

## Education Committee CLCC-CHERS

18 April 2018  
Confirmed minutes

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### Present

Burstow, Mr Nick (NB)	Deputy President (Education), Imperial College Union
Cinosi, Nicolas (NC)	Senior Teaching Fellow, Mechanical Engineering + 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
Trotta, Dr Roberto (RT)	Co-Chair & Director, Centre for Languages, Culture and Communication

### Apologies

Ferreira, Pedro (PF)	Taught Postgraduate + student representative
Lambert, Poppy (PL)	Taught Postgraduate + student representative
McCrone, Mr Luke (LM)	GSU President, 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
Webster, Dr Stephen (SW)	Head, Science Communication Unit

## 1. Welcome and Apologies

The Chair welcomed the committee and noted apologies.

## 2. Minutes from the Previous Meeting

**CCEC.2017.29**

The committee approved the minutes of the meeting dated 09 March 2018.

## 3. Matters Arising

### Item 3 – Matters Arising

#### *CHERS student involvement in review of student feedback*

Nick Burstow (NB) noted that an audit was undertaken of the first year undergraduate experience of feedback, in light of new monitoring processes. It was suggested that future CHERS student involvement should be raised with next year's Deputy President (Education).

#### *References to CLCC in Registry reports*

Lucy Heming (LH) will check that CLCC is correctly noted in all Registry systems and reports.

#### *CLCC/Horizon programme – new course proposals*

All proposals, some with agreed amendments, were approved via Chair's action on 10/04/2018. They will be considered at the next Programmes committee.

## 4. CCEC membership for next academic session

**CCEC.2017.30**

Committee membership for 2018-19 was noted.

- There will be a new representative for the Evening Classes Programme as Dr Anna Nyburg (AN) will be retiring shortly.
- Alejandro Luy (Deputy President, Education) and Ute Thiermann (GSU President) are the elected student union representatives for 2018-19.
- New CLCC and CHERS student representatives will be sought in the coming months.

## **5. Programme modifications**

**CCEC.2017.31**

The committee considered a proposal from CHERS for minor amendments to the PG Certificate stage of the MEd ULT programme.

- Change to the assessment method for the 'Reflection on changing practice' module - from a written assignment to a less prescriptive assignment that allows multimedia submissions (written work, video, audio, images). In terms of equivalency, students will be advised that a 2 minute video/audio clip will be considered equivalent to 500 words.
- Change to the assessment method for the 'How students learn' module - from an individual written essay of up to 2000 words to group work to produce an artefact for presentation to peers and an individual essay of up to 1500 words. Group work will be assessed as pass/ fail based on individual contributions to the production of the artefact.

The changes will be effective for the new cohort starting in September 2018. Students completing the PG Certificate over two years have already completed the 'How students learn module' and will have the option to be assessed for the 'Reflecting on changing practice' module via the original format or the new format.

The committee approved the changes. They will be noted at the next Programmes committee.

## **6. Postgraduate Annual Monitoring reports**

### **6.1 Centre for Languages, Culture and Communication**

**CCEC.2017.32**

The committee noted the 2017-18 CLCC postgraduate annual monitoring report.

The 2016-17 cohort was the largest to date. This presented some stress for staff, but a good atmosphere was maintained within the Science Communication Unit and staff continued with the usual interactive teaching methods. It was noted that it would be risky to recruit the same number again, especially as the main teaching room was at full capacity for some modules.

The only major change to affect the programme in 2016-17 was the removal of exams. This resulted in more manageable workloads for students. There are no major changes planned for the current or next academic year.

It was noted that CLCC PG SOLE feedback continues to be among the best in the College. Students and external examiners value the balanced curriculum and feedback praises the support offered by staff and the friendly atmosphere in the Unit.

### **6.2 Centre for Higher Education, Research and Scholarship**

**CCEC.2017.33**

The committee noted the CHERS postgraduate annual monitoring report.

There were 38 students on the PG Certificate ULT, 21 on PG Diploma ULT and 19 on the MEd ULT in 2016-17, an increase on the previous year. Interest is high and increasing, particularly in light of the implementation of the College's new Learning and Teaching strategy.

The 2016-17 external examiner report is positive and student evaluation of the programme continues to be very favourable. In 2017 Kate Ippolito, the Programme Director, was awarded a President's Medal for Excellence in Supporting the Student Experience.

It was noted that work produced by ULT programme students continues to be of a very high standard. Students show a high level of engagement with the programme and feedback is consistently excellent. The flexibility of the programme is noted as a significant strength, allowing students, who are also College staff, the opportunity to immediately relate their study to practice and to progress in a way that balances their studies with work commitments.

As the programme grows there is an associated pressure on teaching space. CHERS does not have its own teaching space and whilst SALC rooms are in regular use, they are less suitable for larger student groups particularly at PG Diploma level.

**7. List of outstanding External Examiner Appointments** **CCEC.2017.34**

The committee noted advice from Registry for cases where external examiners resign in coming months, as per advice from UCU relating to strike action. Resignations are unlikely at this stage but departments are advised to contact Registry as needed.

**8. Reports on departmental student feedback processes in 2017-18**

The committee noted that reports on the timeliness of student feedback are to be produced over the summer and submitted by 1 September 2018. They will be reviewed by the committee in the first meeting of 2018-19.

Report preparation was previously agreed as follows:

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

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

There were no new minutes for the committee to consider.

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

There were no new minutes for the committee to consider.

**11. Dates of Next Meeting**

Dates for 2018-19 will be circulated over the summer and will align with other relevant College committees.

**12. Any Other Business**

No other business.