

Faculty Education Committee

Faculty of Engineering

Wednesday 30 January 2019

15:00 – 17:00

Room G05, Royal School of Mines

Unapproved Minutes

1 Welcome

Dr Lorraine Craig welcomed members to the meeting.

Present at the meeting: Dr Lorraine Craig (Chair), Komal Patel, Dr Errikos Levis, Prof Martyn Boutelle, Dr Niamh Nowlan, Dr Fariba Sadri, Dr Lorenzo Picinali, Andy Brand, Prof Martin Blunt, Dr Kristel Fobelets, Dr Christos Bouganis, Prof Jason Riley, Dr Mike Bluck, Dr Mark Pope, Lucy Heming, and Dr Tiffany Chiu.

Not present at the meeting: Prof Nigel Brandon, Prof Omar Matar, Dr Phil Power, Prof Yun Xu, Richard Martin, Prof Sergei Chernysenko, Prof Klaus Hellgardt, Prof Jason Hallett, Dr Mike Templeton, Prof Bassam Izzuddin, Dr Tony Field, Dr Mark Sutton, Dr Martyn McLachlan, Dr Ulrich Hansen, Dr Monika Pazio, Alejandro Luy, Joel Bilsdorfer, Zixuan Wang, Amy Tall, Raya El Laham, Dr Elizabeth Hauke, Dr Pavel Berloff, Prof Graham Hughes, and Prof George Jackson.

2 Minutes from the previous meetings

The Committee approved paper EEC.2018.154, the minutes of the meeting held on Wednesday 9 January 2019.

3 Matters Arising

3.1 Action Tracker

The Committee noted paper EEC.2018.118, the action tracker. It was agreed that, as many of the actions were ongoing, a detailed update would be provided at the next regular FEC meeting on Wednesday 27 February 2019.

4 Curriculum Review Paperwork

Lorraine Craig, introduced the item, noting that the purpose of this meeting was to consider the curriculum review paperwork for the Department of Aeronautics, the Dyson School of Design Engineering, and the Department of Materials. It was noted that following the meeting, the departments would be asked to consider any recommended amendments raised by the Committee ahead of their submission to Programmes Committee on the 5 March 2019.

Each department presented their paperwork, discussed their approach to curriculum review, and answered questions from Committee members. Departments were also asked to consider feedback from Alejandro Luy which had been sent via email prior to the meeting.

4.1 The Committee asked the Department of Aeronautics to consider the following recommendations ahead of submission to Programmes Committee, in addition to the required amendments from their Reference Panel:

- To use the second person consistently throughout the programme specifications.
- To consider some minor word changes recommended by the Faculty Education Team.
- To consider including a learning outcome related to the year abroad programmes.

- To note in the Year Three module table in the programme specifications that the electives are level 7.
- To update the pass mark for the Level 7 modules “Fine Elements” and “Orbital Mechanics” to 50%.

Action: Errikos Levis

Lucy Heming noted that she would send through some minor comments following the meeting.

Pending the immediate changes recommended, the Committee agreed to endorse the Department of Aeronautics’ curriculum review paperwork for submission to the March 2019 Programmes Committee.

4.2 The Committee asked the Dyson School of Design Engineering to consider the following recommendations ahead of submission to Programmes Committee, in addition to the required amendments from their Reference Panel:

- To clarify in the paperwork what is meant by “Attitude” based learning outcomes.
- To update the programme specification to note that I-explore can be taken in Terms 1 and/or 2.
- To consider removing the word “better” from the sentence “On completion of this programme, students will be better able to”.
- To provide more detail on how students select electives in Years 3 and 4 or remove the phrase “follow a defined process” which is ambiguous.
- To ensure the use of Term 0 is consistent across College.
- To consider using the second person in the programme specification.
- To consider some minor track changes to the curriculum redesign form sent through by the Faculty Education Team.
- To consider whether there is any risk of the assessment changing where the descriptions have been very detailed.

Action: Lorenzo Picinali

Lucy Heming noted that she would send through some minor comments following the meeting.

Pending the immediate changes recommended, the Committee agreed to endorse the Dyson School of Design Engineering’s curriculum review paperwork for submission to the March 2019 Programmes Committee.

4.3 The Committee asked the Department of Materials to consider the following recommendations ahead of submission to Programmes Committee, in addition to the required amendments from their Reference Panel:

- To provide a record of which of the required amendments from the department’s Reference Panel have been considered and updated.
- To include a summary of the expected overall workload in the Learning and Teaching Approach section, as per the original template.
- To expand on the use of formative and summative assessment and the benefits of these in the Assessment Strategy section.
- To check the percentage weighting for examinations in the table in the Assessment Strategy section.
- To clearly define the Capstone Assessment in the programme specification.
- To consider revising the statement “Feedback from students on how the course may be improved is always welcome” to “Feedback from students is imperative to helping us improve the course”.

Action: Jason Riley

Lucy Heming noted that she would send through some minor comments following the meeting.

Pending the immediate changes recommended, the Committee agreed to endorse the Department of Materials’ curriculum review paperwork for submission to the March 2019 Programmes Committee.

Lorraine Craig thanked each department and their curriculum review teams for their hard work and efforts to finalise their paperwork. Lorraine also thanked each department's Reference Panel, and Committee members for their helpful feedback and support.

5 Any Other Business

There was no other business raised.

6 Dates of Future Meetings

Committee members noted that an additional special FEC meeting would be scheduled for mid-February to consider the curriculum review paperwork from the Department of Bioengineering and the Department of Electrical and Electronic Engineering. It was noted that details of this meeting would be communicated in early February.

Committee members noted that the date of the next regular meeting was Wednesday 27 February 2019, and were reminded that the deadline for submitting proposals for major changes for 2019-20 was Wednesday 13 February.