

Master's Quality Committee Medicine, Life Sciences and School of Professional Development

12 November 2015

Draft Minutes

Present

Professor Sue Gibson (Graduate School Director) - Chair
Dr Christine Franey (School of Public Health) [and alternate]
Dr Niki Gounaris (Department of Life Sciences)
Professor Kate Hardy (Department of Surgery and Cancer)
Dr Michael McGarvey (Department of Medicine)
Professor Myra McClure (College Consul (non-clinical), Faculty of Medicine)
Dr Duncan Rogers (National Heart and Lung Institute)
Mr Anwar Sayed (Academic and Welfare Officer – Medicine)

In Attendance

Mr Bojan Cvijan (Quality Assurance Administrator, Senate and Academic Review) - Secretary
Dr Kirsten Dalrymple (Department of Surgery & Cancer) – for item 6.1
Professor Lord Ara Darzi (Department of Surgery & Cancer) – for items 5.1 and 5.2
Professor David T Dexter (Professor of Neuropharmacology & Scientific Director Parkinson's UK Tissue Bank) for item 5.3
Ms Susan Farrell (Postgraduate Education Manager, Department of Surgery and Cancer) for items 5.1 and 5.2
Mr Gianluca Fontana (Senior Policy Fellow, Institute of Global Health and Innovation) for item 5.2
Professor Ashley Hall, (Deputy Head, Design Innovation Engineering programme, Royal College of Art) for item 5.1
Professor Dale Harrow (Dean of the School of Design, Royal College of Art) for item 5.1
Ms Sarah Henderson (Helix Manager) for item 5.1
Mr Daniel Leff (Clinical Senior Lecturer, Department of Surgery and Cancer) for item 5.1
Dr Dave Riley (Senior Consultant in Educational Development, Department of Surgery and Cancer) for item 6.1
Ms Sophie White (Senior Assistant Registrar – Quality Assurance & Enhancement)

Apologies for absence

Mr Liucheng Guo (GSU President)
Professor Debra Humphris (Vice Provost, Education)
Dr Mick Jones (College Tutor)
Dr Martyn Kingsbury (School of Professional Development)
Professor Anthony Magee (Graduate School Deputy Director, Deputy Chair)
Mr Richard Monk (Assistant Registrar, Senate and Academic Review)
Professor Andrew Parry (College Consul, Faculty of Natural Sciences)
Mr Dean Pateman (Academic Registrar)
Mr Chun-Yin San (ICU Deputy President, Education)
Professor Denis Wright (Director of Student Support)
Ms Xing Xing (Academic and Welfare Officer – Life Sciences)

1. Welcome

The Chair noted the newly appointed student representatives for the 2014-15 academic year to the

meeting: Mr Chun-Yin San (ICU Deputy President Education), Mr Liucheng Guo (GSU President), Mr Anwar Sayed (Academic and Welfare Officer – Medicine) and Ms Xing Xing (Academic and Welfare Officer – Life Sciences) and welcomed those in attendance to the meeting. It was also noted Dr Michael McGarvey (Reader in Molecular Virology, Department of Medicine), now replaced Professor Steve Gentleman as the representative for the Department of Medicine.

Apologies, as listed above, were noted.

2. Minutes of the last meeting

The minutes of the meeting held on 9 June 2015 were approved.

MLSPD/MQC/2015/01

3. Matters arising

3.1 The Committee received and noted an action list detailing matters arising from the previous meeting and containing updates on progress in completing the required action.

MLSPD/MQC/2015/02

3.1.1 Minute 7.1.7.v (9 June 2015) – Programme Reviews – MSc in Health Policy (Department of Surgery and Cancer)

It was noted that this action was ongoing. The Management Team will submit a full set of Staff-Student Committee minutes for review in June 2016.

3.1.2 Minute 6.1.8 (27 January 2015) – Guidance on Curriculum Design

It was noted that this action was ongoing. The Director of the Educational Development Unit had reported that the new workshop, 'Focus on Curriculum Design', which had been developed to assist staff who were intending to develop a new programme, had not been held recently due to a shortage of staff and limited resources. It was hoped that the workshop would be available again in 2016.

4. Terms of Reference

4.1 The Committee received the terms of reference for the academic year 2015/16 and noted that the terms of reference were approved by Senate on 21 October 2015.

MLSPD/MQC/2015/03

4.2 It was noted that Senate had recently approved a proposal whereby new external examiner appointments would be approved by the Vice Provost (Education), or delegate, rather than by the relevant Quality Committees, with effect from October 2015. Consequently this function had been removed from the terms of reference.

4.3 It was noted that the Committee would continue to consider external examiner reports which required further action to be taken, and the terms of reference had been amended to reflect this.

4.4 It was noted that, pending approval by Senate, the new academic governance structure proposed by the Academic Standards Framework Steering Group was to be implemented from January 2016. The new academic governance structure would result in the dissolution of the Master's Quality Committees with their responsibilities being transferred between the Faculty Education Committees and the Programmes Committee.

5. New Programme Proposals

5.1 MSc in Healthcare and Design (Department of Surgery & Cancer)

5.1.1 The Committee considered a proposal from the Department of Surgery & Cancer to introduce a new MSc programme in Healthcare and Design in collaboration with the Royal College of Art (RCA), with effect from October 2016.

MLSPD/MQC/2015/04

- 5.1.2 It was noted that the proposed programme would be offered on a part-time only basis over two years with 8 individual weeks of intensive training (four blocks of two weeks).
- 5.1.3 The programme would run alongside an MRes programme awarded by the RCA. The Imperial MSc programme was intended for clinicians and healthcare professionals, whilst the RCA programme was aimed at design professionals. The majority of modules (six out of eight modules) were shared between the two programmes, with two introductory modules, delivered by the RCA, designed specifically to introduce the principles of design to healthcare professionals. The RCA's MRes award would include two introductory modules introducing healthcare topics to designers.
- 5.1.4 The Committee welcomed Professor Lord Ara Darzi, Mr Daniel Leff, Professor Dale Harrow (RCA), Professor Ashley Hall (RCA), Ms Sarah Henderson, and Ms Susan Farrell, who had been invited to present the proposal.
- 5.1.5 Professor Lord Darzi explained that the programme would be run through the HELIX Centre, a collaboration between Imperial College London and the Royal College of Art. The programme would be multidisciplinary with teachers and speakers from a variety of different backgrounds in healthcare and other relevant industries. A key objective of the HELIX Centre was to catalyse more innovative approaches to healthcare service delivery with better design and planning, more efficient use of resources and greater focus on patient need.
- 5.1.6 The Committee was interested to learn of the benefits healthcare professionals would receive from completing the programme. Professor Lord Darzi explained that the programme would attract entrepreneurial clinicians who wished to improve the patient experience. He explained that the design aspect of the programme was not limited to physical and digital design but that it would also focus on the design of new processes and procedures in patient treatment and interaction.
- 5.1.7 The Committee noted that students were expected to start their project in the second year of the programme and the Committee were concerned that there would be an uneven distribution of workload between the two years of the programme. It was therefore recommended that students should start their project earlier. The Proposal Team agreed that moving the start date of the programme's project to earlier in the programme cycle would allow the work load of students in their second year of the programme to be lessened.
- 5.1.8 The Proposal Team explained that e-learning would be a key component of the programme and that it would be delivered using iTunes U. An iBook would be developed for each module and all lectures would be recorded. The platform would facilitate online discussion amongst students and allow for student engagement between teaching periods. To ensure full utilisation of iTunes U iPads would be provided to the students.
- 5.1.9 After detailed discussion with the Programme Team and subsequent deliberation by the Committee, it was agreed that the **MSc in Healthcare and Design** be recommended for approval by Senate, to commence in October 2016 subject to action being taken to address the recommendations below.
- I. that the Department provide iPads for their students.
 - II. that the Department should monitor the students' e-learning activity and use this to ensure student engagement and progress throughout the programme.
 - III. that students should start their project earlier.
 - IV. that, as the two separate programmes had the same degree title but lead to different qualifications (an MSc or MRes), both institutions must be very clear in their marketing and information regarding the differences between the programmes.
 - V. That it should be made clear that students would not be able to transfer between the two awards.
- 5.1.10 It was further noted that, if approved by Senate, the programme would require a suitable Memorandum of Agreement to be signed by both institutions.

5.2 PG Certificate / PG Diploma / MSc in Patient Safety (Department of Surgery & Cancer)

5.2.1 The Committee considered a proposal from the Department of Surgery & Cancer to introduce a new PG Certificate / PG Diploma / MSc programme in Patient Safety with effect from October 2016.

MLSPD/MQC/2015/05

5.2.2 It was noted that the proposed programme would be offered on a part-time only basis. All students would register in the first instance for the PG Certificate. The PG Certificate programme would be offered on a part-time only basis over 8 months (October to May). The PG Diploma programme would be offered on a part-time only basis over 16 months (PG Cert stage plus June to January). The MSc would be offered on a part-time only basis over 24 months (two calendar years). Students who complete the PG Certificate could return and enrol on the PG Diploma in June each academic year, however, students must complete the PG Diploma within 4 years of registering for the PG Certificate. Students who complete the PG Diploma could return to enrol on the MSc in February each academic year, however, students must complete the MSc within 5 years of registering for the PG Certificate. The programme would be based at the St Mary's campus.

5.2.3 It was noted that the programme would share four modules with the existing MSc in Health Policy.

5.2.4 The Committee welcomed Professor Lord Ara Darzi, Mr Gianluca Fontana, and Ms Susan Farrell, who had been invited to present the proposal.

5.2.5 Professor Lord Ara Darzi explained the need for training in patient safety within the UK and that the programme would be aimed clinicians, pharmacists and NHS managers amongst other healthcare professionals. The safe dispensing of drugs was highlighted as an example of one the topics which would be covered by the programme and the Proposal Team acknowledged that the topic could be given greater emphasis within the programme.

5.2.6 After detailed discussion with the Programme Team and subsequent deliberation by the Committee, it was agreed that the PG Certificate / PG Diploma / MSc in Healthcare and Design should be recommended for approval by Senate, to commence in October 2016.

5.3 MSc in Translational Neuroscience (Department of Medicine)

5.3.1 The Committee considered a proposal from the Department of Medicine to introduce a new MSc programme in Translational Neuroscience, with effect from October 2016.

MLSPD/MQC/2015/06

5.3.2 It was noted that the proposed programme would be offered on a full-time only basis, to be completed in one calendar year.

5.3.3 The Committee highlighted the need for further development of and greater variation in the learning outcomes of the programme. The Committee felt that the learning outcomes, as expressed, were lacking in variety and did not adequately demonstrate progression through the programme. It was suggested that the Educational Development Unit would be best placed to assist the programme Proposal Team in further developing the learning outcomes. The proposal lead accepted the Committee's view and agreed to contact the Educational Development Unit for further advice.

5.3.4 The Committee felt that it would be beneficial to raise the academic entry requirement for the programme to a 2.1 and that the English Language requirement should be raised to a higher level (IELTS 7 with a minimum of 6.5 in each element) to ensure that high quality students would be recruited onto the programme.

5.3.5 The Committee recommended that the programme incorporate a wider range of delivery and assessment methods such as peer based learning as well as group work, posters and presentations. A rebalance of the weighting between coursework and exam assessment for taught modules was also recommended. The Committee considered that a weighting of 15%

for coursework was too low and that a 70/30 ratio between examinations and coursework would give greater value to the coursework element and encourage students to produce high quality work.

- 5.3.6 The Committee welcomed Professor David T Dexter, who had been invited to present the proposal.
- 5.3.7 The Committee recommended that the programme's links with industry be strengthened as it would allow for greater input from industry into the programme's future development and potentially a studentship system could be created. Professor Dexter responded that the programme had already received significant input from Glaxo-Smith Kline (GSK) on the practical skills to be developed by the programme. The programme would look to find placements for students in smaller biotech companies and start-ups.
- 5.3.8 Professor Dexter explained the need for the programme with the World Health Organisation declaring neurological diseases a global emergency. The UK government is placing a greater focus on mental health and translational research would allow new medications and treatments to be developed to tackle the ever increasing number of cases of neurological disease.
- 5.3.9 After detailed discussion with Professor Dexter, the Committee determined that there were some further matters that would need to be addressed before approval of the proposed programme could be recommended to Senate, as follows:
- I. Adjust the weighting of assessments for taught modules. It was felt 15% for coursework was too low and that a 70/30 ratio would give greater value to the coursework and encourage students to produce high quality work.
 - II. Introduce some elements of peer based teaching as a means of diversifying the teaching methods
 - III. Introduce greater variety of summative assessments, for example group work, posters, presentations etc.
 - IV. Review the learning outcomes to reduce repetition and ensure a hierarchy both within each module and across the programme.
 - V. Consider whether the academic entry requirement should be raised to a 2:1
 - VI. Consider whether the English language requirement should be raised to the higher level (IELTS 7 with a minimum of 6.5 in each element)
 - VII. Consider ways to increase engagement with industry through, for example, guest lectures or project work

ACTION: Programme Team

- 5.3.10 The Committee agreed that the matters detailed in 5.3.9 above would need to be addressed before the programme could be considered further for approval. Once resolved, a revised proposal could then be submitted for approval by Chair's action, prior to submission to Senate.

Post Meeting Note

Professor Dexter addressed the recommendation as requested by the Committee and Chair's action was taken to recommend the programme for Senate approval with effect from October 2016.

6. Programme Modification

6.1 MEd in Surgical Education (Department of Surgery & Cancer)

- 6.1.1 The Committee considered a request from the Department of Surgery & Cancer to modify the MEd in Surgical Education with effect from October 2016.

MLSPD/MQC/2015/07

- 6.1.2 The Committee noted that the MEd in Surgical Education was to be modified to fit the Faculty

of Medicine's harmonisation structure and to allow students to exit the programme with PG Diploma.

- 6.1.3 The Committee welcomed Dr Kirsten Dalrymple and Dr Dave Riley.
- 6.1.4 The Proposal Team explained that the rationale for the PG Diploma is to provide medical professionals greater flexibility whilst studying the programme.. Clinicians studying on the programme would often find it difficult to balance study with their work and would on occasion need to withdraw from the programme. It is hoped that the PG Diploma would allow such students the ability to leave the programme with a formal qualification and the ability to resume study on the programme when most convenient for them.
- 6.1.5 After detailed discussion with the Programme Team and subsequent deliberation by the Committee, it was agreed that the modification to the MEd in Surgical Education, including the new award, should be recommended for approval by Senate, with effect from October 2016.

7. Programme Suspensions and Withdrawals

7.1 MRes in Clinical Research [Clinical Research Design and Management] (Department of Medicine)

- 7.1.1 The Committee considered a request from the Department of Medicine to extend the suspension of the Clinical Research Design and Management pathway within the MRes in Clinical Research for one academic year with effect from entry in October 2016.

MLSPD/MQC/2015/08

- 7.1.2 The Committee approved the request.

7.2 MSc in Immunology [1+3 Programme] (Department of Medicine)

- 7.2.1 The Committee considered a request from the Department of Medicine to permanently withdraw the MSc in Immunology [1+3 Programme].

MLSPD/MQC/2015/09

- 7.2.1 The Committee approved the request

7.3 MSc in Bioinformatics and Theoretical Systems Biology

- 7.3.1 The Committee considered a request from the Department of Life Sciences to reopen the suspended 1+3 programme in Bioinformatics and Theoretical Systems Biology, retrospectively with effect from October 2015, and to consider a further request to change the title to Theoretical Systems Biology and Bioinformatics.

MLSPD/MQC/2015/10

- 7.3.2 The Committee approved the requests.

8. External Examiners

8.1 Appointment of External Examiners for 2015-16

- 8.1.1 The Committee received and noted the list of External Examiners appointed for 2015-16 and the details of External Examiners still to be replaced.

MLSPD/MQC/2015/11

9. Reports from Departmental Representatives

- 9.1 The Committee received verbal reports from Departmental Representatives.
- 9.1.2 The Department of Surgery & Cancer had begun to run its new MSc in Surgical Innovation.
- 9.1.3 The National Heart and Lung Institute had begun to run its new MSc in Genes, Drugs and Stem Cells as well as its new MSc in Genomic Medicine. Dr Duncan Rogers informed the Committee that NLHI had undergone a structural reorganisation with members of the management team receiving expanded roles and responsibilities.

9.1.4 The School of Public Health is carrying out modularisation planning meetings. Additionally a teaching workload strategy is being developed to best match teaching workload to staff's interest and skills.

9.1.5 The Department of Life Sciences were considering rationalising programme content at Silwood Park to find overlap in similar programmes and to provide joint delivery of content where possible.

9.1.6 The Department of Medicine has begun running its new MSc in Molecular Medicine.

10. Chair's Report

10.1 Chair's action was taken to approve the permanent withdrawal of the MSc in Quality and Safety in Healthcare. Chair's action by Senate approved the withdrawal with effect from October 2015.

11. Minor Programme Modifications 2014-15

The Committee noted the minor programme modifications approved at the Department level during the academic year 2014-15.

MLSPD/MQC/2015/12

12. Surveys Calendar

12.1 The Committee noted the surveys calendar for 2015-16.

MLSPD/MQC/2015/13

13. Senate

13.1 The Committee noted that the latest executive summaries from Senate are available on-line.

14. Quality Assurance and Enhancement Committee

14.1 The Committee noted that the latest executive summaries from the QAEC meetings are available on-line.

15. Quality Assurance Agency (QAA) Updates

15.1 The Committee noted the new documents published by QAA.

- Characteristics Statement: Qualifications involving more than one degree-awarding body
- Characteristics Statement: Master's Degrees Mathematics, Statistics and Operational Research subject benchmark statement

16. Any Other Business

16.1 The Committee suggested that word limits be placed within the New Programme Proposal Forms to streamline the process, reduce the length of proposal documents and prevent repetition within the forms.

ACTION: Sophie White

17. Reserved Business (not circulated to Student Members)

17.1 Special Case Panel Membership

17.1.1 The Committee noted and approved the Special Cases Panel Membership.

18. Dates of meetings in 2015-16

Dates of meetings in 2015 – 2016 were noted as follows:

Thursday 21 January 2016, 2pm – 5pm – Ballroom, 58 Prince's Gate

Tuesday 22 March 2016, 10am – 1pm – Ballroom, 58 Prince's Gate
Thursday 26 May 2016, 2pm – 5pm – Drawing Room, 170 Queen's Gate

19. Reserved Business

There was no reserved business on this occasion.