

Faculty Education Committee (FEC) Faculty of Medicine

24 April 2017
Confirmed minutes

Present

Professor Paul Aylin, Dr Laki Buluwela, Ms Susan English, Ms Rebekah Fletcher (Secretary), Professor Steve Gentleman, Mr Gerry Greyling, Mr Chris Harris, Dr Jo Harris, Ms Jo Horsburgh, Professor Des Johnston (Chair), Mr Martin Lupton, Professor Myra McClure, Professor Alison McGregor, Dr Sophie Rutschmann, Professor Sue Smith, Mr Richard Viner, Ms Sophie White.

Apologies

Mr Nigel Buck, Ms Giskin Day, Dr Jeremy Levy, Mr Luke McCrone, Professor Jeremy Nicholson, Mr Ahmed Shamsu, Professor Helen Ward (Professor Paul Aylin deputising).

1 Welcome and Apologies

The chair welcomed attendees to the meeting and apologies, as above, were noted.

2 Faculty Education Committee Membership List for 2017/18 [MEC2016-33]

The committee noted the membership list for the next academic year with the following amendment; Professor Alison McGregor should be listed both in her role as Departmental Education Lead and as Director of Undergraduate Science.

3 Minutes of the meeting held on 13 March 2017 [MEC2016-34]

Update to item 6.1: potential partnership with St Andrews University; a visit to St Andrews has taken place and their curriculum maps well to the current ICSM UG curriculum, albeit with increased focus on clinical skills. Their students would be keen to join Imperial and there would be little need for change to the current Direct Entry course for Oxbridge students. Possible financial models are now to be undertaken by the Head of Business and Educational Development. The committee approved the minutes of the last meeting.

4 Matters arising

There were no matters arising for discussion.

ITEMS TO CONSIDER

5 Major Modifications to Existing Programmes

5.1 School of Public Health MSc changes [MEC2016-35]

The committee discussed a supporting statement from the Postgraduate Education Board for the proposed modifications to three MSc programmes in the School of Public Health. The proposals are student-focussed and educationally driven, but there is some concern that since the proposals include a move to a modular framework, they may not be passed at Programmes Committee pending the introduction of the new Academic Standards Framework. Improvements are being proposed to course management and to assessment structures in response to student feedback.

The committee agreed that the proposed changes are academically driven and approved the submission to Programmes Committee of the PEB's supporting statement alongside the SPH proposal.

Action: Academic Lead for Postgraduate Education

5.2 Clinical Research and Innovation [MEC2016-36]

The committee considered a proposal from the School of Medicine to replace the Science and Patient theme in MBBS Year 2 with Clinical Research and Innovation. The proposal is based on student feedback and will prepare students more appropriately in research and science skills than the current offer. The new module will give students the opportunity to undertake a research experience, gathering their own data to analyse and present. Placements will be applied for and

allocated in a fully transparent way. The proposal is educationally driven; literature suggests that poster presentation is a better way to prepare students to present their own research than by Single Best Answer questions, as in the current module.

Concerns were raised about funding; this is still to be obtained for overseas placements. However, if no financial backer can be found, there will be enough UK placements for all students.

The committee approved submission of the proposal to Programmes Committee.

Action: Head of School Secretariat

6 Postgraduate Annual Monitoring 2016/17

6.1 Department of Medicine [MEC2016-37]

The Committee noted that student satisfaction has risen in the department. Key actions for the next year are to improve transparency of feedback and assessment. Some concern was raised over the academic and administrative resource implications of improving feedback processes and making changes to courses and assessments. The committee recognises that resources are already stretched and an increased workload on any team will require further investment from College.

6.2 National Heart and Lung Institute [MEC2016-38]

The Committee considered the report from NHLI. Small student numbers raise some difficulties in identifying trends, but some key items of note include the introduction of two new programmes, with a further new programme approved for 2016/17 and another planned for 2018/19. The department has now opted out of SOLE due to concerns that it is not fit for purpose for modular programmes. It now runs its own surveys, which are discussed at staff/student liaison groups at the end of each module. The department has also seen significant increase in PTES participation. Changes have been made to the Genomic Medicine course in response to student feedback, and changes to the Genes, Drugs and Stem Cells course are anticipated. Unconscious bias training will be undergone by staff in the department in the forthcoming year. External examiners have commented on aggregate degree classification and this will be reviewed in the coming year. Further work is to be undertaken on teaching contact hours and the department's E-Learning structure.

6.3 School of Public Health [MEC2016-39]

The Committee noted that the School of Public Health is particularly engaged with teaching. The report notes some difficulties with communication between faculties and college. The primary concerns for SPH are teaching space and projects coordination. The committee discussed the need for an integrated E-Learning infrastructure, since this is a theme in all annual monitoring reports. The structure of the AMRs was also raised; it was agreed that reporting by exception is a great improvement, but refinements of the report structure, in consultation with departments, would also be appreciated.

6.4 Surgery and Cancer [MEC2016-40]

The committee noted that there were no major concerns raised this year; the department has, however, provided a very specific action plan for the following year.

7 Programme Suspensions and Withdrawals [MEC2016-41]

The committee noted the programmes suspensions and withdrawals for the forthcoming year and were invited to advise registry of any further withdrawals or suspensions.

8 External Examiners

8.1 Summary of External Examiner Reports for PGT Programmes [MEC2016-42]

The committee noted the paper and that there were no major concerns that had not already been identified via the annual monitoring process.

8.2 List of Outstanding External Examiner Appointments for 2016/17 [MEC2016-43]

The Committee noted the paper and that action was being taken; one appointment is now urgent.

Action: Head of Programme Management

Deputy Head of Business and Educational Development

8.3 **List of Outstanding External Examiner Reports for 2015/16 [MEC2016-44]**

The Committee noted the paper and that action was being taken. The outstanding reports are now all very overdue and there is some considerable urgency to their return.

**Action: Head of Programme Management
Deputy Head of Business and Educational Development**

9 **Report from the Faculty Boards**

9.1 **Report from the Postgraduate Education Board [MEC2016-45]**

The Committee considered the matter of developing a faculty policy on exceeding word limits in coursework; although there is currently no College guidance on this, the Academic Standards Framework is anticipated to provide some clarity in this area.

9.2 **Report from the Lee Kong Chian School of Medicine [MEC2016-46]**

The Committee considered a proposed Student Assistantship Programme for Year 5 students from October 2017; the SAP would be comprised of three placements across a ten-week period. In course assessments would be recorded in students' portfolios, which would then be pass/fail summative. Students would also need to pass the SBA exam and OSCE at the end of year 5. This would be the first non-exam summative assessment on the programme and other minor changes to curriculum and assessment strategy and guidance on clinical attachments are necessary to support this initiative.

These documents would proceed to the Quality Assurance and Enhancement Committee and thence to Senate. The committee recommends all changes for approval.

ITEMS TO NOTE

10 **Surveys**

10.1 **UG SOLE Lecturer/Module Spring Results**

The committee noted that the results from the UG SOLE Lecturer/Module survey were not yet available and would be communicated before the end of term.

10.2 **PG SOLE Lecturer/Module Spring Results**

The committee noted that the results from the PG SOLE Lecturer/Module survey were not yet available and would be communicated before the end of term.

11 **List of Outstanding External Examiner Appointments Due to Expire [MEC2016-47]**

The committee noted again that since the Death, Autopsy and Law module is to be subsumed into a new BSc pathway, the requirement for a new External Examiner is moot.

Departments were advised to submit nominations to fill these vacancies at the earliest opportunity and no later than the deadline of 1 September 2017.

12 **Senate Minutes**

13 **Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate**

14 **FEC Reports**

15 **Minutes of the Postgraduate Professional Development Committee (PPDC)**

ANY OTHER BUSINESS

16 **Dates of Future Meetings**

The committee noted the meeting dates for 2017/18.

RESERVED AREA OF BUSINESS

17 **Special Cases Report [MEC2016-48]**

The committee noted that no new special cases had arisen since the previous meeting.