

## Faculty Education Committee Faculty of Engineering

Wednesday 28 November 2018

15:00 – 17:00

Room 909B, 9th Floor, Electrical and Electronic Engineering Building

Unapproved Minutes

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### 1 Welcome and Apologies

Dr Craig welcomed members to the meeting.

Present at the meeting were: Dr Lorraine Craig (Chair), Prof Omar Matar, Dr Phil Power, Komal Patel, Prof Yun Xu, Dr Errikos Levis, Prof Martyn Boutelle, Dr Niamh Nowlan, Prof Klaus Hellgardt, Dr Mike Templeton, Prof Bassam Izzuddin, Dr Fariba Sadri, Dr Lorenzo Picinali, Andy Brand, Dr Mark Sutton, Prof Andrew Holmes, Prof Jason Riley, Dr Mike Bluck, Dr Ulrich Hansen, Alejandro Luy, Amy Tall, Lucy Heming, Dr Mark Pope, and Dr Tiffany Chiu and Prof Graham Hughes.

Apologies were received from: Prof Nigel Brandon, Richard Martin, Prof Sergei Chernysenko, Prof Jason Hallett, Dr Tony Field, Prof Martin Blunt, Dr Kristel Fobelets, Dr Martyn McLachlan, Joel Bilsdorfer, Zixuan Wang, Dr Pavel Berloff, Dr Monika Pazio, and Prof George Jackson.

Esther Perea attended on behalf of Dr Kristel Fobelets.  
David Ashton attended for item 19.1.

### 2 Minutes from the Previous Meeting

The Committee approved paper EEC.2018.070, the minutes from the meeting held on Wednesday 7 November 2018.

### 3 Matters Arising

#### 3.1 Action Tracker

The Committee noted paper EEC.2018.071, the action tracker. The following items were outstanding.

- EEC 10/9.2 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 the matter was still not resolved.

**Action: Lucy Heming**

- EEC 12/13.2 and 13.3 concerned outstanding external examiner reports and appointments. It was noted that the Committee would receive an update paper from Registry in January 2019.
- EEC 12/14.1 concerned seeking associateship for a number of programmes with the City and Guilds Institute Council. Phil Power noted that the matter was still ongoing.

**Action: Phil Power**

- EEC 12/14.3 concerned the assignment of a home department for the Sustainable Energy Futures MSc. Lorraine Craig noted that the Faculty's Education Team had met with Lucy Heming to discuss the matter, and a potential way forward would be for the programme to

be “owned” by the Faculty. Lucy Heming agreed to report back to the Committee as the matter progressed.

**Action: Lucy Heming**

- EEC 13/4 (1) concerned clarifying whether I-Explore modules should be listed as “core” or “compulsory” in programme specifications. Lucy Heming confirmed that I-Explore modules should be listed as compulsory. Registry would be communicating the requirements, including details in relation to progression, in due course.

**Action: Lucy Heming**

- EEC 13/4 (2) concerned updating the academic regulations for 2019-20 to allow for the award of Ordinary degrees. Lucy Heming noted that the matter would be discussed at the Regulations and Policy Review group in December 2018. There was a discussion as to whether 150 or 180 ECTS credits were required for Ordinary degrees. Klaus Hellgardt agreed to share guidance which stated a 180 ECTS requirement with Lucy.

**Action: Klaus Hellgardt/Lucy Heming**

- EEC 13/4 (3) concerned clarifying the approach to new degree proposals where modules were shared between undergraduate and postgraduate programmes. Lucy Heming noted a communication from the Chair of Programmes Committee would be circulated in due course.

### **3.2 Other matters arising**

There were no other matters arising.

### **3.3 Faculty Representation on College Committees and Groups**

The Committee noted paper EEC.2018.072, which listed the various College Committees and Groups which staff from the Faculty were members of. It was suggested that the new College NSS working group be added. It was noted that Omar Matar, Anthony Bull and Nilay Shah were members of this group.

**Action: Komal Patel**

### **4 New Programme Proposals**

There were none.

### **5 Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours**

There were none.

### **6 Other Modifications**

There were none.

### **7 Programme Suspensions and Withdrawals**

There were none.

### **8 Exchange Partnerships**

#### Earth Science and Engineering

The Committee considered paper EEC.2018.073, a proposal to establish a new student exchange partnership with ETH Zurich. Mark Sutton noted that the department had two year abroad programmes, and wanted to expand its portfolio of partner institutions to include ETH Zurich. Lorraine Craig noted that the proposal did not include details of how the department would manage project requirements for students on a year abroad. Mark explained that this would be dealt with on a case by case basis. There was a brief discussion regarding the translation of grades from ETH Zurich and Mark noted that the department would develop an appropriate formula to address this.

Committee members agreed to approve the proposal.

## 9 Undergraduate Annual Monitoring Reports (AMR) for 2017-18

The committee noted paper EEC.2018.074, the cover note from Registry regarding the annual monitoring process. It was noted that the annual monitoring report for Chemical Engineering would be considered under Any Other Business.

### Aeronautics

The Committee considered paper EEC.2018.075, the annual monitoring report for the Department of Aeronautics. Errikos Levis noted that overall the programme had run relatively well, although there had been an issue with one design project. Errikos noted that the issues raised in the NSS were in relation to Organisation and Management, Assessment and Feedback, Learning Community, and Learning Opportunities. It was noted that department had been following up on SOLE feedback to make improvements more quickly.

### Bioengineering

The Committee considered paper EEC.2018.076, the annual monitoring report for the Department of Bioengineering. Martyn Boutelle noted that the MEng Molecular Bioengineering ran for the first time in 2017-18. The department had held a town hall meeting with students at the end of the first year of the programme and gained useful feedback on what had gone well and areas which could benefit from changes. Martyn noted that the department was concerned about a reduction in computer rooms. Martyn also noted that there had been instances where agreements that Bioengineering students could take modules in other departments had not always been honoured, often due to student demand from the “home” department. Lorraine Craig recommended that the matter be discussed at the Faculty Teaching Committee.

**Action: Komal Patel**

### Civil and Environmental Engineering

The Committee considered paper EEC.2018.077, the annual monitoring report for the Department of Civil and Environmental Engineering. Mike Templeton noted that the department had received positive feedback from the NSS in relation to Organisation and Management, and also from the department’s external examiners on the challenging nature of the course and the high standard of students. Mike noted that there had been a fall in Assessment and Feedback satisfaction in the NSS, and the department would consider how to improve individual feedback in group design projects as part of Curriculum Review. Lorraine Craig highlighted the department’s action to implement a new ‘SOLE for GTAs’ and noted that she would be interested to hear how the survey progressed.

### Computing

The Committee considered paper EEC.2018.078, the annual monitoring report for the Department of Computing. Fariba Sadri noted that the department had received good SOLE results, and that NSS scores were in line with the rest of the Faculty. It was noted that the NSS scores had improved significantly for BEng students. Fariba noted that the department would be working to reduce the variation in coursework marks and feedback. Lorraine Craig stated that she would be interested to hear how the move towards electronic marking and feedback progressed. It was noted that space continued to be a pressing issue for the department.

Alejandro Luy was interested to understand how the department worked with their student society, DoCSoc. Fariba noted that DoCSoc were represented on the staff-student committee where they were able to provide feedback and discuss the organisation of events and funding. It was also noted that many DocSoc reps had previously been either year or welfare reps.

### Design Engineering

The Committee considered paper EEC.2018.079, the annual monitoring report for the Dyson School of Design Engineering. Lorenzo Picinali noted that the school continued to expand, and that they had not yet had a cohort complete the MEng programme. It was noted that the industry placement module had been completed for the first time in 2017-18, and 95% of students had secured external placements. The school had hosted an additional accreditation visit to confirm the programme’s CEng accreditation status. Lorenzo noted that there had been a decrease in SOLE scores, and that there had been some problems with space and the move to the new Dyson Building. Lorraine Craig

noted that it was clear from student feedback that there was a strong partnership between staff and students in the school.

#### Earth Science and Engineering

The Committee considered paper EEC.2018.080, the annual monitoring report for the Department of Earth Science and Engineering. Mark Sutton noted that during 2017-18 the department designed the structural changes which had been implemented for current and new students in 2018-19. It was noted that student satisfaction in SOLE and NSS remained high, and the department continued to have a positive working relationship with its students. It was noted that there had been a number of staff changes in 2017-18, which may have contributed to the decline in satisfaction with Organisation and Management in the NSS.

#### Electrical and Electronic Engineering

The Committee considered paper EEC.2018.081, the annual monitoring report for the Department of Electrical and Electronic Engineering. Esther Perea noted that the department's undergraduate programmes were re-accredited by The Institution of Engineering and Technology (IET) in 2017-18, for a further four years. It was noted that department's response rate in SOLE was very low, and the department was considering whether it would be more effective to gather feedback through more regular town hall meetings. Lorraine Craig highlighted the department's "rapporteur" system for discussing borderline students at exam boards as an example of excellent practice.

Alejandro Luy queried the department's comments in relation to "the increasing sense of entitlement" of students in the department, on page 108 of the papers. Lorraine Craig asked the department to review and revise the section, and re-submit their annual monitoring report to the next meeting.

**Action: Esther Perea/Kristel Fobelets**

Committee members asked for clarity on the process and timings for sharing and discussing annual monitoring reports with students. Lucy Heming agreed to review the Registry guidance documents and provide an update to the Committee.

**Action: Lucy Heming**

#### Materials

The Committee considered paper EEC.2018.082, the annual monitoring report for the Department of Materials. Martyn McLachlan noted that the department's undergraduate programmes were re-accredited by the Institute of Materials, Minerals and Mining (IOM3) in 2017-18. The department had converted a lecture room into a common room, for individual study, group work and relaxation. It was noted that there had been an increase in the number of students taking the MEng over the BEng programme. Martyn also noted that the department had increased its entry requirements (to A\*AA in Mathematics/Physics/Chemistry), however this had resulted in a fall in female students. It was also noted that progression rates were low for Year 2 students, compared to previous years. Amy Tall questioned the department's statement in their annual monitoring return that industrial action had significantly impacted progression for this cohort. In addition, both Amy and Alejandro Luy raised concerns regarding the comments in section five (student satisfaction) of the report. Lorraine Craig asked the department to review and revise these sections, and re-submit their annual monitoring report to the next meeting.

**Action: Martyn McLachlan**

#### Mechanical Engineering

The Committee considered paper EEC.2018.083, the annual monitoring report for the Department of Mechanical Engineering. Mike Bluck noted that the department had received excellent NSS results in 2018. It was noted that the department had enhanced wellbeing support by recruiting a dedicated wellbeing advisor. It was noted that Assessment and Feedback was still the lowest scoring category in the NSS, and that there was a demand for more computers. Lorraine Craig noted the department's positive efforts to improve student wellbeing and pastoral support.

### **10 Surveys: Postgraduate Taught Experience Survey 2018 Action Plans**

Lorraine Craig noted that the PTES action plans for Chemical Engineering and Sustainable Energy Futures would be considered under Any Other Business.

### Aeronautics

The Committee considered paper EEC.2018.084, the PTES action plan for the Department of Aeronautics. In Sergei Chernyshenko's absence, Lorraine Craig noted that the Faculty had received confirmation that the action plan had been reviewed and discussed with the Aeronautics student reps.

### Bioengineering

The Committee considered paper EEC.2018.085, the PTES action plan for the Department of Bioengineering. Niamh Nowlan noted that concerns had been raised regarding a late major change to the programme in Summer 2017, which had been implemented in Autumn 2017. Niamh noted that the department were interested in understanding how students were given the opportunity to provide feedback after exams in other departments, and members were invited to contact Niamh via email.

**Action: Komal Patel**

There was a brief discussion on low response rates across the Faculty to PTES. It was noted that the timing of the survey may have affected the response rate. Lucy Heming noted that the College had agreed to participate in a pilot of a new postgraduate survey, which was being developed by the Office for Students.

### Civil and Environmental Engineering

The Committee considered paper EEC.2018.086, the PTES action plan for the Department of Civil and Environmental Engineering. Bassam Izzuddin noted that this was the first PTES survey for the new MSc course in Fluid Mechanics, and comments for this programme mainly concerned the quality of new modules and the deadlines for coursework.

### Computing

The Committee considered paper EEC.2018.087, the PTES action plan for the Department of Computing. Fariba Sadri noted that students had commented on the intensity of the programme. Feedback from town hall meetings and a survey of students in 2017-18 had shown that students were not in favour of changing the timing of exams or reducing the number of modules. The department had therefore taken the decision to reduce workload by reducing the amount of coursework for each module, and would monitor the outcome.

### Design Engineering

The Committee considered paper EEC.2018.088, the PTES action plan for the Dyson School of Design Engineering. Andy Brand noted that the two programmes were jointly run with the Royal College of Art, and that there were issues in relation to organisation and management. It was noted that the Global Innovation Design Programme had seen a significant fall in student satisfaction. Lorraine Craig asked the department to review the action plan with their student representatives, and to submit a signed version to the Faculty by the end of December.

**Action: Andy Brand**

### Earth Science and Engineering

The Committee considered paper EEC.2018.089, the PTES action plan for the Department of Earth Science and Engineering. Martin Blunt, the postgraduate representative for the department, was not present at the meeting.

### Electrical and Electronic Engineering

The Committee considered paper EEC.2018.090, the PTES action plan for the Department of Electrical and Electronic Engineering. Andrew Holmes noted that satisfaction had fallen since the last survey, and that industrial action had been a contributing factor. It was noted that there were specific issues with staff being unavailable/unapproachable, although this was limited to a few lecturers. Alejandro Luy noted that the Faculty of Natural Sciences had run a training session on positive communication for staff. Lorraine asked the department to submit the signed-off version of their Action Plan to the Faculty by the end of December

**Action: Andrew Holmes**

### Materials

The Committee considered paper EEC.2018.091, the PTES action plan for the Department of Materials. Jason Riley noted that satisfaction had fallen since the last survey, and that many of the concerns raised in the comments were in relation to the MSc Advanced Nuclear Engineering programme. It was noted that the department was in the process of closing the programme. It was noted that the action plan was to be discussed with the student reps at the department's GRADSOC committee meeting at the end of November.

### Mechanical Engineering

The Committee considered paper EEC.2018.092, the PTES action plan for the Department of Mechanical Engineering. Ulrich Hansen noted that satisfaction had fallen since the last survey. It was noted that this was surprising considering the department's NSS scores had been very high for the same survey year and the MSc students shared all their taught modules with the final year undergraduates. It was noted that the response rate had been low, and the number of respondents was 15.

## **11 Accreditation Visit Reports**

There were none.

## **12 External Examiner Appointments and Reports**

Lorraine Craig noted that the next update from Registry would be received in January 2019.

## **13 Any additional items to consider from the Faculty**

### **13.1 Requesting Dispensation from the Anonymity Requirement at Master's Level Final Board of Examiners' Meeting**

#### Materials

The Committee considered paper EEC.2018.093, a request from the Department of Materials regarding the MSc Advanced Materials Science and Engineering programme. The Committee agreed to approve the request.

### **13.2 Department protocols for students to request an extension to a deadline**

The Committee considered paper EEC.2018.094, a summary of the proposed protocols, per department, for students to request an extension to a deadline. Lorraine Craig noted that the protocols had been provided by the UG Senior Tutors from each department. The following feedback was provided for all departments to consider:

- i. Departments should encourage students to speak to someone if they have any mitigation issues in the period immediately before a submission deadline, e.g. their personal tutor or the Senior Tutor.
- ii. As some personal tutors may not be as quick as responding to emails as Senior Tutors, departments should encourage students to also copy in the Senior Tutor (or speak to them in the first instance) if they feel comfortable doing so, and if it is likely that that a deadline is going to be missed because of a mitigating circumstance.
- iii. That the word 'normally' should be added to instructions to submit mitigating circumstances forms online, since there may be occasions when this is not possible for a student and a submission by email would be easier.

### **13.3 Student Protection Plan**

Lorraine Craig noted that as part of our registration with the Office for Students (OfS), the College is required to set out its plans for what students can expect to happen should a course, campus or institution close. Lorraine asked Lucy Heming for clarification on section 4 of the plan, which stated that the document would be sent to all course leaders and research supervisors, and included in documentation provided to staff who were proposing new courses or making changes to courses. Lucy confirmed that a communication would be prepared in the New Year.

**Action: Lucy Heming**

**14 Chair's Actions**

The Committee noted paper EEC.2018.096, a series of late minor modifications made to the MSc Advanced Chemical Engineering programme for 2018-19 which had been approved via Chair's Actions.

**15 Senate Minutes**

There were none.

**16 QAEC summary report for Senate**

There were none.

**17 Programme Committee report for QAEC**

The Committee noted paper EEC.2018.097, the report from the September 2018 meeting.

**18 Faculty Education Committees summary reports for QAEC**

There were none.

**19 Additional items to note from the Faculty**

**19.1 Academic Calendar 2018-19 [at the meeting, this item was discussed after item 9]**

Lorraine Craig welcomed David Ashton, the Academic Registrar, to the meeting to discuss the academic calendar (paper EEC.2018.098). David outlined the purpose of the calendar, noting that it had been developed to improve student satisfaction and help the College respond to external reporting requirements, including those from the Office for Students and HESA. A key reporting change would be the requirement to submit data to HESA throughout the year, at module level (compared to end of year, at programme level). It was noted that some of the deadlines were provisional, and the calendar was not expected to be implemented until 2019-20.

Committee members were concerned about increased burden on departmental staff and were keen to understand whether any central support and additional resource would be made available to implement the calendar. David noted that it was hoped that the new Banner student system would support the process. Committee members also queried to what extent deadlines would be flexible, the required accuracy of in year data at the time of reporting, and whether data changes (for example, to module selections) were allowed. David Ashton and Lucy Heming noted that the next iteration of the calendar would include a column to indicate the key driver behind each deadline, and whether they were internal or external (and therefore may have less scope for flexibility).

David Ashton noted that there would be an opportunity to provide further feedback on the next iteration of the Calendar.

**19.2 Short Course Annual Monitoring 2017-18**

The Committee noted paper EEC.2018.099, a list of short courses in the Faculty from 2017-18.

**19.3 Admissions statistics**

The Committee noted paper EEC.2018.100, a summary of undergraduate admissions statistics as of 31 October 2018.

**20 Any other business**

There were four papers which were considered under any other business:

Chemical Engineering Undergraduate Annual Monitoring Report

The Committee considered paper EEC.2018.101, the annual monitoring return for the Department of Chemical Engineering. Klaus Hellgardt noted that the department's NSS results had been positive, although some issues remained regarding Assessment and Feedback. It was noted that departmental GTAs were involved providing marking support, and that better training could improve consistency in providing feedback to students.

Alejandro Luy noted that the department's future action plan contained only one action, relating to curriculum review. Lorraine Craig asked the department to review this section, and consider including further actions.

**Action: Klaus Hellgardt**

Chemical Engineering PTES action plan

The Committee considered paper EEC.2018.102, the PTES action plan for the Department of Chemical Engineering. Jason Hallett, the postgraduate representative for the department, was not present at the meeting.

Sustainable Energy Futures PTES action plan

The Committee considered paper EEC.2018.104, the PTES action plan for the Sustainable Energy Futures MSc. Graham Hughes noted that overall the PTES results for the programme were very positive, although some work needed to be done in relation to assessment and feedback.

Change to entry requirements for undergraduate bioengineering programmes

The Committee considered paper EEC.2018.103, a proposal from the Department of Bioengineering to change the entry requirements to their undergraduate programmes. The Committee agreed to approve the changes.

There was one further item of AOB:

Admissions update

Phil Power noted that a telephone hotline would be available for staff to raise issues in relation to the admissions system. Phil noted that he was working with the Faculty Education Manager in Natural Sciences to develop some admissions reporting requirements.

**21 Dates of Future Meetings**

The dates of future FEC meetings were noted as follows:

Wednesday 9 January 2019 (Curriculum Review proposals)  
Wednesday 30 January 2019 (Curriculum Review proposals)  
Wednesday 27 February 2019  
Wednesday 1 May 2019