

Faculty Education Committee (FEC) Faculty of Natural Sciences

DATE: Wednesday 18 April 2018

TIME: 12:00 – 14:00

LOCATION: Council Room, 170 Queens Gate

Minutes

1. Welcome and Apologies

Present

Prof Emma McCoy (EMcC)	vice-Dean (Education) FoNS (Chair)
Dr Donald Craig (DC)	DUGS Chemistry
Dr David Evans (DE)	DUGS Mathematics
Dr Robert Forsyth (BF)	DUGS Physics
Dr James Wilton-Ely (JWE)	Chemistry PGT Representative
Dr Ryan Barnett (RB)	Maths PGT Representative
Dr Mike Tennant (MT)	CEP Representative
Mr Abhijay Sood (AS)	RCSU Academic Affairs Officer
Mr Nicholas Burstow (NB)	Deputy President (Education), ICU
Ms Moira Sarsfield (MS)	Principal Learning Technologist
Prof Jonathan Mestel (JM)	College Consul, Mathematics
Ms Kate Ippolito (KI)	Educational Development Unit (EDU) Representative
Dr Anita Hall (AH)	Faculty Senior Tutor
Mr Will Bennett (WB)	ICT Representative
Dr Felicitas Starr-Egger (FSE)	CLCC Representative
Mrs Rebecca Middleton (RM)	Faculty Education Manager
Mr Scott Tucker (ST)	Registry Representative
Prof Lesley Cohen (LC)	College Consul, Physics
Ms Nazia Hirjee (NH)	Faculty Operations Officer
Mr Andrew Williamson (AW)	Physics (representing Bill Proud, Physics DPS)
Dr Vijay Tymms (VT)	FoNS Programmes Committee Rep., Physics
Mr Mark Anderson (MA)	EDU Representative

Apologies

Richard Thompson	Physics Representative
Mr Luke McCrone	GSU President
Dr Huw Williams	DUGS Life Sciences
Dr Niki Gounaris	Life Sciences PGT Representative
Dr William Proud	Director of Postgraduate Studies, Physics
Stefan Hoyle	Head of Health and Safety

In attendance:

Claire Salter	On behalf of SIMP
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2. SIMP update

Claire Salter, Head of Students Records, was invited to give an update on SIMP. The programme will enable both student and staff to interact with all college systems regardless of the stage, year or programme of study across students' lifecycles and also enable staff to access relevant information

which will work in an integrated way. The Banner Delivery timeline for the implementation of SIMP will be September 2018 for applicant admissions although students won't see the changes made. September 2019 will be the first year of new curriculum modules for student registration and 2019/20 will be the retirement of the old OSS systems. The College will be monitored by the sector regulator (the OfS) via HESA under a new initiative called HESA Data Futures. This will require a thrice yearly submission of student data, in the first instance, at the module level with a requirement to evidence in-year assessment activity from November 2020, with a single submission at module level at an earlier point during 2020, but for the 2019/20 population.

3. Minutes of the Previous Meeting

Minutes from the FoNS Education Committee (NSEC) held on **28th February 2018** were agreed as an accurate record and the Action Tracker was updated.

4. Matters arising from the Minutes/Action Tracker

- Action 6 from the Action Tracker was noted as complete.
- Action 7 was noted as complete. Comments on the student casework policies and procedure were collated and passed on to Judith Webster
- Action 8 was noted as complete
- Action 9 was noted as complete. RM had circulated a Blackboard migration update from MS to committee members.

ITEMS FOR CONSIDERATION

5. New Programmes

The committee considered the proposal from Dr Mike Tennant for a new MSc in CleanTech Innovation and Entrepreneurship. The MSc aims to educate and train students to develop technological solutions to particular problems of unsustainability including clean energy, air, water, land and waste in developed and developing countries where the aim is for students to become problem solvers who can think through complex issues and develop appropriate solutions that create value for society.

MT noted that the programme would be a standard 1 year MSc course consisting of 7 modules identical in learning outcomes and working closely with the Grantham Institute. It is proposed that White City will be the main campus and additional teaching staff with technical skills will need to be recruited. External financing of the programme may also be required. The proposed start date is October 2019 with an intake of 40 students in first year with 20-25 international students. Due diligence had been conducted with a positive outcome. It was also noted that the Business School had an existing programme with some similarities to this new programme, which had been a success.

Subject to Programmes Committee's approval, the committee approved the proposal.

6. Programme Suspension

The BSc Mathematics with Education and MSci Mathematics with Education in partnership with Canterbury Christ Church University (CCCU) will need to be suspended due to limited funds and staffing issues at CCCU. The two programmes are not viable without CCCU involvement.

The proposal to suspend the programmes was approved.

VT from Physics noted that he had yet to hear back from his contact at CCCU as to whether the Physics with Education programme would also be affected.

It was agreed that it would be useful for Physics and Maths to discuss potential alternative providers for the Maths/ Physics with Education programmes and report back at the next committee.

ACTION: DE and VT to discuss potential alternative providers for the Maths/ Physics with Education programmes and report back at the next committee.

7. Programme Modifications

The proposal for a minor modification to the MRes in Green Chemistry was discussed. In summary, currently, different ECTS values are allocated for some 4th year MSci courses, compared with the ECTS allocations indicated in the 4th year MSci programme specifications. To ensure parity, it is proposed to reduce the number of assessed 4th year MSci lecture courses from three to one and to harmonise with other MSc courses. The course will be effective as from November.

The committee approved the proposal.

8. Proposal for the establishment of a new non-reciprocal Partner

The proposal from the Department of Life Sciences for a new non-reciprocal partnership with UC San Francisco was considered.

The committee approved the proposal.

9. List of outstanding External Examiner Reports 2016/17

The list of outstanding External Examiner reports was noted.

It was agreed that the relevant DPS/ PGT Representative should contact the Examiner(s) in the first instance to request the report(s) be submitted as soon as possible, and to identify if there is any reason why this cannot be provided. If this is not successful, the Registry will a final reminder to the Examiner with a final submission date (after which the Examiner's appointment would be terminated if a report is not received).

ACTION: DPS/ PGT Representatives (Chemistry/ Maths/ Physics/ Life Sciences) to arrange for the Examiner(s) listed to be contacted and to request the outstanding report(s) be submitted as soon as possible, and to identify if there is any reason why this cannot be provided

10. List of outstanding External Examiner Appointments 2017/18

The list of outstanding External Examiner appointments was noted.

It was agreed that Departments should submit nominations to fill these vacancies as a matter of urgency.

ACTION: DUGS/ DPS/ PGT Representatives to submit nominations to fill External Examiner vacancies as a matter of urgency.

11. List of outstanding External Examiner Appointments 2018/19

The list of outstanding External Examiner appointments was noted.

Departments were advised that these examiners will need to be replaced, and that they should therefore begin the process of recruiting to these posts. All new examiners need to be in post by October 2018.

ACTION: DUGS/ DPS/ PGT Representatives to begin the process of recruiting to the outstanding External Examiner 2018/19 posts. All new examiners need to be in post by October 2018.

12. PG Annual Monitoring Reports

The PG annual Monitoring reports were noted.

It was noted that the content of the reports would be useful for consider within the curriculum review process, and to share examples of good practice. EMcC and RM confirmed that a Faculty level summary of the reports was also required to be submitted to Registry.

13. FEC Membership for 2018/19

The NSEC Terms of Reference and Membership for 2018/19 were agreed, with a couple of amendments.

Attendees were asked to report any staff changes that would affect NSEC membership to RM.

STANDING ITEMS

14. Monitoring the timeliness of the return of academic feedback

Nick Burstow presented a report to QAEC on 17 April of the College-wide audit of Year 1 Assessment Feedback. He explained that the audit was run College-wide for all first term, year 1 assessment to give insight into which departments were adhering to the feedback return policy.

College-wide, 89% (185/207) of assessment feedback was returned within stipulated timeframes. Ninety percent (178/198) was returned within 10 working days. The Faculty of Natural Sciences had the highest feedback return rates (93% returned within both the stipulated dates and 10 working days). Across the College, reasons behind late feedback were communicated with students in 23% (5/22) of cases. It was noted that where feedback on coursework assessments is expected to be late, the key is to clearly communicate this to students.

15. Standing Items- verbal updates:

15.1 Safety- SH had sent his apologies, so not update was given.

15.2 Education

15.2.1 NSS Participation rates

RM gave an update on the NSS participation rates, which were as follows as of Monday 16 April:

Biochemistry – 76.51%

Biology – 86.36%

Chemistry – 80%

Maths – 56.91

Physics – 69.05%

The NSS closes on 30 April 2018.

15.2.2 Exam Timetabling Update

RM drew the committee's attention to Craig Walker's update on exam timetabling.

The following were noted:

- It has been possible – through pure re-rooming – to remove c.90% of unsuitable rooms and 70% of undesirable rooms (ie raked LT)
- For the summer 2018 exams, there is an opportunity to completely remove the use of unsuitable and undesirable rooms by spreading out large cohort exams, making more use of afternoon sessions, and securing the QTR and GH as a College examination venue
- To do this, exams officers would be required to participate in a short series of workshops in late summer 2018; with the goal of scheduling the large cohort exams for AY18-19. This would have the additional benefit of alleviating if not eliminating the need to re-room exams ahead of summer 2019

- It is envisaged that this would require 4-6 half day workshops maximum, and the aim would be to release time back to staff if possible, as was done with the summer 18 re rooming workshops

RM noted that Craig would be grateful for Department support in releasing administrative staff for the workshops that he is seeking to arrange

15.3 Faculty Senior Tutor (FST)

AH reported the following:

The draft revised Learning and Teaching Job family structure was well received by the recent Provost's Board and it is hoped that guidance for line managers will be available soon and that staff can enter the relevant promotions process this summer.

AH has been supporting students through the revised appeals procedure via 'student.appeals@ic.ac.uk' and from her perspective, it seems to be working well with notes that we must make sure students understand the process and that whenever possible, there is relevant expertise on any appeal panels

A College policy for supporting students who are undergoing gender transition is almost ready to go live.

AH is an invited member of the new College sexual harassment working group and will receive training in supporting those subjected to sexual violence.

College has an updated death protocol and comments from the committee about the need for improved guidance on how best to support bereaved parents will be fed back to Hannah Bannister as Director of Student services and one of the protocol's authors.

A FoNS dyslexia and dyspraxia peer support group is being set up with the help of the Disability advisory service.

The next piece of FST work will be to enhance and support FoNS' personal tutoring.

15.4 Learning Technology (LT) Matters

15.4.1 Celcat-Panopto Integration Project

MS reported that she was very pleased that this project has now completed UAT and is moving into a trial period in two FoNS departments (Maths and Physics), plus Bioengineering in FoE. The end result should be a considerably improved method for scheduling of Panopto recordings directly from the Celcat timetabling system – with any changes to timetables in Celcat being reflected in changes to the Panopto schedule.

15.4.2 Digital Learning Hub meeting

The FoNS LT team had a very productive meeting with Noemi Azzolina of the Digital Learning Hub recently, and planned to look in outline at a range of different types of courses, learning materials and activities, such as individual videos/short online courses designed to support on-campus teaching; MOOCs; innovation activities, etc., in order to give a better understanding of the schedule, resource requirements and processes and roles involved.

This should give a good basis for working with the DLH in future and to be able to advise within the Faculty on what is possible in terms of digital material development and make plans and informed decisions about resourcing for future developments.

15.4.3 ABC Learning Design

This technique could be useful for curriculum review at a 'big picture' level, i.e. focussing on types of learning, not the detail of the content to be covered, for which Sofia will be used. Anyone interested in having a trial on the ABC Learning Design for a module or all or part of a programme can contact the FoNS Learning Technology Team at fonslt@imperial.ac.uk.

15.4.4 to Student Access to Learning Materials

The document relating to Student Access to Learning Materials was also discussed. It was noted there is no policy in place specifying what students can expect in terms of access to learning materials relating to their degree programme either during their time in college or after completion of their programme of study. Any comments on the proposed policy document should be relayed to RM and MS.

ACTION: Comments on the Student Access to Learning Materials proposed policy document to be forwarded to RM and MS.

15.4.5 Cluster PC Upgrades

MS also noted that during the summer break there will be an upgrade of lecturers' and students PCs representing a major change to Windows 10 which will affect staff who use software for teaching.

15.5 Faculty Operations Officer

NH updated the Committee on the plans which Estates have outlined for the upgrading of teaching spaces. Work will commence during the summer break, with NH issuing a list of completed works to the committee in the new academic year.

JM was pointed out that, with the Learning and Teaching Strategy/ curriculum review in mind, raked lecture theatres are not conducive to group work, and that more flexible flat-floor type spaces would be desirable. NH agreed to feed comment back to Estates.

ACTION: NH to feed back to Estates JM's comment that raked lecture theatres are not conducive to group work, and that more flexible flat-floor type spaces would be desirable.

ITEMS TO NOTE

Items 16 – 19 were noted.

20. AOB

EMcC noted that Alan Spivey, Assistant Provost (Learning & Teaching), had organised an away day for 14 June 2018, to finalise the Regulations. Members of QAEC and VPAGE would be in attendance. (Membership lists for VPAGE and QAEC can be found via the links below: <http://www.imperial.ac.uk/about/leadership-and-strategy/provost/vice-provost-education/vice-provosts-advisory-group-for-education/> <http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/>)

The key points that require discussion and resolution are as follows:

1. **Year Weightings** – zero vs. non-zero weighted 1st year (and subsequent year weightings)
2. **Treatment of level 6 vs level 7 in Integrated Masters Programmes (MSci/MEng)**
 - i. Flexibility to take a mix of level 6 and Level 7 modules across years 3 and 4?
 - ii. Pass mark in year 4 (FHEQ level 7, 50% vs. 40%)

3. **PGT Degree Classifications** – criteria for awarding Distinction and Merit (5.15h)
4. **Co-curricular provision (Horizons+/BPES):** Agree permissible timing within degree programmes, ECTS credit allocation and whether an ‘opportunity’ or a ‘requirement’.
5. **Module Pass/Fail criteria, arrangements for progression, and bundling of modules:**
 - i. Pass/Fail: allow compensation for core modules? Dependent on level? (10.10)
 - ii. Pass/Fail: define sub-categories of ‘core’ and implications of designations (6.9, 6.10)
 - iii. Progression: common resit period – what period? Must be available prior to next academic year (11.2)?
 - iv. Progression: pass all core modules to progress?
 - v. Progression: no trailing modules allowed vs. only non-core modules can be ‘trailed’ and the number of these must be limited (15 ECTS?).
 - vi. Bundling of elective modules: pass modules individually vs. pass modules on aggregate (10.6)
6. **Marking, Moderation and Degree algorithm:**
 - vii. Conditions for triggering 2nd marking requirement (12.8, 12.9b)
 - viii. What type of work requires 2nd marking/moderation (12.10)
 - ix. Planning required to develop a College-wide degree outcome advisory algorithm

The Committee discussed point 4. **Co-curricular provision (Horizons+/BPES)** in some detail.

LC stated that she felt that the CLCC should be requested to present a formal business case, not least because requiring all students to complete a co-curricular module could present a huge financial/ resource commitment. EMcC agreed that it would be helpful if this were prepared prior to the June away day.

AS asked whether Departments could create their own new modules, and make these available to all students, including those within the Department. EMcC confirmed that it was her understanding that this would be permissible, as long as the modules in question were genuinely open to all.

FSE noted that the CLCC would be very happy for Departments to develop their own courses, within the Horizons module framework.

AS also raised concerns with the quality and level of difficulty of the courses that would be on offer. He noted that he felt it would be appropriate for such courses to be assessed on a pass/ fail basis only, particularly if the taking of a co-curricular module were compulsory.

JM asked whether a strong case had been made for making co-curricular modules compulsory for all students, rather than offering them as an option. He noted that in his view, this was the most important aspect of the proposal to discuss. EMcC noted that she was in favour of making such modules optional, but acknowledged the benefits of strongly encouraging students to undertake a module outside of their home department that would develop skills and allow them to interact with a mix of other students from across the College.

Following discussions, EMcC asked committee members to send through any comments on the above 6 points to herself and RM, prior to their meeting with Alan Spivey on Tuesday 24 April .

ACTION: Committee members to send through any comments on the 6 regulatory points that require resolution to EMcC and RM by midday on Monday 23 April.

21. NSEC Dates for 2018/19

The NSEC and sub-Committee dates for 2018/19 were noted, as follows:

Committee	Date	Time
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NSEC	Weds 26/09/18	12.00-14.00
UG Sub-Committee	Weds 10/10/18	12.30-14.00
Masters Sub-Committee	Weds 24/10/18	12.30-14.00
NSEC	Weds 07/11/18	12.00-14.00
NSEC	Weds 28/11/18	12.00-14.00
UG Sub-Committee	Weds 05/12/18	12.30-14.00
NSEC	Weds 09/01/19	12.00-14.00
UG Sub-Committee	Weds 30/01/19	12.30-14.00
NSEC	Weds 27/02/19	12.00-14.00
Masters Sub-Committee	Weds 06/03/19	12.30-14.00
UG Sub-Committee	Weds 20/03/19	12.30-14.00
NSEC	Weds 01/05/19	12.00-14.00
UG Sub-Committee	Weds 29/05/19	12.30-14.00
Masters Sub-Committee	Weds 05/06/19	12.30-14.00