Award, 240 Credits
- PG23423, Advanced Certificate in Software Development, Level 6, Major Award, 238 Credits

6.1.2 Update regarding Unilateral Extensions uptake from providers

The Committee NOTED the documentation circulated.

At the PAEC meeting of 8 April 2020, the PAEC approved a proposal to extend the enrolment interval to 31 December 2020 for validated programmes whose last intake date will have passed by 31 August 2020. The proposal was granted in recognition of the current difficulties arising from the COVID-19 pandemic, which make the processes of programme review and revalidation vulnerable, dependent as they are on the availability of external experts, provider QA personnel and QQI executive staff.

The Committee NOTED that some providers are at advanced stages of the programme review and revalidation process and do not wish to avail of the opportunity to extend the enrolment interval for their programmes.

At the April PAEC meeting, the Executive identified 79 programmes provided by 11 providers that would have been eligible for the unilateral extension. 7 providers have opted to avail of the unilateral extension, for a total of 41 programmes.

6.2 Revalidation

6.2.1 Children's Therapy Centre Limited (CTC)

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programmes subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificate of Validation:

- 6.2.1.1 PG24346, Master of Arts in Creative Psychotherapy (Humanistic and Integrative Modality), Level 9, Major Award, 120 Credits
- PG24347, Postgraduate Diploma in Arts in Play Therapy, Level 9, Major Award, 60 Credits, *Exit Award*

6.2.2 National College of Ireland

The Committee NOTED the documentation circulated. The Committee APPROVED the revalidation of the following programmes subject to any special conditions of validation, and all the conditions from the current validation policy listed in the proposed Certificate of Validation:

- 6.2.1.1 PG24355, Bachelor of Science (Honours) in Computing, Level 8, Major Award, 240 Credits
- PG24358, Bachelor of Science in Computing, Level 7, Major Award, 180 Credits, *Exit Award*
- PG24359, Higher Certificate in Science in Computing, Level 6, Major Award, 120 Credits
- PG24356, Higher Diploma in Science in Computing, Level 8, Major Award, 60 Credits
- PG24357, Certificate in Science in Computing, Level 8, Minor Award, 20 Credits, *Exit Award*

7. PROGRAMME CHANGES – Irish College of Humanities and Applied Sciences (ICHAS)

7.1 Notification to QQI of Programme Changes

The Committee NOTED the documentation circulated.

In April 2020, ICHAS submitted a request for a change to the programme schedules for six Masters and embedded Postgraduate Diploma programmes. Each of the programmes currently comprises two mandatory 5 ECTS research modules. ICHAS proposes to replace the two research modules with a single 10 ECTS mandatory module – Research Methodologies & Design. The programme schedule change sought will be applied to the currently validated programmes for the academic year 2020/2021 only.

The Committee APPROVED the proposed modifications to the programme schedules for six Masters and embedded Postgraduate Diploma programmes.

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

No Business

9. QA FOR COLLABORATIVE AND TRANSNATIONAL PROVISION

No Business

10. APPROVAL OF QUALITY ASSURANCE PROCEDURES FOR LEGACY PROVIDERS (RE-ENGAGEMENT)

10.1 Galway Business School

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Galway Business School.

10.2 International College for Personal and Professional Development

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of International College for Personal and Professional Development.

10.3 Security Institute of Ireland

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Security Institute of Ireland.

10.4 Portobello Institute

The Committee NOTED the documentation circulated. The Committee APPROVED the quality assurance procedures of Portobello Institute.

The Committee NOTED that all mandatory changes confirmed by the PAEC at its meeting on 12 September 2019 had been satisfactorily addressed.

10.5 A Named Provider

The Committee NOTED the documentation circulated. The Committee REFUSED to approve with recommendations the quality assurance procedures of the named provider (pending mandatory changes being made). The named provider may submit revised procedures for approval within a six-month period of notification of this decision.

11. ROUTINE STANDARDS ACTIVITIES UPDATE

No Business

12. CHANGE OF STATUS OF LEGACY HET AND FET PROVIDERS

No Business

13. REPORT FROM THE PROGRAMMES AND AWARDS OVERSIGHT COMMITTEE (PAOC)

No Business

14. ANNUAL SELF-ASSESSMENT OF PERFORMANCE OF COMMITTEE – 2019

All non-Committee members left the meeting at this stage apart from the observer Gerard Morgan.

14.1 The Committee NOTED the documentation circulated.

QQI is required under the Code of Practice for the Governance of State Bodies (2016) to carry out an annual self-assessment of the Board and its Committees. On 19 December 2019, all members of the PAEC were invited to partake in a self- evaluation of the performance of the PAEC through a short survey.

The areas addressed include Roles and Responsibilities; Composition and Conduct of Committee Meetings; Adequacy of Committee Information; and Communications. An initial analysis of the responses indicates that the Committee is generally satisfied in the majority of areas covered by the evaluation. It was highlighted that the attendance by Programmes and Awards Oversight Committee (PAOC) observers is very useful, and that the development of precedents is very helpful to ensure consistency.

The Committee was requested to note the responses to the survey, consider the matter and make recommendations that it considers appropriate.

The Committee's observations at the meeting included the following:

- There is a large amount of documentation for each meeting, but it was highlighted that much of the documentation is required not just for the Committee but as a formal record of the validation process.

- The meetings provide transparency and good governance. Providers are well aware of the role of the Committee.
- Membership of the Committee is very useful for cross-sectional understanding and communications. There is a good opportunity for members of the executive to contribute across the whole organisation.
- Membership of the Committee is useful for those whose work does not involve direct communication with providers to be aware of their activities.
- The executive is to consider using Twitter to highlight the positive decisions of the meeting.
- The executive should be mindful of the number of items on the agenda and duration of meetings.

15. ANY OTHER BUSINESS

15.1 Observations by Programmes and Awards Oversight Committee (PAOC) Member:

Gerard Morgan provided some observations on the meeting and indicated that he will report back in writing to the PAOC.