

## Programmes Committee (PC)

Tuesday 13 December 2016  
Confirmed Minutes

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### Present

Mr David Ashton, Dr Lorraine Craig (for items 1-10.1), Dr Martyn Kingsbury, Professor Emma McCoy (chair), Professor Myra McClure, Professor Tony Magee (for Professor Sue Gibson), Dr Edgar Meyer, Mr Daniel Smith (secretary), Professor Alan Spivey, Dr Roberto Trotta (from item 7.1) Ms Judith Webster, Ms Sophie White, Professor Denis Wright (for items 1-10.1), Ms Betty Yue

### Apologies

Mr Nas Andriopoulos, Professor Sue Gibson, Mr Luke McCrone, Mr Ahmed Shamsou, Professor Sue Smith

### In Attendance

Dr Ana Costa-Pereira (for item 8.2), Mr Chris Neill (for item 7.1), Professor Guy Rutter (for item 7.1), Dr Gabriella Da Silva (for item 7.1), Mr Matthew Sweeting

#### 1 **Welcome and Apologies**

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

#### 2 **Minutes of the Previous Meeting [PC.2016.42]**

The minutes of the previous meeting were approved with no amendments

#### 3 **Matters Arising**

The committee noted that the following recommendations made by the committee at its meetings on 30 June 2016 and 6 September 2016 had not yet been completed.

##### 3.1 MSc Business Analytics - the committee recommended that:

- the department develop the learning outcomes for both modules in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ

##### 3.2 MSc Mathematics & Finance - the committee recommended that:

- the department develop the 'section A', (knowledge), learning outcomes of the programme in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- students currently enrolled on the two-year, part-time programme be given the opportunity to complete the programme under the existing structure
- the department seek consent from offer holders.

##### 3.3 MSc Statistics - the committee recommended that:

- the department submit module outlines for the modules M5MS20 (Sequential Monte Carlo) and M5MS05 (Advanced Statistical Theory)
- the department develop the learning outcomes of the module M5MS18 (Official Statistics) in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- the department consult offer holders to advise them of changes to the programme

##### 3.4 The committee agreed that revised 'Procedures for Programme and Module Modification' should be considered at a future meeting of the committee once further details were available regarding the College's approach to the consumer law advice published by the Competition and Markets Authority.

- 3.5 The Committee noted that the current procedures for modification would continue to be effective until such time that any revised procedures are implemented. The current procedures are outlined in the 'Levels of Approval' and 'Guidance regarding Major and Minor Modifications'.

#### **ITEMS FOR CONSIDERATION**

#### **4 Information for Students [PC.2016.43]**

The committee considered the requirements of the Competition and Markets Authority (CMA) and the consultation from the Quality Assurance Agency (QAA) on providing information to current and prospective students.

- 4.1 The committee noted that the draft guidance on which the QAA were consulting had been produced in consultation with the National Union of Students and had involved input from 1,200 first-year, undergraduate students across the country.
- 4.2 The committee further noted that reports from other institutions noted that they were experiencing similar difficulties and that research-led institutions in particular were finding the requirements of the CMA advice challenging.

#### **5 Enrolment Figures [PC.2016.44]**

The committee considered the enrolment figures for all active programmes at the College for the academic year 2016/17.

- 5.1 The group noted that the Centre for Environmental Policy would be invited to suspend all modes of the MSc Sustainable Retirement, Investment and Management retrospectively with effect from October 2016.
- 5.2 The committee recommended that in future the enrolment figures be contrasted with graduation figures from the previous year in order to provide a clearer picture of student numbers for each programme.

**Action: Dan Smith**

#### **6 Strategic Approval of New Programmes**

There were no new programmes to be considered for strategic approval

#### **7 New Programme Proposals**

##### **7.1 MSc Functional Omics [PC.2016.45] and [PC.2016.45a]**

The committee considered a proposal from the Department of Medicine to introduce the above programme with effect from October 2017. The proposal was presented by Dr Gabriela Da Silva, Professor Guy Rutter and Mr Chris Neill.

- 7.1.1 The committee considered whether the award of MRes might be more appropriate given the focus in the proposal on PhD preparation. The committee noted that the department felt that the award of MSc would be preferable for those students wishing to progress within industry and would therefore offer a marketing advantage.
- 7.1.2 The committee further considered whether the focus on preparation for a PhD would deter applicants intending to continue into careers in industry noting that these applicants were part of the programmes target market.
- 7.1.3 The committee recommended that the programme specification and module outlines are updated to reduce the focus on PhD preparation and to ensure that the programme places equal emphasis on preparation for future careers in industry as well as academia.
- 7.1.4 The committee recommended that the module 'Systematic Review and Grant/PhD Proposal' is changed to remove the emphasis on PhD preparation.

- 7.1.5 The committee recommended that the department consider changing the entry requirements to include other disciplines, for example, physiology.
- 7.1.6 The committee noted that the Graduate School advised that all postgraduate programmes consider adopting the College's higher English Language requirement.
- 7.1.7 The committee recommended that the department consider increasing the English Language requirement for the programme to the higher requirement (IELTS 7.0 with a minimum of 6.5 in each element).
- 7.1.8 The committee noted that team-based learning approaches are not intended to be used as a means of summative assessment; the introduction of an element of competition may reduce the effectiveness of team-based learning by discouraging peer-to-peer learning.
- 7.1.9 The committee recommended that the Department take due caution when using team-based learning as a means of summative assessment.
- 7.1.10 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendations above.

## 7.2 **BEng Design Engineering [PC.2016.46]**

The committee considered a proposal from the Dyson School of Design Engineering to introduce the above programme with immediate effect.

- 7.2.1 The committee noted that the MEng Design Engineering programmes was considered by the Engineering Studies Committee at its meeting on 21 May 2014 and subsequently recommended to Senate. The committee noted that the proposal for the MEng had also included provision for a BEng award as an exit award after the third year.
- 7.2.2 The committee further noted that the Engineering Studies Committee had not formally documented the proposal to introduce the BEng and as a result this programme had not been formally approved by the Senate.
- 7.2.3 The committee noted that the BEng programme was identical to the first three years of the MEng programme and that the year weightings were consistent with those used within the Faculty of Engineering.
- 7.2.4 The committee recommended that the department clarify whether the programme includes an individual project.

### **Post Meeting Note**

The department have confirmed that the programme does not include an individual project, only a group project. The reference to an individual project has been removed from the programme specification.

- 7.2.5 The committee recommended that the department clarify whether the programme includes an industrial placement.

### **Post Meeting Note**

The department have confirmed that the programme does not include an industrial placement. The reference to industrial placements has been removed from the programme specification.

- 7.2.6 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendations above.

## 8 **Major Modifications to Existing programmes**

### 8.1 **MRes Clinical Research (Human Vaccinology) [PC.2016.47]**

The committee considered a proposal from the Department of Medicine to introduce the above pathway to the MRes Clinical Research programme with effect from October 2017.

- 8.1.1 The committee noted that a proposal to restructure the existing streams of the programme would be presented to the next meeting of the committee.
- 8.1.2 The committee recommended that the department clarify the assessment weightings for each module.

#### **Post Meeting Note**

The department has confirmed the assessment weightings for each module and these have been updated in the published programme specification.

- 8.1.3 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.

#### **8.2 BSc Medical Biosciences [PC.2016.48]**

The committee considered a proposal from the School of Medicine to modify the learning outcomes and assessment methods for all modules on the above programme with effect from October 2017. The proposal was presented by Dr Ana Costa-Pereira

- 8.2.1 The committee noted that the programme is a new programme due to begin in October 2017. Changes to the learning outcomes and assessment methods were now being proposed following the appointment of module leads and further development of the curriculum.
- 8.2.2 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 8.2.3 The committee noted that team-based learning approaches are not intended to be used as a means of summative assessment; the introduction of an element of competition may reduce the effectiveness of team-based learning by discouraging peer-to-peer learning.
- 8.2.4 The committee recommended that the department take due caution when using team-based learning as a means of summative assessment.
- 8.2.5 The committee agreed to recommend the proposal to QAEC for approval subject to the recommendations above.

#### **8.3 MRes Molecular Science and Engineering [PC.2016.49]**

The committee considered a proposal from the Department of Chemical Engineering to restructure the above programme with effect from October 2017.

- 8.3.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 8.3.2 The committee noted that the Graduate School advised that all postgraduate programmes consider adopting the College's higher English Language requirement.
- 8.3.3 The committee recommended that the department consider increasing the English Language requirement for the programme to the higher requirement (IELTS 7.0 with a minimum of 6.5 in each element).
- 8.3.4 The committee recommended that the department confirm the teaching load for the first and second term.
- 8.3.5 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendations above.

#### **8.4 MSci Mathematics with a Year in Europe [PC.2016.50]**

The committee considered a proposal from the Department of Mathematics to change the year weightings of the above programme with effect from October 2017.

8.4.1 The committee noted that the change would align the year weightings with similar programmes across the Faculty.

8.4.2 The committee further noted that the change would not be applied retrospectively and would only affect students entering the programme in October 2017.

8.4.3 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

8.5 **MEng Chemical Engineering with a Year Abroad and MEng Chemical with Nuclear Engineering [PC.2016.51]**

The committee considered a proposal from the Department of Chemical Engineering to remove the entry point from the above programmes with effect from October 2018.

8.5.1 The committee noted that programmes would continue to be available by internal transfer.

8.5.2 The committee noted that students who require language tuition in order to study abroad in Europe would need to be identified in the first year in order that the Centre for Languages, Culture and Communication could provide the relevant support.

8.5.3 The committee recommended that students intending to spend their year abroad in Europe, and requiring language tuition, be advised of the language requirements during the first year and be permitted to transfer to the year abroad programme during year one.

8.5.4 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendation above.

8.6 **MEng Electrical and Electronic Engineering with a Year Abroad and MEng Electronic and Information Engineering with a Year Abroad [PC.2016.52]**

The committee considered a proposal from the Department of Electrical and Electronic Information to remove the entry point from the above programmes with effect from October 2018.

8.6.1 The committee noted that programmes would continue to be available by internal transfer.

8.6.2 The committee noted that students who require language tuition in order to study abroad in Europe would need to be identified in the first year in order that the Centre for Languages, Culture and Communication could provide the relevant support.

8.6.3 The committee recommended that students intending to spend their year abroad in Europe, and requiring language tuition, be advised of the language requirements during the first year and be permitted to transfer to the year abroad programme during year one.

The committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendation above.

8.7 **MEng Design Engineering [PC.2016.53]**

The committee considered a proposal from the Dyson School of Design Engineering to change the re-sit policy for the above programmes with immediate effect.

8.7.1 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.

8.8 **BSc Geophysics and MSci Geophysics [PC.2016.54]**

The committee considered a proposal from the Department of Earth Science and Engineering to make the year four module ESE5.20 (Geophysical Inversion) available to students in year three of the above programmes with immediate effect.

- 8.8.1 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.
- 8.9 **Executive MBA [PC.2016.55]**  
The committee considered a proposal from Imperial College Business School to withdraw two modules from the above programme and introduce one module as a replacement to the same programme with effect from February 2017.
- 8.9.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 8.9.2 The committee agreed to recommend the proposal to QAEC for approval with effect from February 2017 subject to the recommendation above.
- 8.10 **Executive MBA [PC.2016.56]**  
The committee considered a proposal from Imperial College Business School to change the title of the module BS0225 (Personal Development Journey) with effect from February 2017.
- 8.10.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 8.10.2 The committee agreed to recommend the proposal to QAEC for approval with effect from February 2017 subject to the recommendation above.
- 8.11 **MSc Climate Change, Management and Finance [PC.2016.57]**  
The committee considered a proposal from Imperial College Business School to change the assessment weightings of module BS1909 (Climate Change and Leadership) and module BS1911 (Climate Change and Governance) on the above programme with immediate effect.
- 8.11.1 The committee recommended that the department seek consent from students. The committee noted that there were forty four students who would be affected by the proposal.
- 8.11.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 8.12 **MSc Climate Change, Management and Finance [PC.2016.58]**  
The committee considered a proposal from Imperial College Business School to change the duration of written examinations for five modules on the above programme with immediate effect.
- 8.12.1 The committee recommended that the department ensure that students are provided with the same opportunities to demonstrate their ability to meet the learning outcomes for the module.
- 8.12.2 The committee recommended that the department seek consent from students. The committee noted that there were forty four students who would be affected by the proposal.
- 8.12.3 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendations above.
- 8.13 **MSc Finance, MSc Risk Management & Financial Engineering and MSc Investment & Wealth Management [PC.2016.59]**  
The committee considered a proposal from Imperial College Business School to change the assessment of the module BS0352 (Big Data in Finance) on the above programme with immediate effect.
- 8.13.1 The committee raised concerns regarding the number of in-session changes which were being proposed by the Business School.

- 8.13.2 The committee recommended that the department consider whether it is necessary to implement this change with immediate effect and whether it should instead be implemented with effect from next academic year.

**Post Meeting Note**

The department has confirmed that they would like to implement the modification with immediate effect as both the Programme Director and Module Leader feel that this is the most appropriate way to assess the content of this module. The department confirmed that as this was an elective module, students who were dissatisfied would have an opportunity to change their elective choice during the first week of Spring Term.

- 8.13.3 The committee recommended that the department confirm the type of multiple choice questions which will be used and whether negative marking will be employed.
- 8.13.4 The committee recommended that the department seek consent from students. The committee noted that there were three hundred and seven students who would be affected by the proposal including two students on interruption.
- 8.13.5 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendations above.

8.14 **MSc Risk Management and Financial Engineering [PC.2016.60]**

The committee considered a proposal from Imperial College Business School to withdraw module BS1028 (Numerical Finance) and module BS1029 (Computational Finance with C++) from the above programme and introduce the module BS1035 (Computational Finance with C++) to the same programme with immediate effect.

- 8.14.1 The committee recommended that the department seek consent from students. The committee noted that there were one hundred and thirty seven students who would be affected by the proposal.
- 8.14.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.

9 **Suspensions and Withdrawals of Existing Programmes**

9.1 **BSc Mathematics with a Year in Europe [PC.2016.61]**

The committee considered a proposal from the Department of Mathematics to suspend the above programme with effect from October 2017.

- 9.1.1 The committee recommended that the department consider whether the programme should be withdrawn rather than suspended.

**Post Meeting Note**

The department has confirmed that they wish to withdraw the programme with effect from October 2017.

- 9.1.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.

10 **New Short Course Proposals**

10.1 **Global Summer School [PC.2016.62]**

The committee considered a proposal from the Student Recruitment and Outreach division to introduce the above short course with effect from October 2017.

- 10.1.1 The committee noted that the course had been running successfully for a number of years.
- 10.1.2 The committee approved the proposal with effect from October 2017.

11 **Modifications to Existing Short Courses**

11.1 **CLCC Evening Classes (Main Programme) [PC.2016.62]**

The committee considered a proposal from the Centre for Languages, Culture and Communication to introduce four new modules to the above short course with immediate effect.

11.2 The committee approved the proposal with immediate effect.

12 **Suspensions and Withdrawals of Existing Short Courses**

There were no suspensions or withdrawals of existing short courses to be considered.

**ITEMS TO NOTE**

13 **Chair's Report [PC.2016.64]**

The committee noted action taken by the chair on behalf of the committee.

14 **Short Course Annual Monitoring of Delegate Numbers [PC.2016.65]**

The committee noted the results and analysis of the short course annual monitoring of delegate numbers exercise for the academic year 2015/16

15 **Academic Standards Framework Update**

The committee received a verbal update from the Head of Academic Services regarding the Academic Standards Framework (ASF). The committee noted that the Governance structure of the ASF was currently being reviewed by the Vice Provost (Education) but that the work of the respective task and finish groups was on-going.

**ANY OTHER BUSINESS**

16 **Dates of Meetings**

Tuesday 21 March, 10:00-13:00, Ballroom, 58 Prince's Gate

Tuesday 9 May, 10:00-13:00, Boardroom, Level 4, Faculty Building