

Education Committee CHERS-CLCC

26 February 2019
Confirmed minutes

PRESENT

Heming, Lucy (LH)	Senior Assistant Registrar, Registry
Horsburgh, Dr Jo (JH)	Director of Postgraduate Studies, CHERS
Ippolito, Kate (KI)	Co-Chair & Principal Teaching Fellow, EDU
McCarthy, Aoife (AM)	Manager, Educational Development Unit (Secretary)
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies, CLCC
Mestel, Professor Jonathan (JM)	College Consul (Natural Sciences and Education Office)
Paraskos, Michael (MP)	Evening Classes Manager, CLCC
Ramakrishnan, Dr Latha (LR)	Student representative, CHERS
Stapley, Claire (CS)	Manager, CLCC
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
Trotta, Dr Roberto (RT)	Co-Chair & Director, CLCC
Zalli, Dr Agirta (AZ)	Student representative, CHERS

APOLOGIES

Dadonaite, Bernadeta (BD)	Student representative, CLCC
Hadley, Aaron (AH)	Student representative, CLCC
Luy, Alejandro (AL)	Deputy President (Education), Imperial College Union
Rew, Alice (AR)	Manager, CLCC
Thiermann, Ute (UT)	GSU President, Imperial College Union
Webster, Dr Stephen (SW)	Head, Science Communication Unit, CLCC

1. Welcome and Apologies

The Chair welcomed the committee and noted apologies. Introductions were made by all attendees for the benefit of new student representatives present.

2. Minutes from the Previous Meeting

CCEC.2018.27

The committee approved the minutes of the meeting dated 11 December 2018 with the following amendments:

- Kirstie Ward to be added to the attendance list as Registry representative.
- Item 4.1.2 - MSc Chemistry with /Language/ to be corrected to MSci Chemistry with /Language/.
- Items 4.1.1 and 4.1.2 - action points to be updated to include 'subject to Programmes committee review'.

3. Matters Arising

LH agreed to follow up a query from FSE asking if an approved but not yet employed external examiner might take the role in future without further College approval.

4. Programme modification

4.1 New CLCC Evening Classes 2019-20

CCEC.2018.28

The committee reviewed paperwork for a range of proposed new CLCC evening classes presented by Michael Paraskos.

Art & Craft in Practice	Art in London	Art, Design & Science
British Sign Lang I	British Sign Lang II	British Sign Lang III
History of Design	I Mammal	Latin I
Latin II	Latin III	Rationale Statement
Science Fiction in Art	Science for Parenting	Spellbound
Understanding Art	Understanding Film	Understanding Music
Understanding Philosophy	Understanding Psychiatry	Victorian Home
Writing Chinese		

It was noted that none of the proposed courses are assigned ECTS and none are assessed.

ACTION: It was agreed that Michael Paraskos should engage with module leads to ensure intended learning outcomes are aligned to College convention.

POST MEETING NOTE: Updated paperwork approved via Chair's action on 05 April 2019

4.2 Removal of ECTS from the Evening Classes Programme 2019-20 CCEC.2018.29

Michael Paraskos explained that ECTS were previously assigned to Evening classes as a short-term measure to allow students who were not allocated their chosen Horizons course to take an evening class in its place

It is now proposed that ECTS should be removed from the programme since this issue is resolved and because classes are not assessed and do not contribute to College programmes.

ACTION: The committee approved this change.

4.3 New Horizons modules 2019-20

4.3.1 Biomolecular Hacking CCEC.2018.30

This new Horizons module is proposed for 2019-20.

ACTION: An updated document was forwarded by the module lead just before the committee meeting. this will be reviewed by the committee Chair after the meeting.

POST MEETING NOTE: Updated paperwork approved via Chair's action on 05 April 2019.

4.3.2 Biomolecular Prototyping CCEC.2018.31

This new Horizons module is proposed for 2019-20. It was noted that although there are a number of changes to make, the intended learning outcomes are largely exemplary.

ACTION: Paperwork should be updated with the following changes:

- Removal of text under section titled 'Quality Assurance (for registry use only)'
- 6 ECTS allocation is incorrect and not in line with College requirements – this should be updated.

POST MEETING NOTE: Updated paperwork approved via Chair's action on 04 April 2019.

4.3.3 British Sign Language Level 2 CCEC.2018.32 + CCEC.2018.33

This new module was developed in conversation with the student union as a follow on from the level 1 course running in 2018-19. It is to be offered alongside the standard Horizons provision but will not be assessed and has not been assigned ECTS. It will be reviewed after 2019-20 and may be offered again depending on its success.

ACTION: Intended learning outcomes to be updated in line with College convention. It was agreed that approval should be granted via Chair's action after the meeting.

POST MEETING NOTE:

4.3.4 Introduction to Global Politics CCEC.2018.39* + CCEC.2018.40*

This new Horizons module is proposed for 2019-20.

ACTION: Errors in the module specification should be corrected and the criteria for assessing class participation should be forwarded to the committee Chair.

POST MEETING NOTE: Updated paperwork approved via Chair's action on 11 March 2019.

4.3.5 Public Engagement

CCEC.2018.41 + CCEC.2018.42*

This new Horizons module is proposed for 2019-20 and was developed with the College's Public Engagement team.

ACTION: Questions around the proposed assessment should be responded to after a discussion with module leads before approval can be granted.

- How will the video presentation compare against a written essay, what will it take to succeed?
- How long should the presentation be?
- How will depth of argument be maintained in video presentations (ensuring parity)

POST MEETING NOTE: Updated paperwork approved via Chair's action on 11 March 2019.

4.4 Change module structure for Language for Science programmes

CCEC.2018.43* - 48*

FSE presented proposed changes to the module structure of Language for Science degrees. It was noted that changes have been discussed and agreed with the relevant departments and submitted to the FoNS education committee, as a part of the larger submission for each Languages for Science degree.

The committee asked for the following changes to the paperwork:

- Programme level paperwork should be included for the Committee to review modules in context
- Module level intended learning outcomes should be added to the paperwork for each module (some of which are currently sitting incorrectly at Programme level as per paperwork submitted to FoNS FEC which some committee members attend)
- The concept of an envelope module should be removed from the submission to avoid confusion since this is not a recognised idea across College

ACTION: Updated paperwork should be forwarded to the committee Chair after the meeting. Approval to be granted via Chair's action (subject to approval from FoNS FEC and Programmes committee).

Concerns were also raised around assessment load which seems high given the modules are worth 10 ECTS and 1st and 2nd year are currently over-credited at 65 ECTS. The committee agreed that this point would be best discussed in more detail in the upcoming FoNS FEC.

POST MEETING NOTE: Module was updated in conversation with Kate Ippolito and Lucy Heming and forwarded to both Chemistry and Life Sciences

4.5 Changes to current Horizons modules

4.5.1 Update of dormant courses

CCEC.2018.49* + CCEC.2018.51*

The committee reviewed updates to the following courses:

- *Science and Literature* (name change + update to module specifications)
- *Feminisms* (name change)

ACTION: The committee approved the proposed changes.

4.5.2 Update of courses running in current year

CCEC.2018.52* – 59*

The committee reviewed updates to the following courses:

- *Development of Business* (name change)
- *Psychology of Music* (name change)
- *Creative Platforms, Online Writing, Branding and Social Media* (name change)
- *Communicating Science: The Public and The Media* (name change)
- *Science and Policy* (name change and update of assessment)

- *Introduction to the Nature of Science* (name change)
- *Entrepreneurship* (update of assessment)
- *History, Science and Empire* (update of assessment)

ACTION: The committee approved the proposed changes.

5. Surveys: UG SOLE lecturer/module Autumn results **CCEC.2018.34**

The committee considered UG SOLE results for autumn 2018. CLCC participation was 28% compared with 32% in 2017. There were no further details on CLCC results.

RT noted there is a timing issue for CLCC – spring 2019 results will only be available after the last CCEC meeting for 2018-19.

College results were noted as positive.

6. Surveys: PG SOLE lecturer/module Autumn results **CCEC.2018.35**

The committee considered PG SOLE results for autumn 2018. CLCC participation was 37% compared with 73% in 2017. CLCC results are very positive.

LH noted an error in one of the graphs showing CLCC data and will have it updated and circulated again in due course.

7. PGT Entry Requirements for 2020-21 entry **CCEC.2018.36**

Entry requirements for the following programmes were confirmed to be reported to QAEC.

V5UG	Science Communication (MSc 1YFT)	MSc
V5UG24	Science Communication (MSc 2YPT)	MSc (2YPT)
V5UJ	Science Media Production (MSc 1YFT)	MSc

8. Postgraduate Taught Admissions End of Year Report 2018 Entry **CCEC.2018.37**

The committee noted PG taught admission data for 2018 and in particular figures for CHERS-CLCC. It was agreed the data is hard to analyse since it combines departmental numbers.

9. Updates from QAEC **CCEC.2018.38**

The following updates were reported from QAEC. Committee responses noted below each point.

- A written response is required (as relevant) to the audit of Wednesday afternoon timetabling, for the QAEC meeting on 13 March 2019.

The committee agreed that Wednesday timetabling is not relevant to CHERS or CLCC students so a written response is unnecessary.

- A written update is required on faculty/departmental monitoring of assessment feedback turnaround times for the QAEC meeting on 13 March 2019

It was agreed with LH that the summary of CHERS-CLCC departmental reports, provided in the September 2018 QAEC report, is sufficient for this purpose.

- The College's Student Protection plan should be considered at local committees.

It was agreed that this paper should be reviewed at the CCEC meeting in April.

10. Minutes of the Postgraduate Professional Development Committee

There were no new minutes for the committee to note.

11. Minutes from QAEC, Senate and other Faculties' FECs

The committee noted recent minutes from QAEC and Senate as well as other FEC QAEC reports.

12. Dates of Next Meeting

Remaining 2018-19 dates:

Thursday 11/04/2019, 14.30 – 16.30

13. Any Other Business

It was agreed that a standing item should be added to the committee agenda for updates from the Regulations and Policy Review Group.

****Late papers***