

Faculty Education Committee (FEC) Imperial College Business School

Tuesday 3 October 2017
Confirmed Minutes

Present

Professor Andrea Buraschi, Mr Nick Burstow, Ms Heather Lincoln, Dr Namrata Malhotra, Dr Edgar Meyer (Chair), Dr Yuri Mishina, Dr Iro Ntonia, Ms Veronica Russell, Dr Paolo Taticchi, Professor Marek Sergot, Dr Anne ter Wal, Ms Karen Tweddle (Secretary), Ms Men-Yeut Wong

Apologies

Ms Fiona Sandford

114 Welcome and Apologies

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

115 Minutes of Previous Meeting and Matters Arising [BEC2017.01]

115.1 The minutes of the meeting held on 27th April 2017 were approved as an accurate record.

115.2 [BEC100.1] The template for providing a 'you said, we did' response to students in relation to their feedback had been circulated. Response rates had been discussed at the Deans' Student Advisory Council meeting.

115.3 [BEC100.2] Discussions regarding the purpose and format of the student satisfaction question were ongoing. The School's Advisory Board had recommended asking whether students would recommend the programme rather than asking how satisfied they were.

Action: Karen Tweddle, Dr Edgar Meyer

115.4 [BEC102.3] The School's action plan from the PGT annual monitoring report would be reviewed at the next meeting.

Action: Karen Tweddle

115.5 [BEC111] The Global MBA Programme Team had sought advice from the International Office in relation to visa requirements for online students taking exchanges and there were none. The School was currently putting together a guide in relation to visas for the global electives.

115.6 [BEC113] The Business School's pilot of considering special cases internally within the School had been successful and was now accepted practice.

116 Terms of Reference and Constitution 2017/18 [BEC2017.02]

Members noted the terms of reference and constitution of the Committee for 2017/18.

ITEMS TO CONSIDER

117 New Programme Proposals

There were no proposals for new programmes to consider.

118 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.

119 Programme Suspensions & Withdrawals [BEC2017.03]

The Pre-Sessional English programme was included on the list of suspended programmes. There were no other Business School programme suspensions or withdrawals for consideration.

120 Exchange Partnerships

There were no proposals for new exchange partnerships to consider.

121 Surveys

121.1 UG SOLE Lecturer/ Module Spring & Summer Results 2016/17 [BEC2017.04]

The Committee considered the College result summary for the Spring and Summer terms. Student satisfaction with the Horizons teaching was pleasing to see.

121.2 PG MODES Lecturer/ Module Summer Term & Summer Period Results 2016/17 [BEC2017.05]

The Committee considered the summer term and summer period MODES anonymous teaching score results for the School's postgraduate programmes. The Committee also considered the College result summary for the Spring term SOLE results. Response rates continued to be disappointing. Higher response rates were achieved when faculty dedicated time at the end of the lecture for survey completion. It was agreed that (i) the Chair should send an email to all faculty encouraging them to do this. The 'You Said, We Did' template will be introduced in the 2017/18 academic session and it was hoped that this would demonstrate to students that their feedback was taken seriously. The suggestion of having a monetary incentive (additional funds for the social committee) for all programmes achieving response rates above 70% was considered. It was thought that this might prove more effective than the competition approach used last year. (ii) Karen Tweddle to follow up. The EdTech Team was currently investigating the possibility of embedding the Evasys surveys into the Hub. This was in response to student dissatisfaction last year with the email notifications. The importance of completing evaluation surveys had also been stressed to all students during induction this year. It was hoped that these changes would have an impact on response rates in 2017/18.

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

122 External Examiners

122.1 Outstanding External Examiner Appointments 2017/18 [BEC2017.06]

The Committee considered the outstanding external examiner appointments for 2017/18. These were externals for MSc International Health Management and an external to cover Economics on the MBA suite that still needed to be appointed. The relevant Head of Department and Programme Director were following up.

122.2 Outstanding External Examiner Reports for UG Programmes 2016/17 [BEC2017.07]

An outstanding report was listed for Professor Nick Lee. The Exams Team were following up with the External directly. The School had received an excellent set of results from the other Undergraduate External Examiners for 2016/17.

123 Minor Modifications to Existing Programmes [BEC2017.08]

123.1 The proposal that had been circulated to the Committee with the agenda [Paper BEC2017.08a] relating to a change in assessment, from examination and coursework to 100% coursework for three core modules (Marketing, Strategy and Organisational Behaviour) had been withdrawn as it needed further discussion with the relevant Module Leaders.

123.2 The Committee considered a tabled paper [BEC2017.08b] proposing the introduction of the 'Glocal' elective modules to the MBA suite of programmes for existing students. In March 2017, Programmes Committee had approved the 'Glocal' electives for the Global on-line MBA programme (September 2017 cohort). In line with other MBA electives, it was now proposed to make this module available to students on the remainder of the MBA programme suite as follows:

Full-time MBA 2017 (started September 2017)
Executive MBA 2017 (commencing their second year in February 2018)
Weekend MBA 2017 (commencing their second year in February 2018)
Global on-line MBA January 2017 (commencing their second year in January 2018)

123.3 The Committee was also asked to consider allowing the 'Glocal' electives to be made available to students on the part-time programmes in their first year of study. The Committee had concerns about increasing student workload in year one, about the need for students to complete their core programme of study before commencing with electives and setting a precedent for other electives. It was agreed that the 'Glocal' electives should remain in the second year of study but if students wished to take them as a 'sit-in', without credit, then this would be permitted.

ITEMS TO NOTE

124 Policies Update [BEC2017.09]

The Committee noted the summary of new and revised policies agreed by QAEC for 2017-18. In relation to the feedback timescales, it was noted that whilst the School had targets in place of 2 weeks for coursework and 4 weeks for exams, longer timescales could be set as long as this was clearly communicated to students. It was also noted that timescales for marking end-of-year reports were set because of the need for marking to be completed prior to the final examination boards. The School was reviewing end-of-year project report marking allocation.

125 Regulations Update [BEC2017.10]

The Committee noted the summary of changes to the General, Academic and Examination Regulations and Regulations for Students which took effect from AY 2017-18

126 Chair's Report

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

127 Senate Minutes

The Committee noted the latest Senate minutes.

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

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

129 FEC Reports

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

130 Minutes of the Postgraduate Professional Development Committee (PPDC)

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

131 Any Other Business

131.1 Additional meeting dates had been set for February and June to review major and minor modification proposals for the 2018/19 academic session. Members were asked to make themselves available for these meetings as quorum was needed when approving changes to programmes.

Action: All members

131.2 It was proposed that an online suggestion box be created for faculty to propose discussion items for Education Committee. This was supported and Karen Tweddle agreed to follow up.

Action: Karen Tweddle

131.3 The School had been alerted by the library to some difficulties acquiring textbooks from a specific US publisher. The library had agreed to produce a list of publishers that ideally faculty should avoid when creating their reading lists. This would be circulated at this year's

Programme Reviews. The library was happy to meet with faculty and discuss alternative publishers for core texts if that was helpful.

132 Dates of Meetings

Wednesday 28th February 2018 at 2pm
Tuesday 17th April 2018 at 2pm

RESERVED AREA OF BUSINESS

133 Special Cases Report [BEC2017.11]

The Committee noted the latest special cases report for admission.

Karen Tweddle
4/10/17