

Faculty of Medicine Postgraduate Education Board
02 August 2017, 15.00-17.00
Room 127, Sir Alexander Fleming Building, South Kensington

Confirmed minutes of meeting held on 2 August 2017

- Present:** Prof Laki Buluwela (LB), Miss Lisa Carrier (LC), Miss Susan English (SE), Ms Susan Farrell (SF), Ms Michele Foot (MF), Ms Christine Franey (CF), Prof Sue Gibson (SG), Prof Nigel Gooderham (NG), Mr Gerry Greyling (GG), Ms Jo Horsburgh (JH), Dr Jeremy Levy (JL), Mr Chris Neill (CN), Dr Duncan Rogers (DR), Dr Sophie Rutschmann (SR) [Chair], Mr Anwar Sayed (AS), Prof Sue Smith (SS), Mrs Nousheen Tariq (NT) [Committee Secretary], Ms Renay Taylor (RT), Ms Eleanor Tucker (ET), Dr Jeffrey Vernon (JV)
- In attendance:** Dr Mick Jones (MJ), Dr Wayne Mitchell (WM), Dr Mark Sullivan (MS)
- Apologies:** Ms Hayley Atkinson (HA), Prof Paul Aylin (PA), Prof Dan Elson (DE), Mrs Rebekah Fletcher (RF), Dr Michael McGarvey (MM), Ms Men-Yeut Wong (MYW)

1. Welcome and apologies for absence	
REPORTED:	1.1. Apologies were received as above. 1.2. The Chair welcomed WM who attended in place of MM, and MS who attended in place of DE.
2. Minutes	
CONSIDERED:	Paper 30: Minutes of Previous Meeting (07 June 2017)
AGREED:	2.1. Minutes of the previous meeting were approved without changes.
DISCUSSED:	2.2. Policy on exceeding word limit on assessed course work – SR suggested a standardised Faculty policy of marking no further than the word count limit. ACTION: SR will submit a draft Faculty proposal for discussion at the next meeting. 2.3. Recommendations for Hepatitis B vaccination – SR has written to all programme directors and organisers, with some proposed text to be included in every programme handbook. 2.4. Senior Teaching Fellow - Graduate Teaching Assistant (GTA) Programme Leader. This College post has been advertised, with interviews in mid-August. The post will help improve opportunities and training for Graduate Training Assistants (GTA). The post holder will work with the Educational Development Unit (EDU) and the Graduate School. We will reconsider Faculty provision once this post has been appointed. ACTION: Revisit this item in November and February, once post holder is established.

CONSIDERED:	3. Paper 49 - Proposal for short courses in Cardiovascular & Respiratory healthcare
DISCUSSED:	<p>3.1. SS presented the proposal.</p> <p>3.2. CF had reviewed the proposal, and provided her comments.</p> <p>3.3. There was discussion about the possibly hindrance for students wishing to pursue the full master's programme, having already paid for the short courses.</p> <p>3.4. CN reported that DoM have a similar situation, and they process a refund of the short course fee to any student who subsequently takes up the MSc. ET does not anticipate many conversions to the full masters. NHLI will however consider whether to run the same policy as DoM.</p> <p>3.5. CF reported that she receives lot of queries mid-term from applicants who want to study a standalone module, and asked if only those who meet the MSc entry requirements will be considered for these new short courses.</p> <p>3.6. Entry requirement of 2:1 was decided by the course team. SR noted that lowering it to 2:2 would increase applications, and that this was also the Imperial minimum entry requirement. However, NHLI intend to keep the 2:1 requirement and use the special case route for individual cases if needed.</p> <p>3.7. There was also discussion about how short course students, because they do not apply using the College application form, do not incur the College contribution cost for the host department.</p>
AGREED:	<p>3.8. The short courses were given PEB strategic approval, and can now be submitted to Programmes Committee for College approval.</p> <p>3.9. Having already seen the proposal, Programmes Committee have confirmed this proposal will be approved at the October meeting.</p>
CONSIDERED:	4. Paper 50 - Patient Safety MSc: Human Factors in Organisations Change to Module name
DISCUSSED:	<p>4.1. MS presented the proposal for this minor modification.</p> <p>4.2. LB had reviewed the proposal and agreed the name change was sensible. However, both the new and old title are currently used in the online student handbook, and this needs to be corrected in order to achieve consistency. There are also some broken hyperlinks in the handbook that should be corrected.</p> <p>ACTION: NT to inform programme administrator of the errors in the student handbook.</p>
AGREED:	4.3. This minor modification was given PEB approval. Because the minor modifications deadline (31 March) has passed, this proposal should now be submitted by the host department, to Programmes Committee for College approval.

CONSIDERED:	5. Paper 51 - Strategic approval of a major modification (new stream): MSc Surgical Innovation, ENT (Ear, Nose, Throat) Stream
DISCUSSED:	<p>5.1. MS presented a proposal for a new stream on the MSc Surgical Innovation programme, to be called the ENT stream.</p> <p>5.2. DR had reviewed the proposal and considered this to be an excellent addition especially since ENT is one of our largest surgical specialties.</p> <p>5.3. The Programme Organiser has secured funds from Imperial College Healthcare NHS Trust, for doctors to take up this programme.</p> <p>5.4. There was discussion about the various modules, each followed by an assessment, and that perhaps in some instances, this was too much content within a short time frames.</p> <p>5.5. It was noted that a long list of consultants was given as teaching staff on the programme specification. There was discussion about whether ever single consultant would indeed be contributing, and it might be best to shorten the list.</p> <p>5.6. JH felt that the learning outcomes could be improved. If these are reconsidered, this would also help in thinking about the most suitable assessment. She felt that in its current format, the programme does not reflect a level 7 qualification.</p> <p>5.7. MS will provide the comments and feedback to the programme team.</p>
AGREED:	<p>5.8. As the content is very similar, it was agreed that the modules should be combined into one 15 ECTS module.</p> <p>5.9. The list of teaching staff should be shortened to an indicative list, as these may nevertheless change during the duration of the programme.</p> <p>5.10. This new stream was given PEB approval and can now be submitted by the host department to Programmes Committee for College approval.</p>
CONSIDERED:	6. Paper 52 - Strategic approval of a major modification: MSc Molecular Medicine
DISCUSSED:	<p>6.1. MJ presented the proposal to convert the Molecular Medicine curriculum to a modular structure. He tabled an updated module 2 critique and summary.</p> <p>6.2. SS had reviewed the proposal and recommended that the programme specification form be condensed to two pages.</p> <p>6.3. The module ECTS need reconsideration as some of them are noted as 13 ECTS which does not fit into the agreed module size.</p> <p>6.4. Outcomes and sense of direction for modules 1 and 2 should be clearer, as currently they have the same learning outcomes.</p> <p>6.5. MJ clarified that the sessions in professional skills will be delivered as part of the transferrable skills workshops provided by the Graduate School. JV had interpreted these to be part of the programme, and felt this should be clarified.</p>

	<p>6.6. It was recommended that MJ think about how feedback is provided and provide this as a statement in order to explain at what stages students can expect to receive feedback.</p> <p>6.7. SR asked that the ECTS reflect teaching effort; all modules should therefore be amended to 15 ECTS.</p> <p>6.8. NG queried the exam resit policy and MJ confirmed students would be permitted to resit an exam and that the marks would be capped. SR strongly suggested MJ meet with the Registry QA team and ensure the correct wording and calculations before submitting the proposal to Programmes Committee.</p> <p>6.9. Sophie White had provided feedback by email on this proposal to NT.</p> <p>ACTION: NT to forward Sophie White’s email with feedback to MJ. ACTION: SS and JV to forward their feedback to MJ.</p>
AGREED:	6.10. Following the recommended changes, this modification was given PEB strategic approval, and should now be submitted by the host department to Programmes Committee for College approval.
CONSIDERED:	7. Paper 53 - Feedback Traffic Light Process: Monitoring Feedback Return Timeliness for Taught Students
DISCUSSED:	<p>7.1. SR presented this new College process which goes hand in hand with College policy on academic feedback. It requires Faculties to provide students with submission and feedback dates at the start of term, and to then keep a record of when the feedback was provided.</p> <p>7.2. Life Sciences designed this process, and SR suggested that NT speak to them and find out how they collate their feedback dates. It was recommended that FoM set up a common template. Submission of a report to Faculty Education Committee is a requirement, and using a standard template will help pull the report together effectively.</p> <p>7.3. It was felt that when designing teaching, it was important to adopt a habit of planning and deciding the type of feedback early for each assessed piece of work, as well as the dates this feedback would be provided.</p> <p>7.4. NG cautioned against a ‘one size fits all’ approach. He would be happy to adopt the process at a programme level, but not at department level. Clearly there will be a difference between programmes, even within the same department. JV highlighted the importance of maintaining good quality feedback. Therefore being pragmatic about setting deadlines will be key.</p> <p>7.5. There was discussion about how to improve feedback, including giving students an opportunity to challenge or discuss it, ensuring dialogue after giving feedback in order to further clarify, opportunity for students to look at scripts and ask questions (MSc Immunology), individual verbal feedback (as trialled by MRes Biomedical Research).</p>

	7.6. MS felt it was important to note the reality of marking, and how the compulsory double marking alone has doubled the work load for academics.
DISCUSSED:	8. To Raise
REPORTED:	8.1. PG Research Update <ul style="list-style-type: none"> • iCASE MRC Studentships. A bid has been submitted to the MRC. Only 30 studentships are available nationwide. The outcome will be known in September. Preparation for the bid has enabled us to open up dialogue with the corporate partnerships team. Industrial partners like Nestle are now aware of CASE type opportunities at Imperial. • PRES. LB summarised the survey which ran in May. It will next run in 2019. FoM scored lower than other faculties in the areas of supervision and research culture – specifically for ambiance and involvement ‘beyond my department’. LB will open up discussions with other faculties. Departmental action plans should now be prepared and sent to NT by end of October. • SR reported on discussion within DoM, where they plan on reminding students about upcoming surveys like PRES, at the time that key areas are explained to them, such as student responsibility. It is hoped this will help students remember that they have received relevant information or had an opportunity to discuss matters in the areas measured by student surveys.
REPORTED:	8.2. College Meetings and Committees <ul style="list-style-type: none"> • Programmes Committee took place early July and a new modifications policy has been implemented whereby there will be two deadlines annually – 31 March for major modifications and 31 July for minor modifications. • CN highlighted how the early deadline will mean student feedback which happens later in the year, cannot be taken on board for programme improvement and modifications. • Although annual monitoring should be rolled out in time for the 31 March deadline, Registry QA advised that departments continually review their programmes and not wait for monitoring reports. Once the deadline has passed, the late modification route may be an option. • It was noted that in reality the changes would have to be made in December in order to be considered by PEB and then meet the relevant Programmes Committee paper deadline. <p>ACTION: NT to include modifications paper when sending the minutes.</p>
REPORTED:	8.3. New Programmes

	<ul style="list-style-type: none"> NHS Digital Academy have won a £6 million NHS contract. A new Imperial MSc is being designed, with a large distance learning component. It will be a part-time 12 month programme marketed to NHS Chief Information Officers, and digital leaders from NHS trusts across the country. It will attract a cohort of 100 every year for three years. The aim is to create a workforce with the professionalism, capability and capacity to lead the NHS to a new digital future. Longer term benefits for the Faculty: will increase our knowledge, expertise and reputation in distance learning A bid for the MSc Genomic Medicine has been re-launched by Higher Education England (HEE). The tender process opens next week with a deadline of 22 September. The bid will enable recruitment of 600 students across 10 institutions. We anticipate an Imperial bid for approximately 15 students. A lot of current material and content can be re-used although HEE have changed some of the learning outcomes requirements. For our bid, the second March intake will be removed, and will change to a single intake in October. MS reported that a diploma exit point will be introduced for the MSc Reproductive and Developmental Biology programme, which will include a library project.
REPORTED:	<p>8.4. Good Stuff!</p> <ul style="list-style-type: none"> A new College Senior Teaching Fellow post has been created with particular responsibility for GTA provision. SE reported creation of the new post of Faculty Senior Tutor. This will be a College facing role with responsibility for undergraduate pastoral care as well as overview of postgraduate pastoral provision. Once the JD has been approved, the opportunity will be widely advertised. SE encouraged PEB members to forward details to suitable staff. SR clarified that in reviewing the draft JD, she has suggested that the departmental tutors report to the Faculty Senior Tutor.
REPORTED:	<p>8.5. Risks and Problems</p> <p>Student application numbers vs forecasts – SR had emailed a paper to PEB department reps with this comparison and asked that they review recruitment progress within their departments. This latest analysis shows Faculty ‘offers accepted’ are 45 short of our forecasts.</p>
	<p>9. Any other business</p>
REPORTED:	<p>9.1. Next two Programmes Committee dates are:</p> <ul style="list-style-type: none"> 05 Sept 2017 - paper deadline 15 Aug 17 Oct 2017 - paper deadline 27 Sept <p>9.2. The new Registry student system (Banner) is planned to go live for 2018-19 postgraduate applications later this year.</p>
<p>Date for next meeting: Wednesday 13 September, 15.00-17.00 (SAF127, SK Campus)</p>	