

Faculty Education Committee (FEC) School of Professional Development

Monday 21 November 2016

Confirmed minutes

Present

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| Cinosi, Nicolas (NC) | Senior Teaching Fellow, Mechanical Engineering + Student Representative |
| Kingsbury, Dr Martyn (MK) | Co-Chair & Director, Educational Development Unit |
| McCarthy, Ms Aoife (AM) | Secretary, Manger, Educational Development Unit |
| Mellor, Dr Felicity (FM) | Director of Postgraduate Studies |
| Nyburg, Dr Anna (AN) | Co-ordinator, Evening Classes & Socrates/Erasmus |
| Seddon, Prof. John (JS) | College Consul (Natural Sciences) |
| Stapley, Mrs Claire (CS) | Manger, Centre for Culture, Languages and Communication |
| Starr-Egger, Dr Felicitas (FSE) | Director, Language Studies |
| Sternberg, Dr Robert (RS) | Lecturer, Science Communication Unit |
| White, Ms Sophie (SW) | Senior Assistant Registrar, Registry |

Apologies

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| Causley, Mrs Maggie (MC) | Manger, Centre for Culture, Languages and Communication |
| McCrone, Mr Luke (LM) | Deputy President (Education), IC Union |
| Shamso, Mr Ahmed (AS) | GSU President, Student Union |
| Sawyer, Abigail (AS) | Student Representative |
| Trotta, Dr Roberto (RT) | Co-Chair & Director, Centre for Culture, Languages & Communication |
| Webster, Dr Stephen (SW) | Head, Science Communication Unit |

1 Welcome and Apologies

Apologies were noted.

2 Minutes from the Previous Meeting PDEC.2016.26

The committee approved the minutes from the last PDEC meeting on 26/09/2016.

3 Matters Arising

There were no matters arising for the committee to discuss.

4 Terms of Reference, Constitution and Membership 2016/17 PDEC.2016.27

The committee noted the terms of reference, constitution and membership for 2016-17.

ITEMS TO CONSIDER

5 New Programme Proposals

There were no proposals for new programmes or changes to schemes for the award of honours for the committee to consider.

6 Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours

There were no proposals for major modifications to existing programmes or changes to schemes for the award of honours for the committee to consider.

7 Additional Entry Criteria

There were no proposals to amend additional entry criteria for the committee to consider.

8 Exchange Partnerships

There were no proposals for exchange partnerships for the committee to consider.

- 9 Withdrawal/Suspension of existing programmes for recommending to the Programmes Committee.**
There were no withdrawals or suspensions of existing programmes for the committee to consider.
- 10 Changes to schemes for award of honours**
There were no changes to schemes for award of honours for the committee to consider.
- 11 UG Annual Monitoring Reports [AMR] 2016/17 (reporting on 2015/16) PDEC.2016.28**
The committee considered the annual CLCC undergraduate monitoring report 2016/17. It was noted that participant numbers increased by 7% after a surge of 30% the year previous. Obtaining appropriate teaching space is an ongoing problem and one the CLCC team is working on closely with the Operational Excellence team.
- 12 Accreditation Reports**
- 12.1 List of Active Programmes 2016/17 PDEC.2016.29 +30**
The committee considered all active SPD programmes for 2017/18. Individual course director details to be updated with Registry via Chair's action.
- 13 External Examiner Appointments and Reports**
- 13.1 Outstanding External Examiner Appointments 2016/17 PDEC.2016.31 + 32**
The committee considered the outstanding external examiner appointment for the MSc Media Production. This will be confirmed with Registry as soon possible via Chair's action.
- 14 Annual Report on Professional Skills Training for Master's Students for 2015/16 PDEC.2016.33**
The committee considered this annual report from the Graduate School.
- 15 Postgraduate Taught Experience Survey (PTES) 2016 Departmental Action Plans**
- 15.1 Science Communication Unit PDEC.2016.34**
The committee considered the 2016 departmental action plan from the Science Communication Unit. It was noted that the SCU received positive feedback via the PTES and will therefore continue as usual in the coming year. One point to note was that students commented on the poor provision of humanities works in the library. Provision has been particularly impacted by the relocation of the Science Museum Library and with its reopening this year close to College, it is hoped students will feel they have better access to appropriate works. Library staff are very supportive in acquiring resources, within the limitations of a science focused institution, and the Unit will make sure the Library has copies of all set texts and encourage students to make use of other libraries.
- Courses will be continually monitored and revised as appropriate.
- 16 Dispensation from Anonymity PDEC.2016.35**
The committee noted that both the Educational Development Unit and the Science Communication Unit are required to submit paperwork to renew the groups' dispensation from anonymity.

ITEMS TO NOTE

- 17 Chair's Report PDEC.2016.36**
The committee noted the Chair's report highlighting two items of business.
- After the FEC meeting dated 26/09/2016, a list of special cases for the School of Professional Development was circulated to the committee co-Chairs. These were noted by Chair's action.

- A report was received from Registry outlining entry requirements for the UG year abroad and language for Science programmes. Home departments should be advised of any changes and will need to go to the relevant FEC.

18 Academic Standards Framework Update

There was no update for the committee to note.

19 Minor Modifications to Existing Programmes and Short Courses

There were no minor modifications made to existing programmes and short courses. It was agreed that a discussion with Registry would be useful to agree on how to manage language evening classes that are requested on an ad-hoc basis throughout the academic year.

20 Short Course Annual Monitoring of Delegate Numbers PDEC.2016.38

The committee noted SPD short courses and delegate numbers for 2015/16. It was also noted that a specific category for CLCC evening classes is needed for Registry reporting purposes.

21 Senate Minutes PDEC.2016.39

The committee noted the executive summary from the Senate meeting dated 12 October 2016.

22 Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate PDEC.2016.40 + 41

The committee noted the latest summary report from the Quality Assurance and Enhancement Committee.

23 FEC Reports PDEC.2016.42 + 43

The committee noted the latest reports from other FECs as reported to the last QAEC.

24 Minutes of the Postgraduate Professional Development Committee (PPDC)

There were no PPDC minutes for the committee to note.

DISCUSSION ITEMS

25 SPD Competency standards PDEC.2016 PDEC.2015.18

The committee agreed that departmental competency standard would be aligned across the faculty as appropriate. EDU competency standards will therefore be forwarded to FM for review.

26 Departmental view and practice concerning their Academic Feedback and Late Submission policies PDEC.2016.44-46

The committee discussed College policy on academic feedback and there was general agreement with the draft document. The SCU and EDU receive positive feedback from students on departmental assessment and feedback practices and feedback deadlines are managed carefully across the faculty. It was noted that some assessment types, particularly within the SCU, may require flexibility beyond the suggested deadlines, in order to ensure ongoing quality of feedback. A clear rationale for assessment and feedback is just as important, with the educational benefit made clear.

The policy on late submission was also discussed and again there was general agreement. The committee discussed the merits of a stricter approach to late submission penalties and there was some acknowledgement of situations where mitigating circumstances may need to be taken into account.

ANY OTHER BUSINESS

27 Dates of Future Meetings

Wednesday 01 March 2017, 11:00, Room 1, Seminar and Learning Centre, Sherfield Building
Monday 24 April 2017, 14:30, Room 1, Seminar and Learning Centre, Sherfield Building