

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

Tuesday 1 March 2016  
Confirmed minutes

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### Present

Ms Anna Johnson (AJ), Dr Martyn Kingsbury (MK, Co-Chair), Ms Aoife McCarthy (AMc Secretary), Dr Felicity Mellor (FM), Mr Richard Monk (RM), Dr Anna Nyburg (AN), Dr Felicitas Starr-Egger (FSE), Mr Chun-Yin San (CYS), Mrs Claire Stapley (CS), Dr Roberto Trotta (RT, Co-Chair), Dr Stephen Webster (SW), Mr Yu Xia (YX)

### Apologies

Professor Peter Lindstedt (PL), Mr Liucheng Guo (LG), Ms Boglarka Nagy (BN), Ms Sophie White (SW)

#### 1 Welcome and Apologies

The Co-Chairs (MK and RT) welcomed attendees to the meeting and apologies, as above, were noted.

#### 2 Membership and Terms of Reference [PDEC.2015.01]

The group noted the terms of reference and membership.

It was discussed that Horizons representation, similar to current EDU representation, on all Faculty Education committees would be useful. A change in the FEC terms of reference will be considered in 2016-17.

#### 2.1 Discussion of the role and responsibilities of the committee

It was agreed that the committee is an opportunity for groups within the School of Professional Development to share ideas and to maintain a clear overview of Faculty programme and course provision. It is also a useful forum to consider quality assurance and educational strategy across the School.

### ITEMS TO CONSIDER

#### 3 New Programme proposals

No new course proposals were received by the committee.

#### 4 Modifications to Existing Programmes

##### 4.1 MSc Science Communication and MSc Science Media Production [PDEC2015.02, PDEC2015.03 and PDEC2015.04]

The committee considered a proposal by the Science Communication Unit to change the assessment structure of both the MSc Science Communication and MSc Science Media Production.

FM, on behalf of the Science Communication Unit, presented the proposal, the rationale for which is outlined in Paper PDEC.2015.02. The Unit plans to remove exams, currently worth 40% of the overall grade, from both courses. This is supported by both external examiners.

Subject to Programmes Committee approval, the committee supported the proposal.

**Post meeting note: The proposal was presented at the Programmes committee, supported by RT and MK, and approved.**

#### **4.2 MEd University Learning and Teaching**

MK noted that the Educational Development is considering modifications to the MEd University Learning and Teaching programme and the creation of new programmes to meet increasing demand and a changing sector.

A new MEd in Educational Leadership and Management, with a potential start date in 2017, would be directed towards senior academics with responsibility for course design and management and would be run jointly with Registry, for QA expertise and the Learning and Development Centre, using Management courses already in place.

The EDU may also support a bespoke MEd in Clinical Education, though this will be situated within the Faculty of Medicine.

Modifications and new programme proposals will be presented to this committee in due course.

#### **5 Additional Entry Requirements**

No proposals to amend additional entry criteria have been received.

#### **6 Survey Results**

RM confirmed that a summary of SPD SOLE survey results courses should be available from Registry for future meetings. It was noted that departmental data and analysis should also be considered at this committee and when reporting to QAEC.

#### **7 Accreditation Reports**

No accreditation reports have been received.

#### **8 External Examiner Appointments and Reports**

##### **Outstanding External Examiner Appointments 2015/16**

No outstanding appointments to notes

##### **Outstanding External Examiner Reports 2015/16**

RM noted that the external examiner report for MSc Science Media Production is outstanding. FM confirmed that the Science Communication Unit will follow up with the relevant examiner.

#### **9 Short courses**

It was discussed and agreed that Languages summer courses should be considered at this committee.

#### **10 Review of UG and Master's Level programmes**

No programme reviews were received by the committee.

### **ITEMS TO NOTE**

#### **11 Academic Standards Framework Update**

The committee noted the College is working towards a single set of regulations for all taught programmes from 2017-18. Work is ongoing to decide on credit allocation and module size but a decision should be made shortly. Impact on SPD programmes is likely to be minimal.

### **ANY OTHER BUSINESS**

#### **12 Dates of Meetings**

Thursday 26 May 2016, 10:30, Room 9, Seminar and Learning Centre, Sheffield Building