

Faculty Education Committee (FEC) Imperial College Business School

Thursday 27 April 2017
Confirmed Minutes

Present

Professor Andrea Buraschi, Dr Edgar Meyer (Chair), Dr Yuri Mishina, Ms Diane Morgan, Dr Iro Ntonia, Ms Rosemary Russell, Ms Veronica Russell, Dr Paolo Taticchi, Dr Anne ter Wal, Ms Karen Tweddle (Secretary)

Apologies

Ms Heather Lincoln, Dr Namrata Malhotra, Mr Vince Marsland, Mr Luke McCrone, Professor Marek Sergot, Ms Judith Webster

93 Welcome and Apologies

Attendees were welcomed to the meeting. Apologies, as above, were noted.

94 Faculty Education Committee Membership List for 2017/18 [BEC2016.30]

Members noted the membership of the Committee for the next academic session.

95 Minutes of Previous Meeting and Matters Arising [BEC2016.31]

95.1 With the addition of Veronica Russell to the list of those present and the removal of the paper reference against the Chair's Report as there was no paper, the minutes of the meeting held on 8th March 2017 were approved as an accurate record.

95.2 [BEC72.2] Arrangements were in progress to amend the module outline template for the next academic session to include how faculty would make themselves available to students.

95.3 [BEC72.4] The double degree proposal had been approved by Provost Board and had been forwarded to Senate.

[Post Meeting Note: Due process requires the proposal to be presented at QAEC]

95.4 [BEC72.5] A list of Business Schools that were being considered as potential exchange partners for students was provided.

95.5 [BEC74.2] Strategic approval had been given by the College's Programmes Committee for a part-time on-line MSc Business Analytics programme commencing in September 2018. The new programme proposal would be prepared over the next few months and would be circulated to members by email in June for review.

95.6 [BEC75.2] Changes to the Global MBA programme for September 2017 entry were approved by Programmes Committee. Communicating these changes to applicants was in progress.

95.7 [BEC81.4] An updated list of outstanding external examiner reports was on the agenda (see minute BEC106).

ITEMS TO CONSIDER

96 New Programme Proposals

There were no proposals for new programmes to consider.

97 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 the awards of honours.

98 Programme Suspensions & Withdrawals [BEC2016.32]

The Committee noted the programmes which were suspended or to be withdrawn for the academic year 2017/18. The School's Accounting Summer School was included on the list of suspended programmes but it was noted that this was for 2015/16 and would run in the summer of 2017. The School's Pre-sessional English programme was listed as being in its second year of suspension. The School had withdrawn this course and this had been approved by QAEC in January 2017. The School's awards in Actuarial Finance were included in the list of programmes to be withdrawn from the academic year 2017/18. These had been suspended for three consecutive years and had been formally withdrawn by the School in April 2016.

99 Exchange Partnerships

There were no proposals for new exchange partnerships to consider.

100 Surveys

100.1 UG MODES Lecturer/ Module Spring Results 2016/17 [BEC2016.33]

The Committee considered the spring term MODES anonymous teaching score results for the Joint Honours and Intercalated BSc programmes. Low response rates continued to be an issue. The Teaching and Quality Team was drafting a template for each programme to provide students with a response to their feedback in a 'you said, we did' format. This would be circulated to members of the Committee. It was agreed that the response rates should be discussed at the next Deans' Student Advisory Council meeting.

Action (i) Karen Tweddle (ii) Dr Edgar Meyer

100.2 PG MODES Lecturer/ Module Spring Results 2016/17 [BEC2016.34]

The Committee considered the spring term MODES anonymous teaching score results for the School's postgraduate programmes. The good scores were noted. Response rates at postgraduate level were variable. The Committee talked about the student satisfaction scores which were a programme average of student responses to the following question: "Overall I am satisfied with the programme this term". In addition, students were asked to comment on what they considered to be the best aspects of their programme (students were encouraged to provide 3 highlights) and what could be improved (students were encouraged to provide 3 suggestions). Whilst the teaching averages always exceeded the School's target, the student satisfaction scores were disappointing. It was queried what the School was measuring with this score and that it might be better to provide additional questions to collect more meaningful data. Concern was expressed about adding additional questions, however, as survey fatigue may be a key factor for current poor response rates. The purpose and format of the student satisfaction question would be given further consideration outside of the meeting.

Action: Karen Tweddle, Dr Edgar Meyer and Diane Morgan

101 Summary of External Examiner Reports for PGT Programmes [BEC2016.35]

The Committee considered a summary of external examiner reports for PGT programmes in 2015/16. The School had received a good set of reports for 2015/16 and it was commented that the few examples of good practice listed in the summary report did not represent how good the reports were overall. A summary of action required in response to suggestions made by the External Examiners was included in the Business School's Annual Postgraduate Monitoring Report (Paper BEC2016.36) and would be monitored as part of that process.

102 Master's Annual Monitoring Reports [BEC2016.36]

102.1 The Committee considered the Business School's annual monitoring report of taught postgraduate programmes for the 2015/16 academic year. This was the first time that the College had asked departments to produce an annual monitoring report for Master's level programmes. It followed the introduction of a revised approach to annual monitoring based on 'exception reporting' for undergraduate programmes which had run successfully in both 2015/16 and 2016/17.

102.2 The Committee's attention was drawn to a page in the appendices which listed the number of awards made in all departments in the College at distinction, merit and pass level. The School's rate of distinction for 2015/16 was 19% which was the lowest level compared to

all other departments. The average rate of distinctions in the other faculties was 39% for Engineering; 40% for Medicine; and 44% for Natural Sciences.

102.3 Members approved the School's annual monitoring report and suggested that the action plan return to the Committee in six months' time for mid-year review.

Action: Karen Tweddle

103 Minor Modifications to Existing Programme [BEC2016.37]

The Committee considered the following proposals to take effect in academic year 2017/18:

103.1 To amend the title of the Risk Management & Corporate Governance module (BS1709) on the MSc Economics and Strategy for Business programme to Risk Management.

103.2 To withdraw the following MSc finance suite modules from the MBA elective portfolio:

BS2038 Corporate Law & Corporate Tax Strategy

BS0346 Corporate Strategy & Dynamic Competition

BS0347 Wealth Management & Alternative Investments

BS0350 Real Estate Investment

103.3 To introduce the following two new elective modules:

BS0359 Entrepreneurial Finance on MSc Finance, MSc Finance & Accounting, MSc Risk Management & Financial Engineering, and MSc Investment & Wealth Management

BS0360 Law & Capital Market Dealmaking on MSc Finance, MSc Finance & Accounting, and MSc Investment & Wealth Management.

103.4 To introduce a compulsory online Finance Careers pre-study module on MSc Finance, MSc Finance & Accounting, MSc Risk Management & Financial Engineering, and MSc Investment & Wealth Management.

103.5 The above proposals were approved and would be forwarded to Programmes Committee for subsequent approval where relevant.

ITEMS TO NOTE

104 Chair's Report

No action had been taken by the Chair on behalf of the Committee.

105 Minor Modifications to Existing Programme [BEC2016.38]

The Committee noted the minutes of a sub-group of the Education Committee which met on 3rd April 2017 to approve a number of minor modifications to the School's existing programmes to take effect in the 2017/18 academic session. These had been forwarded to Programmes Committee for subsequent approval where relevant.

106 List of Outstanding External Examiner Reports for 2015/16 [BEC2016.39]

The Committee considered a list of outstanding external examiner reports for 2015/16. The Exams Team were following up.

107 Senate Minutes

The Committee noted the latest Senate minutes.

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

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

109 FEC Reports

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

110 Minutes of the Postgraduate Professional Development Committee (PPDC)

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

111 Any Other Business

It was queried whether the Committee had any objections to the Global Online MBA Team offering exchange places to their students. It was noted that exchange places were currently only offered to the ranked programmes. Dr Paolo Taticchi confirmed that there were no capacity issues in allowing the Global Online MBA students to join. The Programme Team was encouraged to seek advice from the International Office in relation to visa requirements for online students undertaking exchanges.

Action: Dr Paolo Taticchi

112 Dates of Meetings

Tuesday 3rd October 2017 at 2pm
Wednesday 29th November 2017 at 2pm
Wednesday 28th February 2018 at 2pm
Tuesday 17th April 2018 at 2pm

RESERVED AREA OF BUSINESS

113 Special Cases Report [BEC2016.40]

The Committee noted the latest special cases report for admission. The School had been piloting consideration of special cases internally within the School. This had worked well and the paper did not reflect the amount of guidance that the School's Admissions Team spent discussing special cases with applicants and advising those that were unlikely to be approved as a special case from applying. It was agreed that the Chair would follow up to see if the pilot had received approval to continue on a permanent basis.

Action: Dr Edgar Meyer

Karen Tweddle
11/5/17