

Approved Minutes

1 **Welcome and Apologies**

Dr Craig welcomed members to the first meeting of the 2017/18 academic year, in particular the new student representatives: Nick Burstow, Alex Luy and Alice Bennett. Dr Craig also welcomed Dr Monika Pazio who had joined as representative from the Educational Development Unit.

Present at the meeting were: Dr Lorraine Craig (Chair), Prof Yun Xu, Prof Martin Blunt, Prof Martyn Boutelle, Prof Sergei Chernyshenko, Prof Andrew Holmes, Prof Bassam Izzuddin, Dr Mike Bluck, Dr Kristel Fobelets, Dr Jason Hallett, Dr Martyn McLachlan, Dr Lorenzo Picinali, Dr Fariba Sadri, Dr Mike Streule, Dr Mike Templeton, Andy Brand, Nick Burstow, Alex Luy, Alice Bennett, Dr Monika Pazio and Dr Phil Power (Secretary).

Apologies were received from Prof Jeff Magee, Prof Nigel Brandon, Prof Omar Matar, Prof Marek Sergot, Dr Tony Field, Dr Elizabeth Hauke, Dr Daniel Mortlock, and Richard Martin.

Dr Mark Pope attended on behalf of Dr Hauke.

2 **Terms of Reference, Constitution and Membership 2017/18**

One change, on the request of Registry, was made to the terms of reference paper (EEC.2017.01). To change: *"To approve, in collaboration with the Registry and International Office when appropriate, new exchange arrangements and the renewal of existing exchange agreements and report these to QAEC"*, to: *"To approve new student exchange partnerships and the renewal of existing student exchange partnerships and report these to QAEC"*

The committee also agreed that two additional members be invited to join the committee: The Programme Director for the MSc Sustainable Energy Futures (in the Energy Futures Lab), and the Programme Director for the MRes Molecular Science and Engineering (in the Institute of Molecular Science and Engineering).

The committee noted a typographical error in paper EEC.2017.01 in that the Deputy President (Education) at Imperial College Union is now Nick Burstow. The committee also noted that the representative of the Registry has now changed to be Judith Webster.

With these changes the committee agreed to approve paper EEC.2017.1, the Terms of Reference, Constitution and Membership for the 2017/18 academic year.

3 **Minutes from the Previous Meeting**

The committee approved paper EEC.2017.02, the minutes from the meeting held on Wednesday 13 June 2017.

4 **Matters Arising**

4.1 **Action Tracker**

The committee noted paper EEC.2017.3, the action tracker. Only one action remained outstanding from the previous academic year (EEC4/12.1). Phil Power agreed to follow this up with Dr Field.

4.2 **Other matters arising**

There were no other matters arising.

ITEMS FOR CONSIDERATION

5 New Programme Proposals

No new programme proposals were received.

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

6.1 Design Engineering - Additional elective module

The committee agreed to recommend paper EEC.2017.4 to the Programmes Committee for approval. The proposal concerned adding an additional elective module (Audio Experience Design) as an option in year 3 of the MEng and BEng Design Engineering programmes in the Dyson School of Design Engineering. As the change was proposed to take effect in the 2017/18 academic year it was deemed in-session, so considered major, thus required the approval of the Programmes Committee.

6.2 MRes Advanced Computing – Proposal to suspend programme

The committee agreed to recommend paper EEC.2017.32 to the Programmes Committee for approval. The proposal concerned suspending the MRes Advanced Computing programme in the Department of Computing from the 2018/19 academic year.

6.3 Taught postgraduate programmes in Computing

The committee agreed to recommend paper EEC.2017.33 to the Programmes Committee for approval. The proposal concerned correcting the entry requirements published in the prospectus for the MSc Computing Science and MSc Advanced Computing. The proposal also proposed correcting the requirement for the MRes Advanced Computing for completeness, even though the programme would be suspended from 2018/19 entry.

7 Exchange Partnerships

7.1 RWTH Aachen, Germany

The committee considered paper EEC.2017.5, a proposal to renew an exchange partnership with RWTH Aachen, Germany, for students on the MEng Computing (International Programme) in the Department of Computing for a period of three years. The committee agreed to recommend renewal of the exchange agreement.

7.2 Institut Polytechnique de Grenoble, France

The committee considered paper EEC.2017.6, a proposal to renew an exchange partnership with Institut Polytechnique de Grenoble, France, for students on the MEng Computing (International Programme) in the Department of Computing for a period of three years. The committee agreed to recommend renewal of the exchange agreement.

7.3 Hong Kong Polytechnic University

The committee considered paper EEC.2017.7, a proposal to renew an exchange partnership with Hong Kong Polytechnic University, Hong Kong, for students on the MEng Civil Engineering in the Department of Civil and Environmental Engineering for a period of three years. The committee agreed to recommend renewal of the exchange agreement.

7.4 Ecole Nationale des Ponts et Chaussees (ENPC)

The committee considered paper EEC.2017.27, a proposal to renew an exchange partnership with Ecole Nationale des Ponts et Chaussees (ENPC), France, for students on the MEng Civil Engineering in the Department of Civil and Environmental Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

7.5 Grenoble INP

The committee considered paper EEC.2017.28, a proposal to renew an exchange partnership with Grenoble INP, France, for students on the MEng Civil Engineering in the Department of Civil and Environmental Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

7.6 Rheinisch-Westfälische Technische Hochschule Aachen (RWTH)

The committee considered paper EEC.2017.29, a proposal to renew an exchange partnership with Rheinisch-Westfälische Technische Hochschule Aachen (RWTH), Germany, for students on the MEng Civil Engineering in the Department of Civil and Environmental Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

7.7 Politecnico di Torino

The committee considered paper EEC.2017.30, a proposal to renew an exchange partnership with Politecnico di Torino, Italy, for students on the MEng Civil Engineering in the Department of Civil and Environmental Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

7.8 Technische Universiteit Delft (TU Delft)

The committee considered paper EEC.2017.31, a proposal to renew an exchange partnership with Technische Universiteit Delft (TU Delft), The Netherlands, for students on the MEng Civil Engineering in the Department of Civil and Environmental Engineering for a period of five years. The committee agreed to recommend renewal of the exchange agreement.

8 Surveys

8.1 National Student Survey 2017 Results

The committee considered paper EEC.2017.8, the results of the 2017 National Student Survey. In discussion that committee noted that the measures in the survey were not necessarily measures of satisfaction with specific elements of the educational experience, and that other measures might be useful indicators.

The committee noted that departments would have the opportunity to identify actions to address areas highlighted by the survey in their Annual Monitoring Report, to be presented at the next meeting. Phil Power agreed to clarify whether requests have been sent by Registry to departments for these reports.

8.2 Summer term UG SOLE Survey Results

The committee considered paper EEC.2017.9, the results of the summer term UG SOLE lecturer and module surveys. The committee noted that the format of the reports was still an issue and required rectifying as a matter of urgency.

9 Accreditation Visit Reports

9.1 GeoSoc Accreditation Visit to Department of Earth Science and Engineering (June 2017)

The committee considered paper EEC.2017.10, an accreditation visit report from the GeoSoc regarding the BSc Geology, MSci Geology, MSci Geology with a Year Abroad, BSc Geophysics, MSci Geophysics, MSci Geophysics with a Year Abroad, MSci Geology and Geophysics, and MSci Petroleum Geoscience in the Department of Earth Science and Engineering for a period of six years.

Dr Streule noted that the required change to the number fieldwork days in year 4 has already been approved at Programmes Committee (see paper EEC.2017.18).

10 External Examiner Appointments and Reports

10.1 Outstanding External Examiner Appointments 2017/18

The committee noted paper EEC.2017.11, a list of outstanding external examiner appointments for the academic year 2017/18. Departments with outstanding appointments were asked to rectify the gaps as soon as possible.

10.2 Outstanding External Examiner Reports 2016/17

The committee noted paper EEC.2017.12, a list of outstanding external examiner reports for the academic year 2016/17. Departments with outstanding appointments were asked to rectify the gaps as soon as possible.

11 Any additional items to consider from the Faculty

11.1 GID/IDE Annual Programme Reviews

The committee received paper EEC.2017.13, the minutes of the Joint Academic Advisory Committee (JAAC) from June 2016.

Andy Brand noted that work was in hand with partner institutions for the GID programme to ensure that periods at those institutions were organized efficiently, it was also noted that two new routes for the GID programme would allow for an expansion in numbers. The principal area of feedback related to the availability of space at the RCA, it was noted that this will take some time to resolve effectively.

Andy Brand also noted that work was ongoing in conjunction with the Registry Quality Assurance team to develop a revised credit framework for the IDE and GID programmes to maintain their position at 180 ECTS. This work is in response to the RCA's proposal to move each of their other MA programmes to 120 ECTS.

11.2 Exemption from policy on late submission of assessed work

The committee considered paper EEC.2017.14, a proposal from the Department of Earth Science and Engineering for coursework directly relating to undergraduate fieldwork activities to be exempt from the policy on late submission of assessed work. The committee approved the paper.

In discussion it was queried whether there is a clear definition of *assessed summative work* in the context of the policy, in particular for activities carried out in the classroom which are counted as coursework. Phil Power agreed to investigate.

Action: Phil Power

ITEMS TO NOTE

12 Chair's Report

12.1 Summary of actions

The committee noted paper EEC.2017.15, the actions taken by the Chair and Vice-Chair on behalf of the committee since the last meeting.

12.2 Structural changes to undergraduate programmes in Computing

The committee noted paper EEC.2017.16, an updated paper (to EEC.2016.124) regarding structural changes to the UG programmes in the Department of Computing, providing further clarification requested by the Programmes Committee.

12.3 MEng Civil Engineering - module combination

The committee noted paper EEC.2017.17, a proposal to combine two modules in the fourth year of the MEng Civil Engineering programme in the Department of Civil and Environmental Engineering.

12.4 MSci Geology, MSci Geology with a Year Abroad, MSci Geology and Geophysics

The committee noted paper EEC.2017.18, a proposal to change the elective rules for the MSci Geology, MSci Geology with a Year Abroad, and MSci Geology and Geophysics programmes in the Department of Earth Science and Engineering.

12.5 MSc Environmental Engineering Cluster - Changes to Award Criteria

The committee noted paper EEC.2017.19, a proposal to change the examination schedule and award criteria for MSc programmes in the Environmental Cluster in the Department of Civil and Environmental Engineering.

13 General, Academic and Examination Regulations and Regulations for Students for 2017-18

The committee noted paper EEC.2017.20, changes to the General, Academic and Examination Regulations and Regulations for Students for the 2017/18 academic year.

A query was raised by members as to whether the revised regulations applied to taught postgraduate students who started their studies in October 2016, in particular with regard to the amendment to Examination Regulation 13.3. Phil Power agreed to seek clarification.

Action: Phil Power

14 Academic Policy and Procedure Updates for 2017-18

The committee noted paper EEC.2017.21, regarding updates to Academic Policy and Procedures for the 2017/18 academic year.

15 Suspended/withdrawn programmes

The committee noted paper EEC.2017.22, the list of suspended and withdrawn programmes.

16 Senate Minutes

The committee noted paper EEC.2017.23, the minutes of the most recent meeting of Senate.

17 QAEC Summary Report for Senate

The committee noted paper EEC.2017.24, the summary report from the Quality Assurance and

Enhancement Committee to the most recent meeting of Senate.

18 Programmes Committee

The committee noted paper EEC.2017.25, the report from the Programmes Committee to the most recent meeting of the Quality Assurance and Enhancement Committee.

19 Any additional items to note from the Faculty

19.1 Modifications Process

The committee noted paper EEC.2017.26, the new College process for consideration of programme and module modifications. The Chair asked specifically that minor changes being proposed for the current academic year be communicated to the committee secretary as soon as possible.

ANY OTHER BUSINESS

20 Dates of Future Meetings

Wednesday 22 November 2017

Wednesday 28 February 2018

Wednesday 16 May 2018