

Faculty Education Committee

Faculty of Engineering

Wednesday 16 May 2018

15:00 – 17:00

Room 909B, 9th Floor, Electrical Engineering Building

Confirmed minutes

1 **Welcome and Apologies**

Dr Craig welcomed members to the summer term meeting of the 2017/18 academic year.

Present at the meeting were: Dr Lorraine Craig (Chair), Dr Phil Power, Komal Patel, Prof Yun Xu, Dr Errikos Levis, Prof Sergei Chernysenko, Prof Martyn Boutelle, Dr Rob Dickinson, Prof Klaus Hellgardt, Dr Fariba Sadri, Dr Lorenzo Picinali, Andy Brand, Prof Andrew Holmes, Prof Jason Riley, Dr Mike Bluck, Prof Graham Hughes, Alice Bennet, Lucy Heming and Dr Monika Pazio

Apologies were received from: Prof Nigel Brandon, Prof Omar Matar, Mr Richard Martin, Prof Jason Hallett, Dr Mike Templeton, Prof Bassam Izzuddin, Dr Tony Field, Dr Mark Sutton, Prof Martin Blunt, Dr Kristel Fobelets, Dr Martyn McLachlan, Dr Ulrich Hansen, Prof George Jackson, Nick Burstow, Alex Luy, Yasin Cotur, Dr Elizabeth Hauke, Dr Mark Pope and Dr Daniel Mortlock

Mrs Esther Perea attended on behalf of Dr Kristel Fobelets.

Dr Elizabeth Day attended on behalf of Dr Mark Sutton and Prof Martin Blunt.

2 **Minutes from the Previous Meeting**

The committee approved the paper EEC.2017.147, the minutes from the meeting held on Wednesday 28 February 2018.

3 **Matters Arising**

3.1 **Action Tracker**

The committee noted paper EEC.2017.148, the action tracker.

The committee noted paper EEC.2017.149, an update on the late submission of assessment for time bound assessments (item EEC9/3 of the action tracker).

There were five outstanding items:

- EEC9/7 concerned the provision of outcome and classification data split by other metrics. Lucy Heming reiterated the restrictions on data reporting due to the current student system. Lucy agreed to keep the committee updated on the matter.

Action: Lucy Heming

- EEC10/5.1 concerned seeking guidance from the Education Office as to how to handle situations where students become disillusioned after consultation processes which discuss changes which will never impact them. Phil Power noted that no guidance was currently available and that discussions with the Education Office were ongoing.

Action: Phil Power

- EEC10/12 concerned the improvement of SOLE reporting. Lucy updated the group on discussion between Registry and ICT to trial a new system to disseminate the results. There was a follow up discussion on the impact of SOLE results on academic promotions. Lucy noted that this matter was being discussed at the Surveys Working Group, and agreed to pass feedback from the committee to the Working Group.

Action: Lucy Heming

- EEC10/15.1 concerned the outstanding external examiner appointments for 2017-18 and EEC10/15.2 concerned the outstanding external examiner reports for 2018-19. These were covered later in the agenda.

3.2 Other matters arising

There were none.

ITEMS FOR CONSIDERATION

4 New Programme Proposals

There were none.

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

5.1 MSc Computing Science

The committee considered papers EEC.2017.150 to EEC.2017.152, a proposal from the Department of Computing to remove an introduction to the programming language Prolog from two modules, and provide it as a non-credit option at the start of the Spring term.

Fariba Sadri noted that the change had been prompted by student feedback, which had indicated that students would prefer to focus on other programming languages.

The committee agreed to recommend the proposals to the Programmes Committee.

6 Other Modifications to Existing Programmes

6.1 MSc Petroleum Geoscience

The committee noted papers EEC.2017.153 to EEC.2017.154, a proposal from the Department of Earth Science and Engineering to change the timing of a module to accommodate revised scheduling of the fieldwork component of the MSc course.

Lorraine Craig noted that changes to the timings of modules were not covered by the current major/minor modification process. The change to the timing of this module had been proposed following difficulties in securing visas in 2016-17 for a previously long-running fieldtrip to the USA that was held in the Easter vacation.

The committee agreed to recommend the proposals to the Programmes Committee.

7 Programme Suspensions and Withdrawals

7.1 MSc Petroleum Geophysics

The committee considered paper EEC.2017.155, a proposal from the Department of Earth Science and Engineering to withdraw the MSc Petroleum Geophysics, with effect from the 2018-19 year.

Lorraine Craig noted that the programme had been suspended for the past three academic years.

The committee agreed to recommend to the Programmes Committee that the programme be withdrawn.

8 Exchange Partnerships

8.1 University of Melbourne, Australia

The committee considered paper EEC.2017.156, a proposal to renew an exchange partnership with the University of Melbourne, Australia, for undergraduate students in the Department of Civil and Environmental Engineering for a period of three years.

The committee agreed to recommend renewal of the exchange agreement.

8.2 The committee considered paper EEC.2017.157, a proposal to renew an exchange partnership with the University of Melbourne, Australia, for undergraduate students in the Department of Mechanical Engineering for a period of five years.

The committee agreed to recommend renewal of the exchange agreement.

9 Faculty Taught Postgraduate Annual Monitoring Report [AMR] for 2016- 2017

Lorraine Craig introduced this item, and thanked the Directors of Postgraduate Studies for submitting these reports in advance of the meeting. The committee noted paper EEC.2017.158 which explained the reports, and then considered papers EEC.2017.159 to EEC.2017.166.

9.1 Bioengineering

The committee considered paper EEC.2017.159, the Annual Monitoring Report for the Department of Bioengineering. Robert Dickinson noted that the department has a large MSc cohort and highlighted that the Medical Device Design and Entrepreneurship MRes had led to two spinouts.

9.2 Civil and Environmental Engineering

The committee considered paper EEC.2017.160, the Annual Monitoring Report for the Department of Civil and Environmental Engineering. Lorraine Craig (on behalf of Bassam Izzuddin) noted some examples of issues raised by the department for consideration at College level, including the poorly functioning student system and the request to have named staff and phone numbers within the Registry for key areas in order to deal with sensitive and urgent matters more efficiently. Lucy Heming agreed to take the latter forward.

Action: Lucy Heming

9.3 Computing

The committee considered paper EEC.2017.161, the Annual Monitoring Report for the Department of Computing. Fariba Sadri noted that there had been a significant fall in failure rates, which could be attributed to providing feedback in January for exams taken in December. Fariba also noted that due to growing numbers on the MSc programmes the department had experienced a shortage of space (particularly lab space) and concerns had been raised over the level of College counselling services available.

9.4 Design Engineering

The committee considered paper EEC.2017.162, the Annual Monitoring Report for the Dyson School of Design Engineering. Andrew Brand noted that the Innovation Design Engineering MSc programme remained stable, and the curriculum was refreshed on a regular basis. The Global Innovation Design MSc programme had experienced more challenges, having undergone a change in management staff at both Imperial and the RCA. Andrew noted that steps were being taken to address low student satisfaction as a result of these changes.

9.5 Earth Science and Engineering

The committee considered paper EEC.2017.163, the Annual Monitoring Report for the Department of Earth Science and Engineering. Lorraine Craig (on behalf of Martin Blunt) noted that the Petroleum Engineering MSc and Metals and Energy Finance MSc programmes had been re-accredited by the Institute of Materials, Minerals and Mining. The

department had reported that there had been a perceived difficulty in obtaining employment in the hydrocarbon sector.

9.6 Energy Futures Lab

The committee considered paper EEC.2017.164, the Annual Monitoring Report for the Energy Futures Lab. Graham Hughes noted the high levels of student satisfaction for the Sustainable Energy Futures MSc programme. Graham also noted that there had been an increase in the proportion of international students and a decline in EU students, which the department would be monitoring.

9.7 Materials

The committee considered paper EEC.2017.165, the Annual Monitoring Report for the Department of Materials. Jason Riley noted that the department had introduced a panel of markers to assess project work and improve the consistency and timeliness of feedback. Jason noted external examiner feedback regarding a module where marks were significantly lower than others, and that the module had been discontinued.

9.8 Mechanical Engineering

The committee considered paper EEC.2017.166, the Annual Monitoring Report for the Department of Mechanical Engineering. Mike Bluck (on behalf of Ulrich Hansen) noted that high number of distinctions awarded on the Advanced Mechanical Engineering MSc, representing excellent performance of the students on the programme. The department had introduced PhD scholarships for best performance on the MSc. Mike noted that the programme had not been accredited by the Institute of Mechanical Engineers due to the significant amount of compulsory material required, but that the department would support any student who wished to apply for accreditation individually. Mike also noted difficulties in ensuring overseas entry qualifications held by applicants are of an equivalent high standard to UK/EU entry qualifications. The committee suggested that departments contact Mel Peter for guidance in similar cases.

The committee noted that the reports for Aeronautics, Chemical Engineering, and Electrical and Electronic Engineering, which were received as late papers, would be considered at the end of the meeting.

10 **PRES 2017 Faculty Report**

The committee noted paper EEC.2017.167, the Faculty level summary report of the departmental action plans for PRES 2017 which had been submitted to the Postgraduate Research Quality Committee.

11 **Accreditation Visit Reports**

11.1 **Institution of Engineering and Technology (February 2017)**

The committee considered paper EEC.2017.168, an accreditation visit report from the Institution of Engineering and Technology regarding the degree programmes in the Department of Computing.

Fariba Sadri noted that the visit had been very successful and the department had received extremely positive feedback from the IET, including being commended on the high level of industrial engagement across the programmes, and the department's outreach activities.

Lorraine Craig congratulated the department on their accreditation.

12 **External Examiner Appointments and Reports**

12.1 **Outstanding external examiner appointments 2017-18**

The committee noted paper EEC.2017.169, the list of outstanding external examiner appointments for 2017-18. There was one outstanding external examiner appointment for the MSc programmes in the Department of Chemical Engineering.

The department was asked to action these appointments as a matter of urgency.

Action: Jason Hallett

12.2 Outstanding external examiner reports 2016-17

The committee noted paper EEC.2017.170, the list of outstanding external examiner reports for 2016-17. The outstanding external examiner reports were for Aeronautics (UG and PGT), Chemical Engineering (UG), Civil and Environmental Engineering (PGT), Computing (PGT), Electrical and Electronic Engineering (PGT), and Earth Science and Engineering (PGT). Klaus Hellgardt noted that for future visits, the Department of Chemical Engineering intended to provide a scribe, to ensure the completion of the report.

The committee agreed that the Faculty was in a better position regarding outstanding external examiner reports compared to this time last year. Representatives from the departments concerned were asked to chase the external examiner reports as a matter of urgency.

Action: Errikos Levis, Sergei Chernysenko, Klaus Hellgardt, Bassam Izzuddin, Fariba Sadri, Andrew Holmes, and Martin Blunt

12.3 External examiner appointments 2018-19

The committee noted paper EEC.2017.171, the list of external examiner appointments due to expire before the 2018-19 academic year.

13 Any additional items to consider from the Faculty

There were none.

ITEMS TO NOTE

14 Chairs Actions

The committee noted paper EEC.2017.172, a summary of the actions taken by the Chair on behalf of the committee since the last meeting, together with papers EEC.2017.173 to EEC.2017.178 the various papers to support the actions.

15 Senate Minutes

The committee noted paper EEC.2017.179, the minutes from the February 2018 meeting of Senate.

16 QAEC Summary Report for Senate

The committee noted paper EEC.2017.180, the QAEC summary report to Senate from the March and April 2018 meetings.

17 Programmes Committee Report for QAEC

The committee noted paper EEC.2017.181, the report from the Programmes Committee to the most recent meeting of QAEC.

18 Faculty Education Committees Summary Reports for QAEC

The committee noted papers EEC.2017.182, EEC.2017.183, EEC.2017.184, and EEC.2017.185, the minutes of the Faculty Education Committees for the Business School, the School of Professional Development, Medicine, and Natural Sciences respectively.

19 Any additional items to note from the Faculty

Lorraine Craig provided the committee with an oral update on the academic appeals and student complaints procedures, which had been approved at Senate in May for implementation with immediate effect. It was noted that the student complaints procedure applies to all students, taught and research, whereas the academic appeals procedure applies to taught provision only (UG and PGT). The appeals process for all research decisions and the appeals against the decision to require withdrawal in year for taught

students remain the same. Lorraine noted that the updated procedures, guidance and forms could be found online, and would be circulated to committee members following the meeting.

Action: Komal Patel

Lorraine noted that academic appeals procedures contained a guidance document that had not previously been shared with the committee, and referenced the 'Imperial College advice centre' which did not exist at the College. Lorraine requested that Lucy Heming take the matter back to Registry.

Action: Lucy Heming

DATES OF FUTURE MEETINGS

- 20** **Dates of Future Meetings**
Wednesday 26 September 2018
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

- 21** There were none.

LATE PAPERS

22 **Exchange Partnerships**

University of Melbourne, Australia

The committee considered paper EEC.2017.186, a proposal to renew an exchange partnership with the University of Melbourne, Australia, for undergraduate students in the Department of Chemical Engineering for a period of five years.

The committee agreed to recommend renewal of the exchange agreement.

23 **Faculty Taught Postgraduate Annual Monitoring Report [AMR] for 2016- 2017**

23.1 Aeronautics

The committee considered paper EEC.2017.187, the Annual Monitoring Report for the Department of Aeronautics. Sergei Chernyshenko noted that there was a significant difference in failure rates between Home/EU and Overseas students. The department believed this could be attributed to difficulties in ensuring overseas entry qualifications held by applicants are of an equivalent high standard to UK/EU entry qualifications.

23.2 Chemical Engineering

The committee considered paper EEC.2017.188, the Annual Monitoring Report for the Department of Chemical Engineering. Klaus Hellgardt (on behalf of Jason Hallet) noted that the department was in the process of withdrawing one of its MSc programmes. The department was awaiting accreditation from the Institution of Chemical Engineers

23.3 Electrical and Electronic Engineering

The committee considered paper EEC.2017.189, the Annual Monitoring Report for the Department of Electrical and Electronic. Andrew Holmes noted that all of the department's taught programmes had recently been re-accredited. Andrew also noted that although student feedback received through PG Sole had been very positive, response rates to the survey had been low.

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

BEng Computing and MEng Computing (all specialisms)

The committee considered paper EEC.2017.90, a proposal from the Department of Computing to change the Algorithms II course from optional to compulsory.

Fariba Sadri noted that the change was required as the new lecturer for the module is going on a sabbatical for the spring term, and so the module needs to be moved to the Autumn term and made compulsory. Fariba noted that the module was taken by the majority of students.

The committee agreed to recommend the proposals to the Programmes Committee.

ANY OTHER BUSINESS

- 25** There was a discussion regarding the deadlines for programme changes, set by the Programmes Committee. It was noted in particular that the deadlines made it difficult for changes to be implemented in response to student feedback from SOLE in a timely manner.

Phil Power noted that there were external requirements which meant that the deadline had to be set at a certain time. Phil agreed to circulate the paper including the rationale behind the delineation of major and minor changes that had been prepared when the policy was being developed.

Action: Phil Power

It was suggested that the Chair of QAEC or the Programmes Committee be invited to the next committee meeting to discuss the matter.

Action: Lorraine Craig