

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

Monday 26 September 2016  
Confirmed Minutes

### Present

Banks, Mrs Chris (CB)	Director of Library Services and Assistant Provost (Space)
Cramphorn, Ms Emily-Jane (EC)	Deputy President (Welfare), IC Union
Lindstedt, Prof. Peter (PL)	College Consul (Engineering)
McCarthy, Ms Aoife (AM)	Secretary, Manger, Educational Development Unit
Mellor, Dr Felicity (FM)	Director of Postgraduate Studies
Starr-Egger, Dr Felicitas (FSE)	Director, Language Studies
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
White, Ms Sophie (SW)	Senior Assistant Registrar, Registry

### Apologies

Causley, Mrs Maggie (MC)	Manger, Centre for Culture, Languages and Communication
Kingsbury, Dr Martyn (MK)	Co-Chair & Director, Educational Development Unit
McCrone, Mr Luke (LM)	Deputy President (Education), IC Union
Nyburg, Dr Anna (AN)	Co-ordinator, Evening Classes & Socrates/Erasmus
Shamso, Mr Ahmed (AS)	GSU President, Student Union

### 1 Welcome and Apologies

Apologies were noted and introductions made to Chris Banks, Assistant Provost (Space) and Director of Library Services, in attendance to present to the committee.

### 2 Presentation from Chris Banks, Director of Library Services and Assistant Provost (Space)

The presentation gave an overview of the College's work on a range of new timetabling and space policies. It also highlighted the working parties reviewing space sharing, the academic timetable, the exam timetable, room bookings, access and security, space charging and room readiness.

An analysis of room bookings in 252 general teaching spaces across all campuses was recently undertaken. It showed that within the hours of the teaching day, 35% of available room hours are used for teaching and 41% of hours are not used at all.

The aim of this project is to make better use of all available space and to use a single system to manage that space. The College mission is to be prioritised, ensuring appropriate, well managed and resourced space is available for exams and teaching and College events such as Commemoration day, with the aim of improving the student and staff experience.

Cross College consultations relating to the policy framework and specific policies are planned for the coming months. Relevant timescales outlined below:

w/c 19/9	Space policy framework – College-wide consultation
19/9 – 10/10	Targeted consultation in relation to Policy framework
w/c 17/9	Space Policies – College-wide consultation
17/10 – 30/11	Targeted consultation in relation to specific policies
End Oct	Conclusion of initial implementation group workshops
21/11/16	Provost's board (Space Policy Framework)
21/11 – 09/12	Final drafting of space policies
16/12/16	Provosts Board (Space Policies)
From Jan 17	Implementation activities continue
2017/18	Implementation target (phasing to begin)

The committee noted the importance of prioritising Horizons and other cross-College teaching alongside departmental teaching.

Regarding the new timetabling policy, which will go to Provost Board in November, it was noted that regular Friday teaching slots were needed for the Year in Europe and Language for Science courses.

**3 Terms of Reference, Constitution and Membership 2016/17**

This item was deferred to the November committee meeting

**4 Faculty Representation on Senate and QAEC PDEC.2016.02**

The committee noted those members who are also on Senate and QAEC in 2016/17.

**5 Minutes from the Previous Meeting PDEC.2016.03**

The minutes from 26/05/2016 were approved.

**6 Matters Arising**

There were no matters arising to discuss.

**ITEMS TO CONSIDER**

**7 New Programme Proposals**

There were no proposals for new programmes for the committee to consider.

**8 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 committee to consider.

**9 UG Entry Requirements for 2018/19 entry**

It was agreed with Sophie White (SW - Registry) that the committee should have sight of entry requirements relating to joint UG language courses across College. It was noted that if the committee want to make any changes they should advise the home department who would have to make a case for the change to their FEC.

**10 Master's Entry Requirements for 2018/19 entry PDEC.2016.04-05**

The committee considered the entry requirements for all Science Communication Unit programmes – there were no planned changes for the committee to consider and the committee agreed to recommend the entry requirements for QAEC approval.

**11 UG Annual Monitoring Reports [AMR] for 2015/16**

Deferred to the November committee meeting

**12 Exchange Partnerships**

No proposals for exchange partnerships were received.

**13 Surveys**

**13.1 Postgraduate Taught Experience Survey (PTES) 2016 College results and benchmarking PDEC.2016.06-12**

The committee considered the results of the PTES 2016 survey

The following observations were made:

- It appears assessment and feedback are an issue across College.
- The Science Communication Unit's results were noted as very positive

**13.2 Postgraduate Taught Experience Survey (PTES) 2016 Departmental Action Plans**

To be considered at the November FEC committee.

- 14 Undergraduate SOLE Survey Results [PDEC.2016.13](#)**  
The committee considered these results though it was noted that Horizons modules do not appear as the results are for summer term only when Horizon's modules do not run.
- 15 Surveys Update for 2016/17 [PDEC.2016.14-15](#)**  
The committee considered the surveys calendar and update for the academic year 2016/17. It was noted that SOLE may be updated in 2019 to include questions on student engagement.
- 16 Accreditation Reports**
- 16.1 List of Accredited Programmes**  
There are no accredited programmes for the committee to consider.
- 17 External Examiner Appointments and Reports**
- 17.1 Outstanding External Examiner Appointments 2016/17 [PDEC.2016.16](#)**  
The committee approved the new and finalised external examiner appointments for the Educational Development Unit and Science Communication Unit in 2016/17.
- 17.2 Outstanding UG External Examiner Reports 2015/16**  
There were no external examiner reports for the committee to consider.
- 18 Annual Report on Professional Skills Training for Master's Students for 2015/16**  
This item was deferred to the November committee meeting.

#### **ITEMS TO NOTE**

- 19 Chair's Report**  
There were no Chair's actions to note.
- 20 Academic Standards Framework Update**  
This item was deferred to the November committee meeting.
- 21 Annual Report on Number of Special Cases admitted for 2016/17 [PDEC.2016.17\\*](#)**  
It was noted that although there was no report provided, there should be special cases to consider relating to the Science Communication Unit. It was agreed that Registry would look into the matter and any special cases noted via Chair's action. This was completed after the meeting.
- 22 Suspended and Withdrawn Programmes**  
There were no suspended or withdrawn programmes for the committee to note.
- 23 Minor Modifications to Existing Programmes and Short Courses**  
The committee noted the suspended and withdrawn programmes across College.
- 24 Short Course Annual Monitoring of Delegate Numbers**  
This item was deferred to the November committee meeting.
- 25 Senate Minutes [PDEC.2016.20](#)**  
The committee noted the latest Senate minutes from May 2016.
- 26 Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate [PDEC.2016.21](#)**  
The committee noted the latest summary report from the Quality Assurance and Enhancement Committee.
- 27 FEC Reports [PDEC.2016.22-24](#)**  
The committee noted the latest reports from the other FECs as reported to the last QAEC.

**28 Minutes of the Postgraduate Professional Development Committee (PPDC)**  
**[PDEC.2016.25](#)**

The committee noted the latest minutes from the Graduate School's Postgraduate Professional Development Committee

**DISCUSSION ITEMS**

**29 SPD Competency standards**

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

**ANY OTHER BUSINESS**

**30 College Consul representation**

Peter Lindstedt will no longer attend PDEC meetings as his period as Consul ends. The committee thanked him for his contribution and will contact the Senior College Consul to agree a new representative.

**31 Student representatives 2016/17**

The committee agreed that student representatives should be found for each of the three programmes within the SPD – MEd ULT (EDU), MSc (SCU) and Horizons (CLCC). New student representatives will be finalised in time for the next meeting on 21 November 2016.

**32 Dates of Future Meetings**

Monday 21 November 2016, 14:30, Room 2, Seminar and Learning Centre, Sherfield Building  
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