

Faculty Education Committee (FEC) Imperial College Business School

Tuesday 7 June 2016
Confirmed Minutes

Present

Professor Karim Abadir, Dr Paola Criscuolo, Professor Jonathan Haskel (Chair), Ms Heather Lincoln, Dr Namrata Malhotra, Dr Edgar Meyer, Dr Yuri Mishina, Dr Huw Rees, Dr Paolo Taticchi, Ms Karen Tweddle (Secretary), Ms Judith Webster

In Attendance

Ms Maria Ellis, Ms Claire Haywood, Ms Valerie Johnson, Mr Jon Tucker (for minute 33)

Apologies

Dr Katja Ahoniemi, Ms Diane Morgan, Mr Chun-Yin San, Professor Marek Sergot, Mr Mohit Verma

21 Welcome and Apologies

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

ITEMS TO CONSIDER

22 Minutes of Previous Meeting and Matters Arising [BEC.2015.11]

22.1 The minutes of the meeting held on 9th March 2016 were approved as an accurate record.

22.2 [BEC6.3] The list of electives to be offered to incoming students in 2016/17 was being reviewed.

22.3 [BEC7.1] Ways in which to improve student evaluation response rates in 2016/17 were currently under discussion.

22.4 [BEC10] The Committee's views on oral examinations had been fed back to the Academic Standards Framework Assessment Task & Finish Group.

23 New Programme Proposals

There were no proposals for new programmes to consider.

24 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.

25 Additional Entry Criteria

25.1 MSc Management Additional Entry Criteria [BEC.2015.12]

The Committee considered a proposal to accept applications from students with business/management backgrounds on to the MSc Management programme. The revised entry criteria would be: "Normally a UK Honours Degree at 2:1 or equivalent in any discipline." The proposal was approved.

25.2 Full-time MBA Additional Entry Criteria [BEC.2015.13]

The Committee considered a proposal to accept GRE as an alternative to GMAT on the Full-time MBA programme. The revised entry criteria would be: "Candidates are normally required to either undertake a Graduate Admission Test (GMAT) and achieve a minimum score of 600, or alternatively a Graduate Record Examination (GRE) test and achieve minimum scores of 156 (new test) or 550 (old test) in the verbal, and 158 (new test) or 740 (old test) in the quantitative sections." The proposal was approved.

- 26 **Exchange Partnerships**
There were no proposals for new exchange partnerships to consider.
- 27 **Survey Results**
- 27.1 **Undergraduate SOLE & MODES Survey Results [BEC.2015.14]**
The Committee considered the results of the undergraduate spring term 2015 SOLE and MODES lecturer and module surveys. It was noted that the spring term scores were lower than for the autumn term. There was one low score on the Intercalated BSc programme which was out of line with the other scores achieved. This lecturer would not be teaching on the programme next year. Response rates were disappointing with the exception of one module where evaluations had been undertaken on paper because there was no wireless connection for students in Baden Powell House. It was agreed that all faculty should be notified once again that evaluations could be completed on paper upon request (with the exception of BPES modules which used SOLE). Issues with wifi in lecture theatres was cited as a problem for evaluations and response rates. It was also commented that a minimum service level should be guaranteed (eg wifi and flip charts) when rooms were booked outside of the School. This would be passed on to the Timetabling and Facilities Teams.
Action: (i) Karen Tweddle to remind faculty that paper surveys were available upon request (ii) Karen Tweddle to pass on comments about room facilities to Timetabling/ Facilities Teams.
- 27.2 **Postgraduate Survey Results [BEC.2015.15]**
The Committee considered the results of the postgraduate spring term 2015 MODES surveys. The spring term average was the highest that had been achieved in the last 10 years.
- 27.3 **Student Experience Survey (SES) [BEC.2015.16]**
The Committee considered the results from the Student Experience Survey. These were noted.
- 28 **Accreditation Reports [BEC.2015.16.5]**
The Committee considered the EQUIS Peer Review Report relating to the accreditation review held in June 2015. The maximum period of 5 years' accreditation had been awarded and this was the first time that this had been achieved by the School. The report was approved.
- 29 **External Examiner Appointments and Reports**
- 29.1 **External Examiner Appointments Due to Expire 2015/16 [BEC2015.17]**
The Committee noted the list of external examiner appointments due to expire at the end of the academic year 2015/16. The Exams Manager was currently discussing possible replacements with Heads of Departments. The difficulty in finding willing and suitable externals was noted. The role of an External Examiner was often undertaken as an act of 'citizenship' rather than for monetary incentive. The possibility of appointing externals to subject groups across programmes was suggested although it was thought that this would make the workload excessive particularly in relation to the requirement to attend multiple examination boards. It was agreed that the Committee would monitor discussions that were currently taking place nationally regarding the role of the External Examiner and also as part of the Academic Standards Framework review.
- 29.2 **Outstanding External Examiner Reports 2014/15 [BEC.2015.18]**
The Committee considered a list of outstanding external examiner reports for the academic year 2014/15. These were being followed-up by the School's Exams Team.
- 30 **Summary of Undergraduate External Examiner Reports 2014/15 [BEC.2015.19]**
The Committee considered the external examiner summary report on undergraduate programmes in 2014/15. There was one comment relating to the inappropriate use of MCQs being set as groupwork. The assessment for that module had been amended. It was noted that overall these had been a good set of reports.
- 31 **Summary of Master's External Examiner Reports 2014/15 [BEC.2015.20]**

The Committee considered the external examiner summary report on Master's programmes in 2014/15. There were a number of comments in relation to the MSc Actuarial Finance programme. This programme had now been withdrawn. There was a comment about photocopies of scripts being sent to an External Examiner which were incomplete and difficult to read. The sending of photocopied scripts was unusual: original scripts were normally sent. There were comments relating to the lack of annotation on some scripts and it was suggested that there was still some confusion regarding what faculty should write on scripts and whether students would have access to these comments. Faculty had recently been notified by the Dean that all students were entitled to receive individual feedback on their examination performance and it had been agreed at the last Faculty Meeting that it was up to individual faculty whether they showed a student their script. Some members felt that the School should have a consistent approach as to whether students were allowed to see their scripts but there was no agreement that this was necessary. It was agreed, however, that students should be reminded that the purpose of any individual meetings with faculty was for feedback only and that they could not challenge academic judgement and faculty were not able to change marks. There was a comment from an external examiner about individual components in groupwork and it was noted that members of the Committee were receiving an increasing number of requests for 100% coursework assessment of modules. It was agreed that these requests should be accompanied by information on the breakdown of individual and group work.

Action: (i) Karen Tweddle to include a note in Programme Handbooks that students could not challenge academic judgement in feedback meetings with faculty (ii) Karen Tweddle to provide clarification to faculty on whether scripts could be shown to students (iii) Karen Tweddle to ask T&Q Team to include breakdown of individual/ group contribution for 100% coursework modules on module amendment proposals.

32 **Annual Monitoring of Undergraduate Programmes 2015/16 (reporting on 2014/15) [BEC.2015.21]**

The Committee considered the Business School's undergraduate annual monitoring report for 2014/15. The report was approved.

33 **Operational Excellence and what this means for you [BEC.2015.22]**

The Committee received an overview presentation from the College's Operational Excellence Change Manager and the Head of Student Records and Data on the College's OE Programme.

34 **Principles Underpinning the Academic Regulations [BEC.2015.23]**

34.1 The Committee considered a paper regarding the principles underpinning the new academic regulations from the Academic Standards Framework Steering Group. This included a response from the Student Union. In relation to the item on compensation, the Committee agreed:

i) to retain a requirement in School marking schemes that students should achieve a qualifying mark of 40% in exams so that compensation (or passing) of a module could not happen if a very poor performance in an exam was lifted by a strong performance in coursework.

ii) allow compensation for both core and electives. The School could retain the requirement in marking schemes for students to achieve 50% in coursework-only modules so that compensation would not be permitted.

iii) set a limit on the number of modules/or equivalent value in ECTS for compensation. Karen Tweddle agreed to send members data on 2014/15 compensations so that a recommendation on the number of modules/amount of credit could be agreed.

Action: Karen Tweddle

[Post Meeting Note: The data was circulated and a recommendation of a maximum number of 2 modules (or equivalence in terms of ECTS) for compensation was agreed.]

34.2 The Committee welcomed the addition of a principle relating to the inclusion of exit awards in programme structures.

35 **TEF Technical Consultation for Year Two [BEC.2015.24]**

The Committee considered a paper commenting on the key areas of interest from the College's perspective and proposed lines of response to the TEF Technical Consultation for Year Two. It was agreed that Dr Edgar Meyer would prepare and submit a response on behalf of the School.

Action: Dr Edgar Meyer

ITEMS TO NOTE

36 Chair's Report [BEC.2015.25]

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.

- The Faculty of Business Administration, Chinese University of Hong Kong (CUHK) for students on the MSc Management, Full-time MBA and Weekend MBA programmes.
- ESADE Business School (ESADE), Spain for students on the Full-time MBA, Executive MBA and Weekend MBA programmes.
- University of Economics in Prague (VŠE) for students on the Executive MBA programme.
- Warsaw School of Economics (SGH) for students on the Full-time MBA, Executive MBA and Weekend MBA programmes.

37 Quality Assurance and Enhancement Committee (QAEC) Executive Summary [BEC.2015.26]

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

38 Academic Standards Framework Update [BEC.2015.27]

The Committee noted progress with the academic standards framework from the steering group.

39 Minutes of the Postgraduate Professional Development Committee (PPDC) [BEC.2015.28]

The Committee noted the latest minutes from the Postgraduate Professional Development Committee.

ANY OTHER BUSINESS

40 There were no items of other business.

41 Dates of Meetings

Tuesday 6 December 2016, 10:00, Boardroom, Business School