

Imperial College London

Faculty Education Committee (FEC) Faculty of Engineering

Wednesday 28 September 2016

Confirmed Minutes

Present

Dr Lorraine Craig (Chair)	Associate Dean (Learning & Teaching)
Dr Giuliano Allegri	Aeronautics undergraduate representative
Prof Sergei Chernysenko	Aeronautics postgraduate representative
Dr Mike Templeton	Civil Engineering undergraduate representative
Dr Jason Hallett	Chemical Engineering postgraduate representative
Dr Fariba Sadri	Computing postgraduate representative
Dr Lorenzo Picinali	Design Engineering undergraduate representative
Dr Andy Brand	Design Engineering postgraduate representative
Dr Mike Streule	Earth Science and Engineering undergraduate representative
Dr Lidia Lonergan	Earth Science and Engineering postgraduate representative
Dr Kristel Fobelets	Electrical Engineering undergraduate representative
Prof Jason Riley	Materials postgraduate representative
Richard Monk	Registry (representing Sophie White)
Mark Pope	CLCC (representing Elizabeth Hauke)
Claudia Caravello	Student representative (UG) - CGCU
Beth Holman	Student representative (UG) - RSMU
Luke McCrone	ICU Deputy President (Education)
Dr Phil Power (Secretary)	Education Manager

Apologies

Prof Jeff Magee	Dean
Prof Peter Cheung	Vice-Dean (Education)
Richard Martin	Faculty Operating Officer
Sophie White	Registry
Prof Yun Xu	College Consul
Prof Marek Sergot	College Consul
Prof Martyn Boutelle	Bioengineering undergraduate representative
Dr Darryl Overby	Bioengineering postgraduate representative
Prof Nina Thornhill	Chemical Engineering undergraduate representative
Prof Bassam Izzuddin	Civil Engineering postgraduate representative
Dr Tony Field	Computing undergraduate representative
Prof Andrew Holmes	Electrical Engineering postgraduate representative
Dr Martyn McLachlan	Materials undergraduate representative
Dr Mike Bluck	Mechanical Engineering undergraduate representative
Dr Elizabeth Hauke	Centre for Culture, Languages and Communication
Dr Daniel Mortlock	Director of Ancillary Mathematics

Observers

Ros Whitley	Management Trainee
James Balloch (item 2)	Deputy Academic Registrar
Rotimi Nelson (item 2)	ICT Project Manager
Tara Jewell (item 2)	Operational Excellence Change Manager
Louise O'Sullivan	Head of Student Programmes, Bioengineering

1 Welcome and Apologies

The chair, Dr Lorraine Craig, welcomed attendees to the meeting and apologies, as above, were noted. Dr Craig extended a particular welcome to new members of the committee and student representatives for the academic year.

2 SIMP Update

The committee received a briefing regarding an update on the SIMP Programme from James Balloch (Deputy Academic Registrar), which included paper EEC.2016.01. The briefing also included an update from Rotimi Nelson about work being undertaken to deploy InPlace in Computing and Electrical Engineering for managing industrial placements.

The slides from the presentation are available as paper EEC.2016.40.

Members of the committee emphasised that more information is needed about exactly what is being delivered and when. The chair encouraged members to communicate with the team directly regarding local questions, particularly around how the technology being developed would interact with local established systems.

3 Terms of Reference, Constitution and Membership

The committee noted paper EEC.2016.02, the terms of reference, constitution and membership for the committee. It was noted that Prof Klaus Hellgardt would be taking over from Prof Nina Thornhill as Director of Undergraduate Studies in Chemical Engineering from 1 October and would be joining the committee.

4 Minutes of the previous meeting

The committee approved paper EEC.2016.03, the minutes of the May meeting.

5 Matters arising from the minutes of the previous meeting

Participation rates in PG SOLE: Communication had taken place with departments in the College with high participation rates in the PG SOLE surveys. The result of these conversations was that no particular tactic had been used beyond good communication with students and gentle encouragement.

Format of SOLE and PG SOLE reports: At the previous meeting members requested that SOLE and PG SOLE reports be presented in the same format as the Business School's MODES reports. Following investigations it had been established that the Business School is using a different system to collect and report their data to the rest of the college. Discussions are still ongoing with ICT and the Registry Quality Assurance Team about how the reporting could be improved in time for the next reporting round.

Concerns from external examiners: At the previous meeting members suggested a summary report of comments from external examiners. After investigation it was established that the most succinct reports are the ones prepared by registry and presented at the May meeting (papers EEC.2015.39 and EEC.2015.40).

Materials External Examiner query from 2015: Now resolved.

The committee noted paper EEC.2016.04, the full proposal from the Department of Bioengineering for a BSc in Medical Science with Biomedical Engineering which had been approved by the Programmes Committee since the last meeting.

There were no further matters arising.

ITEMS FOR CONSIDERATION

6 New Programme Proposals

There were none

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

7.1 Schemes for Award of Honours - BEng and MEng Design Engineering

The committee considered paper EEC.2016.05, a proposal from the Dyson School of Design Engineering to add an additional section within the Schemes for Award of Honours for BEng and MEng Design Engineering with effect from October 2016. The proposed additional section would cover procedures for Supplementary Qualifying Tests; such a section was not included when the Schemes for Award of Honours were originally considered by the former Engineering Studies Committee.

Richard Monk (Registry) expressed some concern that the wording as proposed may conflict with other regulations. Members of the committee were content with the direction as proposed and enthusiastic to have a section covering procedures Supplementary Qualifying Tests included in the Schemes for Award of Honours as soon as possible.

The committee agreed that Dr Craig should take Chairs Action to endorse the proposal on behalf of the committee and recommend it to the Programmes Committee for approval, once the concerns of Mr Monk had been resolved.

Action: Lorenzo Picinali/Lorraine Craig/Phil Power

7.2 Major Modification – Electrical Engineering MEng Programmes

The committee considered paper EEC.2016.06, a proposal to restructure the credit distribution between years 3 and 4 of all MEng EEE and MEng EIE programmes in the Department of Electrical Engineering, subject to student consent. Dr Fobelets emphasised that the proposal would facilitate a more rapid release of year 3 results to students as well as coalescing the year weightings with the faculty schema.

The committee endorsed the proposal and recommended it to the Programmes Committee for approval. The committee noted that, if approved by the Programmes Committee, student consent would be required to enact the proposal.

Action: Lorraine Craig/Phil Power

7.3 Major Modification – Computing UG Programmes

Paper EEC.2016.07 was withdrawn prior to the meeting.

7.4 Major Modification – Computing UG Programmes

The committee considered paper EEC.2016.08, a proposal to combine two modules in year 2 of all BEng and MEng Computing and Joint Maths & Computing programmes in the Department of Computing. Dr Sadri confirmed that the proposed changes would have no impact on students studying the EIE programmes in the Department of Electrical Engineering and that the combined credit of the new modules would be equal to the sum of the credit of the two existing modules.

The committee endorsed the proposal and recommended it to the Programmes Committee for approval. The committee noted that, if approved by the Programmes Committee, student consent would be required to enact the proposal.

Action: Lorraine Craig/Phil Power

8 Postgraduate Minimum Entry Requirements for 2018/19 entry

The committee considered paper EEC.2016.09, the proposed postgraduate minimum entry requirements for the 2018/19 academic year.

It was noted that the Faculty Education Committee was required to recommend taught postgraduate entry requirements to QAEC for approval. Entry requirements for PhD

programmes were provided in the paper for note and would be considered by the Postgraduate Research Quality Committee.

Members requested more time to consider the contents of the paper and to seek approval from departmental colleagues. The committee agreed to consider a revised version of the paper at the November meeting.

Action: Phil Power

Members were requested to send any specific changes to the committee secretary.

Action: Postgraduate representatives

Members also requested clarification regarding the date for the latest point at which entry requirements could be changed for 2018/19 entry.

Action: Phil Power

9 Exchange Partnerships

9.1 ETH Zurich, Switzerland

The committee considered papers EEC.2016.10, EEC.2016.11 and EEC.2016.12, proposals to renew exchange partnerships with ETH Zurich, Switzerland, for students on the following programmes: MEng Computing (International Programme of Study) in the Department of Computing, MEng Civil Engineering with a Year Abroad in the Department of Civil and Environmental Engineering and MEng Biomedical Engineering with a Year Abroad in the Department of Bioengineering.

The committee approved the renewal of the exchange partnerships with effect from the 2016/17 academic year for a period of three years (Computing) and five years (Civil Engineering and Bioengineering) respectively.

9.2 University of Strasbourg, France

The committee considered paper EEC.2016.13, a proposal to renew an exchange partnership with the University of Strasbourg, France, for students on the MSci Geology with a Year Abroad and MSci Geophysics with a Year Abroad programmes in the Department of Earth Science & Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2016/17 academic year for a period of four years.

9.3 UPC Barcelona, Spain

The committee considered paper EEC.2016.14, a proposal to renew an exchange partnership with the UPC Barcelona, Spain, for students on the MEng Civil Engineering with a Year Abroad programme in the Department of Civil and Environmental Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2016/17 academic year for a period of five years.

9.4 UC Madrid, Spain

The committee considered paper EEC.2016.15, a proposal to renew an exchange partnership with the UC Madrid, Spain, for students on the MEng Civil Engineering with a Year Abroad programme in the Department of Civil and Environmental Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2016/17 academic year for a period of five years.

9.5 UBC Vancouver, Canada

The committee considered paper EEC.2016.16, a proposal to renew an exchange partnership with the UBC Vancouver, Canada, for students on the MSci Geology with a Year Abroad and MSci Geophysics with a Year Abroad programmes in the Department of Earth Science & Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2016/17 academic year for a period of four years.

10 Survey Results

10.1 Postgraduate Taught Experience Survey (PTES) 2016 College results and benchmarking reports

The committee considered papers EEC.2016.17 and EEC.2016.18, the College results and benchmarking reports for the 2016 PTES survey.

The committee considered the results and felt they were broadly reflective of other student feedback mechanisms currently in place in at the College for taught postgraduate students. The committee reemphasised their commitment to improving the quality and timeliness of feedback.

It was noted that each department's action plan following the survey results would be considered at the November meeting.

Action: Postgraduate representatives

10.2 Summer SOLE & PG SOLE Survey Results

The committee considered paper EEC.2016.19, the results of the summer term 2016 UG SOLE lecturer and module surveys, including the RCA equivalent survey for IDE and GID students in the Dyson School of Design Engineering.

The committee considered the results and felt they were positive given the time of year when the survey was carried out. The committee re-iterated their view that the reports of SOLE results need to be of equivalent standard to the Business School's MODES results.

Dr Brand highlighted a number of reasons behind the RCA equivalent survey for IDE and GID students including a number of specific issues which were being actively managed. Dr Brand noted that a meeting of the GID partner institutions was due to take place later in the Autumn term which should resolve a number of challenges. Dr Brand also noted that PTES results for the programmes are available via the RCA and agreed to present these to the committee in due course.

Action: Andy Brand/Phil Power

10.3 Surveys Update for 2016/17

The committee noted paper EEC.2016.20, the surveys calendar and update for the academic year 2016/17.

11 Accreditation Reports

11.1 List of Accredited Programmes

The committee considered paper EEC.2016.21, the list of the accredited programmes constructed by the Registry from information held internally and on the Engineering Council database.

Members requested more time to consider the contents of the paper and to seek input from departmental colleagues. The committee agreed to consider a revised version of the paper at the November meeting.

Action: Phil Power

Members were requested to send any specific changes to the committee secretary.

Action: Undergraduate and Postgraduate representatives

11.2 IChemE accreditation visit report to the Department of Chemical Engineering (November 2015)

The committee considered paper EEC.2016.22, an accreditation visit report from IChemE regarding the four MSc Advanced Chemical Engineering programmes in the Department of Chemical Engineering.

Dr Hallett noted that the department would be increasing the design component on three MSc programmes to ensure they could be accredited in future. Dr Hallett also noted that the department are following up with IChemE regarding when a follow-up visit could take place.

11.3 EAB accreditation visit report to the Department of Chemical Engineering (July 2015)

The committee considered paper EEC.2016.23, an accreditation visit report from EAB (on behalf of InstMC, IET and IChemE) regarding the MSc Process, Instrumentation and Control programme in the Department of Chemical Engineering.

Dr Hallett noted that work was ongoing to address the requirements of the accrediting bodies and that a follow-up visit was scheduled for 2016/17.

12 External Examiner Appointments and Reports

12.1 Outstanding External Examiner Appointments 2016/17

The committee noted paper EEC.2016.24, a list of outstanding external examiner appointments for the academic year 2016/17.

The committee noted that the outstanding appointment for the MSc Petroleum Geoscience programme (Earth Science & Engineering) had been filled and that an appointment for the MSc Computing in Industry (Computing) was unnecessary as the programme was current suspended.

The committee noted that nominations to fill the vacancies need to be submitted no later than the end October 2016.

Action: Giuliano Allegri/Kristel Fobelets/Mike Bluck/Sergei Chernysenko/Darryl Overby/Jason Hallett/Bassam Izzuddin/Fariba Sadri/

12.2 Outstanding UG External Examiner Reports 2015/16

The committee noted paper EEC.2016.25, the list of outstanding undergraduate external examiner reports for the academic year 2015/16.

The committee noted that the deadline for submission of reports (for undergraduates) was 1 October and that a number remained outstanding.

Action: Giuliano Allegri/Martyn Boutelle/Klaus Hellgardt/Kristel Fobelets

13 Strategic Approval for New Partnership – Industrial Doctorate Centre in Composites Manufacture

The committee considered paper EEC.2016.26 which outlined a proposal for a new partnership between the Department of Aeronautics and the University of Bristol for an Industrial Doctorate Centre in Composites Manufacture.

The Faculty Education Committee is required to make a recommendation for Strategic Approval of the partnership to the Provost's Board. If the partnership was subsequently approved by the Provost's Board, details of the proposed DEng programme would be considered by the committee in due course.

The committee agreed to recommend to the Provost's Board the proposal for a partnership with University of Bristol through the IDC for Composites Manufacture in the Department of Aeronautics.

Action: Phil Power

14 GID and IDE Annual Programme Reviews

The committee received paper EEC.2016.27, the minutes of the Joint Academic Advisory Board (JAAC) for the GID and IDE programmes which took place on 30 June 2015. Dr Brand noted that all the actions recorded in the minutes had been fully or partially completed.

The committee considered the RCA annual programme reviews for 2014-15 and were satisfied with the conclusions. Dr Brand noted that significant progress had been made regarding space challenges and that the Post Office building would assist in this area from 2017.

ITEMS TO NOTE

15 Chair's Report

The committee noted paper EEC.2016.29, which outlined one action taken by the Chair on behalf of the committee to resolve an inconsistency in the minimum entry requirements for undergraduate programmes in the Department of Materials.

16 Suspended and Withdrawn Programmes

The Committee noted paper EEC.2016.30, the list of suspended and withdrawn programmes for the academic year 2016/17.

17 Minor Modifications to Existing Programmes and Short Courses

The committee noted paper EEC.2016.31 regarding minor modifications made to existing programmes and short courses during the academic year 2015/16.

18 Part-time Student Registration on Master's Level Programmes with intermediate awards

The committee noted paper EEC.2016.32 regarding changes to regulations for part-time students registered on Master's level programmes with effect from 2017-18 entry, as approved by Senate.

19 Senate Minutes

The committee noted paper EEC.2016.33, the May 2016 Senate minutes.

20 Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate

The committee noted paper EEC.2016.34, the summary report from the Quality Assurance and Enhancement Committee to the June 2016 meeting of Senate.

21 Faculty Education Committee Reports

The committee noted the latest reports from the other Faculty Education Committees (papers EEC.2016.35, EEC.2016.36 and EEC.2016.37) as reported to the last meeting of QAEC.

22 Minutes of the Postgraduate Professional Development Committee (PPDC)

The committee noted paper EEC.2016.38, the latest minutes from the Graduate School's Postgraduate Professional Development Committee

ANY OTHER BUSINESS

23 Dates of Future Meetings

Wednesday 23 November 2016
Wednesday 22 February 2017
Wednesday 10 May 2017

RESERVED AREA OF BUSINESS

24 Annual Report on Special Cases admitted for 2016/17

The committee noted paper EEC.2016.39, the report of the number of special cases admitted for the academic year 2016/17.

Members of the committee queried when the procedure for considering special cases had changed and asked the secretary to investigate.

Action: Phil Power