

Faculty of Medicine Postgraduate Education Board
13 September 2017, 15.00-17.00
Room 127, Sir Alexander Fleming Building, South Kensington

Confirmed minutes of meeting held on 13 September 2017

Present: Prof Paul Aylin (PA), Prof Laki Buluwela (LB), Ms Alison Cambrey (AC), Miss Lisa Carrier (LC), Prof Dan Elson (DE), Prof Nigel Gooderham (NG), Mr Gerry Greyling (GG), Ms Jo Horsburgh (JH), Dr Jeremy Levy (JL), Dr Michael McGarvey (MM), Dr Duncan Rogers (DR), Dr Sophie Rutschmann (SR) [Chair], Mr Anwar Sayed (AS), Ms Hailey Smith (HS), Mrs Nousheen Tariq (NT) [Committee Secretary], Ms Renay Taylor (RT), Ms Eleanor Tucker (ET), Dr Jeffrey Vernon (JV), Ms Men-Yeut Wong (MYW)

In attendance: Miss Fiona Bibby (FB), Mr Gideon Shimshon (GS), Dr Mark Sullivan (MS)

Apologies: Miss Susan English (SE), Mrs Rebekah Fletcher (RF), Ms Michele Foot (MF), Prof Sue Gibson (SG), Mr Gerry Greyling (GG), Ms Jo Horsburgh (JH), Dr Jeremy Levy (JL), Prof Sue Smith (SS), Ms Anita Stubbs (AS)

1. Welcome and apologies for absence	
REPORTED:	<p>1.1. Apologies were received as above.</p> <p>1.2. Education Managers - the Chair welcomed new Education Managers to PEB; Alison Cambrey for Department of Surgery and Cancer, Anita Stubbs for Department of Medicine, and Hailey Smith for School of Public Health who has been appointed for Hayley Atkinson's maternity leave.</p> <p>1.3. The Chair welcomed FB who attended on behalf of AS, and specifically for agenda item 7, Strategic approval of new short course: Diabetes and Obesity</p>
2. Introduction: Gideon Shimshon, Director of Digital Learning Hub	
DISCUSSED:	<p>2.1. The Chair introduced GS who explained that his role was created to work on the Digital Learning Strategy. Projects are currently underway, and work has commenced with FoE and FoNS on courses that will come online early next year on the Coursera platform.</p> <p>2.2. The infrastructure and team are being put in place to support various initiatives such as digital assessments, augmented reality, and different ways to provide feedback. 34 projects have been proposed so far.</p> <p>2.3. Plans include a production studio which will support faculties, as well as active learning space for students.</p> <p>2.4. GS is happy to look at ideas for FoM Postgrad programmes. A distance learning iMasters in Public Health is currently being planned. Once set up it has the potential to recruit hundreds of students globally.</p> <p>2.5. The new Digital Learning team will dovetail with LS's team.</p> <p>2.6. SR reported that FoM would be exploring Coursera and Edx for distance learning platforms. JV is keen to set up the provision where departments can pitch digital learning ideas and seek feedback.</p> <p>2.7. MM commented that timelines and plan details would be helpful.</p>

	ACTION: GS to send slides and information document for circulation to PEB.
3. Minutes	
3.1. Paper 01: Minutes of Previous Meeting (02 August 2017)	
CONSIDERED and AGREED:	2.1. Minutes of the previous meeting were approved without changes.
3.2. Matters Arising - all matters arising are covered in the agenda	
4. Paper 02 - Word and Page Limit Policy for FoM PGT Programmes	
CONSIDERED and AGREED:	<p>4.1. SS had previously raised this at PEB and SR recapped that there was no faculty policy directive on penalties for exceeding word limits in assessed work.</p> <p>4.2. SR outlined the proposed policy, and asked for feedback and comments.</p> <p>4.3. There was some discussion on whether text within figure legends should be included in the word count, and SR advised where there was concern, a page limit is adopted, as opposed to a word limit. SS advised that departments consider adding comments for students, specifically about figure legends.</p> <p>ACTION: NT to circulate the policy to all programme organisers and administrators and ask they ensure it is included in handbooks.</p>
5. Paper 03 - Strategic approval of major modification: Modularisation of the MSc in Reproductive & Developmental Biology	
CONSIDERED:	<p>5.1. MS presented the proposal to modularise this programme.</p> <p>5.2. PA suggested the addition of a timetable in order to demonstrate how the modules fit in. He felt that the learning outcomes are vague and also do not mention reproductive medicine. He asked that learning outcomes for each modules are included.</p> <p>5.3. It was agreed that the format of exams be included to show the variety of assessment that has been planned.</p> <p>5.4. More justification to modularise should be included such as discussion with students and external examiners. MS confirmed that these groups have been consulted and responded positively.</p> <p>5.5. JH advised that learning outcomes should capture the essence of the programme and in order to do this effectively, the expectation is to have approximately 12 learning outcomes.</p> <p>5.6. It is also important that these not be too specific so as to need additional modification requests.</p> <p>5.7. PA asked for guidance of module size since and SR confirmed the agreed module size is 7.5 or 5, or any combination of these.</p> <p>5.8. The elective modules are timed differently and could result in a time gap for students depending on what they choose. It was felt that If a student could only take a block of time off, this may be a hindrance. MS expected that modules one and two would be most popular.</p> <p>5.9. There was discussion on the marking scheme and whether it would be permitted for a student to pass overall even when scoring below 50% for</p>

	<p>one module. This aspect needs to be made clear for students. The modifications guidance provides valuable advice that could be implemented.</p>
<p>AGREED:</p>	<p>5.10. This modification was strategically approved subject to suggested improvements prior to submission to Programmes Committee.</p> <p>ACTION: MS to send tracked change proposal to NT, who will forward onto reviewers.</p>
<p>6. Paper 04 - Strategic approval of major modification: Modularisation of the MSc in Molecular Biology and Pathology of Viruses</p>	
<p>CONSIDERED:</p>	<p>6.1. MM presented the proposal to modularise this programme.</p> <p>6.2. DR asked about assessments and MM confirmed students would have journal clubs and presentations, however presentations are not marked. DR felt it was important for future scientists to gain training in presentation skills.</p> <p>6.3. There was discussion on how difficult students find doing grant proposal, (especially undergrad students), as there is no project to base it on and often know nothing about the topic. MM said students are not expected to include costings.</p> <p>6.4. It was noted that data analysis is not systematically covered in the curriculum, although it is introduced in module 4, yet they are expected to analyse data.</p> <p>6.5. JV provided notes to MM on recommended improvements, including making the programme description an outline rather than aims, making the learning outcomes broader, rather than its current format of a list of skills.</p> <p>6.6. JV felt that although the statement on feedback is good, thought should be given on how feedback is given. He provided MM with student comments from SSLC last year. He also advised making clearer the fact that sessions run in parallel.</p> <p>6.7. SR advised the addition of a programme structure for Programme Committee submission.</p> <p>6.8. There was discussion about variety of assessment, including oral exam and presentations. MM advised that a moderating viva is required, as well as a mid-project presentation exam which is formative. Students could therefore opt to skip this as no credit associated with it.</p> <p>6.9. There was as suggestion from SR that the viva could be weighted, which would give under-performing student an opportunity to use the viva to improve their result. External examiners could moderate by up to 2%.</p> <p>6.10. It was noted that the head of department approval on the proposal, should be amended to Martin Wilkins or Steve Gentleman. As MM is noted here himself (in his capacity as DPS), it creates a conflict of interest.</p>
<p>AGREED:</p>	<p>6.11. This modification was strategically approved subject to suggested improvements prior to submission to Programmes Committee.</p> <p>ACTION: MM to send tracked change proposal to NT, who will forward onto reviewers.</p>

7. Paper 05 - Strategic approval of new short course: Diabetes and Obesity	
	<p>7.1. MM outlined the proposal. FB explained that Diabetes and Obesity is an existing module on the MRes Clinical Research programme.</p> <p>7.2. The short course would aim to recruit 3-10 students to start with, who would join the MRes students. This is an established module which has been running for 3 years, and is weighted separately.</p> <p>7.3. Betty Yue in Continued Professional Development is marketing the course, and DE advised this information be included in the proposal.</p> <p>7.4. DE queried the variation on tuition fee where nurses can pay £1,000 less, and FB said they had carried out research. JV agreed that this also happens with other courses outside Imperial.</p> <p>7.5. The question arose of whether the full MRes would also be cheaper for nurses should they wish to pursue the full programme. There was discussion on how best to frame the lower fees and it was advised that discounts and bursaries route be explored rather than a straight discount to nurses. FB will look into this.</p>
AGREED:	<p>7.6. This new short course was strategically approved subject to suggested improvements prior to submission to Programmes Committee.</p> <p>ACTION: MM to send tracked change proposal to NT, who will forward onto reviewers.</p>
8. To Raise:	
8.1. PG Research Update	
DISCUSSED:	<p>8.1.1. LB advised that a Senior Teaching Fellow has been appointed as the Graduate Teaching Assistant (GTA) Programme Leader. His name is Richard Bayle and will start mid-Dec. He comes with experience of running a GTA programme at Brunel University.</p> <p>8.1.2. In terms of Faculty provision, LB proposed that a FoM GTAs website be set up and the two workshops he has arranged with the Graduate School be advertised on the website.</p> <p>8.1.3. For the website, LB requested that departmental names be provided to act as first port of call for information on teaching opportunities.</p> <p>8.1.4. SR advised that LB ensures this information is included in PhD student induction.</p> <p>8.1.5. Providing training will support our GTAs and it is hoped this can be made compulsory in due course. NG emphasised the importance of PhD students gaining supervisor permission before committing to any additional work (as a GTA). ET added that PhD student work hours are not monitored, and therefore a recommendation about maximum hours would be helpful. It was expected that the new post will look into this.</p> <p>8.1.6. MM said that supervisors sometimes do not allow their PhD students to take on teaching work.</p> <p>ACTION: NT to invite Richard Bayle to the February 2018 PEB meeting.</p>

	<p>ACTION: LB to circulate a proposal to Department Education Managers that can be raised at their PGT committees, in order to identify suitable contacts for the FoM GTA website.</p> <p>ACTION: NT to arrange an email about GTA workshops to be sent to Education and Postgraduate Education Managers, for circulation to their PhD students.</p>
8.2. College Meetings and Committees - update from members on recent meetings:	
REPORTED:	<p>a. FEC & VPage: SR reported that the VPage meetings have been cancelled. FEC have not met since the last PEB</p> <p>b. Programmes Committee: SS sent an update about approval of a new collaborative Doctoral Training Partnership (DTP) between Imperial, Kings and Queen Mary's called London Interdisciplinary Social Science DTP. The studentship is a 1+3 format where students will have the option of Masters of Public Health or MSc Epidemiology for their master's year. It was approved at the 5 Sept Programmes Committee.</p> <p>c. FoM SSLC: JV confirmed that no SSLC has taken place since the last PEB, and this would be arranged once the new masters' students had enrolled.</p> <p>d. College virtual open days content scoping group – has not met.</p>
8.3. New Programmes	
REPORTED:	<p>8.3.1. Sophie explained that the newly formed Online Learning Innovation Group (OLIG), will be responsible for reviewing and approving all online programme initiatives and proposals. Martin Lupton and SR will attend OLIG meetings on behalf of the Vice-Dean, Des Johnston.</p> <p>8.3.2. The new MSc Digital Health Science programme, which will form part of the NHS Digital Academy is on track and being reviewed at October Programmes Committee for approval. The internal review is completed, and the programme team have sent their response to Men-Yeut. The proposal will now go out to external reviewers, who will respond by 26 Sept.</p>
8.4. Good stuff!	
REPORTED:	<p>8.4.1. FoM Summer School 2017 - Revolutions in Biomedicine</p> <p>The Summer School has finished and the exam board has taken place. All students passed, feedback was positive. The draft budget shows an income of approximately £100,000. Last year the income was used to fund 7 scholarships, and this year we may be able to increase this to 9 scholarships.</p> <p>A final meeting to discuss the Summer School is taking place later this month. A decision will need to be made on whether to run the summer school again. NG questioned why this was a discussion at all with such a healthy profit and SR explained that department engagement for the teaching sessions was lacking. If the teaching load was spread more evenly and there was more enthusiasm, the summer school would be more sustainable.</p> <p>It was felt that perhaps a lack of incentive was an issue. Sophie clarified that departments are paid, but perhaps this is not clear to academics. It</p>

	<p>was proposed that proportionally allocating scholarships based on input to the Summer School should be considered.</p> <p>Currently the Dean's Masters' scholarships, funded by Summer School income, are scored and allocated one per department, and the remaining are awarded based on ranking. MM felt there was not enough awareness and information on these scholarships needs to be made more explicit.</p> <p>8.4.2. Modification proposal - Innovations in Cardiological Sciences</p> <p>SR informed members of Chairs action that was taken to approve a title change modification for Innovations in Cardiological Sciences. It will adopt the new title of Innovations in Clinical Cardiology from the 2018 intake onwards.</p> <p>8.4.3. Curriculum Review bid</p> <p>Simone Buitendijk, Vice Provost for Education, recently led a College call asking for proposals to invest £8.5 million across a 9 year curriculum review programme. This forms part of the College Learning and Teaching Strategy, and is intended to produce better learning outcomes and assessments alignment. As they were inundated with lots of different bids from different people, faculties have been asked to provide a coherent approach and bid.</p> <p>SR and JV have submitted a bid, asking for 0.5 FTE Teaching Fellow for each department, as well as a 0.2 FTE post to cover JV's time. Furthermore, the data collation that will take place next year, will support active learning which forms the next stage of our curriculum review project.</p> <p>A meeting has been arranged with Simone Buitendijk for 27 Sept to discuss the FoM undergrad and postgrad proposals.</p>
REPORTED:	<p>8.4.4. Template and SharePoint site for FoM Feedback Traffic Light Process</p> <p>A central spreadsheet template for programmes to populate with their Feedback Traffic Light information has been set up and uploaded to the PEB SharePoint site. NT demonstrated the SharePoint site and central spreadsheet to demonstrate the information to be provided.</p> <p>There was discussion about whether to replace marker names with CIDs, and this would be left to the discretion of the individual programme teams. It was also stressed that the feedback policy requires departments to follow up with persistent late returning markers. This was already happening in some programmes.</p> <p>Members felt that this policy would lead to lower quality of feedback as the emphasis is on turnaround times. AS felt that since programmes should be able to choose their own appropriate deadlines, but should then be expected to meet them. JV thought some students would insist on a 10 day turnaround, which is stipulated within College policy. There was discussion about setting the marker deadlines earlier, thereby allowing additional time to meet the advertised deadlines.</p>
AGREED:	<p>8.4.5. The traffic light process spreadsheet will be shared with all programme organisers and administrators for use, as a pilot, in 2017-18. Feedback will be sought.</p>

8.5. Risks and Problems

8.5.1. Tier 4 visa processing delays

There have been problems with the UKVI processing visa requests in a timely fashion. This is having an impact on our students' ability to arrive in the country on time for the start of their programmes

College advice is for programmes to allow students to start up to two weeks late, and make every effort to provide missed content (e.g. if it has been recorded/filmed).

SR has written to programme organisers asking them to consider contacting the overseas students they are expecting to identify any delays in order to plan ahead on how they can catch up with missed content.

NG said that students were previously permitted to start up to a month late, and asked if programmes could use discretion. As long as there is no substantial disadvantage, it was felt that programmes can make this decision.

8.5.2. Computer based exams

JV explained the assessment model that had been adopted for the 2017 FoM Summer School where students took their exams in a computer lab on individual computers. It is important with computer based exams to ensure a session is scheduled for students to practice on the computers prior to the exam day.

The electronic scripts allowed much quicker and easier marking for the Summer School. He encouraged colleagues to consider putting scripts online on a shared drive.

8.5.3. Late submission policy

MM asked for clarity on the assessed work late submission policy which had previously been discussed at PEB. He pointed out that the policy explains the rules around submission that is one day late, and then lateness of two days or more, but not what should be done for lateness after 24 hours and before 48 hours.

ACTION: MYW will enquire and feedback to PEB.

9. Any other business

REPORTED:

- 9.1. Next two Programmes Committee dates are:
- 17 Oct 2017 - paper deadline 27 Sept
 - 19 Dec 2017 - paper deadline 28 Nov

Date for next meeting: Wednesday 01 November, 15.00-17.00 (SAF127, SK Campus)