

Programmes Committee (PC)

Tuesday 9 May 2017
Confirmed Minutes

Present

Mr David Ashton, Dr Lorraine Craig, Professor Sue Gibson (chair), Dr Martyn Kingsbury, Mr Luke McCrone, Dr Edgar Meyer, Mr Dan Smith (secretary), Professor Sue Smith, Professor Alan Spivey, Dr Roberto Trotta

Apologies

Mr Nas Andriopoulos, Professor Emma McCoy, Professor Myra McClure, Mr Ahmed Shamsou, Ms Judith Webster, Ms Sophie White, Professor Denis Wright, Ms Betty Yue

In Attendance

Mr Bojan Cvijan

- 1 **Welcome and Apologies**
The chair welcomed attendees to the meeting and apologies, as above, were noted.
- 2 **Minutes of the Previous Meeting [PC.2016.94]**
The minutes of the previous meeting were approved with no amendments
- 3 **Matters Arising**
There were no matters arising

ITEMS FOR CONSIDERATION

- 4 **Strategic Approval of New Programmes**
There were no new programme proposals to be considered for strategic approval
- 5 **New Programme Proposals**
 - 5.1 **PGCert | PGDip | MSc Cardiovascular and Respiratory Healthcare [PC.2016.95]**
The committee considered a proposal from the National Heart and Lung Institute to introduce the above programme with effect from October 2018. The proposal was presented by Dr Jillian Riley.
 - 5.1.1 The committee noted that the structure of the programme was complex due to the nature of the award as a flexible, part-time programme with multiple exit awards.
 - 5.1.2 The committee recommended that the period of registration is defined as the longest period in which a student may complete each award in order that a fixed duration could be advertised.
 - 5.1.3 The committee further recommended that the department develop a clear diagram outlining the structure of the programme to aid students as they progress through each award.
 - 5.1.4 The committee considered the workload associated with each module and the programme as a whole and noted the comments received from external reviewers.
 - 5.1.5 The committee recommended that the department review the workload following development of the programme to ensure that this is appropriately balanced.
 - 5.1.6 The committee noted that the Graduate School advised that all postgraduate programmes consider adopting the College's higher English Language requirement.

- 5.1.7 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).
- 5.1.8 The committee recommended that inconsistencies in the programme specification and module outline be clarified.
- 5.1.9 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendations above.
- 5.2 **MSc Health Data Analytics [PC.2016.96]**
The committee considered a proposal from the School of Public Health to introduce the above programme with effect from October 2017. The proposal was presented by Dr Marc Chadeau.
- 5.2.1 The committee considered whether the award of MRes might be more appropriate given the extent of time within the programme dedicated to research. The committee noted that the department felt that the award of MSc was more appropriate given the focus on teaching, in particular the large number of contact hours associated with the research project itself.
- 5.2.2 The committee recommended that the department ensure that the proposal focuses sufficiently on the taught nature of the programme noting the large weighting applied to the research project.
- 5.2.3 The committee recommended that the department clarify the extent of e-learning provided on the programme.
- 5.2.4 The department considered the additional support which would be provided to students with a background in epidemiology to ensure that they were able to reach the required level in mathematics. The committee raised concerns that there was insufficient time dedicated within the programme to enable students to reach the level required. The committee further noted that there was no support in epidemiology provided for students with a background in mathematics.
- 5.2.5 The committee recommended that the department consider whether support should be provided in epidemiology for students arriving with a back ground in mathematics.
- 5.2.6 The committee recommended that there is sufficient time dedicated to mathematics support for students entering the programme with a background in epidemiology in order to bring them up to the level required for the programme.
- 5.2.7 The committee noted the large number of specific learning outcomes for the programme and the absence of learning outcomes for the Postgraduate Certificate and Postgraduate Diploma.
- 5.2.8 The committee recommended that the department refine and reduce the programme learning outcomes ensuring that these are appropriately mapped to level 7 of the framework for higher education qualifications.
- 5.2.9 The committee recommended that the department produce learning outcomes for the Postgraduate Certificate and Postgraduate Diploma.
- 5.2.10 The committee noted that the classification rules allowed a student to be compensated with 15 ECTS even when exiting the programme with a Postgraduate Certificate or Postgraduate Diploma.
- 5.2.11 The committee recommended that the department review the classification rules for the programme, in particular the amount of compensation permitted for the Postgraduate Certificate and Postgraduate Diploma.
- 5.2.12 The committee recommended that module leaders are identified for the modules which will be delivered in association with the Data Science Institute.

- 5.2.13 The committee recommended that the department review the assessment requirements for the project to clarify the required word counts.
- 5.2.14 The committee noted that the assessment weightings within each module varied significantly even when assessed using similar forms of assessment.
- 5.2.15 The committee recommended that the department review the assessment weightings across all modules with particular focus on the variability in weighting given to similar assessments within different modules.
- 5.2.16 The committee agreed that the need for the programme was clear and noted that there was a gap in the market which this programme could occupy. Development of the programme was strongly welcomed by the committee however it was felt that the recommendations could not be adequately addressed in time to realistically offer the programme for October 2017.
- 5.2.17 The committee recommended that the Department re-submit the proposal to the meeting of the Programmes Committee on Tuesday 5 September to introduce the programme with effect from October 2018

6 Major Modifications to Existing programmes

- 6.1.1 **MSc Human Molecular Genetics, MSc Epidemiology and Master of Public Health [PC.2016.97], [PC.2016.97a], [PC.2016.97b] and [PC.2016.97c]**
The committee considered a proposal from the School of Public Health to restructure the above programmes with effect from October 2017.
- 6.1.2 The committee recommended that the department review the classification rules for the programme, in particular the amount of compensation permitted for the postgraduate certificate and postgraduate diploma.
- 6.1.3 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programmes.
- 6.1.4 The committee noted that the department had published information on-line explicitly stating modifications would be made to the programme with effect from October 2017. The committee noted that College policy requires that changes to programmes are only communicated to applicants or students once they have been approved and that communicating information prior to approval could have serious repercussions under consumer law.
- 6.1.5 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendations above.
- 6.2 **MSc Statistics [PC.2016.98]**
The committee considered a proposal from the Department of Mathematics to introduce streams to the above programme with effect from October 2018.
- 6.2.1 The committee recommended that the department demonstrate how the development of the proposal incorporated student feedback.
- 6.2.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendations above
- 6.3 **MSc Mathematics and Finance [PC.2016.99]**
The committee considered a proposal from the Department of Mathematics to change the classification rules of the above programme with immediate effect.

- 6.3.1 The committee noted that the learning outcomes for the programme could benefit from being reviewed to ensure they align with the descriptors for awards at level 7 of the Framework for Higher Education Qualifications.
- 6.3.2 The committee recommend that the department consult with affected students, applicants and offer holders regarding the changes to the programme.
- 6.3.3 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 6.4 **MSc Mathematics and Finance [PC.2016.100]**
The committee considered a proposal from the Department of Mathematics to make structural changes to the above programme with effect from October 2017.
- 6.4.1 The committee recommended that the department consult with applicants and offer holders regarding the changes to the programme.
- 6.4.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 6.5 **MRes Clinical Research [PC.2016.101]**
The committee considered a proposal from the Department of Medicine to restructure the above programme with effect from October 2017.
- 6.5.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 6.5.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 6.6 **MA|MSc Global Innovation Design and MA|MSc Innovation Design Engineering [PC.2016.102]**
The committee considered a proposal from the Dyson School of Design Engineering in association with the Royal College of Art to restructure the above programmes retrospectively with effect from June 2016.
- 6.6.1 The committee noted that the proposal had already been considered and approved through the appropriate governance structures at the Royal College of Art.
- 6.6.2 The committee further noted that affected students had been consulted regarding the changes to the programme.
- 6.6.3 The committee agreed to recommend the proposal to QAEC for retrospective approval with effect from June 2016.
- 6.7 **MEd University Learning and Teaching [PC.2016.103]**
The committee considered a proposal from the Educational Development Unit to introduce an elective module on the above programme with effect from September 2017.
- 6.7.1 The committee recommended that the department consult with affected students regarding the changes to the programme.
- 6.7.2 The committee agreed to recommend the proposal to QAEC with effect from September 2017 subject to the recommendations above.
- 6.8 **MRes Stochastic Analysis and Mathematical Finance [PC.2016.104]**
The committee considered a proposal from the Department of Mathematics to make changes to the elective modules on the above programme with effect from October 2017.

- 6.8.1 The committee recommended that the department consult with students regarding the changes to the programme.
- 6.8.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 6.9 **MBBS|BSc Medical Sciences with (specialism) [PC.2016.105]**
The committee considered a proposal from the School of Medicine to withdraw the module 'Science and Patient II' and introduce the new module 'Clinical Research Innovations' on the above programme with effect from October 2017.
- 6.9.1 The committee recommended that the department consult with students regarding the proposed changes to the programme.
- 6.9.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 6.10 **Weekend MBA [PC.2016.106]**
The committee considered a proposal from Imperial College Business School to withdraw the module BS1629 (Final Project) from the above programme and introduce the module BS1630 (Capstone Consulting Experience) to the same programme with effect from October 2017.
- 6.10.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 6.10.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 6.11 **MSc Strategic Marketing [PC.2016.107]**
The committee considered a proposal from Imperial College Business School to introduce the module BS1522 (Work Placement) to the above programme with effect from October 2017. The committee further considered a proposal from Imperial College Business School to change the learning outcomes of the above programme with effect from October 2017.
- 6.11.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.
- 6.11.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 6.12 **MSc Climate Change Management and Finance [PC.2016.108]**
The committee considered a proposal from Imperial College Business School to change the assessment structure of the above programme with immediate effect.
- 6.12.1 The committee recommended that the department consult with affected students, applicants and offer holders regarding the changes made to the programme.
- 6.12.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 6.13 **MSc Business Analytics [PC.2016.109]**
The committee considered a proposal from Imperial College Business School to withdraw the module BS1818 (Careers and Professional Development Workshops) from the above programme with effect from September 2017. The committee further considered a proposal from Imperial College Business School to change the credit value of a number of modules on the above programme with effect from September 2017.
- 6.13.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.

6.13.2 The committee agreed to recommend the proposal to QAEC for approval with effect from September 2017 subject to the recommendation above.

6.14 Finance Suite of Programmes [PC.2016.110]

The committee considered a proposal from Imperial College Business School to change the assessment strategy of the above programmes with effect from September 2017.

6.14.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.

6.14.2 The committee agreed to recommend the proposal to QAEC for approval with effect from September 2017 subject to the recommendation above.

6.15 Executive MBA [PC.2106.111]

The committee considered a proposal from Imperial College Business School to make a number of modifications to elective modules on the above programme with effect from April 2017.

6.15.1 The committee recommended that the department consult with applicants and offer holders regarding the changes made to the programme.

6.15.2 The committee agreed to recommend the proposal to QAEC for approval with effect from April 2017 subject to the recommendation above.

6.16 Global Online MBA [PC.2016.112]

The committee considered a proposal from Imperial College Business School to introduce the module BS1623 (Global Experience Week) as an elective module on the above programme with immediate effect.

6.16.1 The committee recommended that the department consult with affected students, applicants and offer holders regarding the changes made to the programme.

6.16.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.

6.17 Business for Professional Engineers and Scientists [PC.2016.113]

The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS0847 (Managing Organisations) with effect from October 2017.

6.17.1 The committee raised concerns that the department wished for the written examination to include only multiple choice questions. The committee noted that the written examination accounted for 60% of the module assessment.

6.17.2 The committee recommended that the department review the proposal to only use multiple choice questions in the written examination.

Post Meeting Note

Imperial College Business School submitted a revised version of the proposal to ensure that the examination paper still includes a substantial short answer section which will account for 25% of the exam (and therefore 15% of the overall module). The multiple-choice questions will account for 75% of the examination paper and therefore 45% of the overall module. Chair's action was taken to recommend the proposal to QAEC for approval with effect from October 2017.

6.18 MEng Civil Engineering and MEng Civil Engineering with a Year Abroad [PC.2016.115]

The committee considered a proposal from the Department of Civil and Environmental Engineering to change the progression rules of the above programmes with effect from October 2017.

6.18.1 The committee recommended that the department consult with affected students regarding the changes made to the programme.

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

6.19 **MEng Civil Engineering with a Year Abroad [PC.2016.116]**

The committee considered a proposal from the Department of Civil and Environmental Engineering to change the progression rules of the above programme with effect from October 2017.

6.19.1 The committee recommended that the department consult with affected students regarding the changes made to the programme.

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

6.20 **MSc Surgical Innovation [PC.2016.125]**

The committee considered a proposal from the Department of Surgery and Cancer to introduce an additional stream to the above programme with effect from October 2017. This proposal was considered under any other business.

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

7 **Suspensions and Withdrawals of Existing Programmes**

There were no suspensions or withdrawals to be considered

7.1 **MSc Genes Drugs and Stem Cells – Novel Therapies [PC.2016.117]**

The committee considered a proposal from the National Heart and Lung Institute to withdraw the 9-month direct entry version of the above programme with effect from October 2017.

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

7.2 **MEng Mathematics and Computer Science [PC.2016.123]**

The Committee considered a proposal from the Department of Computing in association with the Department of Mathematics to suspend two streams of the above programme with effect from October 2018. This proposal was considered under any other business.

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

8 **New Short Course Proposals**

8.1 **Innovations in Cardiological Sciences [PC.2016.118]**

The committee considered a proposal from the National Heart and Lung Institute to introduce the above short course with effect from October 2017.

8.1.1 The committee approved the proposal with effect from October 2017.

8.2 **Pulmonary Hypertension: Clinical Update and New Horizons [PC.2016.124]**

The committee considered a proposal from the National Heart and Lung Institute to introduce the above short course with effect from October 2017. This proposal was considered under any other business.

8.2.1 The committee approved the proposal with effect from October 2017.

9 **Modifications to Existing Short Courses**

There were no modifications to existing short courses to be considered

- 10 **Suspensions and Withdrawals of Existing Short Courses**
There were no suspensions or withdrawals of existing short courses to be considered.
- 11 **EngD Composites Manufacture [PC.2016.119]**
The committee considered an update on the proposed new collaborative EngD Composites Manufacture.
- 12 **Procedures for Programme and Module Modification [PC.2016.120]**
The committee considered the updated proposal to revise the Procedures for Programme and Module Modification with effect from October 2017.
- 12.1 The committee recognised the need for a revised procedure for programme and module modification. The committee noted the importance of ensuring a balance between promoting enhancement within the curriculum whilst ensuring appropriate scrutiny and oversight of change.
- 12.2 The committee recommended that members provide feedback regarding the definitions of 'major' and 'minor' modification.
- 12.3 The committee recommended that the deadline for major modifications should be set at the end of March and the deadline for minor modifications should be set at the end of July.
- 12.4 The committee recommended that the approval process for this procedure be clarified, in particular whether final authority rested with QAEC or with the CMA Working Group.

Post Meeting Note

Final authority for approval of academic policy and procedures rest with the Quality Assurance and Enhancement Committee.

- 12.5 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendations above.
- 13 **MOOCs: Approval Process and Guidance [PC.2016.121]**
The committee considered the new arrangements regarding the approval process and guidance for massive, open, online courses (MOOCs).
- 13.1 The committee recommended that relevant external examiners should be consulted on the introduction of MOOCs. The committee further recommended that a full external review should be conducted for on-line or distance learning programmes.

ITEMS TO NOTE

- 14 **Chair's Report [PC.2016.122]**
The committee noted action taken by the Chair on behalf of the committee.

ANY OTHER BUSINESS

- 15 **Dates of Meetings**
Tuesday 05 September 2017, 10:00-13:00, Ballroom, 58 Prince's Gate
Thursday 19 October 2017, 10:00-13:00, Billiard Room, 58 Prince's Gate
Tuesday 19 December 2017, 10:00-13:00, Ballroom, 58 Prince's Gate
Tuesday 27 March 2018, 10:00-13:00, Ballroom, 58 Prince's Gate
Tuesday 01 May 2018, 10:00-13:00, Ballroom, 58 Prince's Gate