

Faculty of Medicine Postgraduate Education Board
07 February 2018, 15.00-17.00
Room 158D, Sir Alexander Fleming Building, South Kensington

Confirmed minutes of meeting held on 07 February 2018

Present:

Prof Paul Aylin (PA), Prof Laki Buluwela (LB), Ms Alison Cambrey (AC), Prof Dan Elson (DE), Miss Susan English (SE), Mr Gerry Greyling (GG), Prof Tony Magee (TM), Dr Michael McGarvey (MM), Dr Duncan Rogers (DR), Dr Sophie Rutschmann (SR) [Chair], Ms Hailey Smith (HS), Prof Sue Smith (SS), Ms Anita Stubbs (AS), Ms Kiu Sum (KS), Mrs Nousheen Tariq (NT) [Committee Secretary], Ms Eleanor Tucker (ET), Dr Jeffrey Vernon (JV), Ms Men-Yeut Wong (MYW)

In attendance:

Mr Richard Bale (RB) Ms Heather Hannah (HH)

Apologies:

Ms Sophie Aicher (SA), Ms Hayley Atkinson (HA), Miss Lisa Carrier (LC), Mrs Rebekah Fletcher (RF), Ms Michele Foot (MF), Ms Christine Franey (CF), Prof Sue Gibson (SG), Prof Nigel Gooderham (NG), Ms Jo Horsburgh (JH), Prof Jeremy Levy (JL), Mr Anwar Sayed (AS),

1. Welcome and apologies for absence	
REPORTED:	<ul style="list-style-type: none"> 1.1. Apologies were received as above. 1.2. HH attended in relation to paper 17, seeking approval of major programme modifications. 1.3. BC attended in relation to item 3, introduction of his role as Senior Teaching Fellow, GTA Programme Leader. 1.4. SR explained that the Standing Items Report will be tabled at each meeting. It replaces the verbal updates, which will no longer form part of the agenda due to time constraints of a busier agenda. 1.5. SR welcomed KS, PGT rep, to her first PEB meeting
2. Paper 15: Minutes of Previous Meeting and Matters Arising (01 November 2017)	
CONSIDERED and AGREED:	<ul style="list-style-type: none"> 2.1. Minutes of the previous meeting were approved without changes. 2.2. AS reported that there had been no progress regarding whether lower tuition fees could be charged for nurses. GG reported that departments could make a case for this cost in planning round. 2.3. SR congratulated NHLI for renewal of two years HEE funding for MSc Genomic Medicine, with possibility of extending by a further three years. 2.4. The modifications for MSc Paediatrics and Child Health were approved by Dean's Management Group. 2.5. Details of the FoM Summer School academic programme have been circulated to Education Managers. 2.6. The Hepatitis B guidance has now been sent to all programme organisers. SR is in touch with Occupational Health and will update when she receives more information, especially in relation to clinicians getting vaccinated, where issues are ongoing. 2.7. JL was not in attendance, and therefore the late registering PhD students matter, will move to next PEB <p>ACTION: JL to update on late registering PhD students at March PEB.</p>

3. Introduction: Richard Bale, Senior Teaching Fellow, GTA Programme Leader	
REPORTED:	<p>3.1. RB started in this new Graduate School role in December 2017. He is meeting with all departments and will collate information on GTA needs and training, to create a proposal for the Graduate School March committee for a new programme. This is intended to deliver a core programme suitable for all GTAs, with some specialist training such as small group teaching. The programme will be accredited for HEA fellowship, and this is valuable for students interested in a teaching qualification. This was welcome news, as it professionalises efforts and the qualification can be taken onto future roles/employers.</p> <p>3.2. The main feedback so far has been that Graduate School workshops are too long. Consideration was being given to reducing them from 4 to 2 hours and perhaps reduce the theoretical content. There was some concern that this would 'dumb down' teaching and in order to keep teaching quality high, the reduction of theory should be replaced with more practical content, in order to up-skill teachers.</p> <p>3.3. There was some discussion around best practice when recruiting and working with GTAs, including clear expectations, discussing your programme/module beforehand with GTAs, and making them feel part of the programme team.</p> <p>3.4. There was negative feedback from PEB members about the anonymised GTA database on the Graduate School website. More context, such as which courses GTAs have taught on, would be helpful. In its current format, it was felt to be unusable.</p> <p>3.5. RB was interested to learn whether supervisors would be resistant to increased GTA work by their students. LB felt that initially they would, but a culture should be developed to reduce this.</p>
4. Paper 16 - FoM PRES Report for QAEC	
CONSIDERED:	<p>4.1. College has asked for a FoM PRES action plan for the first time, along with SID action plans. The FoM plan, drafted by LB, was discussed at the December meeting of the Doctoral Degrees Forum (DDF). PRQC takes place on 08 Feb, and PEB is asked to give comments towards the final action plan.</p> <p>4.2. Jeffrey will write to Laki separately, about point 3 in his paper, as there are rare cases of student/supervisor relationship breakdown. Also, on research culture, students say they do not know what other research students are doing (no seminar series outside section/dept).</p> <p>4.3. HS highlighted the need for more space at St Mary's site. LB asked that she contacts him about space SPH may be aware of that they would like PGR students to have access to.</p> <p>ACTION: LB to update the action plan following PEB and submit to PRQC.</p>
5. Paper 17 - Strategic approval of major modifications: MSc Allergy	
CONSIDERED and AGREED:	<p>5.1. HH presented the paper, asking for a diploma exit point to be introduced. This gives option to students to do more modules without the project which does not appeal to all. Improvements have been made to learning outcomes and assessments. There is a desire to offer a (backdated) diploma to those who have already completed the certificate and wish to complete the additional modules towards a diploma.</p> <p>5.2. PA has reviewed the proposal and noticed that there were no comments from external reviewers. HH clarified that they had received positive feedback stating that it was a sensible plan. He also</p>

	<p>felt different entry requirements for the certificate and diploma might be considered, as opposed to the minimum of 2:1 for all exit points.</p> <p>5.3. DR has also reviewed the proposal and particularly liked the variety of assessment. However, one part of the programme had a succession of long written assessments. HH will consider a mix of assessments type, and perhaps change to posters and oral assessments. The assessment list on page 9 should also include poster presentation.</p> <p>5.4. The proposal was granted strategic approval subject to the following changes:</p> <ul style="list-style-type: none"> • Discuss the possibility of backdating the certificate and proceeding to the diploma with MYW. • Re-consider assessments. <p>ACTIONS:</p> <ul style="list-style-type: none"> • HH to arrange for the above changes to be made, then send NT a tracked change version of the proposal, for forwarding to PEB reviewers. • NT to confirm modifications approval from the Dean's Management Group. • HH to arrange for updated proposal to be submitted to Programmes Committee for College approval.
<p>6. Paper 18 - Strategic approval of major modifications: MSc in Health Data Analytics</p>	
<p>CONSIDERED and AGREED:</p>	<p>6.1. PA presented the modifications, proposing amendment of programme title to 'MSc in Health Data Analytics and Machine Learning', for the 2018-19 intake.</p> <p>6.2. JV had reviewed the proposal and provided a written report. The main points being that the machine learning module alone at 7.5 ECTS, may not be sufficient to include it in the title, and we may be overselling the programme. It may be best to make it clear that machine learning projects are available.</p> <p>6.3. Also, the webpage does not include the programme director.</p> <p>6.4. The proposal was granted strategic approval subject to the following changes:</p> <ul style="list-style-type: none"> • Description of modules be expanded where machine learning is included. • Make the available projects and potential supervisors clear, to demonstrate expertise in machine learning. <p>ACTIONS:</p> <ul style="list-style-type: none"> • PA/HS to arrange for the above changes to be made and send NT a tracked change version of the proposal, for forwarding to PEB reviewers. • NT to confirm modifications approval from the Dean's Management Group. • PA/HS to arrange for updated proposal to be submitted to Programmes Committee for College approval.
<p>7. Presentation - Building the Global Online Masters in Public Health</p>	
<p>REPORTED:</p>	<p>7.1. The initial plan for this programme is to start with 60 students, aiming for a steady state of approximately 400 students.</p> <p>7.2. The programme will be built in the Coursera platform, and a certificate, diploma and MSc will be offered. Tuition fees will be around £20k.</p> <p>7.3. The financial modelling will include recruitment of additional teaching fellows and GTAs as student numbers increase.</p> <p>7.4. Coursera includes built in mechanism for student support.</p>

	<p>7.5. GG will speak to PA about why/how they decided on Coursera. This relates to a planned MEd at LKC (Lee Kong Chian School of Medicine).</p> <p>7.6. The new programme proposal will come to March PEB.</p>
<p>8. Paper 19 - Masters' Application Fees feedback from departments</p>	
<p>CONSIDERED and AGREED:</p>	<p>8.1. GG tabled a summary of the dept feedback sent to NT following circulation of the proposal prior to PEB. He also tabled a report showing PG application numbers.</p> <p>8.2. There was discussion about refunding the application fee for successful students. GG reported that LSHTM charge a £100 application fee and refund the fee for widening participation students. However, WP is difficult to identify at postgrad level. TM felt that at Imperial, we should refund all students we enrol.</p> <p>8.3. AS explained that DoM was strongly opposed. The negative impact far outweighs the revenue. Several members felt we were increasing financial burden for our applicants. SE stressed that a decision to either charge all or no one at all would be best, due to the admin cost of processing the refunds.</p> <p>8.4. DE had consulted programme leads, and they felt strongly about how the introduction of application fees would discourage access to Imperial. One thing not on the summary to note, is that programme teams do not feel overburdened by the number of applications they receive. Also, it is not clear to applicants, especially international applicants, whether the degree they hold qualifies them for the course they apply for. We may therefore accept application fees for students not eligible for the course they apply for.</p> <p>8.5. KS asked what applicants would receive for the extra £50. This is an additional cost on top of approximately £10k tuition fees, and important to make clear what the extra cost is for. KS felt it was important to consider that if the application fee applies to one application (whether one or two choices), then applicants are likely to apply for two, even if they do not intend to take up the second choice. This could lead to an offer from a course they have no interest in.</p> <p>8.6. Having discussed the proposal, the Board agreed that application processing fees should not be introduced for FoM postgraduate programmes.</p>
<p>9. Update: Learning and Teaching Strategy</p>	
<p>REPORTED:</p>	<p>9.1. JV provided an update. The curriculum review approval process and paperwork is not yet known. However, Emma Caseley will send further information this week</p> <p>9.2. Bids for the next stage of the Learning and Teaching Strategy were open for applications. Departments may submit applications for innovative teaching ideas, by the deadline of 02 March 2018. The website provides some guidance, and document is called 'pedagogy transformation'.</p> <p>9.3. SE asked that the bids are submitted via SR or JV. SR will speak with Des Johnson and let everyone know the deadline for bids to reach her and JV.</p> <p>9.4. Under the new Learning and Teaching Strategy, the expectation is that every programme, undergrad and postgrad, have at least one online module/element.</p> <p>9.5. Improvements via the curriculum review are to be completed in time for the 2019 intakes, JV, Latha Ramakrishnan, and other Teaching Fellows (to be appointed), will work with depts/programmes to complete work on time.</p>

	<p>9.6. It was felt that clear information and details should be provided to programme teams, to encourage engagement. Currently the implementation plans felt fragmented. SR will feedback to College that this extra support is required.</p> <p>9.7. The new Teaching Fellow contracts have been extended to two years, to ensure robust support for departments.</p> <p>9.8. The new Digital Hub, set up at the Charing Cross Campus, will help with developing online teaching.</p>
10. Paper 20 - 2018-19 Masters' Applications PEB report	
REPORTED:	<p>10.1. GG presented the applications report and suggested this be provided at every PEB.</p> <p>10.2. SR explained that this is intended to be a helpful tool to assist departments keep track of applications against their targets.</p> <p>10.3. GG reported that application numbers were higher overall, compared to previous years.</p> <p>10.4. SR advised that Gemma Williamson, who prepared these reports, could also separate out individual department data upon request.</p> <p>10.5. JV reported and wanted to make departments aware that Kings College have recently committed to a 3-week turnaround in processing all applications. It would be helpful if Education Managers could pass this information onto their programme teams.</p> <p>ACTION: Education Managers and DPSs to send any feedback on the Masters' Applications PEB report.</p>
11. Standing item: Good, Bad and Coming up	
REPORTED:	<p>11.1. Annual Monitoring Reports are on the PEB March agenda. Departments should currently be drafting their reports, which are to be submitted for March PEB by 23 Feb. The report template and supporting data has been sent to departments by Scott Tucker in Registry. After PEB discussion in March, the reports will be submitted to FEC (paper deadline is 4 April)</p> <p>11.2. The PG Taught Experience Survey (PTES) last took place in 2016 and is running again this year. Departments should check for any pending improvements. PTES has also been discussed between Education Managers at the Masters' Management Liaison Group (MMLG).</p> <p>11.3. PEB Chair's actions report:</p> <ol style="list-style-type: none"> a. Late approval requests – SR asked members to refrain from late approval requests, as it is preferred that proper scrutiny takes place and other reviewers are involved. PA asked if we could have a process for quick approval for small changes required specifically following student feedback, or for student wellbeing reasons. b. MSc Genomic Medicine – major modifications, curriculum changes as dictated by funders c. Master of Public Health – in-year modifications to weighting of 4 modules d. MSc Human Molecular Genetics – removal of merit and distinction for Cert exit point e. MSc Paediatrics & Child Health – modifications to a modular structure f. MRes Biomedical Research Toxicology Stream – one-year suspension of this stream <p>11.4. Standing Items Report (paper 21) – will be circulated by NT</p>

	<p>11.5. SR encouraged everyone to sign up for Education Day on 14 March.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • NT to circulate paper 21 – February Standing Items Report • Education Managers to submit Annual Monitoring Reports to NT by 23 Feb.
REPORTED:	<p>11.6. Next two Programmes Committee dates are:</p> <ul style="list-style-type: none"> • 27 March 2018 – paper deadline 06 March • 01 May 2018 – paper deadline 10 April
<p>Date for next PEB meeting: * change in start time, due to Education Day taking place in the afternoon * Wednesday 14 March 2018, 09:30-11.30 (Room 127, Sir Alexander Fleming Building, SK Campus)</p>	