**Programmes Committee (PC)**

**Thursday 21 January 2016**

**Confirmed Minutes**

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**Present**
Professor Sue Gibson (Acting Chair), Professor Des Johnston (from item 10.1), Dr Martyn Kingsbury, Professor Myra McClure, Dr Edgar Meyer, Dr Phil Power, Mr Chun-Yin San, Mr Daniel Smith (secretary), Professor Alan Spivey, Ms Judith Webster, Ms Sophie White, Ms Betty Yue

**Apologies**
Dr Lorraine Craig, Mr Liucheng Guo, Professor Emma McCoy (Chair), Ms Lucinda Sandon-Allum, Dr Roberto Trotta, Professor Denis Wright

**In Attendance**
Ms Diane Morgan

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1. **Welcome and Apologies**
The chair welcomed attendees to the meeting and apologies, as above, were noted.

2. **Membership and Terms of Reference [PC.2015.01]**
The group noted the terms of reference and membership. The group further noted that Professor Myra McClure had been nominated as the representative from the College Consuls.

3. **Innovation in the Market Assurance of New Programmes [PC.2015.02]**
The committee considered the outcomes of a HEFCE funded research project into whether UK Higher Education Institutions could become more effective when launching new programmes by adopting a more market-led approach to development.

   3.1 The committee discussed the importance of providing context when considering proposals for new programmes. Noting that there may be times when speed to market is critical, for example when trends within the sector create markets which can be quickly capitalised or when proposals are linked directly to external funding.

   3.2 The committee further commented that it is important to understand why a specific programme may have failed to recruit as this could be due to a range of factors including marketing, entry requirements and lack of recruit.

4. **Higher Education Programme Changes and Closures [PC.2015.03]**
The committee considered a statement of good practice regarding programme changes and closures published jointly by HEFCE, GuildHE, the Association of Colleges, NUS, Study UK, the Independent Universities Group and UUK.

5. **Enrolment Figures for New Programmes [PC.2015.04]**
The committee considered enrolment numbers for new programmes established since October 2011.

   5.1 The committee noted that the predicted student numbers provided had been presented from a variety of sources and included a mixture of ‘first cohort’ and ‘steady state’ predictions.

   5.2 The committee discussed the need to see enrolment figures in the context of the programme type, noting that MRes programmes may have small cohorts as they are generally closely linked to larger MSc programmes. Similarly a fall in enrolment figures may occur following the end of an external investment in the programme.

   5.3 The committee further noted that over-recruitment can also be problematic in terms of cohort experience.
5.4 The committee discussed the value of the enrolment data, where it might be useful for the data to be discussed and what interventions the College might want to make.

5.5 The committee agreed that the data should be compiled for all active programmes and provided annually to the Faculty Education Committees who could review provision within their own faculties. The committee further agreed that a full report for all programmes should be provided annually to the programmes committee.

5.6 The committee agreed that where a programme had failed to recruit that the Quality Assurance and Enhancement Team would write to the department to ask whether the programme should be suspended or withdrawn.

5.7 The committee discussed the value of the data when reviewing proposal for new programmes for example to review the trends in related disciplines, predict trajectories for enrolment figures and to consider the recruitment success of the relevant department.

6 Strategic Approval of New Programmes

6.1 BSc in Economics, Finance and Management Science, Imperial College Business School [PC.2015.05]

The committee considered a proposal from Imperial College Business School to consider the viability and academic case for offering the new degree.

6.1.1 The Business School presented the proposal and noted the College's unique position to provide an undergraduate degree in economics with a science, technology, engineering and medicine (STEM) focus.

6.1.2 The Business School confirmed that the entry requirements were benchmarked with the College’s main competitors in the discipline and that further consideration would need to be given to what subjects would be acceptable for entry to the programme. The committee noted that the College predominantly accepted only STEM subjects for entry to undergraduate programmes.

6.1.3 The committee noted that the programme title was still under discussion in order to ensure that it would appeal to both UK and overseas markets.

6.1.4 The Business School explained that it was their intention to offer a suite of elective modules from other departments and disciplines during the third year in order that students benefit from the College's expertise in STEM.

6.1.5 The committee discussed the opportunity for greater integration of the Business School into the College and the Imperial College Union. The School committed to working with Imperial College Union and the committee welcomed the potential for greater integration of the Business School into the College community.

6.1.6 The Business School explained that they were establishing an advisory board of representatives from academia, the Students’ Union and business partners to advise on the development of the programme. The committee noted that this was a format which had been successful during the development of previous programmes in the School.

6.1.7 Subject to Provost’s Board approval, the committee supported the proposal and agreed to recommend to QAEC that the Business School be invited to proceed with the development of a full proposal.

Post Meeting Note
Chair’s action was taken on behalf of QAEC to endorse the committee’s recommendation.

7 New Programme Proposals

There were no proposals for new programmes to be considered.
8  **Major Modifications to Existing programmes**

8.1  **Executive MBA, Imperial College Business School [PC.2015.06]**
The committee considered a proposal from Imperial College Business School to restructure the above programme with effect from October 2017.

8.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

**Post Meeting Note**
Chair’s action was taken on behalf of QAEC to endorse the committee’s recommendation.

9  **Suspensions and Withdrawals of Existing Programmes**

9.1  **MEng Aerospace Materials, Department of Materials [PC.2015.09]**
The committee considered a proposal from the Department of Materials to withdraw the above programme with effect from October 2017.

9.2 The committee noted that there were currently thirteen registered students on the programme and that provision would be made for all students to complete the programme as planned.

9.3 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

**Post Meeting Note**
Chair’s action was taken on behalf of QAEC to endorse the committee’s recommendation.

10  **New Short Course Proposals**

10.1  **edX Short Course, Imperial College Business School [PC.2015.10]**
The committee considered a proposal from Imperial College Business School to introduce the above MOOCs with effect from July 2016.

10.1.1 The committee noted that the proposal had previously been discussed at the Short Course Quality Committee (SCQC) under the former governance structure. The SCQC had made a number of recommendations regarding the MOOC offering and the proposal was now being returned.

10.1.2 The Business School confirmed that they had no current intention of offering the MOOCs for credit.

10.1.3 The committee agreed that all the recommendations from the SCQC had been met.

10.1.4 The committee agreed that the Business School should report back on the success of the MOOCs following the first cycle which would begin in July.

10.1.5 The committee agreed to recommend the proposal to QAEC for approval with effect from July 2016.

**Post Meeting Note**
Chair’s action was taken on behalf of QAEC to endorse the committee’s recommendation.

11  **Modifications to Existing Short Courses**

There were no proposals for modifications to existing short courses to be considered.

12  **Suspensions and Withdrawals of Existing Short Courses**

There were no proposals for the suspension or withdrawal of existing short courses to be considered.

13  **Chair’s Report [PC.2015.12]**
The committee noted action taken by the Chair on behalf of the committee. The committee further noted action taken by the chair of the Master’s Quality Committees for ‘Business Engineering and Physical Sciences’ and ‘Medicine, Life Sciences and Professional Development’ under the former governance structure.

14 Suspended and Withdrawn Programmes [PC.2015.13]
The committee noted a list of programmes which were suspended for the academic year 2015/16 and a list of programmes which would be withdrawn with effect from the academic year 2016/17. This paper will also go to the Faculty Education Committee to note.

15 Short Course Annual Monitoring of Delegate Numbers [PC.2015.14]
The committee noted the results of the short course annual monitoring of Delegate Numbers exercise for the academic year 2014/15.

16 UK Quality Code for Higher Education, Chapter B1: Programme Design Development and Approval
The committee noted Chapter B1 of the UK Quality Code for Higher Education which sets out the expectations and indicators of sound practice for institutions regarding programme design, and approval


17 Higher Education Consumer Law Advice for Providers
The committee noted the guidance provided by the Competition and Markets Authority regarding the application of consumer law within a higher education context.

https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers

ANY OTHER BUSINESS

18 There were no items of other business.

19 Dates of Meetings
Tuesday 22 March, 10:00, Ballroom, 58 Prince’s Gate
Thursday 28 April, 10:00, Boardroom, Faculty Building
Thursday 26 May, 10:00, Drawing Room, 170 Queen’s Gate