

## QUALITY ASSURANCE & ENHANCEMENT COMMITTEE

Confirmed Minutes of the meeting held on  
Tuesday 1 July 2014

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### **Present:**

Professor Debra Humphris, Vice Provost (Education) - Chair  
Professor Sue Gibson, Director of the Graduate School  
Ms Nat Kempston, ICU Deputy President (Education)  
Ms Diane Morgan, Associate Dean of Programmes, Business School  
Mr Dean Pateman, Academic Registrar  
Professor Sue Smith, Deputy Director of Education, Faculty of Medicine  
Professor Alan Spivey, Director of Education Faculty, of Natural Sciences  
Mr Andreas Thomik, Graduate School Union President  
Ms Sophie White, Senior Assistant Registrar (Quality Assurance & Enhancement)

### **In attendance:**

Mr Chris Harris, Quality Assurance & Enhancement Manager, Faculty of Medicine  
Mr Richard Monk, Assistant Registrar (Senate & Review)  
Dr Jane Saffell, Faculty of Medicine Academic Lead for Master's Courses – for item 4  
Mr Daniel Smith, Assistant Registrar (Quality Assurance & Enhancement) – Secretary  
Mr Anthony Wilkinson – Management Trainee

### **Apologies:**

Dr Simon Archer, College Tutor  
Professor Peter Cheung, Vice Dean (Education), Faculty of Engineering  
Professor Nigel Gooderham, Senior College Consul  
Dr Paul Lickiss, Department of Chemistry  
Dr David McPhail, Deputy Director of the Graduate School  
Professor Denis Wright, Director of Student Support

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

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

It was further noted that Dr Paul Lickiss had resigned from his position on the Committee in order to dedicate more time to his departmental roles.

### **2. Minutes of the Previous Meeting**

The minutes of the meeting held on Thursday 5 June 2014 were confirmed with no amendments.

**QAEC.2013.79**

### **3. Matters Arising from the Minutes**

#### **3.1 Minute 9.7 – Business School Sample Second Marking Pilot**

The Committee heard that following the meeting on 5 June it was agreed that the sample of scripts which would be check marked would be 10% (or a minimum of 10) passing scripts with scripts from the top, middle and bottom of the range. The range would also be representative of the

questions selected by students. All scripts at the grade borderline (-/+ 2.5%) would be check marked as would all fail scripts (50% and below) and all distinctions (70% and above). The sample would be selected by the Business School's Examination Office. The sample checked by the second marker would therefore be the same as the sample sent to the External Examiner for moderation purposes.

- 3.1.1** The Committee noted that Senate had agreed the one year pilot subject to all examination scripts being audited and the Business School were content with these arrangements. The Committee noted that the Business School would report back to QAEC on the progress of the pilot in one year's time.

**Action: Diane Morgan**

**3.2 Minute 11.1 – Research Programme Handbooks**

The Committee heard that the Research Programme Handbook was now available on the Quality Assurance & Enhancement webpages and that departments had been notified.

<http://www3.imperial.ac.uk/registry/proceduresandregulations/qualityassurance/goodpractice/studentandprogrammehandbooks>

**4. Proposal for a Pilot Summer School in the Faculty of Medicine**

**QAEC.2013.80**

The Committee considered a proposal from Dr Jane Saffell, Faculty of Medicine Academic Lead for Master's Programmes, to develop a pilot summer school in the Faculty of Medicine.

- 4.1** The Committee noted that the Faculty of Medicine currently has 633 Master's level students registered on 20 programmes but that only 15% of these students are overseas students. The Faculty of Medicine hoped that the development of a Summer School aimed at undergraduate students enrolled on programmes at other institutions would increase the profile of the Faculty internationally. The Committee heard that it was intended the Summer School would act as a recruitment tool for Master's level programmes.

**4.2** The Committee further noted that;

- The Faculty had been working closely with the Business School to learn from the Business School's experience and to share best practice; This had raised the possibility of a joint initiative in Global Health Policy
- The Business School's Summer Schools had proved particularly popular with North-American students and that the addition of summer schools from another faculty increased the marketing potential for the College.
- it was anticipated that students would be in their first or second year of an undergraduate programme but that this would not be prescriptive. It was noted that the Faculty did not plan to require students to have a scientific background
- The academic content of the Summer School was still to be decided, pending market research being carried out by the International Student Recruitment Team. It was expected that the

Summer School will focus on bio-medical sciences and the Faculty's particular research strengths.

- It was expected the Summer School would be taught by a small number of academics (four to five) with a number of high profile guest lecturers throughout the programme. It was hoped that these guest lecturers would highlight the interdisciplinary nature of the department and the College.
- The Faculty would use their normal payment model and remunerate departments for staff teaching time. It was noted that the development of a summer school was seen as an important strategic development and that Heads of Department were supportive of the proposal.
- There was not currently sufficient residential accommodation for the summer school. It was noted that the College needed to consider the strategic priorities regarding activities over the summer period. The Vice Provost Education confirmed that a paper would be submitted to Provost's Board in due course.

**4.3** The Faculty confirmed that the programme would be awarded 7 ECTS based on 75 contact hours and 100 non-contact hours. Credit would be awarded at level six of the Framework for Higher Education Qualifications (FHEQ).

**4.4** The Committee gave strategic approval for the Summer School to be developed subject to the outcomes of the market research, the availability of accommodation, any strategic College decision regarding the future structure of the summer holiday and approval of the academic content of the programme by Senate.

## **5. Key Information Sets**

### **5.1 KIS Data Quality**

**QAEC.2013.81**

The Committee noted an internal audit of the 2013/14 Key Information Set (KIS) and how the Registry would facilitate the supply of evidence required for the 2013/14 submission.

**5.1.2** The Committee further noted that the Competition and Market's Agency (CMA) was increasingly turning its attention to universities. As a result it is essential that the College's public information is accurate and transparent.

**5.1.3** The Committee further noted that the College needed to ensure that changes to programmes, in particular major modifications, were made clear to students at the point of entry.

**5.1.4** Professor Humphris reported that it was likely that KIS data would form part of the internal audit programme in the coming academic year.

### **5.2 Programme Specifications**

**QAEC.2013.82**

The Committee considered proposed changes to the College's programme specification template in light of the updated guidance from

the QAA regarding 'definitive records'.

- 5.2.1** The Committee noted that;
- Credit was awarded only notionally for clinical programmes in the Faculty of Medicine and the Committee noted that it would be difficult for credit to be recorded for these programmes.
  - Inclusion of KIS data on the Programme Specification would simplify the process by which departments gather and submit their programme information for the KIS
  - There would be a separate Programme Specification for each cohort and that these should be confirmed annually following consultation with students regarding any in-session changes. By ensuring there was a specific programme specification for each cohort of students, accurate records of a programme over time could be kept.
- 5.2.2** The Committee agreed that it was important that the document was given ownership within a department and that the 'summer' column of the 'Programme Structure' should be separated into 'Summer Term' and 'Summer'.
- 5.2.3** The Committee approved the template Programme Specifications for both undergraduate and Master's level programmes. The final templates will be reported to Senate in October 2014 following consultation with the Faculties.
- 5.2.4** It was agreed that Heads of Departments should take responsibility for signing off their department's programme specifications annually.

**6. Postgraduate External Examiner Reports 2012/13**

**QAEC.213.83**

The Committee considered a summary of the postgraduate external examiner reports for 2012/13 and noted that the report was overwhelmingly positive and that there was evidence of good practice across the College.

- 6.1** The Committee noted that there were some themes which emerged from relatively small numbers of programmes, indicating areas from improvement.
- 6.2** In particular, the Committee noted that concerns and suggestions regarding the implementation of anonymous exam boards. The Committee recommended that these suggestions and concerns be considered by Faculties.
- 6.3** The Committee further noted that the external examiner summary report was made available on the College website and would be next considered by the Master's Quality Committees and Senate. The Committee recommended that the web link also be distributed to Directors of Postgraduate Study.

**Post Meeting Note**

Following Discussion at the Master's Quality Committees the Summary of Master's Level External Examiners Reports will be distributed to Programme Directors via the Master's Programme Organisers' Meeting.

**7. Roles & Responsibilities**

**QAEC.2013.84**

The Committee considered proposed changes to the designated Roles and Responsibilities documents for 2014/15.

**7.1** The Committee recommended that a document was produced for 'Academic Tutors' distinct from 'Personal Tutors'.

**7.2** Subject to the recommendation above, the Committee approved the changes to and communication strategy for the Roles and Responsibilities Documents for 2014/15.

**8. Standardisation of Level 7 Pass Mark in Faculty of Natural Sciences**

The Committee received an update from Professor Alan Spivey of the Faculty of Natural Sciences regarding the implementation of a standard 50% pass mark for all level 7 modules.

**8.1** Professor Spivey reported that;

- There were no integrated Master's programmes in the Department of Life Sciences and as such all level 7 modules had a 50% pass mark.
- The Department of Chemistry had successfully separated their level 6 and level 7 between years three and four of the programme and implementation of a 50% pass mark for level 7 would now be straightforward. This would affect new student entering the programme in October 2014.
- The Departments of Physics and Maths did not currently separate levels 6 and 7 between years three and four but had committed to do so in time for the academic year 2016/17. This would affect new students entering the programme in October 2014

**8.4** The Committee noted that these changes would require clear consultation and communication with the affected students, particularly where a new programme structure is yet to be determined. The Committee recommended that the Faculty work closely with the Registry to facilitate this change and Mr Dean Pateman agreed to discuss this matter with Professor Alan Spivey outside the meeting.

**Action: Dean Pateman & Alan Spivey**

**9. Update on Periodic Review in the Department of Medicine**

**QAEC.2013.85**

The Committee considered an update from the Department of Medicine following their Periodic Review 2012/13.

**9.1** The Committee noted that due to its exceptional size and numerous campuses that the Department faced specific challenges. The Committee heard that Faculty level projects were helping to tackle some of these challenges but that the Department would always face these in the context of multi campus delivery.

- 9.2 The Committee noted that a pilot mini-bus service between Hammersmith Hospital and South Kensington Campus would be launched during the summer. Information about the pilot will be advertised widely.

**Post Meeting Note**

Campus Services have confirmed that the pilot service will be advertised via Reporter, the Staff Briefing and the Faculty of Medicine and Graduate School Newsletters.

- 9.3 The Committee recommended that on-going issues be followed up through the Faculty to ensure that sufficient support is provided to the Department.

**Action: Sue Smith**

**10. Surveys**

**10.1 UG and PG SOLE (Spring Term 2014)**

**QAEC.2013.86**

The Committee noted the results of the undergraduate and postgraduate Student On-line (lecturer and module) Evaluation for the Spring 2014 term.

**10.2 PTES (2014)**

**QAEC.2013.87**

The Committee noted the results of the Postgraduate Taught Evaluation Survey (PTES) which had closed on 19 June 2014. The Committee further noted that all departments had now received their own results and that anonymised data would be made available to the Union and Faculties shortly.

**10.3 TOLE (2013-4)**

**QAEC.2013.88**

The Committee noted the results of the Tutor On-line Evaluation Survey. The Committee further noted that participation in the survey was low and that the data produced did not generally lead to recommendations for development. The Committee recommended that the Student Surveys & Feedback Working Party be asked to consider the on-going value of TOLE.

**Action: Student Surveys & Feedback Working Party**

**10.4 PRES (2013)**

The Committee noted that the PRQC had now received action plans from all departments in response to the 2013 Postgraduate Research Experience Survey. Progress against Action Plans would be followed up through the Periodic Review process.

**11. Procedures for Checking the Quality of Teaching and Learning Materials for E-Learning and Blended Learning**

**QAEC.2013.89**

The Committee heard that this paper had been withdrawn and that this action would be continued as part of the development of the Academic Standards Framework.

**Action: Dean Pateman**

**12. QAA Subject Benchmark Statements.**

The Committee noted that the QAA were currently consulting on the subject benchmark statement for 'Chemistry'. The Department of Chemistry had been contacted by the QA Team and encouraged to make a response.

**13. QAA Consultation on Transnational Education (TNE)**

The Committee noted that the QAA had published findings of a recent consultation into Transnational Education. As a result Transnational Education would be reviewed as part of the QAA's Higher Education Review and would focus on Good Practice. The QAA were now formulating their procedure for doing this.

**14. Any other Business**

**14.1 In Year Re-sit Opportunities**

The Committee discussed the College's approach to reassessment and the current variance in practice between departments, programmes and modules. The Committee noted that in light of our responsibilities to HEFCE, QAA and CMA that the College needed to have a clear approach to reassessment.

**14.2** The Committee also recommended that the College's stance on not allowing students with mitigation circumstances to re-sit their examinations to improve their mark should be reconsidered.

**Post Meeting Note**

It has been clarified that under the mitigation circumstances procedures, students in any year, with mitigating circumstances are able to re-sit their assessments and receive an un-capped mark.

The Mitigating Circumstances Procedure is available on-line at:

<https://workspace.imperial.ac.uk/registry/Public/Exams/MitigatingCircumstancesPolicyProcedures-Feb%202014.pdf>

**14.3** The Committee noted that these issues would be addressed as part of the Academic Standards Framework Project.

**Action: Dean Pateman**

**15. Dates of meetings 2014-15**

Tuesday 7 October 2014, 9:30-11:30, Boardroom, Faculty Building  
Tuesday 11 November 2014, 10:00-12:00, Boardroom, Faculty Building  
Thursday 22 January 2015, 10:00-12:00, Boardroom, Faculty Building  
Tuesday 3 March 2015, 10:00-12:00, Boardroom, Faculty Building  
Tuesday 28 April 2015, 10:00-12:00, Boardroom, Faculty Building  
Tuesday 2 June 2015, 10:00-12:00, Boardroom, Faculty Building  
Tuesday 14 July 2015, 10:00-12:00, Boardroom, Faculty Building

**16. Reserved Area of Business**

There were no items of reserved business.