

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

Thursday 26 May 2016
Confirmed Minutes

Present

Causley, Mrs Maggie (MC)	Manger, Centre for Culture, Languages and Communication
Johnson, Valerie (VJ)	Senior Change Manger, Office of the Provost
Kingsbury, Dr Martyn (MK)	Co-Chair & Director, Educational Development Unit
McCarthy, Ms Aoife (AM)	Secretary, Manger, Educational Development Unit
Nyburg, Dr Anna (AN)	Coordinator, Evening Classes & Socrates/Erasmus
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
San, Mr Chun-Yin (CYS)	Deputy President (Education), Student Union
White, Ms Sophie (SW)	Senior Assistant Registrar, Registry

Apologies

Johnson, Ms Anna (AJ)	Student representative
Lindstedt, Prof. Peter (PL)	College Consul
Guo, Mr Liucheng (LG)	GSU President, Student Union
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies
Nagy, Ms Boglarka (BN)	Student representative
Stapley, Mrs Claire (CS)	Manger, Centre for Culture, Languages and Communication
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 and introductions made to Valerie Johnson, Senior Change Manager Office of the Provost, in attendance to present to the committee.

MK noted that he would be the sole committee Chair while RT is on leave.

2 Minutes from the last meeting

The minutes from 01/03/2016 were approved.

3 Presentation from Valerie Johnson, Office of the Provost: "Operational Excellence and what this means for you".

The presentation gave an overview of the College's operational excellence programme, launched in April 2014.

OE measures include:

- Reducing the amount of time Academics spend on administration by half to no more than ten percent within three years
- Improving staff effectiveness and productivity reducing academic support costs
- Returning resource to our core educational and research mission
- A measurable improvement in staff and student experience
- Support teams are rated as good or excellent by their customers

Current projects under the OE remit include:

Building maintenance - goal to reduce the hours lost to the academic mission attributable to faults and maintenance activity.

Space - new academic timetabling policy and single standard timetable system across the College

E-Recruitment - standardising the recruitment of staff across the College and improving the experience for staff appointed to Imperial

Finance transformations - updating the College's core financial systems and processes to align with the future financial strategy of the College, a) new Online Payments system for student and accommodation fees, b) my expenses (Phase 2)

Student Information Management Programme (SIMP)

Banner - the replacement for OSS and DSS, to become the single-source of truth for student administration data, with potential to decommission local solutions where the project implementation would create waste.

Early Benefits - deliver changes that matter to students, driven by students through extended engagement. Early Benefits will leverage change using mature systems to avoid delay, without impacting Banner scheduling.

Folio 2 - increase College performance across the student lifecycle from Pre-Admissions through to Alumni, through targeted improvements identified by the process discovery work undertaken by work streams.

Placements - a College-wide system for clinical and non-clinical placements.

More information can be found online:

<http://www.imperial.ac.uk/about/leadership-and-strategy/provost/operational-excellence/>

ITEMS TO CONSIDER

4 New Programme Proposals

No proposals for new programmes were received.

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

5.1 Review of draft MEd ULT major amendments

The committee considered a draft proposal from the Educational Development Unit to change module sizes of the MEd ULT. The EDU will meet with Registry for further advice and a finalised document will be submitted to the Programmes committee on 30 June 2016.

The EDU's MEd ULT is being reviewed to fit the College's new module system. Using the new modification form will also benefit future conversations with other College groups making similar changes.

6 Additional Entry Criteria

No proposals to amend additional entry criteria were received.

7 Exchange Partnerships

No proposals for exchange partnerships were received.

8 Survey Results

8.1 Undergraduate SOLE Survey Results [PDEC.2015.08]

It was noted that feedback is very positive for Horizons and CLCC courses but that participation rates are quite low compared to other departments. To make this positive feedback more meaningful it was suggested that participant rates need to increase. Registry see spikes in participation whenever reminder emails are circulated and it was suggested that the same may be seen with similar departmental reminders. It might also be useful to explain to students why SOLE is important to the Centre.

8.2 Postgraduate SOLE Survey Results [PDEC.2015.09]

Results were noted to be largely positive with a response rate of 55%. SW (Registry) commented that participation in spring term is often a little lower than other terms.

8.3 Student Experience Survey (SES) [PDEC.2015.10a + PDEC.2015.10b + PDEC.2015.10c]

It was noted that most data included in the SES is of a general nature. Students seem mostly positive regarding their experience across the College but it is difficult to draw any detailed conclusions as participation rates are reasonably low.

9 Accreditation Reports

No accreditation reports were received by the committee.

10 External Examiner Appointments and Reports

10.1 External Examiner Appointments Due to Expire 2015/16 [PDEC.2015.11]

External examiners for both the Educational Development Unit and Science Communication Unit are coming to the end of their 4 year contract. The EDU is looking for a new examiner and hopes the new appointee will shadow the current examiner, Dr Ian Kinchin, this year. SW confirmed that Registry considers this best practice and reminded the committee there is also an annual training day for external examiners.

10.2 Outstanding External Examiner Appointments 2015/16

There were no outstanding external examiner appointments to consider.

10.3 Outstanding External Examiner Reports 2014/15

There were no outstanding external examiner reports to consider.

10.4 Summary of Undergraduate External Examiner Reports 2014/15 [PDEC.2015.12]

Feedback from external examiners across College is generally very positive, with a range of good practice highlighted. Issues, where they are raised, focus on a lack of consistent practice, particularly around assessment. It was noted that this and other issues are the subject of consideration by the Academic Standards Framework Steering Group.

10.5 Summary of Master's External Examiner Reports 2014/15 [PDEC.2015.13]

The SPD is not visible on this report, with no specific notes on programmes from the EDU or SCU.

More generally, the committee noted that external examiner reports across College are mostly very positive. Issues raised in some reports include inconsistencies in annotations on scripts and course work and a lack of clear rationale for grades. There were also some concerns with the extent and quality of feedback on reports and coursework and delays in the return of work with associated feedback.

11 Annual Monitoring of Undergraduate Programmes 2015/16 (reporting on 2014/15)

11.1 Annual Monitoring Reports [PDEC.2015.14]

The CLCC report was well received by Senate. It was noted that Horizons numbers increased sharply in 2015-16 (30%). Ongoing challenges for the programme include space and finding the right room with appropriate equipment.

ITEMS TO NOTE

12 Chair's Report

There were no Chair's actions to note.

13 Quality Assurance and Enhancement Committee (QAEC) Executive Summary [PDEC.2015.15]

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

14 Academic Standards Framework Update [PDEC.2015.16]

Work continues to standardise the definition and size of modules across College. It now seems likely that a hybrid system will be implemented. From 2017-18, most faculties will work with a module size of 7.5 ECTS but the Faculty of Engineering may work with 6 ECTS. This will have an impact on Horizons and CLCC courses and will need to be considered in more detail.

Suspended and Withdrawn Programmes

There were no suspended or withdrawn programmes to note.

15 Minor Modifications to Existing Programmes and Short Courses

There were no minor modifications to note.

16 Minutes of the Postgraduate Professional Development Committee (PPDC) [PDEC.2015.17]

The committee noted the latest minutes from the Postgraduate Professional Development Committee

DISCUSSION ITEMS

18. SPD Competency standards [PDEC.2015.18]

The committee agreed that this discussion item should be held for the next scheduled meeting.

ANY OTHER BUSINESS

19 Dates of Future Meetings

A Doodle poll will be circulated with suggested dates for 2016-17 committee meetings.