

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

**Wednesday 06 December 2017**  
Confirmed minutes

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**Present**

Cvijan, Bojan (BC)	Quality Assurance Administrator, Registry
Ferreira, Pedro (PF)	Taught Postgraduate + student representative
Lambert, Popp (PL)	Taught Postgraduate + student representative
McCarthy, Ms Aoife (AM)	Manager, Educational Development Unit (Secretary)
McCrone, Mr Luke (LM)	GSU President, Imperial College Union
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies, School of Professional Development
Mestel, Professor Jonathan (JM)	College Consul (Natural Sciences and Education Office)
Rew, Mrs Alice (AR)	Manager, Centre for Languages, Culture and Communication
Stapley, Mrs Claire (CS)	Manager, Centre for Languages, Culture and Communication
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
Trotta, Dr Roberto (RT)	Co-Chair & Director, Centre for Languages, Culture and Communication

**Apologies**

Burstow, Mr Nick (NB)	Deputy President (Education), Imperial College Union
Cinosi, Nicolas (NC)	Senior Teaching Fellow, Mechanical Engineering + student representative
Ippolito, Mrs Kate (KI)	Co-Chair & Principal Teaching Fellow, Educational Development Unit
Nyburg, Dr Anna (AN)	Co-ordinator, Evening Classes & Socrates/Erasmus
Webster, Dr Stephen (SW)	Head, Science Communication Unit

**1 Welcome and Apologies**

Apologies were noted and the Chair welcomed new student representatives from the Science Communication Unit.

**2 Minutes from the Previous Meeting PDEC.2017.12**

Item 8: the minutes should show that departmental reports on the timeliness of student feedback will be prepared as follows:

Centre for Languages, Culture and Communication: Dr Felicitas Starr-Egger  
Educational Development Unit: Kate Ippolito  
Science Communication Unit: Dr Felicity Mellor

A reminder will be circulated in the summer and reports should be submitted to the first FEC of 2018-19.

With this addition noted the committee approved the minutes from the PDEC meeting on 18/10/2018.

**3 Matters Arising**

Item 8 - Imperial College Union is seeking student feedback on the feedback monitoring system; the committee noted that it may be useful to include the experience of students in the School of Professional Development

**Action:** Luke McCrone to raise issue with the Imperial College Union.

Item 9 - It was noted a new Horizon course, Interdisciplinary Making and Prototyping, is in the process of appointing an external examiner.

#### **4 UG Annual Monitoring Report PDEC.2017.13**

##### CLCC/Horizons

The committee noted the UG annual monitoring report for the Centre for Languages, Culture and Communication and Imperial Horizons. Programmes included in the report:

Languages and Global Citizenship  
Science, Culture and Society  
Global Challenges  
Business and Professional Skills

It was noted that in 2016-17 Horizons ran 43 courses in Science, Culture and Society; Global Challenges; Business and Professional Skills plus nine languages offered over six levels. Several new courses also ran, including the first year course 'Introduction to Making and Prototyping', delivered by staff from Imperial's Advanced Hackspace.

The committee noted that Horizons enrolled 4225 students or 44% of the UG population (+5% on 2015-16). Students completing the programme have increased to 2548 (+4% on 2015-16). Student feedback remains excellent.

Issues around the availability and suitability of teaching rooms remain, despite the introduction of the new Timetabling Policy and Space Sharing Policy.

The issue of teaching space is to be discussed at Senate and the committee co-Chair, Roberto Trotta, will report on that discussion.

#### **5 PG Minimum entry requirements PDEC.2017.14 + PDEC.2017.15**

2019-20 PG minimum entry requirements were noted by the committee. There are no changes to any of the three SPD programmes.

It was noted that Registry reports are still incorrectly labelling the Centre for Languages, Culture and Communication as the Centre for Co-Curricular Studies, it was agreed that Registry will update this detail.

#### **6 Annual Report on the Faculty's short course provision PDEC.2017.16**

The report on short course provision was noted by the committee. It was confirmed that the Science Communication MRes module (CLCC) should not appear on the list. This will be updated with Registry.

#### **7 Minutes of the Postgraduate Professional Development Committee**

The committee noted PPDC minutes dated 28 June 2017.

#### **8 Minutes from QAEC, Senate and other Faculties' FECs**

The committee noted minutes from the recent QAEC meeting and other FEC meetings from September 2017.

##### QAEC minutes, 12 September 2017

Item 6.3 - Assessment Task and Finish Group

It was agreed that it would be useful for the Chair and committee members to have sight of the draft report noted in the minutes - to be shared by Registry.

Item 10 - New Programme Approval Process

It was confirmed that although this process took effect from 2017-18 for new programmes, existing programmes will still move to the modular structure with 5 or 7.5 ECTS modules from 2019-20.

There were no new Senate minutes to note.

## **9 Dates of Next Meeting**

Wednesday 07 March 2018

Wednesday 18 April 2018

## **10 Any Other Business**

### New Horizons programmes (CLCC) PDEC.2017.17 + PDEC.2017.18

Papers were tabled for the following new courses recently approved by the Horizons committee.

Mandarin Level 5

Arabic Level 4

It was explained that these courses will help provide sufficient opportunity for progression for students.

Both new courses were approved by the committee.

### Changes to assessment of languages courses (CLCC) PDEC.2017.19

A paper was tabled describing a change to the number of individual pieces of course work required by language courses. It was recognised that students struggle with the combined workload of their degree course and Horizons courses; this change is in response to that pressure and has the support of departmental student representatives.

The change was approved by the committee.