

Wednesday 22 November 2017
15:00 - 17:00
Room 909B, 9th Floor, Electrical Engineering Building

DRAFT Minutes

1 Welcome and Apologies

Dr Craig welcomed members to the second meeting of the 2017/18 academic year, in particular the new members: Prof George Jackson, Prof Graham Hughes, Dr Niamh Nowlan, Scott Tucker and Yasin Cotur.

Present at the meeting were: Dr Lorraine Craig (Chair), Dr Giuliano Allegri, Prof Sergei Chernyshenko, Prof Martyn Boutelle, Dr Niamh Nowlan, Prof Klaus Hellgardt, Prof Jason Hallett, Dr Mike Templeton, Dr Fariba Sadri, Andy Brand, Dr Mike Streule, Prof Martin Blunt, Dr Kristel Fobelets, Prof Jason Riley, Dr Mike Bluck, Prof Graham Hughes, Prof George Jackson, Dr Monika Pazio, Alex Luy, Alice Bennett, and Dr Phil Power (Secretary).

Apologies were received from Prof Nigel Brandon, Prof Omar Matar, Prof Yun Xu, Prof Bassam Izzuddin, Dr Lorenzo Picalini, Prof Andrew Holmes, Dr Tony Field, Dr Martyn McLachlan, Nick Burstow, Dr Daniel Mortlock, Dr Elizabeth Hauke, Judith Webster and Richard Martin.

Dr Mark Pope attended on behalf of Dr Hauke; Scott Tucker attended on behalf of Judith Webster.

2 Minutes from the Previous Meeting

The committee approved paper EEC.2017.34, the minutes from the meeting held on Wednesday 27 September 2017.

3 Matters Arising

3.1 Action Tracker

The committee noted paper EEC.2017.35, the action tracker. Only one action remained outstanding from the previous meeting (EEC8/11.2), which was awaiting input from the Registry. Phil Power that further guidance had been received on this matter just before the meeting and that an update would be circulated shortly.

Action: Phil Power

3.2 Other matters arising

There were no other matters arising.

3.3 Representation on Senate, QAEC and other committees

The committee noted paper EEC.2017.36, a list of the Faculty Representatives on the Senate, QAEC and other committees.

ITEMS FOR CONSIDERATION

4 New Programme Proposals

4.1 MRes Cancer Technology

The committee considered paper EEC.2017.37, a proposal from the Department of Bioengineering for a new MRes Cancer Technology. Martyn Boutelle described the purpose of the degree programme and the format in which it will be delivered, specifically noting that some of the modules are already delivered as part of other degree programmes in the department.

The committee agreed to recommend to the Programmes Committee that the degree be established.

5 Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours

There were none

Members requested that the table from the modifications policy be recirculated.

Action: Phil Power

6 Exchange Partnerships

6.1 RWTH Aachen, Germany

The committee considered paper EEC.2017.38, a proposal to renew an exchange partnership with RWTH Aachen, Germany, for students on the MEng Aeronautical Engineering with a Year Abroad in the Department of Aeronautics for a period of three years. The committee agreed to recommend renewal of the exchange agreement.

6.2 ISAE Supaero, Toulouse, France

The committee considered paper EEC.2017.39, a proposal to renew an exchange partnership with ISAE Supaero, Toulouse, France, for students on the MEng Aeronautical Engineering with a Year Abroad in the Department of Aeronautics for a period of three years. The committee agreed to recommend renewal of the exchange agreement.

6.3 Ecole Central de Lyon, France

The committee considered paper EEC.2017.40, a proposal to renew an exchange partnership with Ecole Central de Lyon, France, for students on the MEng Aeronautical Engineering with a Year Abroad in the Department of Aeronautics for a period of three years. The committee agreed to recommend renewal of the exchange agreement.

6.4 RWTH Aachen, Germany

The committee considered paper EEC.2017.41, a proposal to renew an exchange partnership with RWTH Aachen, Germany, for students on the MEng Electrical and Electronic Engineering with a Year Abroad and the Meng Electrical and Information Engineering in the Department of Electrical and Electronic Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

6.5 TU Delft, The Netherlands

The committee considered paper EEC.2017.42, a proposal to renew an exchange partnership with TU Delft, The Netherlands, for students on the MEng Electrical and Electronic Engineering with a Year Abroad and the Meng Electrical and Information Engineering in the Department of Electrical and Electronic Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

6.6 KTH Stockholm, Sweden

The committee considered paper EEC.2017.43, a proposal to renew an exchange partnership with KTH Stockholm, Sweden, for students on the MEng Electrical and Electronic Engineering with a Year Abroad and the Meng Electrical and Information Engineering in the Department of Electrical and Electronic Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

6.7 Telecom-Paristech, France

The committee considered paper EEC.2017.44, a proposal to renew an exchange partnership with Telecom-Paristech, France, for students on the MEng Electrical and Electronic Engineering with a Year Abroad and the Meng Electrical and Information Engineering in the Department of Electrical and Electronic Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

6.8 Lund University, Sweden

The committee considered paper EEC.2017.45, a proposal to renew an exchange partnership for student projects with Lund University, Sweden, for students on the MSc Control Systems in the Department of Electrical and Electronic Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

6.9 University of Padova, Italy

The committee considered paper EEC.2017.46, a proposal to renew an exchange partnership for student projects with Lund University, Sweden, for students on the MSc Control Systems in the

Department of Electrical and Electronic Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

6.10 UCLA, USA

The committee considered paper EEC.2017.47, a proposal to renew a proposal for a non-exchange destination with UCLA, USA, for students on the MSci Geology with a Year Abroad and MSci Geophysics with a Year Abroad in the Department of Earth Science and Engineering for a period of five years. The committee agreed to recommend renewal of the non-exchange destination agreement.

6.11 UC Berkeley

The committee considered paper EEC.2017.48, a proposal to renew a proposal for a non-exchange destination with UC Berkeley, USA, for students on the MSci Geology with a Year Abroad and MSci Geophysics with a Year Abroad in the Department of Earth Science and Engineering for a period of five years. The committee agreed to recommend renewal of the non-exchange destination agreement.

7 UG Annual Monitoring Reports [AMR] for 2015/16

Lorraine Craig introduced this item, and thanked Directors of Undergraduate Studies for submitting these reports in advance of the meeting. The committee noted paper EEC.2017.49 which explained the reports, and then considered papers EEC.2017.50 to EEC.2016.59.

The committee considered paper EEC.2017.50, the Annual Monitoring Report for the Department of Aeronautics. Giuliano Allegri noted that the department had undertaken work to improve assessment and feedback which was reflected in the most recent NSS results, as well as work to better engage with student representatives. Giuliano also noted that punctuality data for return of feedback was also now part of the PRDP process.

The committee considered paper EEC.2017.51, the Annual Monitoring Report for the Department of Bioengineering. Martyn Boutelle noted that the department were pleased with their most recent set of NSS results, but not complacent with them. Martyn also noted that having a number of undergraduate students working on educational UROP projects over the summer had been very successful for development of the programmes; on the negative front Martyn commented that more thought needs to be given to the way in which capacities for cross-department modules are managed going forward.

The committee considered paper EEC.2017.52, the Annual Monitoring Report for the Department of Chemical Engineering. Klaus Hellgardt noted that it was pleasing to see that the department had achieved parity in progression data when split by gender, but that more work needed to be done to look at differences in progression when split by ethnicity. Klaus also noted that when the results for GTAs are removed from the SOLE scores (to make them comparable to other departments where GTAs are not surveyed) then the results improve.

The committee considered paper EEC.2017.53, the Annual Monitoring Report for the Department of Civil and Environmental Engineering. Mike Templeton noted that the department had achieved very good NSS results this year, and that an optional form had been introduced for staff to use for recording coursework feedback.

The committee considered paper EEC.2017.54, the Annual Monitoring Report for the Department of Computing. Fariba Sadri (on behalf of Tony Field) noted that positive feedback had been received from the external examiners, that issuing provisional exam marks in January had proved very popular with the students and that the department had started tracking items of coursework that have never been collected by the students. Fariba noted that the space issues in the Huxley building are proving challenging to resolve.

The committee considered paper EEC.2017.55, the Annual Monitoring Report for the Dyson School of Design Engineering. Andy Brand (on behalf of Lorenzo Picinali) noted that positive feedback had been received from external examiners and from SOLE. Andy noted that space issues are proving challenging as the school is growing, but that the new building would start to be occupied in the New Year.

The committee considered paper EEC.2017.56, the Annual Monitoring Report for the Department of Earth Science and Engineering. Mike Streule noted the department was undergoing a transition of all role holders concerned with the undergraduate programmes, and specifically noted the

challenges resulting from the turnover of professional services staff. Mike highlighted that the payment process for GTAs and UTAs was particularly burdensome (a view echoed by other committee members).

The committee considered paper EEC.2017.57, the Annual Monitoring Report for the Department of Electrical and Electronic Engineering. Kristel Fobelets noted that UTAs were now being used successfully in the department, and that a Women in Engineering forum had been well received. Kristel noted that the NSS results relating to the management stream were poor and work was ongoing to understand more about the causes.

The committee considered paper EEC.2017.58, the Annual Monitoring Report for the Department of Materials. Jason Riley (on behalf of Martyn McLachlan) noted that significant differences exist in the NSS results between students on the BEng and MEng degree programmes and work was ongoing to try to understand the reasoning behind this. Jason noted that the revised design study had been well received by the students and external examiners.

The committee considered paper EEC.2017.59, the Annual Monitoring Report for the Department of Mechanical Engineering. Mike Bluck noted that failure rates for students had been reduced over the past few years and that adding regular inspirational lectures for students and an Education Day for staff members had been well received. Mike noted that the SOLE results had highlighted some areas to address in the coming year. Mike specifically requested that in future work been undertaken to split the progression data, for students who attended school in the UK, by school type (<https://www.gov.uk/types-of-school>) and by background (POLAR4 quintile - <http://www.hefce.ac.uk/analysis/yp/POLAR/>), the committee agreed this would provide significant insights.

Action: Lorraine Craig/Phil Power

In summary, Dr Craig noted that there was substantial good practice contained within the reports. The committee also noted paper EEC.2017.60 the College level overview of SOLE results for the 2016/17 academic year, and that supporting data for each AMR was available via BOX.

8 Taught Postgraduate Entry Requirements

The committee considered paper EEC.2017.61, the taught postgraduate entry requirements for the 2019/20 academic year.

While no changes were proposed at the meeting the committee asked that more time be made available to consider the entry requirements. The committee requested that the final date at which changes could be made be clarified.

Action: Lorraine Craig/Phil Power

9 Surveys

There were no survey results to consider.

10 Accreditation Visit Reports

10.1 Institution of Engineering Designers (May 2017)

The committee considered paper EEC.2017.62, an accreditation visit report from the Institution of Engineering Designers regarding the MEng Design Engineering in the Dyson School of Design Engineering. The institution had agreed to accredit the degree at CEng level for a period of five years, for intakes from 2015 to 2020.

The committee congratulated Lorenzo Picinali and the School of Design Engineering on this significant milestone.

11 External Examiner Appointments and Reports

There were no reports to consider.

12 Any additional items to consider from the Faculty

There were none.

ITEMS TO NOTE

13 Chair's Report

The committee noted paper EEC.2017.63, the actions taken by the Chair on behalf of the committee

since the last meeting, together with papers EEC.2017.64 to EEC.2017.68 the various papers to support the actions.

14 Short Course Annual Monitoring of Delegate Numbers

The committee noted paper EEC.2017.69, the report of delegate numbers for short courses taking place during the 2016/17 academic year.

15 Programmes Committee

The committee noted paper EEC.2017.70, the report from the Programmes Committee to the most recent meeting of the Quality Assurance and Enhancement Committee.

16 Faculty Education Committee Minutes

The committee noted papers EEC.2017.71 to EEC.2017.74, the minutes of the Faculty Education Committees for Natural Sciences, Medicine, the Business School and School of Professional Development respectively.

17 Postgraduate Professional Development Committee

The committee noted paper EEC.2017.75, the minutes of the most recent Postgraduate Professional Development Committee meeting.

18 Any additional items to note from the Faculty

There were none.

ANY OTHER BUSINESS

19 Dates of Future Meetings

Wednesday 28 February 2018

Wednesday 16 May 2018

Wednesday 26 September 2018

Wednesday 21 November 2018