**Programmes Committee (PC)**

Tuesday 10 September 2019

10:00-13:00

Room 504 (Meeting Room 1), 5th Floor Sherfield Building

**Present**

Dr Edgar Meyer (Chair), Ms Jolande Bot-Vos, Dr Lorraine Craig, Dr Janet De Wilde, Ms Lucy Heming, Mr Abhijay Sood, Professor Sue Smith, Dr Mike Tennant (Deputy Chair), Dr Roberto Trotta, Dr Vijay Tymms, Ms Judith Webster, Ms Men-Yeut Wong (Secretary) and Ms Betty Yue.

**Apologies**

Mr Ashley Brooks, Mr Mohit Devgan, Dr Kate Ippolito, Dr Jo Horsburgh and Professor Jonathan Mestel.

**In Attendance**

Professor Andreas Eisingerich and Dr Sarah Wilsey.

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| **1** | **Welcome and Apologies**  The Chair welcomed attendees to the meeting and apologies, as above, were noted. The Committee welcomed new members including the new student representatives and the Head of Postgraduate Development as the Graduate School representative. |
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| **2** | **PC.2019.01 Minutes of the previous meeting**  The minutes of the previous meeting held on 7 May 2019 were approved as an accurate record. |
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| **3** | **PC.2019.02 Terms of Reference 2019-20**  The Chair presented Committee members with the updated Terms of Reference for the Committee and it had been agreed that no amendments were required. |
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| **4** | **Matters Arising** |
|  | There were no matters arising to discuss. |
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| **Items for consideration** | |
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| **3** | **PC.2019.03 Programme and Module Modification Procedure** |
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| 3.1.1 | Following the publication of the revised UK Quality Code for Higher Education, with specific reference to the advice and guidance on course design and development, the planned re-launch of the process for periodic review of taught provision for 2019/20, the changes to the student records system and reflecting on previous practice, it is thought timely to review the current process for modifications to programmes and modules. |
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| 3.1.2 | The Committee noted the key principles of the revised procedure:   * A balance must be sought between providing time for programme teams and departments to make changes in response to a range of data and feedback and internal and external changes and providing applicants and students with sufficient information in sufficient time to make informed decisions about their future studies * The process for making modifications should be accessible and straightforward * The process of considering modifications should encourage and not inhibit innovation in curriculum content, delivery and assessment * The process should be aligned with the College’s broader quality assurance framework, with particular reference to programme design and periodic review of taught provision * The process should reflect clearly the information needed by the College both for the student records system and for wider communication of information to applicants and students and the timing and nature of any internal or external reporting requirements which involves programme and/or module data |
| 3.1.3 | The Committee agreed that ‘short courses’ listed within section 1.6 with regards to the types of provision which the procedure applies to should define the different types of short courses taught at Imperial College. |
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| 3.1.4 | The Committee agreed that section 5.4 with regards to ‘Consulting with Stakeholders’ should better inform departments of when to consult and when to seek consent from students; and how to communicate with students who are on a period of interruption to their studies. |
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| 3.1.5 | The Committee agreed that the criteria of modifications table could be better refined rather than a repetition of guidance. |
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| 3.1.6 | It was agreed that further revisions would be made to the procedure before being presented to the next meeting of the Committee. |
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| **4** | **UK Quality Code, Advice and Guidance: Course Design and Development** |
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| 4.1.1 | The Committee noted the advice and guidance designed to support new and existing providers in meeting the mandatory requirements of the Quality Code. |
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| **5** | **Consideration of changes to entry requirements** |
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| 5.1.1 | The Committee noted that the Quality Assurance and Enhancement team had held discussions with the Admissions team about the possible revisions to the programme modification process and whether entry requirements which form part of the Programme Specification could be dealt with under the modification process rather than through a separate process. |
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| 5.1.2 | Previously changes to entry requirements of undergraduate and postgraduate programmes were reported to the Quality Assurance and Enhancement Committee (QAEC). Following discussion with Admissions and in recognition of the longer time-frame needed to implement changes to entry requirements due to prospectus and application cycle requirements, it is proposed that changes to entry requirements are not dealt with under the main modification process but that the current process is amended so that the changes are considered by Programmes Committee rather than QAEC. |
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| 5.1.3 | The Committee agreed to receiving an outline of changes to entry requirements of programmes twice a year, one for undergraduate programmes and one for postgraduate taught programmes. |
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| **6** | **New Programme Proposals** |
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| **6.1** | **MSc Strategic Marketing (Online)** |
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| **6.1.1** | The Programmes Committee considered a proposal from Imperial College Business School to introduce the above programme with effect from October 2020. |
| 6.1.2 | The Committee welcomed the programme lead Professor Andreas Eisingerich and the programme director Dr Sarah Wilsey who had been invited to present the new programme proposal to the Committee. |
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| 6.1.3 | The Business School is currently reviewing its portfolio of MSc programmes with the aim to create an exceptional learning environment for students. The School is proposing to launch the MSc in Strategic Marketing (Online) which would be offered as an online programme over a part-time period of 24 months. The proposed programme would share the same aim of the existing full-time MSc in Strategic Marketing programme; the core content is proposed to be similar to the modules in the current full-time on-campus MSc and students will also choose five elective modules, which consist of utilising existing online modules from the Global MBA and the MSc business Analytics as well as new bespoke marketing electives. |
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| 6.1.3 | The Programmes Committee agreed upon the following recommendations: |
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|  | * The Committee agreed that the learning outcomes of the modules did not match the level of language and detail used for the programme learning outcomes; and were not of a Level 7 FHEQ (Frameworks for Higher Education Qualifications) standard. It was also agreed that the outcomes should better reflect the content that is being taught to ensure that it is clear to students what they should be able to understand or demonstrate upon completion of the module. Discussions held by the Committee noted that the work to date had been focussed on the programme learning outcomes and there was agreement that the current module outcomes could be further developed. The programme team should work with the Quality Assurance and Enhancement team and the Educational Development Unit to establish a set of exemplar modules for the 2020 intake of student. The Committee noted that the modules would be reviewed during the Curriculum Review process but should be fit for purpose for the September 2020 intake; |
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|  | * The programme team are also asked to consider the use to the active verb ‘demonstrate’ within the learning outcomes of the module specifications, it should be made more evident how students would be able to ‘demonstrate’ upon the successful completion of the module; |
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|  | * The Committee discussed the format of the face to face induction sessions and suggested that the programme team consider implementing an online induction session where students who are unable to attend the on-campus session could still take part in the induction process. The Graduate School reported that they had worked closely with the Global Master’s in Public Health programme team (first intake October 2019) in developing their online induction session and suggested that the Business School could work with the Graduate School in developing an online version of their induction session; |
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|  | * The Committee received comments made by the external reviewers and it was noted that the industry reviewer had asked whether any consideration had been given to embedding a marketing ethics component within the programme, the programme team are encouraged to consider this proposal for the September 2020 intake; |
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|  | * The Committee noted that the programme specification required contextualising to that of an online programme and to ensure that details refer to the new proposed programme rather than the on-campus version; |
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|  | * Within the Planning and Resources form considered by the Committee, it was noted that ‘most’ applicants will have 3-5 years work experience’. The Committee discussed whether students who do not have any previous work experience would be disadvantaged, the programme team should provide more detail about the admissions process within the programme proposal documentation. It was also agreed that it should be made more clear in the programme specification that applicants are interviewed during the application process; |
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|  | * The Committee requested for further reassurance that students who choose to complete the Work Based Project will meet the same Learning Outcomes as those who choose to complete the Individual Research Report. |
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| 6.1.4 | The programme team were advised that the recommendations above be considered and that the response to the recommendations be submitted by Friday 1st November 2019. Deputy Chair’s action would be taken to approve the resubmitted documentation and the programme specification would then be published on-line. |
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| 6.1.5 | The Committee agreed to recommend the proposal to the Quality Assurance and Enhancement Committee for approval with effect from September 2020 subject to the recommendations noted above. |
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| **7** | **Dates of Future Meetings**  Tuesday 3 December 2019, 10:00 - 13:00, Room 504, 5th Floor Sherfield Building.  Tuesday 14 January 2020, 10:00 - 13:00, Room 504, 5th Floor Sherfield Building.  Tuesday 18 February 2020, 10:00 - 13:00, Room 504, 5th Floor Sherfield Building.  Tuesday 31 March 2020, 10:00 - 13:00, Room 504, 5th Floor Sherfield Building.  Tuesday 12 May 2020, 10:00 - 13:00, Room 504, 5th Floor Sherfield Building.  Tuesday 14 July 2020, 10:00 - 13:00, Room 504, 5th Floor Sherfield Building. |
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