

QUALITY ASSURANCE & ENHANCEMENT COMMITTEE

**The minutes of the Quality Assurance & Enhancement Committee (QAEC)
held on
Tuesday 4th March 2014**

Present:

Professor Debra Humphris, Vice Provost (Education) – Chair
Dr Simon Archer, College Tutor
Professor Sue Gibson, Director of the Graduate School
Professor Nigel Gooderham, Senior College Consul
Professor Angus MacKinnon, Director of Undergraduate Studies, Department of Physics
Ms Dianne Morgan, Associate Dean of Programmes, Business School
Professor Sue Smith, Deputy Director of Education, Faculty of Medicine
Mr Dean Pateman, Academic Registrar
Mr Andreas Thomik, GSU President
Ms Sophie White, Senior Assistant Registrar (Quality Assurance & Enhancement)

In attendance:

Mr Chris Harris, Quality Assurance & Enhancement Manager, Faculty of Medicine
Mrs Clare Scheibner, Assistant Registrar (Quality Assurance & Enhancement), (Secretary)

Apologies:

Professor Peter Cheung, Vice Dean (Education) Faculty of Engineering
Dr Paul Lickiss, Department of Chemistry
Dr David McPhail, Deputy Director of the Graduate School
Professor Alan Spivey, Director of Education Faculty, of Natural Sciences
Ms Nat Kempston, ICU Deputy President (Education)
Professor Denis Wright, Director of Student Support

Agenda

- | | | Paper |
|----|---|---------------------|
| 1. | Welcome and Apologies
Professor Humphris welcomed members to the meeting and apologies, as listed above, were noted. | |
| 2. | Minutes
The minutes of the Quality Assurance & Enhancement Committee (QAEC) held on 16 th January 2014 were approved and the Committee Actions were noted. | QAEC.2013.52 |
| 3. | Matters arising from the Minutes
There were no matters arising not appearing elsewhere on the agenda for discussion. | |
| 4. | Departmental Teaching Champions
The Committee heard that a small group of 'Champions' had now been formed with at least one representative from each Faculty. The Committee discussed the | |

implementation of Departmental Teaching Champions further highlighting the following points:

- The position of 'Department Teaching Champion' may be seen as a good opportunity for junior staff, such as a Teaching Fellow.
- Support was needed to embed the concept across all the departments and continuity of the role needed to be discussed further.
- Incentive, recognition and reward of the role needed to be discussed further.

4.1 The Committee agreed that the concept of Departmental Teaching Champions needed to be discussed in detail, specifically regarding the issues highlighted above. The Committee requested that an update be provided by Professor Richard Thompson at the next meeting due to be held on 1st April 2014.

Action: Professor Richard Thompson

5. Year Weighting – Faculty of Medicine

QAEC.2013.53

The Committee considered a report from the Assessment Group set up within the Faculty of Medicine to harmonise the year weightings that contribute to the BSc in Biomedical Science (BMS) with those of the BSc in Medical Sciences taken by the MBBS students in their 4th year.

5.1 The Committee heard that there was full agreement within the Faculty that by 2015-6, the first year cohorts of students (both MBBS BSc and BMS BSc) should have the same year weightings. There was also full agreement in the Faculty that there were elements of the MBBS BSc programme in year 1 and 2 which should not be included in an overall BSc assessment and the different pass mark setting processes should remain.

5.2 The Group had taken the opportunity to make improvements to the medical curriculum as a whole with the aim to progressively introduce a range of scientific skills in years 1 and 2 so that the medical students were better equipped to handle the demands of their BSc year and, in the longer term, more enabled to evaluate evidence on which to base their practice of medicine and conduct or assist in a research programme. It was noted that students had been involved in the re-design of new assessments.

5.3 The Committee heard that the implementation of the proposal would be gradual with the weightings for each academic year summarised below.

Year of entry	BMS		MBBS	
	Year	Weighting	Year	Weighting
2013-14	Year 1	5%	Year 1	0%
	Year 2	30%	Year 2	5%
	Year 3	65%	Year 4	95%
2014-15	Year 1	5%	Year 1	5%
	Year 2	20%	Year 2	5%
	Year 3	75%	Year 4	90%
2015-16	Year 1	5%	Year 1	5%
	Year 2	20%	Year 2	20%
	Year 3	75%	Year 4	75%

5.4 The Committee raised the concern that the Examination Board would have to

consider different weightings covering 3 years which may lead to confusion or errors. The Faculty confirmed that they were confident that the Examination Boards would be managed effectively to deal with this.

5.5 The Faculty also confirmed that an intercalated student's final BSc grade would remain under the control of the Institution where he/she spent their final Year.

5.6 The Committee requested that students be reminded at the start of each year, on enrolment, what their weightings of assessment were.

5.7 The Committee also requested that the Faculty share as good practice the student involvement in the development of new assessments.

5.8 The Committee were supportive of the proposed changes and noted that these would now be considered by the Faculty Teaching Committee.

6. Procedures for Checking the Quality of Teaching and Learning Materials for E-Learning/Blended Learning Programmes **QAEC.2013.54**

In October 2013, the Committee approved a paper from the E-Learning Strategy Committee (QAEC.2013/08) which recommended that:

- New centralized guidelines and good practice recommendations for e- and blended learning programmes be created.
- Existing programme approval and review procedures be revised to specifically address the inherent challenges associated with delivering and assuring the quality and standards of e- and blended material
- New procedures for the approval and review of solely on-line programmes should be created.

6.1 The Committee heard that as a first step in implementing these recommendations, the E-Learning Strategy Committee (ELSC) would be asked to approve funding for commissioning help from external specialists who could provide additional and appropriate expertise in delivering online degree programmes in UK HEIs.

6.2 E-Learning consultant(s) would be asked to provide a package of information which could be used as the backbone for the College's subsequent programme design, development, approval and review procedures as well as for staff development and training purposes. Once the "package" had been delivered, the ELSC and QAEC would be able to work together to agree the College's policies and procedures for e- and blended learning.

6.3 The Committee further heard that in advance of an external consultant report minor modifications would be made to the existing programme approval, modification and review processes to ensure that they adequately covered e- and blended learning activities.

6.4 The Committee were supportive of the proposal and highlighted that the following areas should also be considerations:

- Widespread active staff and student engagement across the College
- Streamlining of current quality assurance processes to be responsive to the addition of technology based learning quickly

- Consider what the College defines as e-learning/blended learning
- Recognition of staff capabilities of professional and academic staff to move towards digital/technological learning
- Graduate expectations and standard of delivery

6.5 The Committee agreed that Mr Dean Pateman, Academic Registrar, would, as part of the review of the Quality Assurance Framework, develop a timescale for the above proposals to be carried out.

Action: Mr Dean Pateman

Student Surveys

7. SOLE Autumn Term Lecturer/Module 2013 Results - Undergraduate and Postgraduate **QAEC.2013.55**

7.1 The Committee considered the Autumn term Undergraduate and Postgraduate Lecturer/Module SOLE results.

7.2 The Committee heard that the participation rate for both surveys was slightly down on the previous year but this was not a significant drop. The Committee also heard that the number of postgraduate students surveyed had increased by 153.

7.3 The Committee noted that the Faculty of Medicine had a poor response rate in comparison to the College average. The Faculty confirmed that this was partly due to the nature of the programmes which lead to students being surveyed every two weeks and the inflexibility of the current survey platform. It was noted that the Faculty of Medicine wanted to make their surveys compulsory but would not be able to do this until an appropriate survey platform was in place.

7.4 It was further noted that the General Medical Council would now be setting questions for placement surveys.

8. Chair's Action Taken on Behalf of the Committee **QAEC.2013.56**
The Committee noted Chair's Actions taken since the last meeting.

9. Draft Response to the Consultation on Strengthening the Quality Assurance of UK Transnational Education **QAEC.2013.57**
QAEC.2013.57
Appendix A
The Committee considered the College's draft response and the Russell Group's draft response to the QAA's consultation on Strengthening the quality assurance of UK transnational education (TNE).

9.1 The Committee supported the draft responses and noted that one College response would be submitted to the QAA and that any further comments should be forwarded to Ms Sophie White, sophie.white@imperial.ac.uk prior to the submission deadline of 10th March 2014.

9.2 Further information can be found at the following link:
<http://www.qaa.ac.uk/Newsroom/Consultations/Pages/TNE.aspx>

Post Meeting note

The QAA will publish an overview of the planned process for the Quality Assurance of UK Transnational Education by 31 May 2014. This will be followed by a prospective review programme commencing for 2014-5.

10. Any Other Business

No other business was discussed.

11. Dates of next meetings 2013-4

Tuesday 1st April 2014, 10am - 1pm, Ballroom, 58 Prince's Gate
Thursday 5th June 2014, 10am -1pm, Ballroom, 58 Prince's Gate
Tuesday 1st July 2014, 10am -1pm, Ballroom, 58 Prince's Gate

12. Reserved Areas of Business

There were no reserved areas of business.