

## Faculty Education Committee – Special Meeting to consider the curriculum review paperwork for the Department of Civil and Environmental Engineering

Faculty of Engineering

Tuesday 18 December 2018  
15:00 – 16:00  
Room 163, Skempton Building

Unapproved Minutes

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### 1 Welcome

Dr Lorraine Craig welcomed members to the meeting. Lorraine noted that this was a special meeting of the Faculty Education Committee, to consider the curriculum review paperwork for the Department of Civil and Environmental Engineering so that it could be submitted to the January 2019 Programmes Committee meeting. No regular business was to be considered at this meeting.

Present at the meeting: Dr Lorraine Craig (Chair), Dr Phil Power, Komal Patel, Dr Mike Templeton, Dr Fariba Sadri, Dr Freddie Page (on behalf of Dr Lorenzo Picinali), Prof Jason Riley, Lucy Heming, Dr Tiffany Chiu, and Alejandro Luy. Dr Andrew Phillips attended the meeting on behalf of the Civil and Environmental Engineering curriculum review team.

Not present at the meeting: Prof Nigel Brandon, Prof Omar Matar, Prof Yun Xu, Richard Martin, Dr Errikos Levis, Prof Sergei Chernysenko, Prof Martyn Boutelle, Dr Niamh Nowlan, Prof Klaus Hellgardt, Prof Jason Hallett, Prof Bassam Izzuddin, Dr Tony Field, , Dr Lorenzo Picinali, Andy Brand, Dr Mark Sutton, Prof Martin Blunt, Dr Kristel Fobelets, Prof Andrew Holmes, Dr Martyn McLachlan, Dr Mike Bluck, Dr Ulrich Hansen, Alejandro Luy, Joel Bilsdorfer, Zixuan Wang, Amy Tall, Raya El Laham, Dr Elizabeth Hauke, Dr Mark Pope, Dr Pavel Berloff, Prof Graham Hughes, and Prof George Jackson.

Lorraine noted that due to the short notice of the meeting, all FEC members had been invited to provide comments via email. Komal Patel confirmed that no comments had been received.

### 2 Curriculum Review Paperwork

Committee members considered papers EEC.2018.110 to EEC.2018.114, the curriculum review paperwork, module outlines and Reference Panel summary form for the Department of Chemical Engineering.

Discussions included the following:

- Senior Strategic Teaching Fellow activities: It was noted that the department's Senior Strategic Teaching Fellow (Dr Roel Schipper) had been conducting an audit of teaching to identify gaps in the department's current provision and emerging teaching methods. It was noted that Dr Schipper had begun to provide academic staff with bespoke feedback, following teaching observations. It was noted that following his review of teaching activities in the first year of his secondment, the second year of his work would focus on implementation and the evaluation of changes. It was noted that Dr Schipper would also be leading a StudentShapers proposal in relation to evaluation.
- Student workload: It was noted the reduction in contact hours and content applied mostly to Year Three and Year Four modules, rather than in earlier modules focussed on core and foundational content.

- Exit awards: It was noted that the department had taken the approach to include information on exit awards in the Programme Specific Regulations section on the programme specifications, and include a reference to them in the Learning Outcomes section. Lucy Heming noted that under the 2019-20 Academic Regulations, it was expected that learning outcomes would be distinguishable by exit award. As this was a recommended enhancement by the department's Reference Panel, rather than required amendment, it was agreed that the approach could be considered at Programmes Committee.
- Reassessments: The Committee discussed the Programme Specific Regulations included in the programme specifications, regarding reassessment. The department noted that the form of reassessment would depend on the module, and clarified that a student who failed a re-assessment would be able to re-sit the year.

The department was asked by FEC members to consider the following specific recommendations ahead of submission to Programmes Committee:

- State the expectations/requirements in terms of language proficiency for students on the Year Abroad programme wishing to attend non-English speaking universities in the programme specification. Include details on at what point decisions regarding progression to the Year Abroad are made.
- Include a description of formative assessment in the Assessment Strategy section of the programme specifications.
- Include a caveat where referring to specific numbers of teaching hours, as a precaution in regards to CMA compliance.
- Include a note alongside the elective rules, if there is possibility that not all elective options are available every year.
- Amend the reference to a "zero tolerance approach to late submission" in the curriculum redesign proposal form to "the College's approach..." .
- Update language throughout to refer to the terms programme and module as applicable, rather than course.

**Action: Mike Templeton**

It was noted that the Faculty Education Team had a number of additional minor amendments, which would be sent to the department as track changes for consideration.

**Action: Komal Patel**

The Committee provided some high-level feedback on the module outlines which would require consideration in the future, as it was acknowledged that it would not be possible to make the changes ahead of the Programmes Committee paper deadline:

- Review the module outlines as a group to ensure there is consistency in content and language.
- Reconsider the use of the words "develop" and "understand" when writing module level learning outcomes, and avoid using the word "basic" for a Level 7 module.
- Ensure that it is clear how the learning outcomes are met by the type of assessment.
- Reconsider/clarify the learning outcome "Access and use the Imperial College computing system" for the Year One module Computational Methods 1.
- Replace the phrase "to bring freshers" with "to bring first year students" (or something similar) for the Year One module Mechanics.

The Faculty Education Team agreed to ascertain when the final versions of the module outline templates would be required for uploading into Banner.

**Action: Komal Patel**

Lucy Heming was asked to confirm whether the Term column in the programme structure section of the programme specification should relate to teaching time only or teaching and examinations.

**Action: Lucy Heming**

Pending the immediate changes recommended, the Committee agreed to endorse the department's curriculum review paperwork for submission to the January 2019 Programmes Committee.

Lorraine Craig thanked Mike, Andrew and the entire Civil and Environmental Engineering curriculum review team for their hard work and efforts to finalise their paperwork. Lorraine also thanked the department's Reference Panel, and Committee members for their helpful feedback and support.