

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

Wednesday 18 October 2017

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
Cvijan, Bojan (BC)	Quality Assurance Administrator, Registry
Ippolito, Mrs Kate (KI)	Co-Chair & Principal Teaching Fellow, Educational Development Unit
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

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 (RT) welcomed and introduced new committee members.

### 2 Minutes from the Previous Meeting PDEC.2017.01

The committee approved the minutes from the last PDEC meeting on 24/04/2017.

### 3 Matters Arising

Item 12.1 - It was noted that modifications to the MEd ULT were approved by Programmes committee on 9 May 2017.

### 4 Terms of Reference and Membership (representation on Senate and QAEC)

The committee noted its 2017/18 membership and terms of reference. Representation on Senate and QAEC was also noted as follows:

#### Senate

Dr Roberto Trotta, Mr Nick Burstow and Mr Luke McCrone

#### QAEC

Ms Claire Stapley, Mr Nick Burstow, Mr Luke McCrone

### 5 List of suspended and withdrawn programmes

The committee reviewed the list of suspended and withdrawn programmes across College. There were no programmes relating to the SPD.

### 6 Surveys: UG SOLE lecturer/ module spring and summer results

The committee reviewed spring 2017 Horizon SOLE results which show consistently positive student feedback.

SOLE summer 2017 College results were also reviewed though there was no information relating specifically to Horizons.

### 7 Surveys: PG SOLE lecturer/ module summer results

The committee reviewed PG SOLE summer results which show a 49% participation rate and consistently positive student feedback. It was noted that the MEd ULT (EDU) does not currently take part in SOLE relying instead on its own evaluation tools, but it may be considered for use in future alongside other evaluation tools.

**8 Monitoring the Timeliness of the Return of Academic Feedback**

This new agenda item was discussed at length by the committee, alongside College guidance on the issue and the suggested traffic light monitoring system.

It was agreed that departments within the SPD receive positive student feedback on the issue, provide thorough and timely feedback and communicate clearly to students about what they can expect.

The committee agreed that each department would look at ways to incorporate the traffic light system into current processes, in a manner appropriate to the area.

It was decided that each department would provide a brief written report at the end of the academic year on the issue. Reports 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.

**9 List of External Examiner Appointments (new and due to expire)**

The committee noted all outstanding external appointments. It was confirmed that new appointments for Communicating Science, Creativity, Innovation and Invention and Science Policy and Mandarin (all CLCC courses) have recently being confirmed. The appointment for Russian is also in hand, a request has been submitted to extend the current appointment by a year and a new appointment has been approached for next year. It was also noted that a new appointment for Italian has recently been approved, although does not show on the list.

**10 Master's Programmes who applied for dispensation from anonymity at Exam Boards and outcomes**

The committee noted that the EDU application relating to the MEd ULT was approved in June 2017.

**11 New policies and procedures for the upcoming session**

The committee noted changes to student regulations for 2017/18 as well as the College's programme and module modification procedure, in particular the new modification deadlines -

31 March - major modifications

31 July - minor modification

The committee also noted new policies on academic feedback and late submission, which have been discussed at some length in previous meetings.

Guidance on the College's new traffic light system was noted alongside guidance on the issuing of provisional marks.

**12 Minutes of the Postgraduate Professional Development Committee**

There were no new PPDC minutes for the committee to note.

**13 Minutes from QAEC, Senate and other Faculties' FECs**

The committee noted minutes from a range of other College committees.

**14 Dates of Next Meeting**

Wednesday 06 December 2017

Wednesday 07 March 2018

Wednesday 18 April 2018

**15 AOB**

It was noted that the Horizons report to Senate was well received.

