Welcome and Apologies
The chair welcomed attendees to the meeting and apologies, as above, were noted. The chair also welcomed new members, Luke McCrone, Deputy President (Education), IC Student Union and Sinziana Giju, RCSU Academic Affairs Officer.

Terms of Reference, Constitution and Membership 2016/17 [NSEC.2016.01]
The committee noted the terms of reference, constitution and membership for the committee approved by Senate for 2016-17.

Faculty Representation on Senate and QAEC
RM reported that the FoNS representation on the Senate and QAEC during 2016/17 is still listed as to be confirmed on the Senate and QAEC webpages. Once the list is updated, it will be circuited to the committee.

**ACTION: KK to send the list of FoNS representation on the Senate and QAEC during 2016/17 once available.**

4 Minutes of the Previous Meeting
The committee reviewed the minutes from the FoNS Education Committee (NSEC) held on Wednesday 1st June 2016 [NSEC.2016.39] and the Committee Action Tracker [NSEC.2016.40]. The minutes were agreed as an accurate record and the action tracker document was updated.

5 Matters arising from the Minutes
RM reported that the issue of substantial differences in satisfaction percent between Autumn and Spring BPES modules as well as the cause of higher scores received by the Horizon modules in comparison to other departments is still being investigated. FCE reported that SPD committee had discussed it, but were unable to rationalise the differences.

6 “Week Zero plans” - presentation by Jane Neary, Director of Campus Services
Jane Neary, Director of Campus Services, presented an overview of the “Week Zero plans”. She outlined the proposal of introducing Week Zero in 2018, its benefits and impact. The survey shows that 86% student would be interested in attending a welcome week prior to commencing course activities. Some of the benefits of having a Week Zero include:

- More time to get to know new colleagues and the area of South Kensington;
- Helping international students to mingle better with non-international students;
- Less disruption to Week One;
- Improved mental well-being.

There are also some impacts of introducing one extra week such as:

- Financial: cost of accommodation during Week Zero and impact on commercial income;
- Additional time requirement for support staff (i.e. Halls Seniors, ICU staff);
- Additional requirement for College space;
- Reduced time for maintenance work at the campus.

Members discussed the benefits and impact of the proposed extra week and provided further comments:

- Shortening the teaching to 30 weeks and introducing the Week Zero as the 31st week, would mean changing the curriculum (i.e. removing some of the material).
- The Week Zero would help students (especially the overseas ones) to adjust gradually to the serious teaching setting.
- Over-teaching is seen by some as a problem across the College and Week Zero could help with this.
- Space to conduct some of the Week Zero activities could be allocated once the research activity of the Department of Chemistry moves to White City in 2018.

The committee agreed:

- To collate information on the timetable for Week One induction activities carried out in 2016/17 by each FoNS department.
- To nominate department representatives who would be interested in being involved in ongoing discussions on the Week Zero proposal.

**ACTION: RM to collate the timetables from FoNS Departments for 2016/17 Week One induction activities.**

**ACTION: RM to share information on the timetable for Week One induction activities carried out in 2016/17 by FoNS Departments with Jane Neary and those working on the Week Zero proposal.**
**ACTION:** DUGS to nominate representatives who would be interested in being involved in ongoing discussions on the Week Zero proposal. Nominees names should be send to RM.

**ITEMS FOR CONSIDERATION**

7  
**New Programme Proposals**

7.1  
**Life Sciences programme code rationalisation [NSEC.2016.41]**  
The committee considered a proposal from the Department of Life Sciences to reduce the number of individual UCAS course codes for Life Sciences by nearly 50% and to make the courses listed in the proposal, internal transfers only. Students would be admitted onto Biochemistry, Biotechnology and Biological Sciences, could then transfer onto the specific pathways once they have started, provided they meet the requirements of the particular degree code. AD outlined the rationale for the proposed modification. DS supported this proposal as it will simplify admission procedures and consequently take away a substantial workload from the Admissions Office.

Subject to Programmes Committee’s approval, the committee supported the proposal.

8  
**Modifications to Existing Programmes and Changes to Schemes for Award of Honours**

8.1  
**Life Sciences – BSc 3rd Year elective, Advanced Immunology Module [NSEC.2016.42.01]**  
The committee considered a proposal from the Department of Life Sciences to develop a new module titled: *Advanced Immunology* in 2017-18 as the BSc 3rd Year elective in the 2017/18 academic year.

8.2  
**Life Sciences – BSc 3rd Year elective, Disease Ecology and Epidemiology Module [NSEC.2016.42.02]**  
The committee considered a proposal from the Department of Life Sciences to develop a new module titled: *Disease Ecology and Epidemiology* in 2017-18 as the BSc 3rd Year elective in the 2017/18 academic year.

8.3  
**Life Sciences – BSc 3rd Year elective, Principles of Development Module [NSEC.2016.42.03]**  
The committee considered a proposal from the Department of Life Sciences to develop a new module titled: *Principles of Development* in 2017-18 as the BSc 3rd Year elective in the 2017/18 academic year.

8.4  
**Life Sciences – BSc 3rd Year elective, Microbial Ecology Module [NSEC.2016.42.04]**  
The committee considered a proposal from the Department of Life Sciences to develop a new module titled: *Microbial Ecology Module* in 2017-18 as the BSc 3rd Year elective in the 2017/18 academic year.

8.5  
**Life Sciences – BSc 3rd Year elective, Quantitative Tropical Ecology Field Module [NSEC.2016.42.05]**  
The committee considered a proposal from the Department of Life Sciences to develop a new module titled: *Quantitative Tropical Ecology Field Module* in 2017-18 as the BSc 3rd Year elective in the 2017/18 academic year.

HW outlined the rationale for developing the above five modules. He noted that the number of UG students has increased; hence there is a need for additional modules. The aim is also to provide students with a material not covered elsewhere in the programme. The Department of Life Sciences would like to introduce these modules in 2017/18 academic year.

Subject to Programmes Committee’s approval, the committee supported the proposal.

8.6  
**Module amendment – Innovation Management, Joint Honours module, Business School [NSEC.2016.43]**
The committee considered a proposal from the Business School to change the assessment weighting of the *Innovation Management* Joint Honours module from 70% exam and 30% CW, to 60% exam, 20% CW and 20% class participation for the 2016/17 academic year.

### 8.7 Module amendment – Entrepreneurship, Joint Honours module, Business School [NSEC.2016.44]

The committee considered a proposal from the Business School to change the assessment weighting for the *Entrepreneurship* Joint Honours module from 50% coursework and 50% exam to 70% team classwork and 30% exam for the 2016/17 academic year.

The committee discussed various aspects of changing the assessment weighting for the above two Joint Honours modules. The main concern was the possible effect on the students with specific learning difficulties, or disabilities. Members agreed that before taking any decision, details of the assessment would need to be investigated further. Therefore, it was proposed to invite Dr Edgar Meyer to the next meeting. The committee would also like to view the *Innovation Management Module Guidelines* on how marks would be awarded for class participation.

**ACTION:** ACS to invite Dr Edgar Meyer to the next meeting to present more details of the change in the assessment weighting for the two Joint Honours modules.

**ACTION:** RM to obtain the *Innovation Management Module Guidelines* on how marks would be awarded for class participation in discussed Joint Honours modules.

### 8.8 Module amendment: major programme modifications to 3rd Year module: Advanced Chemistry Research Topics for Medicinal Chemistry as part of the programmes: a) Chemistry with Medicinal Chemistry and b) Chemistry with Medical Chemistry and a Year in Industry [NSEC.2016.45]

The committee considered a proposal from the Department of Chemistry for major programme modifications to *Advanced Chemistry Research Topics for Medicinal Chemistry*, the 3rd Year module, which is part of the following programmes:

- a) Chemistry with Medicinal Chemistry
- b) Chemistry with Medical Chemistry and a Year in Industry

BD reported that as a result of the inclusion of a number of new topics, the material covered in the Biological Chemistry topic in Y3 is now covered elsewhere in the programme. The proposal is therefore to remove it from the above programmes. This will prevent a repetition of learning and receiving credit for achieving the same learning outcomes twice. BD added that students are aware of this proposed change.

Subject to Programmes Committee's approval, the committee supported the proposal.

### 8.9 Module amendment: Seven minor programme modifications in the Department of Chemistry [NSEC.2016.46]

The committee considered a proposal from the Department of Chemistry for minor modifications to seven programmes.

Subject to Programmes Committee’s approval, the committee supported the proposal.

### 8.10 Changes to Scheme for Award of Honours, 2016-2017 - Department of Chemistry [NSEC.2016.47]

The committee considered changes to the Scheme for Award of Honours, 2016-2017 submitted by the Department of Chemistry. BD noted that the new module codes had been changed to match the new module system introduced as part of the modularisation process. She reported that the Department of Chemistry is moving towards the removal of its SFAH by putting all of the information into the Programme Specification template.
DS added that this is something that the Registry is keen to happen for the whole College. He asked DUGS to notify him, should they decide to remove the SFAH in their departments.

**ACTION: DUGS to notify DS about removal of the Scheme for Award of Honours in their departments.**

Subject to Programmes Committee’s approval, the committee supported the proposal.

9 **UG Entry Requirements for 2018/19 entry [NSEC.2016.48]**
Since the information on the UG Entry Requirements for 2018/19 entry has not been made available yet, this item was deferred to the next meeting.

10 **Master’s Entry Requirements for 2018/19 entry [NSEC.2016.49]**
The committee considered the Master’s Entry Requirements for programmes beginning in the 2018/19 academic year. It was agreed to recommend them for QAEC approval.

11 **Exchange Partnerships**

11.1 The committee considered a proposal from the Department of Mathematics to renew the following student exchange partnerships with:

- EPFL Lausanne [NSEC.2016.50.01]
- ETH Zurich [NSEC.2016.50.02]
- École Normale Supérieure de Lyon [NSEC.2016.50.03]
- Universidad Autonoma de Madrid [NSEC.2016.50.04]

The committee noted that under the Student Feedback section, one student had evaluated their experience as “Adequate”. The committee concluded that this might due to the language barrier.

Subject to Programmes Committee’s approval, the committee supported the proposals.

11.2 The committee considered a proposal from the Department of Chemistry to develop a new student exchange partnership with Université Paris Descartes (Paris V) [NSEC.2016.51].

BD reported that the Paris Descartes University already has an established link with the College through the Department of Life Science so they are well set up to facilitate an exchange with the Department of Chemistry. The implementation is planned for academic year 2016/17 onwards.

Subject to Programmes Committee’s approval, the committee supported the proposal.

12 **Surveys**

12.1 **Postgraduate Taught Experience Survey (PTES) 2016 College results and benchmarking [NSEC.2016.52]**

The committee considered the College results and benchmarking reports for the 2016 PTES survey. It was noted that:

- The overall feedback has been positive. Among nine categories, Resources and Services received the highest percent satisfaction rate whereas Assessment and Feedback had received the lowest rate.
- The highest participation rate was noted in the Department of Mathematics (65%) and the lowest in the Department of Life Sciences (31%). NG noted that the low participation were possibly linked to those LS students located in Silwood Park and also a number being based at the National History Museum. It was proposed to encourage these students to attend Student Staff Committee meetings so they are more aware of the issues raised by students in other departments and surveys that are aimed to resolve them. EM added that students in the Department of Mathematics are frequently reminded about the survey deadlines by personalised, targeted e-mails, hence the highest participation rate.
12.2 Postgraduate Taught Experience Survey (PTES) 2016 Departmental Action Plans [NSEC.2016.53]
The committee considered departmental action plans submitted (to date) by:
- Department of Mathematics
- Department of Physics
- CEP

Since the plans for Chemistry and for LS were still outstanding, it was decided to defer consideration of these to the next NSEC Masters Sub-committee (Wed 23rd Nov).

**ACTION: KK to put consideration of Departmental PTES action plans as an agenda item for the next NSEC Masters Sub-Committee.**

12.3 Undergraduate SOLE Survey Results [NSEC.2016.54]
The committee considered the results of the undergraduate summer term 2016 SOLE lecturer and module surveys. It was noted that survey participation rates in Departments of Chemistry, Mathematics and Physics dropped in comparison to 2015, particularly among Chemistry students. There was only a slight participation increase in the Department of Life Sciences.

12.4 Surveys Update for 2016/17 [NSEC.2016.55]
The committee noted the surveys calendar and update for the academic year 2016/17.

13 Accreditation Reports

13.1 List of Accredited Programmes [NSEC.2016.56]
The committee noted the list of the accredited programmes and confirmed that all the details included are accurate, but that the data for the Departments of Life Sciences and Mathematics are missing.

**ACTION: RM to request from DS the missing reports on the Accredited Programmes in the Departments of Life Sciences and Mathematics.**

14 External Examiner Appointments

14.1 Outstanding External Examiner Appointments 2016/17 [NSEC.2016.57]
The committee noted a list of outstanding external examiner appointments for the academic year 2016/17.

**ACTION: RM to instruct FoNS Departments to submit nominations to replace the outgoing External Examiners to fill the vacancies by the end of October 2016.**

14.2 Outstanding UG External Examiner Reports 2015/16 [NSEC.2016.58]
The committee noted a list of outstanding external examiner reports for the academic year 2015/16.

15 Department of Chemistry Admission Task – final analysis to be presented by BD [NSEC.2016.59]
BD presented a full report on the Chemistry Department Admissions Task pilot containing further data analysis to the one presented at the committee meeting in February 2016. She noted that the aim of this assessment process is to:
- Examine abilities (or lack of certain skills) that cannot always be identified during the interview or via the UCAS personal statement.
- De-select some students.
- Help identify students with different skills such as creativity, numeracy or ability to write a standard operating protocol.
- Identify applicants who might need additional support such English language.

She added that in order to help students with English writing skills, the Department of Chemistry is liaising with the Centre for Academic English. She also reported that the data collected from
the admission task would only give a broad background of student’s abilities and would not inform decisions on offer of a place. With regards to the timescale, the Department of Chemistry would like to implement this process for the academic year 2018/2019.

The committee approved the implementation of Admission Task.

16 Annual Report on Professional Skills Training for Master’s Students for 2015/16
[NSEC.2016.60]
The committee considered the annual report on professional skills training for Master’s students from the academic year 2015/16.

17 Standing items

17.1 Safety – verbal update
SH reported the following H&S activities:

- **Safety inductions for all new students** - All department UG and PG sessions had been completed. Attendance lists of those who attended had been sent to departments. These sessions replace the College requirement for a ‘Day 1 Induction’ so departments can give the students their cards directly knowing they have received the equivalent of a ‘Day 1 Induction’. In some cases where a student arrives late or misses the session, the department complete the Day 1 induction form and the student takes it to security to obtain their card. In 2016/17 academic year, the induction sessions had been revised to include a short safety induction video from the central Safety department and information on Personal Emergency Egress Plans (PEEPS) and health and wellbeing.

- **Safe Lab Practice sessions** - All new PGs and Chemistry UG Y1 and Y3 and 4 receive a session on safe lab practice in the departments. The session is based on the agreed safe lab practice document previously approved via the Faculty Management and Teaching Committee. Attendance sheets are sent to departments for information.

- **Offsite fieldtrips and visits** - If any departments organise offsite fieldtrips as part of their courses, they should contact SH who will assist with risk assessments and emergency planning.

17.2 LTDP – verbal update
RM reported that:

- The dates for the LTDP Workshops 4 in 2016/17 academic year had been set. The first one will take place on 26th October 2016.
- She is working with the Learning and Development Centre on the implementation of a refresher LTDP for the academic staff identified by their department as needing additional support and training. The plan is to launch it in January/February 2017.

17.3 Learning Technology Matters - Analysis of use of lecture recordings in FoNS
[NSEC.2016.61] – (JC, MS)
MS presented an executive summary of the lecture recording analysis project. Some of the areas that had been investigated include:

- Number of students using recordings and how they differ across departments
- Differences in using the recording associated with grades or learning differences
- Timing of the use of recordings after the lecture

She reported that the following actions are taking place:

- Instructing students on the best ways of using Panopto
- Training academic staff on how to produce recordings that would encourage students to watch them (timescale of releasing recordings, presentation, content)
- Investigating the use of formative quizzes in Blackboard and PeerWise.

17.4 FOO – verbal update (NH)
NH reported that a consultancy team had been hired to advise on how to best use the Chemistry Building once the research activity moves to White City in 2018 and also what improvements could be made to other facilities across the campus. One of the suggestions had included converting the entire Chemistry building into a multidisciplinary teaching hub whereas other facilities at South Kensington Campus require substantial refurbishment and ideally change of usage. This proposal had been welcomed by the Provost’s Board. A Working Group had been established to co-ordinate this project. Its members consist of FoNS HoDs, NH, Prof Neil Alford as well as representatives from the Departments of Materials and Engineering. The Working Group will investigate further what changes could be made to the facilities across the campus. NH added that timeframes have not been set yet.

**ACTION: NH to invite AD to Working Group meetings.**

17.5 Registry - Student Information Management Programme update (JB) [NSEC.2016.62]
JB presented the Student Information Management Programme update. This included demonstrations of both the publication of the programme catalogue through the new student system Banner and the InPlace student placement management software. The committee was very supportive of these new developments.

**ITEMS TO NOTE**

18 Minutes of the Previous Meetings of the NSEC Sub-Committees
The committee noted the minutes from the UG Sub-meeting on 11th May 2016 [NSEC.2015.63.01], UG Sub-meeting on 28th May 2016 [NSEC.2015.63.02], Masters Sub-meeting 17th May 2016 [NSEC.2016.63.03].

19 *Chair’s Report*
No specific actions were reported that were not covered under items 4 and 5.

20 Vice Provosts Advisory Group (Education) (VPAGE) Minutes [NSEC.2016.64]
The committee noted the minutes from the 14th April 2016, 19th May 2016 and 9th June 2016 meetings.

21 Suspended and Withdrawn Programmes [NSEC.2016.65]
The committee noted a list of suspended and withdrawn programmes for the academic year 2016/17.

22 Minor Modifications to Existing Programmes and Short Courses [NSEC.2016.66]
The committee noted the minor modifications made to existing programmes and short courses during the academic year 2015/16.

23 Minutes of the Postgraduate Professional Development Committee (PPDC) [NSEC.2016.67]
The committee noted the latest minutes from the Graduate School's Postgraduate Professional Development Committee:

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24 Any additional items to note from the Faculty

The committee noted the NSS 2016 response and NSS Vital Statistics.

**ANY OTHER BUSINESS**

25 Dates of Future Meetings
Wednesday, 22nd February, 13.00, Room tbc
Wednesday, 5th April, 13.00, Room tbc
RESERVED AREA OF BUSINESS

26  Annual Report on Number of Special Cases admitted for 2016/17 [NSEC.2016.69]
    It was agreed that ACS will analyse a report of the number of special cases admitted for the
    academic year 2016/17 as a chair’s action on behalf of the committee.

    ACTION: ACS to analyse a report of the number of special cases admitted for the
    academic year 2016/17 on behalf of the committee.

Apologies for absence may be telephoned to extension X 41934 or emailed to k.kmieckowiak@imperial.ac.uk

Papers marked with an asterisk [*] will be circulated separately or tabled at the meeting