

**Faculty Education Committee (FEC)  
School of Professional Development**

**Friday 09 March 2018**  
Confirmed minutes

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**Present**

Ferreira, Pedro (PF)	Taught Postgraduate + student representative
Heming, Lucy (LH)	Senior Assistant Registrar, Registry
Horsburgh, Jo (JH)	Director of Postgraduate Studies, Centre for HE, Research and Scholarship
Ippolito, Mrs Kate (KI)	Co-Chair & Principal Teaching Fellow, Educational Development Unit
McCarthy, Ms Aoife (AM)	Manager, Educational Development Unit (Secretary)
Mestel, Professor Jonathan (JM)	College Consul (Natural Sciences and Education Office)
Rew, Mrs Alice (AR)	Manager, Centre for Languages, Culture and Communication
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies

**Apologies**

Cinosi, Nicolas (NC)	Senior Teaching Fellow, Mechanical Engineering + student representative
Lambert, Poppy (PL)	Taught Postgraduate + student representative
McCrone, Mr Luke (LM)	GSU President, Imperial College Union
Burstow, Mr Nick (NB)	Deputy President (Education), Imperial College Union
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies, CLCC
Nyburg, Dr Anna (AN)	Co-ordinator, Evening Classes & Socrates/Erasmus
Stapley, Mrs Claire (CS)	Manager, Centre for Languages, Culture and Communication
Trotta, Dr Roberto (RT)	Co-Chair & Director, Centre for Languages, Culture and Communication
Webster, Dr Stephen (SW)	Head, Science Communication Unit

**1. Welcome and Apologies**

The Chair welcomed the committee and introduced Jo Horsburgh, DPS for the new Centre for Higher Education, Research and Scholarship. Apologies were noted.

**2. Minutes from the Previous Meeting**

**PDEC.2017.20**

The committee approved the minutes of the meeting dated 06 December 2017.

**3. Matters Arising**

Item 3 – Matters Arising

Luke McCrone was to raise a query with the ICU about SPD students contributing to a feedback gathering exercise relating to the new feedback monitoring scheme. This will be followed up at the next meeting.

Item 4. - UG Annual monitoring report (CLCC)

It was confirmed to the committee that the issue of space and its impact on the Horizon's programme was raised by Professor Roberto Trotta (RT) at the Senate meeting on 6th December.

Item 5 – PG minimum entry requirements

It was noted that Registry data is still incorrectly labelling CLCC as Centre for Co-Curricular Studies. This was to be updated by Registry and will be confirmed at the next meeting.

**4. New programmes (for noting/recommending to Programmes Committee)**

**4.1 CLCC/Evening language classes**

**PDEC.2017.21**

- Portuguese Improvers

After a brief discussion about the nature of the course and the evening language class programme, the committee approved this course.

#### 4.2 CLCC/Lunchtime Learning

**PDEC.2017.22**

- Creative Writing
- Discovering Art
- German Conversation
- Italian Beginners
- Mandarin Beginners
- Photography
- Russian Beginners
- Russian Conversation
- Spanish Beginners

It was noted that there is no assessment for courses in the lunchtime learning series. The committee approved the new courses subject to changes to the learning outcomes for the Photography course and corrections to the learning and teaching hours noted in the Russian Beginners paperwork.

#### 4.3 CLCC/Horizons programme

**PDEC.2017.28 (late paper)**

##### *New course proposals*

##### Science, Culture and Society

- Introduction to the Nature of Science (1st year)
- Feminisms (2nd year)
- Law and Professional Ethics (2nd year)
- Understanding our Digital World (2nd year)
- How do you know? (3rd/4th year)

##### Global Challenges

- A SMART Life (2nd year)
- Sustainable ME (2nd year)
- Building equality (2nd year)
- Building Happiness (2nd year)

##### Languages

- Level 1 French and Spanish offer (3rd and 4th year)
- Introduction to British Sign Language (1st year)

##### *Course amendments*

##### Global Challenges

- The World Today: Analysing Global Progress (1st year)
- The World Today: Collecting and Understanding Data (1st year)
- The World Today: Innovating for Change (1st year)

##### Languages

- Year in Europe test and percentage change

As this was a late paper, it was agreed the above mentioned courses would be approved via Chair's action – a number of suggested changes, particularly regarding appropriateness and clarity of learning outcomes, were noted that require further discussion.

Post meeting action: New Global Challenges and Languages courses and course amendments were approved. Approval for Science, Culture and Society courses was granted subject to a number of changes to learning outcomes.

All approved course proposals and amendments to be considered by Programme committee.

#### 5. Surveys: UG SOLE lecturer/ module Autumn results

**PDEC.2017.23**

The committee noted that CLCC data will only be available in the summer. The participation rate in autumn term was 32%, a small increase (2%) on 2016.

**6. Surveys: PG SOLE lecturer/ module Autumn results** **PDEC.2017.24**

The committee noted an increase in the CLCC participant rate, 78% in 2017 up from 58% in 2016.

CLCC PG SOLE results continue to be very positive and compare well across College.

**7. List of outstanding External Examiner Appointments** **PDEC.2017.25**

Outstanding external examiner appointments for a number of undergraduate and postgraduate CLCC courses were noted by the committee. The relevant course leads are aware and will follow up as required.

**8. Proposals to change Student casework policies and procedures** **PDEC.2017.26**

The committee considered proposed changes to the following College policies:

- Academic Appeals
- Student Complaints
- Mitigating Circumstances
- Academic Misconduct (formerly Cheating policy)

There was broad agreement with the changes outlined and the committee welcomed improved clarity on these issues.

**9. Changes to the School of Professional Development** **PDEC.2017.27 (late paper)**

The committee noted that in November 2017 Provost Board removed the organisational entity of the School of Professional Development (SPD). The Centre for Language, Culture and Communication (CLCC) and a new group, the Centre for Higher Education Research and Scholarship (CHERS) (which will include the Educational Development Unit) will now exist as two separate entities.

As a consequence there is a need to rename this committee to "CLCC/CHERS Education Committee" (CCEC).

This change will be noted at the next QAEC meeting.

**10. Minutes of the Postgraduate Professional Development Committee**

There were no new minutes to consider.

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

The committee noted:

- QAEC report to Senate dated 16<sup>th</sup> January
- Senate minutes dated 6<sup>th</sup> December
- Most recent FEC reports (FoNS report dated 29<sup>th</sup> November)

**12. Dates of Next Meeting**

Wednesday 18<sup>th</sup> April 2018

**13. Any Other Business**

No other business