

Faculty Education Committee

Faculty of Engineering

Wednesday 26 September 2018

15:00 – 17:00

Room 309, 3rd Floor, City and Guilds Building

Unapproved Minutes

1 Welcome and Apologies

Dr Craig welcomed members to first meeting of the 2018-19 academic year.

Present at the meeting were: Dr Lorraine Craig (Chair), Dr Phil Power, Komal Patel, Dr Errikos Levis, Dr Niamh Nolan, Dr Mike Templeton, Dr Fariba Sadri, Dr Lorenzo Picinali, Andy Brand, Dr Mark Sutton, Prof Martin Blunt, Prof Jason Riley, Dr Mike Bluck, Dr Ulrich Hansen, Alex Luy, Zixuan Wang, Lucy Heming, Dr Mark Pope, Dr Monika Pazio, Dr Tiffany Chiu, and Prof Graham Hughes.

Apologies were received from: Prof Nigel Brandon, Prof Omar Matar, Prof Richard Jardine, Prof Yun Xu, Richard Martin, Prof Sergei Chernysenko, Prof Martyn Boutelle, Prof Jason Hallett, Prof Bassam Izzuddin, Dr Tony Field, Dr Kristel Fobelets, Prof Andrew Holmes, Dr Martyn McLachlan, Joel Bilsdorfer, Amy Tall and Dr Daniel Mortlock

Esther Perea attended on behalf of Dr Kristel Fobelets.

George Yeorghaki and Gemma Seabrook attended for item 5

2 Terms of Reference, Constitution and Membership 2018-19

The Committee considered paper EEC.2018.001.

Lorraine Craig noted that one amendment had been received from Adrian Hawksworth, Assistant Registry (Placements), to replace the current statement on exchange arrangements and agreements with: *“To approve new student exchange partnerships and the renewal of existing student exchange partnerships and report these to QAEC.”*

The Committee agreed with the amendment and approved the terms of reference, constitution and membership for the 2018-19 academic year.

3 Minutes from the Previous Meeting

The Committee approved paper EEC.2018.002, the minutes from the meeting held on Wednesday 16 May.

4 Matters Arising

4.1 Action Tracker

The Committee noted paper EEC.2018.003, the action tracker.

There were five outstanding items:

- EEC10/15.1 concerned the outstanding external examiner appointments and EEC10/15.2 concerned the outstanding external examiner reports. Lorraine Craig noted that these would be covered later in the agenda.

- EEC 10/9.9.2 concerned the request for named staff and phone numbers within Registry for key areas in order to deal with sensitive and urgent matters more efficiently. Lucy Heming noted that she was pursuing the matter in Registry.

Action: Lucy Heming

- EEC 11/19 concerned amending the reference to “Imperial College Advice Centre” in the Academic Appeals procedures which does not exist at the College. Lucy Heming noted that the reference had been removed.

- EEC 11/21 concerned an invitation to the Chair of QAEC or Programmes Committee to discuss the deadlines for major and minor changes. Lorraine Craig noted that an invitation would be extended for the November 28 meeting.

Action: Lorraine Craig

4.2 Other matters arising

Mike Bluck requested clarity in relation to progression rules under the new Academic Regulations. Lucy Heming noted that an updated draft of the Academic Regulations would be presented at QAEC on 3 October 2018, followed by Senate on 10 October.

DEMONSTRATION

5 SOLE results dashboard

Lorraine Craig introduced George Yeorghaki (Surveys Officer in Registry) and Gemma Seabrook (Information Insight Analyst in ICT) who joined the meeting to present the new dashboard for disseminating the results of the SOLE survey. George outlined the information contained on each of the dashboard tabs, noting that the results were available at College, Faculty, Department, Programme and Module level, for both UG and PG surveys. It was noted that lecturer results were not included on the dashboard.

The dashboards were available to Heads of Departments and Directors of Undergraduate Studies, and a request had been made to provide access for the Directors of Postgraduate Studies. It was noted that following further dashboard refinements based on feedback, ICT would be seeking to make the dashboards available to lecturers as well. Committee members commented positively on the improvements to SOLE reporting and were interested in whether students would have access to the dashboard and if comments would be included on the dashboard. Gemma noted that these were not possible at this stage. It was noted that response rate reporting would be added in the next stage of development.

George noted that moving forward, the SOLE results reports would be based on the dashboards. Lorraine thanked George and Lucy, and noted that the SOLE results from the most recent surveys would be covered later in the agenda.

ITEMS FOR CONSIDERATION

6 New Programme Proposals

No items had been received.

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

7.1 Earth Science and Engineering

The Committee considered paper EEC.2018.004, the Department of Earth Science and Engineering Scheme for the Award of Honours 2018-19. Mark Sutton noted that the document reflected the Department’s new degree and changes to the current degrees which were approved at FEC in February 2018.

The Committee agreed to recommend the scheme for award of honours to programmes committee.

8 Other modifications

8.1 Dyson School of Design Engineering

The Committee considered paper EEC.2018.005, a late proposal for minor modifications to the Innovation Design Engineering MA/MSc programme run jointly by the Dyson School of Design Engineering and the Royal College of Art (RCA)

Andy Brand noted that the proposal was late due to ongoing discussions with the RCA regarding the total credits for the degree programme, which had now been agreed as 180 ECTS. Andy noted that the RCA were currently undergoing their own curriculum review and the courses would be modularised and renamed as units. Some of the key modifications included were:

- the formal division of the programme of study into a series of distinct units (self-contained, formally structured, learning experiences with explicit sets of intended learning outcomes and formative assessment criteria).
- credit values would be assigned to each unit to indicate the estimated notional learning hours.

The Committee agreed to recommend the proposals to programmes committee.

8.2 Aeronautics

The Committee considered paper EEC.2018.006, a late proposal for minor modifications to five modules across the MEng Aeronautical Engineering programmes.

Lorraine Craig noted that there had been a minor amendment on Page 69. The third paragraph under Learning Outcomes had been updated to state “In part 3” rather than “part 4”. Errikos Levis noted that some of the proposed changes were in response to student comments from the NSS.

The Committee noted that since circulation, this item had been approved via Chairs Actions to enable the 2018-19 student handbook to be updated ahead of the start of the academic year.

9 Programme Suspensions and Withdrawals

9.1 The committee noted paper EEC.2018.0078, a list of the programmes which are suspended and withdrawn from the academic year 2018-19.

10 Exchange Partnerships

No items had been received.

11 Surveys

11.1 NSS 2018 Results

The Committee considered paper EEC.2018.008, the results of the National Student Survey 2018.

Lorraine Craig noted that the NSS results had been discussed in detail with the DUGS and the student representatives at the Faculty Teaching Committee on Friday 21 September.

11.2 PTES 2018 Results

The Committee considered paper EEC.2018.009, the results of the Postgraduate Taught Experience Survey 2018.

Lorraine Craig noted that each department had received their PTES results and been asked to submit an action plan to FEC. It was noted that the deadline for submission was 14 November 2018.

Lorraine noted the importance of monitoring postgraduate students' satisfaction, as it was anticipated that a postgraduate equivalent of the NSS would be developed in the future.

11.3 ICU NSS and PTES Responses

& 11.4 The Committee noted papers, EEC.2018.010 and EEC.2018.011, the Imperial College Union NSS and PTES Responses for 2018.

Alex Luy noted that the PTES response had been developed through a similar process to the NSS response. Issues raised by PTES respondents included inconsistencies in provision such as personal tutors and supervisor quality, and negative experience relating to project selection processes. Alex offered his support in working with departments to develop and implement action plans.

11.5 Spring term UG SOLE Survey Results

11.6 Spring term PG SOLE Survey Results

11.7 Summer term UG SOLE Survey Results

The Committee considered papers EEC.2018.012 to EEC.2018.14 the results of the 2017-18 spring term UG SOLE lecturer and module surveys, the 2017-18 spring term PG SOLE lecturer and module surveys, and the 2017-18 summer term UG SOLE lecturer and module surveys. Lorraine noted that Summer term UG SOLE results were only available for departments which taught in the Summer term. It was noted that the format of the SOLE reports would now reflect the improved reporting based on the dashboard presented in item 5.

12 Accreditation Visit Reports

12.1 Institution of Engineering Designers

The Committee noted paper EEC.2018.015, the report from an additional visit in June 2018 to the Dyson School of Design Engineering from the Institution of Engineering Designers.

12.2 Institute of Materials Minerals and Mining

The Committee noted paper EEC.2018.016, the accreditation report from the February 2018 visit by the Institute of Materials, Minerals and Mining regarding the UG and PGT programmes in the Department of Materials.

12.3 List of Accredited Programmes

The Committee noted paper EEC.2018.017, the list of accredited programmes for 2019-20 entry provided by Registry.

A request was made by the Department of Computing for a correction to remove the BSC accreditation for MSc Computing (Artificial Intelligence)/ MSc Computing (Artificial Intelligence and Machine Learning) as the programme was only accredited by the IET.

Departments were asked to send through any further amendments or corrections to Komal Patel so that these could be fed to Registry.

Action: Departments/Komal Patel

13 External Examiner Appointments and Reports

13.1 Review of External Examiner Reports 2016-2017

The Committee considered paper EEC.2018.018, a summary of the external examiner reports received in relation to provision in 2016-17.

Lucy Heming noted that the report focussed primarily on the process rather than providing an in-depth analysis of each report. The Committee noted that generally the College had received positive feedback from external examiners, however there were some recommendations for areas of improvement, including increased transparency of processes and setting an agreed set of principles regarding scaling activity. Committee members queried whether scaling activity would be more prescriptive in the future. Lucy noted that Registry would need to look into the matter further, however it was unlikely that a single approach would be proposed across all departments.

Outstanding external examiner reports 2017-18

13.2 The Committee considered paper EEC.2018.019, a list of outstanding external examiner reports for the academic year 2017-18.

Representatives from the departments concerned were asked to chase the external examiner reports.

Action: Departments

13.3 External examiner appointments 2018-19

The Committee considered paper EEC.2018.020, a list of external examiner appointments for which new nominations will be required for 2018-19.

Representatives from the departments concerned were asked to follow up on the external examiner appointments required.

Action: Departments

14 Any additional items to consider from the Faculty

14.1 Associateships

The Committee considered paper EEC.2018.021, a proposal to put forward a number of programmes to the City and Guilds Institute Council for associateship.

Phil Power noted that the award of the Associateship of the City and Guilds Institute is made at the discretion of the City and Guilds Institute Council, rather than by the College (as is the case for the award of the Associateship of the Royal School of Mines). The Committee agreed to recommend the programmes highlighted in the paper for Associateship to the City and Guilds Institute Council and for the Faculty to pursue the award of Associateship for the taught postgraduate programmes in the relevant departments.

Action: Phil Power

14.2 International Baccalaureate Undergraduate Requirements for entry in 2021-22

The Committee considered paper EEC.2018.022, a report on changes to the IB diploma and determine what mathematics syllabi will be accepted by each department and the grade is required.

Lorraine Craig noted that FEC had been asked to confirm and approve which mathematics syllabi were to be accepted and the grade required by each department, and if both syllabi were to be accepted, whether there was any preference.

Lorraine confirmed the requirements with the following departments:

- Aeronautics: Mathematics (Analysis & Approaches) - grade 7.
- Bioengineering: either is accepted but Mathematics (Analysis & Approaches) is preferred – grade 6.
- Chemical Engineering: either is accepted, no preference – grade 7
- Civil and Environmental Engineering: either is accepted, no preference – grade 7
- Design Engineering: either is accepted, no preference – grade 6
- Earth Science and Engineering: either is accepted, no preference – grade 6
- Mechanical Engineering: Mathematics (Analysis & Approaches) - grade 6.

Lorraine noted that Admissions had not received a response from the departments of Computing, Electrical and Electronic Engineering, and Materials, and requested the representatives from these departments to chase.

Action: Computing, EEE, Materials

14.3 Sustainable Energy Futures MSc

The Committee considered a proposal by Ulrich Hansen, the PG Representative from Mechanical Engineering, to change the home department of the Sustainable Energy Futures MSc from Mechanical Engineering to Civil and Environmental Engineering, the department of the programme director. It was noted, however, that this approach may not be suitable in the long term as the programme director (and therefore department) could change in the future. Committee members agreed that the ideal solution would be for institutes to be formally recognised as having ownership

of its programmes. Lorraine Craig noted that the Faculty Education Team would take the matter forward with Registry and come back to the Committee with a solution.

Action: Lorraine Craig/Phil Power

ITEMS TO NOTE

15 Chairs Actions

- TO NOTE: a summary of the actions taken
- TO NOTE: new degree proposal - MSc Advanced Materials for Sustainable Infrastructure
- TO NOTE: programme withdrawal – MSc programmes in Engineering Geology
- TO NOTE: programme withdrawal – MSc programmes in Sustainable Development
- TO NOTE: new short course proposal – CPD in Systems Engineering in Infrastructure
- TO NOTE: programme suspension – MRes Advanced Computing
- TO NOTE: programme withdrawal – MRes Nuclear Energy
- TO NOTE: programme withdrawal – MSc Advanced Nuclear Engineering

The committee noted paper EEC.2018.023, a summary of the actions taken by the Chair on behalf of the committee since the last meeting, together with papers EEC.2018.024 to EEC.2018.030 the various papers to support the actions.

16 Senate Minutes

The Committee noted paper EEC.2018.031, the minutes from the May 2018 meeting of Senate.

17 QAEC Summary Report for Senate

The Committee noted paper EEC.2018.032, the report from the May 2018 meeting.

18 Programmes Committee Report for QAEC

The Committee noted paper EEC.2018.033, the report from the May 2018 meeting.

19 Faculty Education Committees Summary Reports for QAEC

There was nothing to report.

20 Any additional items to note from the Faculty

20.1 Policy updates 2018-19

The Committee noted paper EEC.2018.034, a summary of the new and revised policies agreed by QAEC for 2018-19. The Committee noted that the Student Complaints and Academic Misconduct procedures had been approved. The Mitigating Circumstances procedure was due to be approved at QAEC on the 3 October 2018, followed by Senate on the 10 October 2018.

20.2 Review of Pastoral Care Structures within Departments – Outcome

The Committee noted paper EEC.2018.035, the Graduate School report on the Review of Pastoral Care Structures in Departments.

20.3 Procedure for Programme and Module Modification

The Committee noted paper EEC.2018.036, the paper submitted to QAEC in May 2017, outlining the rationale for the programme and module modification procedure which came into effect from October 2017. This paper had been included regarding a request at the previous FEC meeting in May.

ANY OTHER BUSINESS

21 Dates of Future Meetings

Wednesday 7 November 2018 (Curriculum Review proposals)

Wednesday 28 November 2018

Wednesday 9 January 2019 (Curriculum Review proposals)

Wednesday 30 January 2019 (Curriculum Review proposals)
Wednesday 27 February 2019
Wednesday 1 May 2019

RESERVED AREA OF BUSINESS

22 Special Cases for Admissions

Lorraine Craig noted that there had been seven PGT special cases for admission between April and September 2018. The Committee agreed to approve all cases.