

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

Monday 24 April 2017

Confirmed minutes

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### Present

Cinosi, Nicolas (NC)	Senior Teaching Fellow, Mechanical Engineering + Student Representative
Kingsbury, Dr Martyn (MK)	Co-Chair & Director, Educational Development Unit
Lindstedt, Prof Peter (PL)	College Consul (Engineering)
McCarthy, Ms Aoife (AM)	Secretary, Manger, Educational Development Unit
McCrone, Mr Luke (LM)	Deputy President (Education), IC Union
Monk, Richard (RM)	Assistant Registrar, Registry
Stapley, Mrs Claire (CS)	Manger, Centre for Languages, Culture and Communication

### Apologies

Causley, Mrs Maggie (MC)	Manger, Centre for Languages, Culture and Communication
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies
Nyburg, Dr Anna (AN)	Co-ordinator, Evening Classes & Socrates/Erasmus
Shamso, Mr Ahmed (AS)	GSU President, Student Union
Sawyer, Abigail (AS)	Student Representative
Seddon, Prof. John (JS)	College Consul (Natural Sciences)
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
Sternberg, Dr Robert (RS)	Lecturer, Science Communication Unit
Trotta, Dr Roberto (RT)	Co-Chair & Director, Centre for Languages, Culture and Communication
Webster, Dr Stephen (SW)	Head, Science Communication Unit
White, Ms Sophie (SW)	Senior Assistant Registrar, Registry

### 1 Welcome and Apologies

Apologies were noted.

### 2 Minutes from the Previous Meeting PDEC.2016.61

The committee approved the minutes from the last PDEC meeting on 01/03/2017.

### 3 Matters Arising

MK raised the low CLCC SOLE participation rate which was discussed in the meeting dated 01/03/2017. It was confirmed that the main reason for a lower rate is that the list of registered students is sent to the SOLE team 4-5 weeks before the survey takes place. During that period students withdraw which makes the rate artificially low. It was therefore agreed that this is not of concern to the committee.

### ITEMS TO CONSIDER

#### 4 New Programme Proposals

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

#### 5 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.

#### 6 Programme withdrawal and suspensions PDEC.2016.62

The committee considered programmes which are suspended during the academic year 2017/18 and which will be withdrawn with effect from the academic year 2017/18.

It was noted that the BSc Mathematics with a Year in Europe (BSc 4YFT) is withdrawn with effect from 2017/18.

## **7 Exchange Partnerships**

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

## **8 Changes to schemes for award of honours**

There were no changes to schemes for award of honours for the committee to consider.

## **9 Accreditation Reports**

There were no accreditation reports for the committee to consider.

## **10 External examiners**

### **10.1 Summary of External Examiners Reports for PG programmes**

The committee considered the summary of external examiner reports for PG programmes.

There were no specific comments relating to SPD programmes for the committee to note. More generally it was noted that feedback from the external examiners for the Science Communication Unit (SCU) and Educational Development Unit (EDU) continues to be to very positive.

### **10.2 List of External Examiner Appointments due to expire at the end of the 2016/17 academic year**

The committee considered those appointments due to expire at the end of this academic year. It was noted that the process of appointing new examiners had begun wherever necessary.

## **11 Masters Annual Monitoring report PDEC.2016.65**

The committee considered the Masters Annual Monitoring report for the School of Professional Development. Programmes included in the report:

- MSc Science Communication (1YFT & 2YPT)
- MSc Science Media Production
- MEd University Learning and Teaching
- PG Diploma University Learning and Teaching
- PG Certificate University Learning and Teaching

It was noted that there are no significant issues or required actions for any of the listed programmes.

## **ITEMS TO NOTE**

## **12 Minor Modifications to Existing Programmes and Short Courses**

### **12.1 MEd University Learning and Teaching PDEC.2016.67**

The committee noted planned changes to the PG Certificate ULT (X30024) including:

- a new optional module
- minor changes to the learning objectives of a number of continuing optional modules
- minor changes to the description of content of a number of continuing optional modules
- minor changes to module leaders, reflecting recent staff changes

It was discussed that although the planned changes are in practice minor, for the purposes of review they must be considered major changes - the flexible nature of the programme, which allows staff to take two years to complete the PG Certificate, means that changes of any sort will be classified as in-sessional. For this reason, the changes, agreed to by the committee, will go to the next Programmes committee for further consideration.

## **13 Senate Minutes**

There were no new minutes for the committee to consider.

**14 Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate PDEC.2016.67**

The committee noted the latest QAEC summary report for Senate.

*Academic Feedback Policy*

The committee noted that while the policy will enshrine “within 10 working days” as best practice for the turnaround of academic feedback, departments will have discretion to use alternative timescales provided they are clearly communicated in advance.

This is particularly useful for programmes within the Science Communication Unit where, given the nature of some assessments, a required 10-day turnaround could negatively impact on the quality of feedback. For all other assessments in SCU programmes and the EDU’s MED University Learning and Teaching, a 10-day turnaround is adhered to.

*Late Submission for Coursework*

The committee noted that the new policy, to be introduced in October 2017, requires that late work is capped at the passmark for work which was up to one day (24 hours) late and a mark of zero being awarded for work which was more than one day (24 hours) late

**15 FEC Reports PDEC.2016.68-71**

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

**16 Minutes of the Postgraduate Professional Development Committee (PPDC)**

There were no new minutes for the committee to consider

**ANY OTHER BUSINESS**

**17 Dates of Future Meetings**

*2017-18*

*Wednesday 04 October 2017, Meeting room 1, 5th floor Sherfield - 11.00 – 1300*

*Wednesday 06 December 2017, Meeting room 1, 5th floor Sherfield - 11.00 – 13.00*

*Wednesday 07 March 2018, Meeting room 1, 5th floor Sherfield - 11.00 – 13.00*

*Wednesday 18 April 2018, Meeting room 2, 5th floor Sherfield - 11.00 – 13.00*

**RESERVED AREA OF BUSINESS**

**18 Special Cases Report**

There was no special cases report for the committee to consider.