Imperial College London

Education Committee
CHERS-CLCC

25 September 2018
Confirmed minutes

Present

Heming, Lucy (LH)	Senior Assistant Registrar, Registry
Horsburgh, Dr Jo (JH)	Director of Postgraduate Studies, Centre for HE, Research and Scholarship
Ippolito, Kate (KI)	Co-Chair & Principal Teaching Fellow, Educational Development Unit
Luy, Alejandro (AL)	Deputy President (Education), Imperial College Union
McCarthy, Aoife (AM)	Manager, Educational Development Unit (Secretary)
Paraskos, Michael (MP)	Evening Classes Manager, CLCC
Stapley, Claire (CS)	Manager, Centre for Languages, Culture and Communication
Trotta, Dr Roberto (RT)	Co-Chair & Director, Centre for Languages, Culture and Communication
Weatherburn, Dr Michael (MW)	Field Leader, Science, Culture and Communication, CLCC

Apologies

Mellor, Dr Felicity (FM)	Director of Postgraduate Studies, CLCC
Hauke, Dr Elizabeth (EH)	Field Leader, Global Challenges, CLCC
Mestel, Professor Jonathan (JM)	College Consul (Natural Sciences and Education Office)
Rew, Alice (AR)	Manager, Centre for Languages, Culture and Communication
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
Thiermann, Ute (UT)	GSU President, Imperial College Union
Webster, Dr Stephen (SW)	Head, Science Communication Unit

1.   Welcome and Apologies

The Chair welcomed the committee and noted apologies. Introductions were made noting new members Alejandro Luy, Deputy President (Education) Imperial College Union, and Michael Paraskos Evening Classes Manager CLCC (replacing Anna Nyburg).

Dr Michael Weatherburn, field leader for Science, Culture and Communication, CLCC, was in attendance to contribute to discussion around the Horizons curriculum review.

2.   Minutes from the Previous Meeting   CCEC.2018.01

The committee approved minutes of the meeting dated 18 April 2018.

3.   Matters Arising

There were no matters arising to discuss.

4.   Education Committee Terms of Reference (ToR), constitution   CCEC.2018.02
         & membership

Committee terms of reference, constitution and membership for 2018-19 were noted. It was agreed that student representatives for 2018-19 will be confirmed once the academic year has begun.

5.   Representation on Senate and QAEC   CCEC.2018.03

The committee noted Senate and QAEC representation in 2018/19 as follows:

Senate

- Dr Roberto Trotta, Director Centre for Languages Culture and Communication
- Alejandro Luy, Deputy President (Education) for Imperial College Union
- Ute Thiermann, President Graduate Students' Union

Quality Assurance and Enhancement Committee (QAEC)
- Claire Stapley, Centre for Languages Culture and Communication nominee
- Alejandro Luy, Deputy President (Education) for Imperial College Union
- Ute Thiermann, President Graduate Students' Union

6.   Curriculum review (for recommending to Programmes committee)

6.1 CLCC Horizons curriculum review	**CCEC.2018.04**
	CCEC.2018.05

The committee considered the curriculum review for Imperial Horizons, presented by Dr Roberto Trotta.

The aim of the review is to further align Horizons courses with the learning and teaching strategy, align with the College's new modular course format and to review the programme in its entirety with a view to the new iExplore provision. It was noted there was considerable student consultation throughout the process, summarised in document CCEC.2018.05 and to be inserted into the final document before submission to Programmes committee.

The committee discussed the review at length, raising a number of questions and comments which are outlined below.

a. Executive summary
The committee recommended that an outline of planned changes would be a useful addition to the Horizon's CR document, along with the rationale for each change.

b. ECTS
The committee recommended that the following be considered before submission to Programmes Committee -

i. 7.5 ECTS Horizons courses/modules
Consideration of the implication of a 7.5ECTS weighting for student workload and recruitment to Horizons courses/modules, when the curriculum space created is equal to 5 ECTS.

ii. Non-credit bearing Horizon's courses/modules (1st year courses without ECTS)
Consideration of how this workload fits with the College's ECTS model and students' timetables.

c. Intended Learning Outcomes
The Committee Chair, Kate Ippolito, noted that a number of ILOs are not appropriately expressed. It was requested that all module outlines are reviewed in light of earlier discussions between her and field leaders, to ensure adherence to good ILO practice.

Comments from Lucy Heming, Registry *(summarised at the meeting and forwarded in full via email)*

Across all/most modules:
- In the new regulations the terms programme and module are used rather than course – it is recommended that all references to course are changed to module.

- The expectation in new module and programme specifications is that they should be directed towards students. It is recommended the specifications are edited to be fully student-facing.

- There are some typographical errors in the specifications which should be corrected at some point

Specific modules:
- Some modules have sections written directly from the perspective of module tutor. It is recommended that these are changed to be fully student facing.

- Some modules include references to current or future actions. It is recommended that module specifications are written as they will be delivered.

- What is the rationale for the Change Maker modules having no reference lists?

RECOMMENDATION: Comments and queries from the committee should be addressed in the curriculum review document before submission to Programmes committee.

POST MEETING NOTE: A summary was emailed to the CLCC team after the committee meeting.

7.   Timeliness of Academic Feedback to Students

The committee considered departmental reports on timeliness of student feedback in 2017-18

7.1	**CLCC, Horizons**	**CCEC.2018.06**
7.2	**CHERS, Educational Development Unit**	**CCEC.2018.07**
7.3	**CLCC, Science Communication Unit**	**CCEC.2018.08**

It was noted that all departments met student feedback deadlines with only a small number of reasonable exceptions. The committee agreed that deadlines were easy to meet because timely feedback is already embedded in programme design and delivery.

Alexandro Luy (AL) noted that results were encouraging and could serve as an example of good practice. He was supportive of the decision of some CLCC teams not to use the traffic light system, recognising that a robust feedback mechanism is already in place. LY noted that the system is only intended as a tool to help departments better manage student feedback.

8.   Surveys

The committee noted recent UG and PG SOLE results

8.1	**PG SOLE Spring 2018 Results**	**CCEC.2018.09**
8.2	**UG SOLE Spring 2018 Results**	**CCEC.2018.10**

It was noted that both PG and UG CLCC results continue to be positive, comparing well against the rest of College.

8.3	**UG SOLE Summer 2018 Results**	**CCEC.2018.11**

The committee noted that CLCC UG SOLE results will be available later in the academic year.

9   External Examiners

9.1   List of External Examiner Appointments (new and due to expire)   CCEC.2018.12

The committee noted a list of new and expiring external examiner appointments. All are under departmental review. It was queried whether a previously approved and deferred examiner for UG Russian could be appointed in the coming year. This is to be confirmed with Registry.

9.2   Outstanding UG external examiner reports 2017/18   CCEC.2018.13

Outstanding UG external examiner reports from 2017/18 were noted. Reports for Interdisciplinary Making and Prototyping and Arabic are now with Registry and the report for Sound and Music Technology should be submitted shortly. The external examiner, Mr Philip Brissenden, is in contact with Registry.

9.3   Review of External Examiner reports 2016/2017   CCEC.2018.14

The committee noted the review of external examiner reports 2016/17 and in particular:

- Concerns that feedback on students' assessed work across College does not clearly communicate its strengths and weaknesses.
- Concerns around scaling of grades in use in some parts of the College.

Neither CHERS nor CLCC use scaling. Registry confirmed that work will be conducted across College to address the issue.

10   Dispensation from anonymity at Exam Boards

10.1   MEd University Learning and Teaching, CHERS   **CCEC.2018.15**

The committee noted that the MEd University Learning and Teaching has been granted dispensation from anonymity at Exam Boards in 2018-19 and 2019-20.

11   New policies and procedures for 2018-19   **CCEC.2018.16**

The committee noted new College policies and procedures on academic misconduct, appeals and mitigating circumstances for 2018-19.

12.   Minutes of the Postgraduate Professional Development Committee

There were no new minutes for the committee to note.

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

The committee noted minutes from Senate from 9 May 2018. There were no other minutes to consider.

14.   Dates of Next Meeting

Remaining 2018-19 dates:

Tuesday 11/12/2018, 11.00 – 13.00
Tuesday 26/02/2019, 10.30 – 12.30
Thursday 11/04/2019,14.30 – 16.30

15.   Any Other Business

It was noted that CLCC is working with the Graduate School on a pilot scheme to offer 150 language course places to PG students.