

## Faculty Education Committee (FEC) Faculty of Engineering

Wednesday 22 February 2017

### Confirmed Minutes

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#### Present

Dr Lorraine Craig (Chair)	Associate Dean (Learning & Teaching)
Dr Giuliano Allegri	Aeronautics undergraduate representative
Prof Sergei Chernysenko	Aeronautics postgraduate representative
Prof Klaus Hellgardt	Chemical Engineering undergraduate representative
Dr Jason Hallett	Chemical Engineering postgraduate representative
Prof Bassam Izzuddin	Civil Engineering postgraduate representative
Dr Fariba Sadri	Computing postgraduate representative
Dr Andy Brand	Design Engineering postgraduate representative
Dr Mike Streule	Earth Science and Engineering undergraduate representative
Prof Martin Blunt	Earth Science and Engineering postgraduate representative
Dr Kristel Fobelets	Electrical Engineering undergraduate representative
Prof Jason Riley	Materials postgraduate/undergraduate representative
Dr Mike Bluck	Mechanical Engineering undergraduate representative
Luke McCrone	ICU Deputy President (Education)
Beth Holman	Student representative (UG) - RSMU
Judith Webster	Registry (representing Sophie White)
Dr Phil Power (Secretary)	Head of Education and Student Experience Survey
Prof Simone Buitendijk	Vice-Provost (Education) – For item 4
Kieron Creagh	Education Strategy Officer – For item 4

#### Apologies

Prof Jeff Magee	Dean
Prof Peter Cheung	Vice-Dean (Education)
Richard Martin	Faculty Operating Officer
Prof Yun Xu	College Consul
Prof Marek Sergot	College Consul
Prof Martyn Boutelle	Bioengineering undergraduate representative
Dr Darryl Overby	Bioengineering postgraduate representative
Dr Mike Templeton	Civil Engineering undergraduate representative
Dr Tony Field	Computing undergraduate representative
Dr Lorenzo Picinali	Design Engineering undergraduate representative
Prof Andrew Holmes	Electrical Engineering postgraduate representative
Dr Martyn McLachlan	Materials undergraduate representative
Claudia Caravello	Student representative (UG) - CGCU
Renee Tonkin	Student representative (PG) - GSU
Dr Daniel Mortlock	Director of Ancillary Mathematics
Richard Monk	Registry
Dr Elizabeth Hauke	Centre for Culture, Languages and Communication

## **1 Welcome and Apologies**

The Chair, Dr Lorraine Craig, welcomed attendees to the meeting and apologies, as above, were noted.

## **2 Minutes of the previous meeting**

The committee received paper EEC.2016.84, the minutes of the November meeting. The committee approved the minutes.

## **3 Matters arising from the minutes of the previous meeting**

### **3.1 Action Tracker**

The committee noted paper EEC.2016.85, the action tracker.

It was noted that the actions relating to PTES action plans, outstanding external examiner appointments for 2016/17, and outstanding external examiner reports for 2015/16 were not complete. It was noted that since the papers had been issued Computing had submitted their PTES action plan (paper EEC.2016.115).

It was noted that the action to correct inaccuracies in the list of accredited programmes relating to Computing and Civil Engineering was ongoing, and that the action to include GRE score requirements in entry requirement information for Computing was on hold.

### **3.2 Other matters arising**

There were none.

## **4 Learning and Teaching Strategy**

Prof Simone Buitendijk, the Vice-Provost (Education), provided the committee with an update as to progress with developing the College's Learning and Teaching strategy.

The committee received the update with interest and were pleased that progress was being made to develop an initial draft document. Members thanked Prof Buitendijk for taking the time to attend and discuss the strategy. Members of the Committee were enthusiastic to share their discussions with the Vice-Provost at the Faculty Away Day on Education.

## **ITEMS FOR CONSIDERATION**

### **5 New Programme Proposals**

There were none.

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

There were none.

### **7 Exchange Programmes**

#### **7.1 ETH Zurich, Switzerland**

The committee considered paper EEC.2016.86, a proposal to renew an exchange partnership for student projects with ETH Zurich, Switzerland, for students on the

following programmes: MEng Aeronautical Engineering and MEng Aeronautics with Spacecraft Engineering in the Department of Aeronautics.

The committee approved the renewal of the exchange partnerships with effect from the 2017/18 academic year for a period of five years.

## **7.2 ETH Zurich, Switzerland**

The committee considered paper EEC.2016.87, a proposal to renew an exchange partnership with ETH Zurich, Switzerland, for students on the MEng Mechanical Engineering with a Year Abroad in the Department of Mechanical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

## **7.3 National Technical University of Athens, Greece (New partnership)**

The committee considered paper EEC.2016.88, a proposal to establish an exchange partnership for student projects with National Technical University of Athens, Greece, for students on the MEng Aeronautical Engineering and MEng Aeronautics with Spacecraft Engineering in the Department of Aeronautics.

Dr Allegri noted that the department has a close relationship with the institution through a member of academic staff and over the last few years accepted a number of taught postgraduate students who had previously studied there.

The committee approved the establishment of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

## **7.4 CentraleSupélec (Ecole Centrale Paris at Campus Chatenay), France**

The committee considered paper EEC.2016.89, a proposal to renew an exchange partnership with CentraleSupélec (Ecole Centrale Paris at Campus Chatenay), France, for students on the MEng Mechanical Engineering with a Year Abroad in the Department of Mechanical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

## **7.5 ENSIC - University of Lorraine, France**

The committee considered paper EEC.2016.90, a proposal to renew an exchange partnership with ENSIC - University of Lorraine, France, for students on the MEng Chemical Engineering with a Year Abroad in the Department of Chemical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

## **7.6 Instituto Quimic de Sarria – University Ramon Llull, Barcelona, Spain**

The committee considered paper EEC.2016.91, a proposal to renew an exchange partnership with Instituto Quimic de Sarria -Barcelona, Spain, for students on the MEng Chemical Engineering with a Year Abroad in the Department of Chemical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

## **7.7 EPFL, Switzerland**

The committee considered paper EEC.2016.92, a proposal to renew an exchange partnership with EPFL, Switzerland, for students on the MEng Chemical Engineering with a Year Abroad in the Department of Chemical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

#### **7.8 University of Valladolid, Spain**

The committee considered paper EEC.2016.93, a proposal to renew an exchange partnership with University of Valladolid, Spain, for students on the MEng Chemical Engineering with a Year Abroad in the Department of Chemical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

#### **7.9 University of Sydney, Australia**

The committee considered paper EEC.2016.94, a proposal to renew an exchange partnership with University of Sydney, Australia, for students on the MEng Chemical Engineering with a Year Abroad in the Department of Chemical Engineering.

The committee approved the renewal of the exchange partnership with effect from the 2017/18 academic year for a period of five years.

### **8 Surveys**

#### **8.1 Autumn Term UG SOLE Survey Results**

The committee considered paper EEC.2016.95, the results of the autumn term UG SOLE lecturer and module surveys.

The committee reiterated their discussions from the previous academic year that the format of the reports of SOLE (and PG SOLE) data must be improved, giving clearer comparisons to previous years and College-wide results. Members were also concerned about the validity of the data and requested that the number of students completing the questions at a module level be included in the reporting sent to departments.

#### **8.2 Autumn Term PG SOLE Survey Results**

The committee considered paper EEC.2016.96, the results of the autumn term PG SOLE lecturer and module surveys.

#### **8.3 Postgraduate Taught Experience Survey (PTES) Action Plans**

The committee considered paper EEC.2016.97, the departmental action plan following the last PTES for the Department of Bioengineering.

The committee considered paper EEC.2016.98, the departmental action plan following the last PTES for the Department of Civil and Environmental Engineering.

The committee considered paper EEC.2016.99, the departmental action plan following the last PTES for the Department of Earth Science and Engineering.

The committee considered paper EEC.2016.115, the departmental action plan following the last PTES for the Department of Computing.

All four departments noted that they were happy at this point with the results and had developed a realistic action plan.

Dr Craig reminded the departments of Aeronautics, Electrical Engineering and Mechanical Engineering that their action plans were now long overdue and that these must be submitted as a matter of urgency.

**Action: Postgraduate representatives - Aeronautics, Electrical Engineering and Mechanical Engineering**

#### **8.4 Imperial College Union PTES response**

The committee considered paper EEC.2016.100, Imperial College Union's response to the PTES results. Luke McCrone noted the paper was an initial response and that a full document would be published towards the end of March.

### **9 Accreditation Visit Reports**

#### **9.1 IMechE Accreditation visit to the Department of Aeronautics (December 2015)**

The committee considered paper EEC.2016.101, an accreditation visit report from the IMechE regarding the MEng Aeronautical Engineering, MEng Aeronautical Engineering with a Year Abroad, MEng Aeronautical Engineering with a year in industry and the MSc Composites programmes in the Department of Aeronautics.

It was noted that the period of accreditation is five years. Dr Allegri noted that all the required actions had now been completed.

#### **9.2 IET Advisory Visit to the Dyson School of Design Engineering (November 2016)**

The committee considered paper EEC.2016.102, an advisory visit report from the IET regarding the MEng Design Engineering programme in the Dyson School of Design Engineering.

Dr Brand noted that the IET had been very complementary and supportive during their visit, and that work was ongoing to refine the learning objectives for group projects. The committee extended their thanks and congratulations to Dr Picinali and the staff of Design Engineering for the work which had been undertaken to get to this point.

### **10 External Examiner Appointments and Reports**

#### **10.1 Outstanding External Examiner Appointments 2016/17**

The committee noted paper EEC.2016.103, a list of outstanding external examiner appointments for the academic year 2016/17.

#### **10.2 Outstanding External Examiner Reports 2015/16**

The committee noted paper EEC.2016.104, the list of outstanding undergraduate external examiner reports for the academic year 2015/16.

Dr Craig asked that departments chase the missing reports relating to taught postgraduate programmes.

**Action: Postgraduate representatives - Aeronautics, Bioengineering, Chemical Engineering, Civil Engineering, Computing, Earth Science & Engineering**

#### **10.3 Summary of UG External Examiner Reports 2015/16**

The committee considered paper EEC.2016.105, a summary of the undergraduate external examiner reports for the academic year 2015/16.

During discussion the committee concluded that many of the issues in the report had been raised before, but reflected that some work still needs to be done to address them. Judith Webster informed the committee that a College Level response to issues raised by external examiners was being produced which may reduce the number of recurrent issues being raised. Discussion would be ongoing at the Faculty Teaching Committee to share good practice between to departments to enhance assessment.

#### **10.4 External Examiner Appointments Due to Expire at end of 2016/17**

The committee considered paper EEC.2016.106, a report of external examiner appointments due to expire at the end of the academic year 2016/17.

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

There were no such items.

### **ITEMS TO NOTE**

#### **12 Chair's Report**

It was noted that no actions had been taken by the Chair on behalf of the committee since the last meeting.

#### **13 Senate Minutes**

The committee noted paper EEC.2016.107, the minutes of the most recent meeting of Senate.

#### **14 QAEC Summary Report for Senate**

The committee noted paper EEC.2016.108, the summary report from the Quality Assurance and Enhancement Committee to the most recent meeting of Senate.

Dr Craig drew members' attention to the sections regarding: Academic Feedback Policy, Guidelines for issuing provisional marks and Late Submission of Coursework.

Members requested further clarification on two matters relating to late submission. Firstly how the policy would be applied in relation to group submissions – would the whole group be penalised if one person submitted late?

Secondly, for a submission on a Friday would the 24-period be applied over the weekend or would the period where a student would receive the pass mark end on Monday? The committee agreed that preventing submission deadlines on a Friday was an unacceptable way to resolve this question.

The committee asked that Dr Craig seek clarification on these matters.

**Action: Dr Craig**

#### **15 Programmes Committee**

The committee noted paper EEC.2016.109, the report from the Programmes Committee to the most recent meeting of the Quality Assurance and Enhancement Committee.

#### **16 Faculty Education Committees Minutes**

##### **16.1 Faculty of Medicine**

The committee noted paper EEC.2016.110, the minutes of the most recent meeting of the Medicine Education Committee.

##### **16.2 Business School**

The committee noted paper EEC.2016.111, the minutes of the most recent meeting of the Business School Education Committee.

**16.3 School of Professional Development**

The committee noted paper EEC.2016.112, the minutes of the most recent meeting of the Professional Development Education Committee.

**17 Postgraduate Professional Development Committee Minutes**

The committee noted paper EEC.2016.113, the minutes of the most recent meeting of the Postgraduate Professional Development Committee.

**18 Any additional items to consider from the Faculty**

The committee noted paper EEC.2016.116, a report of Masters' Level programmes which have been granted dispensation from anonymity at exam Boards for the 2016/17 and 2017/18 academic years.

**ANY OTHER BUSINESS**

**19 Any additional items to consider from the Faculty**

Wednesday 24 May 2017  
Wednesday 27 September 2017  
Wednesday 22 November 2017  
Wednesday 28 February 2018  
Wednesday 9 May 2018

**RESERVED AREA OF BUSINESS**

**20 Special Cases for Admission**

The committee noted paper EEC.2016.114, a report on special cases considered for admission.