

## Programmes Committee (PC)

Tuesday 22 March 2016  
Confirmed Minutes

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### Present

Dr Lorraine Craig, Professor Sue Gibson, Dr Martyn Kingsbury, Professor Emma McCoy (chair), Dr Edgar Meyer, Dr Jane Saffell, Mr Daniel Smith (secretary), Professor Alan Spivey, Dr Roberto Trotta, Ms Judith Webster, Ms Sophie White, Ms Betty Yue

### Apologies

Mr Liucheng Guo, Professor Myra McClure, Mr Chun-Yin San, Ms Lucinda Sandon-Allum, Professor Denis Wright

### In Attendance

Professor Martyn Boutelle (for items 1-5.2), Ms Giskin Day (for item 5.1)

#### 1 Welcome and Apologies

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

#### 2 Minutes of the Previous Meeting [PC.2015.15]

The minutes of the previous meeting were approved with no amendments.

#### 3 Matters Arising

There were no matters arising not appearing elsewhere on the agenda.

#### 4 Strategic Approval of New Programmes

There were no new programmes to be considered for strategic approval

#### 5 New Programme Proposals

##### 5.1 BSc (intercalated) Medical Science with Humanities, Philosophy and Law [PC.2015.16]

The Committee considered a proposal from the School of Medicine in partnership with the Centre for Languages, Culture and Communication to introduce the above programme with effect from October 2017. The proposal was presented by Ms Giskin Day of the Centre for Languages, Culture and Communication.

5.1.1 The committee noted that the programme had been developed out of existing humanities-based modules offered as elective modules to students on existing programmes. The committee recognised that there was a clear demand for the programme but noted that the new programme would mean that the co-curricular strand of the existing programmes would be lost.

5.1.2 The committee recommended that the School consider the possibility of introducing a humanities-based research project in 'part C' of the existing science-based intercalated BSc programmes as a way to retain the co-curricular strand of the curriculum.

5.1.3 The committee further noted that there were approximately forty students per year attending the current humanities-based modules. The proposed programme would recruit a maximum of twenty-five students per year, a minimum of eight students per year (including one international student) were required in order for the current business model to be viable.

5.1.4 The committee recommended that the School monitor student numbers to ensure the long-term viability of the programme.

5.1.5 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the two recommendations above.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **5.2 MEng/BEng Biomolecular Engineering [PC.2015.17]**

The committee considered a proposal from the Department of Bioengineering to introduce the above programme with effect from October 2017. The programme was presented by Professor Martyn Boutelle of the Department for Bioengineering.

- 5.2.1 The committee noted that the Department wished for the programme title to be changed to Molecular Bioengineering.
- 5.2.2 The committee noted that a number of the modules were shared with other departments and programmes and that the learning outcomes had been listed as currently described. The committee further noted the Department's intention to review learning outcomes as part of the Academic Standards Framework.
- 5.2.3 The committee recommended that the Department review the learning outcomes of the programme and its modules in collaboration with the Educational Development Unit.
- 5.2.4 The committee noted that the entry requirements for the programme did not include A-Level Physics as their recruitment strategy involved targeting high quality applicants with Chemistry instead of Physics.
- 5.2.5 The Committee recommended that the Department monitor application and progression data to ensure that students who have not studied physics are not disadvantaged.
- 5.2.6 The committee further recommended that the Department clarify that students will only be able to transfer between the Molecular Bioengineering programme and existing Biomedical Engineering programme if they meet the relevant entry requirements for both programmes
- 5.2.7 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the three recommendations above.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **6 Major Modifications to Existing programmes**

##### **6.1 BSc Biochemistry and BSc Biotechnology (suite of programmes) [PC.2015.18]**

The committee considered a proposal from the Department of Life Sciences to restructure the second year of the above programmes with effect from October 2016.

- 6.1.1 The committee recommended that the Department monitor student load to ensure that the workload on the revised programme remains appropriate and proportionate to the student load.
- 6.1.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2016 subject to the recommendation above.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

##### **6.2 MSc Maths and Finance [PC.2015.19] and [PC.2015.20]**

The committee considered a proposal from the Department of Mathematics to introduce new modules to the above programme with effect from October 2016

- 6.2.1 The committee agreed to recommend the proposals to QAEC for approval with effect from October 2016

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **6.3 MSc Reproductive and Developmental Biology [PC.2015.21]**

The committee considered a proposal from the Department of Surgery and Cancer to adjust the assessment weightings of the above programme with immediate effect.

- 6.3.1 The committee agreed to recommend the proposals to QAEC for approval with immediate effect.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **6.4 MSc Finance (suite of programmes) [PC.2015.22]**

The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS0324 (Private Equity and Venture Capital) with immediate effect.

- 6.4.1 The committee recommended that the school monitor the assessment setting process carefully to ensure that the assessments set, and communicated in student handbooks, align with the approved module outlines.

- 6.4.2 The committee agreed to recommend the proposals to QAEC for approval with immediate effect.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **6.5 Global Online MBA [PC.2015.23]**

The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS5406 (Organisational Behaviour) with immediate effect.

- 6.5.1 The committee recommended that the school monitor the assessment setting process carefully to ensure that the assessments set, and communicated in student handbooks, align with the approved module outlines.

- 6.5.2 The committee agreed to recommend the proposals to QAEC for approval with immediate effect.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **6.6 MSc Science Communication and MSc Science Media Production [PC.2015.24]**

The committee considered a proposal from the Centre for Languages Culture and Communication to adjust the assessment structure of the above programme with effect from October 2016.

- 6.6.1 The committee agreed to recommend the proposals to QAEC for approval with effect from October 2016.

### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **6.7 MSc Health Policy [PC.2015.25]**

The committee considered a proposal from the Department of Surgery and Cancer to change the entry point of the above programme with effect from September 2017 and to introduce a Postgraduate Diploma and two Postgraduate Certificates to the above programme with effect from September 2017.

- 6.7.1 The committee agreed to recommend the proposals to QAEC for approval with effect from October 2016.

#### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

- 6.8 **MSc Sustainable Retirement Investment and Management [PC.2015.26]**  
The committee noted that this proposal would be considered at a future meeting.

#### **7 Suspensions and Withdrawals of Existing Programmes**

- 7.1 **BSc (intercalated) Medical Sciences with specialism (suite of programmes) [PC.2015.27]**  
The committee considered a proposal from the School of Medicine to withdraw eleven historic programmes from the BSc (intercalated) Medical Sciences suite of programmes with effect from October 2015.

- 7.2 The committee agreed to recommend the proposal to QAEC for approval retrospectively with effect from October 2015.

#### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **8 New Short Course Proposals**

- 8.1 **Mastering Lab Skills [PC.2015.28]**  
The committee considered a proposal from the Department of Medicine to introduce the above short course as a credit-bearing summer school with effect from summer 2016.

- 8.1.1 The committee recommended that the proposal was considered and approved by the Faculty of Medicine Postgraduate Education Board.

- 8.1.2 The committee agreed to recommend the proposal to QAEC for approval with effect from summer 2016 subject to the recommendation above.

#### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **9 Modifications to Existing Short Courses**

- 9.1 **Data Science and e-Health [PC.2015.29]**  
The committee considered a proposal from the School of Public Health to introduce additional modules to the above short course with effect from March 2016.

- 9.1.1 The committee agreed to recommend the proposal to QAEC for approval with effect from March 2016.

#### **Post Meeting Note**

Chair's action was taken on behalf of QAEC to endorse the committee's recommendation.

#### **10 Suspensions and Withdrawals of Existing Short Courses**

There were no proposals for the suspension or withdrawal of existing short courses to be considered

#### **11 Chair's Report [PC.2015.30]**

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

#### **ANY OTHER BUSINESS**

- 12 The committee recommended the use of a panel approach to considering new programme proposals

**Post Meeting Note**

A panel approach will be adopted for future meetings.

- 13 The committee recommended that the paperwork for new programme proposals was reviewed to ensure that the expectations were clear to departments and key information was easily accessible by the committee

**Post Meeting Note**

Paperwork for new programme proposals will be reviewed by the Registry in preparation for the Academic Standards Framework to ensure that expectations are clear to departments and key information is easily accessible.

**14 Dates of Meetings**

Thursday 28 April, 10:00, Boardroom, Faculty Building

Thursday 26 May, 10:00, Drawing Room, 170 Queen's Gate