

Faculty Education Committee (FEC)

Faculty of Natural Sciences

DATE: 09 January 2019

TIME: 12:00 – 14:00

LOCATION: Seminar and Learning Centre (SALC) Room 7

MINUTES – CONFIRMED

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 Niki Gounaris (NG)	Life Sciences PGT Representative
Prof Richard Thompson (RT)	Faculty Senior Tutor
Dr Ryan Barnett (RB)	Maths PGT Representative
Ms Michaela Flegrova (MF)	RCSU Academic Affairs Officer
Prof Jonathan Mestel (JM)	College Consul, Mathematics
Ms Kate Ippolito (KI)	Educational Development Unit (EDU) Representative
Dr Felicitas Starr-Egger (FSE)	CLCC Representative
Prof Lesley Cohen (LC)	College Consul, Physics
Ms Nazia Hirjee (NH)	Faculty Operations Officer
Dr Vijay Tymms (VT)	FoNS Programmes Committee Rep., Physics
Mr Mark Anderson (MA)	EDU Representative
Mr Will Bennett (WB)	ICT Representative
Mrs Rebecca Middleton (RM)	Faculty Education Manager
Mr Scott Tucker (ST)	Registry Representative
Mr Stefan Hoyle (SH)	Head of Health and Safety, FoNS
Dr Samira El Boudamoussi (SB)	Senior Strategic Teaching Fellow (CEP)

Apologies

Ms Ute Thiermann (UT)	GSU President
Dr Mike Tennant (MT)	CEP Representative
Mr Alejandro Luy (AL)	Deputy President (Education), ICU
Ms Moira Sarsfield (MS)	Principal Learning Technologist

In attendance

Kasia Kmiecowski (KK)	Administrative Assistant, FoNS
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2. Minutes of the Previous Meeting

The committee reviewed the minutes from the FoNS Education Committee (NSEC) held on Wednesday 28th November 2018 [**NSEC.2018.49**] and the Committee Action Tracker [**NSEC.2018.50**]. The minutes were agreed as an accurate record and the action tracker document was updated.

3. Matters arising from the Minutes/ Action Tracker

Action 4 – MF asked where the UG Annual Monitoring Reports are published. In response to that, the DUGS said that they are made available via Blackboard and other online media. DUGS will contact the Student Reps and let them know the exact online location of the UG Annual Monitoring Reports.

ACTION: DUGS to contact the Student Reps and let them know the exact online location of the UG Annual Monitoring Reports.

Action 5 – ST reported that the Annual Monitoring data is under review. RF added that he still has problems with the format of the data. He will discuss this with ST after the meeting.

4. Proposals for the Renewal of a Student Exchange Partner

4.1 The committee considered a proposal from the Department of Chemistry for the Renewal of a Student Exchange with Emory University, US.

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

4.2 The committee considered a proposal from the Department of Chemistry for the Renewal of a Student Exchange with the Nanyang Technological University, Singapore.

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

5. PTES

The committee considered the PTES Action Plans from the Departments of Mathematics and CEP.

The PTES Action Plans from the Departments of Life Sciences and Physics are still outstanding.

ACTION: Life Sciences and Physics DPSs to send the PTES Action Plans by 17 January to RM.

6. Curriculum Review

6.1 The committee considered the Curriculum Review paperwork from the Centre for Environmental Policy. SB said that the document had received very positive feedback from the CEP staff and alumni. She reported that the main work during the review had been focused on addressing the comments about the assessment and matching the assessments with learning outcomes in every module. The committee approved the document but advised proofreading prior sending it to the Programmes Committee.

Committee members involved in the curriculum review process asked what work is expected from them to do prior to the next committee meeting, where the Curriculum Review paperwork from other departments will be assessed. In response to that, EMcC said that the meeting will have a similar format to Programmes Committee meetings and that specific committee members would be asked to scrutinise the paperwork prior to the meeting, in order to be able to provide detailed feedback.

Subject to Programmes Committee's approval, the committee approved the CEP Curriculum Review document.

7. Standing Items:

7.1 Safety-(SH) - no issues were reported

7.2 Education – (EMcC and RM)

RM reported that:

- The deadline for receipt of nominations for the Prizes for Excellence competition is Friday 8th March.
- The Launch of FoNS MAD competition will take place on 23rd January.
- This year there is a high interest in the FoNS Schools Science Competition, including overseas candidates, with 150 teams registered.
- The Positive Communication Course had been attended by approx. 35 members of staff. Based on the feedback received, in 2019 the two sessions (verbal and email communication) will be combined into one.

7.3 Faculty Senior Tutor - (RT)

- RT reported that there had been a number of Personal Tutor top-up training sessions carried out in the recent months and they had received good feedback. More sessions are planned for the upcoming weeks.
- RT reported that his role as the Senior Tutor will end in February 2019.

7.4 Learning Technology Matters – (MS) – MS not present

7.5 FOO – (NH)

NH reported that the following rooms will be improved next Summer: Blackett 112, RSM 147 and CXGH G01 (Charing Cross).

7.6 Registry - No issues were reported

8. Chair's Report

The committee noted the following action taken by the Chair on behalf of the committee:

8.1 Modification Proposal - The Chair has approved the proposal from the Department of Physics for a Major Modification to the MSci Physics, MSci Physics with a Year Abroad, BSc Physics with Theoretical Physics, MSci Physics with Theoretical Physics via Chair's Action.

9. Any other business

- WB updated the committee with the current status on Admissions reporting. He confirmed that the Excel files containing pivot tables and charts have been made available to admissions administrators showing the number of UG applications. Equivalent reports on Widening Participation statistics and PGT applications across the Faculties and Departments are following very shortly. The underlying data for these reports is being refreshed each morning. The longer term goal will be to deliver live status reports in-tool (either via SSRS or through custom work with the vendor) and statistics via ICA.
- JWE reported the issues with processing students' applications at the Admission Office. He noted that there are delays with making offers. As a result, students cannot apply for funding as they do not have any documentation stating they are Imperial students. In response to that, RM said that the Admissions and Registry colleagues are doing their best. There are currently short of staff, but they are recruiting more people so this situation should be resolved soon. She suggested, that DUGS should contact the Registry or RM directly and report names of those applicants about whom they are particularly concerned.
- NH suggested comparing the length of time spent on application review prior to and after introducing the new Admissions system.

10. Dates of Future Meetings:

Committee	Date	Time
UG Sub-Committee	Weds 30/01/19	12.30-14.00
NSEC	Weds 27/02/19	12.00-16.00
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