

## Faculty Education Committee (FEC) Imperial College Business School

Tuesday 6 December 2016  
Confirmed Minutes

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### Present

Dr Namrata Malhotra, Mr Vince Marsland, Dr Edgar Meyer (Chair), Ms Diane Morgan, Dr Yuri Mishina, Dr Iro Ntonia, Professor Marek Sergot, Dr Paolo Taticchi, Dr Anne ter Wal, Ms Karen Tweddle (Secretary), Ms Judith Webster

### In Attendance

Dr Sarah Wilsey (for item 54)

### Apologies

Professor Karim Abadir, Mr Luke McCrone, Ms Michela Wilkins

#### 42 Welcome and Apologies

Dr Edgar Meyer had been appointed as the new Chair of the Business School's Faculty Education Committee. Attendees were welcomed to the meeting, in particular new members Dr Iro Ntonia from Education Development and Vince Marsland, student representative from the Full-time MBA programme. Luke McCrone, ICU Deputy President (Education), was also new to the Committee but was unable to attend. Apologies, as above, were noted.

#### 43 Terms of Reference, Constitution and Membership 2016/17 [BEC.2016.01]

The Committee noted the terms of reference, constitution and membership for the Committee as approved by Senate for 2016/17.

#### 44 Faculty Representation on Senate and QAEC

The Committee noted that the School's representative on QAEC was Dr Edgar Meyer and the School's representatives on Senate were Dr Edgar Meyer, Dr Namrata Malhotra, Dr Markus Perkmann, Professor Walter Distaso and Professor Nelson Phillips.

#### 45 Minutes of Previous Meeting and Matters Arising [BEC.2016.02]

45.1 The minutes of the meeting held on 7<sup>th</sup> June 2016 were approved as an accurate record.

45.2 [BEC27.1] Faculty had been reminded that paper surveys were available upon request. Very few faculty made use of paper surveys. The College was currently in discussions with a supplier of a new survey platform and it was likely that paper surveys would not be an option for Business School faculty going forward based on current demand, should the School chose to move across to the new survey platform. The comments made at the previous meeting in relation to room facilities and a minimum service level had been passed on to the Faculty Operating Officer.

45.3 [BEC31] Programme Handbooks had been updated for 2016/17 to remind students that they could not challenge academic judgement in feedback meetings. Guidance had been issued to faculty on showing scripts to students and the Teaching & Quality Team was now providing the breakdown of individual/group contribution for 100% coursework modules on module amendment proposals.

45.4 [BEC35] Dr Meyer had submitted a response on behalf of the School in relation to the TEF Technical Consultation for Year Two.

### ITEMS TO CONSIDER

#### 46 New Programme Proposals

There were no proposals for new programmes to consider.

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

There were no proposals for major modifications to existing programmes or changes to schemes for award of honours to consider.

**48 UG Annual Monitoring Reports [AMR] for 2015/16 [BEC.2016.03]**

The Committee considered the Business School's Undergraduate AMR for 2015/16. It had been a good year for the undergraduate programmes and the School had received an excellent set of external examiner reports. There had been one issue with a Visiting Lecturer who had been sourced at short notice and was no longer teaching in the School. The students had achieved a good set of results, with the medics, in particular, performing well in the quantitative modules. Response rates to student evaluations remained an issue and it was suggested that the School should utilise behavioural economic expertise in the Business School in order to understand what motivates students to complete surveys. The School was working on a number of initiatives to improve response rates and had seen some improvement in the autumn term of 2016/17. The Committee approved the report.

**49 Exchange Partnerships**

There were no proposals for new exchange partnerships to consider.

**50 Surveys**

**50.1 Postgraduate Taught Experience Survey (PTES) 2016 College results and benchmarking [BEC.2016.04]**

The Committee considered the College results and benchmarking reports for the 2016 PTES survey. It was noted that the response rates varied across the College but the Business School had one of the lowest response rates at 16%. The College results showed improvement in most areas compared to the 2014 results.

**50.2 Postgraduate Taught Experience Survey (PTES 2016 Departmental Action Plans [BEC.2016.05]**

The Committee considered the Business School's action plan in response to the 2016 PTES results. The School planned to prioritise focus on four areas of the feedback received. These were: faculty availability; feedback on assessment; peer assessment, in particular addressing the free-rider issue in groupwork; and unsupervised final reports. In terms of faculty availability, faculty had been encouraged to publish office hours at the start of the academic session. The School needed to consider how this was being addressed by Module Leaders who were Visiting Lecturers. Karen Tweddle agreed to follow up. The School's Programme & Quality Group had agreed that Programme Teams should be asked to let faculty know when students were available (ie times when lectures were not scheduled) so that office hours could be set at appropriate times. A reminder should be sent to faculty early in January about the need to set office hours as this would be a high volume time following examinations.

**Action: (i) Karen Tweddle to review how office hours for Visiting Lecturers was being addressed (ii) Karen Tweddle to ask the Dean to send a reminder to faculty about setting office hours at the start of the spring term following exams**

50.3 Members of the Education Committee had been sent by email a copy of the College's draft academic feedback policy which proposed a 2 week turnaround on feedback for coursework. The School had fed back to the College concerns that placing a 2 week turnaround time on feedback would reduce the quality of the feedback provided. It was commented that the School needed to work with students to help them understand that feedback took various forms. It was agreed that work was needed on setting expectations and communicating more openly about feedback. It was reported that from January 2017 it was very likely that the College would allow departments to release provisional percentage marks to students. Departments were currently only permitted to release provisional grades and percentage mark release had been requested by students, faculty and accrediting bodies and so this would be a positive change, if approved. The Committee approved the School's PTES action plan.

#### **50.4 Summer Term & Summer Period 2015/16 MODES Survey Results [BEC.2016.06]**

The Committee considered the results of the summer term and summer period 2015/16 student evaluations. These were good overall, although response rates remained an issue. The excellent set of results for the Undergraduate Summer School courses was noted. Some of the Teaching Assistant scores were low and the quality of TA provision was noted as a theme coming out of 2016/17 autumn term feedback which should be kept under review.

#### **50.5 Surveys Update for 2016/17 [BEC.2016.07]**

The Committee noted the surveys calendar for the academic year 2016/17. PRES was scheduled for this year and the School should encourage a good participation rate amongst students. Karen Tweddle agreed to flag with the Doctoral Programme Team. It was noted that metrics from external surveys were becoming increasingly important. It was important to get students to engage and for departments to engage with the results. The College will need to demonstrate that action taken in response to feedback has improved the student experience. It was suggested that a review of issues raised in 2016/17 should be considered by the Deans' Student Advisory Council at the end of the year.

**Action: Karen Tweddle to (i) alert the Doctoral Team to the PRES survey this year (ii) ask the School's Student Experience Manager to review issues raised with the Deans' Student Advisory Council**

#### **51 Accreditation Reports [BEC.2016.08]**

The Committee considered the list of accredited programmes within the School. It was noted that the date of the AACSB International accreditation visit had been set as 25-27 February 2018. Despite the visit not being until 2018, the 2016/17 academic session was very important as the Panel would be reviewing data from the complete academic session preceding the visit which was this year.

#### **52 External Examiner Appointments and Reports**

##### **52.1 External Examiner Appointments 2016/17**

There were no outstanding external examiner appointments for the academic year 2016/17.

##### **52.2 Outstanding UG External Examiner Reports 2015/16**

There were no outstanding undergraduate external examiner reports for the academic year 2016/17.

#### **53 Annual Report on Professional Skills Training for Master's Students for 2015/16]**

The Committee considered the annual report on professional skills training for Master's students from the academic year 2015/16. It was noted that the Graduate School had delivered 325 doctoral courses and 109 Master Classes. There were 8,809 student attendances including 102 from the Business School.

#### **54 Framework for Double Degree Programmes with Global Partner Universities [BEC.2016.09]**

The Committee considered a proposal, presented by Dr Paolo Taticchi and Dr Sarah Wilsey, to approve a framework for double degree programmes with global partner universities to take effect in 2017/18. There was no provision in the College's current regulations for double degrees. The proposal was for a framework that would allow double degrees to follow the 1-plus-1 model where students studied two distinct master's programmes consecutively (one at Imperial College and one at a global partner university) and graduate with two separate degrees. Students would either study the first year at Imperial College or at the partner university. In both cases the master's degree at Imperial College would be an existing standalone programme and complete discretion over any changes to the curriculum would be retained by the College. Students accepted on to the double degree programme would be subject to the standard entry criteria at both institutions. Credit would not be counted twice (as in a 'dual degree'). The Business School had been contacted by several prestigious institutions interested in working together on double degrees. This proposal was advantageous to the Business School as it would help to raise its profile globally, attract top students and provide more global opportunities to future cohorts. Advantages for students were a coherent curriculum in global business education; opportunities to enhance their social and cultural awareness; and career mobility through exposure to an international business network. It was

commented that double degree programmes were proving popular in the Business School market with Imperial College being the only business school not offering a double degree programme in the top 20 Financial Times 2015 Master's in Management ranking. Judith Webster commented that she had further information to share on the appropriate terminology to use in the UK context so as not to mislead students. The proposal was approved subject to the review of the material provided by Registry.

**Action: Dr Sarah Wilsey & Dr Paolo Taticchi to review the material provided by Judith Webster on terminology and incorporate into the proposal prior to forwarding on to QAEC.**

**55 Gender and Teaching [BEC.2016.10]**

The Committee considered a communication from the Dean asking faculty to ensure their teaching materials represented diversity. All faculty were asked to be conscious about gender representation in any material issued to students and during in-class discussions. To be a 'champion of gender equity' was one of the School's strategic priorities. A series of workshops and initiatives on gender equity and diversity was being piloted on the Full-time MBA programme with a view to rolling this out to all students during induction next year. The Full-time MBA student cohort had also formed a group to increase awareness of diversity.

**ITEMS TO NOTE**

**56 Chair's Report [BEC.2016.11]**

The Committee noted action taken by the Chair on behalf of the committee. This included the establishment of exchange partners for the following programmes with effect from 2016/17. Approval is subject to the signing of a suitable Memorandum of Agreement by both institutions.

- McCombs School of Business, the University of Texas at Austin, US for students on the MSc Management and MBA programmes.
- Universida ESAN (ESAN), Lima, Peru for students on the MSc Management and MBA programmes.

Dr Paolo Taticchi, Director of Global Initiatives, agreed to share the list of other Business Schools that were being considered for partnership.

**Action: Dr Paolo Taticchi**

**57 Academic Standards Framework Update**

The Committee noted progress with the academic standards framework. The Steering Group met last week and was being reconstituted in order to manage the process going forward.

**58 Active Programmes [BEC.2016.12]**

The Committee noted a list of active programmes for the academic year 2016/17.

**59 Suspended and Withdrawn Programmes [BEC.2016.13]**

The Committee noted a list of suspended and withdrawn programmes for the academic year 2016/17.

**60 Minor Modifications to Existing Programmes & Short Courses [BEC.2016.14]**

The Committee noted the minor modifications made to existing programmes and short courses during the academic year 2015/16.

**61 Short Course Annual Monitoring of Delegate Numbers [BEC.2016.15]**

The Committee noted the results of the short course annual monitoring of delegate numbers exercise for the academic year 2015/16.

**62 Senate Minutes**

The Committee noted the latest Senate minutes.

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

The Committee noted the latest summary from the Quality Assurance and Enhancement Committee.

**64 FEC Reports**

The Committee noted the latest reports from the other FECs as reported to the last QAEC.

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

The Committee noted the latest minutes from the Graduate School's Postgraduate Professional Development Committee.

**66 Programme Modifications [BEC.2016.16]**

The Committee noted modification proposals relating to the following MSc programmes that were due to be considered at Programmes Committee on 13<sup>th</sup> December 2016: MSc Climate Change, Management & Finance; Executive MBA (2017 start); Finance Suite electives.

**67 Dispensation from Anonymity Requests for Master's Level Programmes [BEC.2016.17]**

The Committee noted that the Business School had not requested any dispensations for the 2014-15 and 2015-16 academic sessions.

**ANY OTHER BUSINESS**

**68** There were no items of other business.

**69 Dates of Meetings**

Wednesday 8 March 2017, 14:00, Boardroom, Business School

Wednesday 3 May 2017, 10:00, Boardroom, Business School

**RESERVED AREA OF BUSINESS**

**70 Annual Report on Number of Special Cases admitted for 2016/17 [BEC.2016.18]**

The Committee noted the number of special cases admitted for the academic year 2016/17.

*Karen Tweddle  
8/12/16*