

Programmes Committee (PC)

Tuesday 21 March 2017
Confirmed Minutes

Present

Mr Nas Andriopoulos, Mr David Ashton, Dr Lorraine Craig, Dr Martyn Kingsbury, Professor Emma McCoy (chair), Professor Myra McClure, Dr Edgar Meyer, Mr Daniel Smith (secretary), Professor Sue Smith, Professor Alan Spivey, Ms Judith Webster, Ms Sophie White, Professor Denis Wright, Ms Betty Yue

Apologies

Professor Sue Gibson, Mr Luke McCrone, Mr Ahmed Shamsou, Dr Roberto Trotta

In Attendance

Ms Mumina Begum, Mr Richard Monk (for items 1-5)

1 **Welcome and Apologies**

The chair welcomed attendees to the meeting and apologies, as above, were noted.

2 **Minutes of the Previous Meeting [PC.2016.42]**

The minutes of the previous meeting were approved with no amendments

3 **Matters Arising**

The committee noted that the following recommendations made by the committee at its meetings on 30 June 2016, 6 September 2016 and 22 November 2016 had not yet been completed.

3.1 MSc Business Analytics - the committee recommended that:

- the department develop the learning outcomes for both modules in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ

3.2 MSc Mathematics & Finance - the committee recommended that:

- the department develop the 'section A', (knowledge), learning outcomes of the programme in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- students currently enrolled on the two-year, part-time programme be given the opportunity to complete the programme under the existing structure
- the department seek consent from offer holders.

3.3 MSc Statistics - the committee recommended that:

- the department submit module outlines for the modules M5MS20 (Sequential Monte Carlo) and M5MS05 (Advanced Statistical Theory)
- the department develop the learning outcomes of the module M5MS18 (Official Statistics) in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- the department consult offer holders to advise them of changes to the programme

3.4 BSc Medical Biosciences – the committee recommended that:

- the department consult with applicants and offer holders regarding the changes made to the programme.

ITEMS FOR CONSIDERATION

4 Programme and Module Modification Procedure [PC.2016.67]

The committee considered a proposal to revise the procedures for programme and module modification with effect from October 2017.

4.1 The committee agreed that the proposed procedures should be considered by the Faculties and returned to the committee at its next meeting on Tuesday 9 May 2017.

4.2 The committee noted that paragraphs 2.4 and 7.7 of the proposed procedures were incompatible and requested clarification.

Action: Dan Smith

5 Second Stage Review of Lee Kong Chian School of Medicine MBBS Programme [PC.2016.68], [PC.2016.68a] & [PC.2016.68b]

The committee considered the outcome of the Second Stage Review of the Lee Kong Chian School of Medicine MBBS Programme.

5.1 The committee received a report from Mr Richard Monk, Senior Assistant Registrar (Academic Standards & Review) on the outcome of the review.

5.2 The committee agreed to recommend to QAEC that final approval of the programme be confirmed.

6 Strategic Approval of New Programmes

6.1 MSc Business Analytics (part-time, online) [PC.2106.69]

The committee considered the viability of the proposed programme and whether to invite Imperial College Business School to proceed with the development of a full programme proposal.

6.2 The committee noted that the programme was based on an existing full-time, campus-based programme and would follow a near identical structure. The committee further noted however that the programme would have two entry points each academic year.

6.3 The committee was satisfied that the programme aligned with the current College strategy and that the market research demonstrated sufficient demand for a programme of this type.

6.4 The committee agreed to give strategic approval for Imperial Business School to proceed with the development of a full programme proposal.

7 New Programme Proposals

There were no new programme proposals to be considered for approval.

8 Major Modifications to Existing programmes

8.1 MRes Biomedical Research [PC.2016.70]

The committee considered a proposal from the Department of Surgery and Cancer to introduce a new stream (Toxicological Science) to the above programme with effect from October 2017.

8.1.1 The committee noted that caution should be taken in the use of 'zero-weighted' or 'pass/fail' modules to ensure that they were appropriate in the context of the learning and teaching strategy of the programme.

8.1.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

8.2 MEng & BEng Design Engineering [PC.2016.71]

The committee considered a proposal from the Dyson School of Design Engineering to restructure the above programmes with effect from October 2017.

- 8.2.1 The committee noted that in accordance with the College's new Learning and Teaching Strategy, the Vice Provost (Education), Professor Simone Buitendijk, had stated that programmes should not restructure into a modular format until October 2018 for students in their first year of study. Students entering prior to October 2018 should continue through the programme in its current structure rather than transferring to a programme with a modular structure part-way through their programme of study.
- 8.2.2 The committee recommended that the department submit module outlines for all modules which are in some way changed. The committee requested that these module outlines should include tracked changes to clearly show the current and proposed future states.
- 8.2.3 The committee recommended that the department provide a schedule which shows when each module will be delivered annually to demonstrate how the students workload will be balanced across each year of the programme.
- 8.2.4 The committee recommended that the department provide further details of any student consultation which has already taken place
- 8.2.5 The committee recommended that the department clarify and provide assurance that students who have completed years 1 and 2 of the programme would be appropriately prepared for revisions that are proposed for years 2, 3 and 4.
- 8.2.6 The committee recommended that the department confirm how the stated changes to module assessment methods and learning outcomes have enabled the department to make the proposed reduction to independent study.
- 8.2.7 The committee agreed to convene an extraordinary meeting at the earliest possible opportunity to discuss the proposal in more depth subject to the recommendations above.
- 8.3 **Programmes in the Department of Mathematics [PC.2016.72]**
The committee considered a proposal from the Department of Mathematics to change the department's approach to scaling with effect from October 2017.
- 8.3.1 The committee recommended that the Department confirm whether this proposal would affect the joint Mathematics and Computing programmes shared with the Department of Computing.
- 8.3.2 The committee recommended that updated programme specifications for all affected programmes should be submitted to the Quality Assurance and Enhancement Team and confirmed by Chair's action.
- 8.3.3 The committee recommended that the department consult with applicants, offer holders and students regarding the changes to the programme.
- 8.3.4 The committee noted the Department intended to continue using a piecewise linear function as a means of scaling marks. The committee recommended that the department report back to the committee in 12-months' time regarding the continued use of a piecewise linear function for scaling.
- 8.3.5 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendations above.
- 8.4 **Global Online MBA [PC.2016.73]**
The committee considered a proposal from Imperial College Business School to make structural changes to the above programme with effect from September 2017.
- 8.4.1 The committee noted that proposal was a 'major' modification rather than 'minor' as specified in the proposal.

- 8.4.2 The committee recommended that the department consult applicants, offer holders and students regarding the changes to the programme.
- 8.4.3 The committee recommended that the department make clear in the programme specification that the project deadline (under 'assessment dates and deadlines') applies to an elective module.
- 8.4.4 The committee agreed to recommend the proposal to QAEC for approval with effect from September 2017 subject to the recommendations above.
- 8.5 **MSc Mathematics and Finance [PC.2016.74]**
The committee considered a proposal from the Department of Mathematics to change the classification rules of the above programme with immediate effect.
- 8.5.1 The committee recommended that the department reconsider the proposal and submit a revised version of the classification rules to the next meeting
- 8.6 **Undergraduate Programmes in the Department of Chemistry [PC.2016.75]**
The committee considered a proposal from the Department of Chemistry to make changes to the assessment of the module CHEM40008 (Maths and Physics for Chemists 1) with immediate effect.
- 8.6.1 The committee noted that the proposal had been submitted after the changes had been implemented and several months after discussion regarding the proposal was initially raised with the Quality Assurance and Enhancement Team. The committee raised concerns that this did not follow the current College policy regarding the approval of in-session changes and advised that future proposal should be submitted prior to being implemented.
- 8.6.2 The committee recommended that the department consult with students regarding the changes to the programme.
- 8.6.3 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 8.7 **MSc Petroleum Geoscience [PC.2016.76]**
The committee considered a proposal from the Department of Earth Science and Engineering to change the title of the module F663CWK (US Field Trip) on the above programme with immediate effect.
- 8.7.1 The committee recommended that the department consult with applicants, offer holders and current students regarding the changes to the programme.
- 8.7.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 8.8 **MEd Surgical Education [PC.2016.77]**
The committee considered a proposal from the Department of Surgery and Cancer to merge the modules SE6.1 (Engagement) and SE6.2 (Simulation Based Education) on the above programme with immediate effect.
- 8.8.1 The committee recommended that the department consult with current students regarding the changes to the programme.
- 8.8.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 8.9 **MSc Finance and Accounting [PC.2016.78]**
The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS2037 (Advanced Corporate Finance) on the above programme with immediate affect.

8.9.1 The committee recommended that the department consult with current students regarding the changes to the programme.

8.9.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.

8.10 MBBS Lee Kong Chian [PC.2016.79]

The committee considered a proposal from the Lee Kong Chian School of Medicine to change the curriculum and assessment strategy of the above programme with effect from October 2017.

8.10.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

8.11 MBBS Lee Kong Chian [PC.2016.80]

The committee considered a proposal from the Lee Kong Chian School of Medicine to seek approval for the year five curriculum of the above programme which will be delivered for the first time in October 2017.

8.11.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

8.12 MBBS Lee Kong Chian [PC.2016.81]

The committee considered a proposal from the Lee Kong Chian School of Medicine to change the learning outcomes of the above programme with effect from October 2017.

8.12.1 The committee agreed to recommend this proposal to QAEC for approval with effect from October 2017.

8.13 PGCert, PGDip, MSc Genomic Medicine [PC.2016.91]

The committee considered a proposal from the National Heart and Lung Institute to remove the March entry point from the above programme with effect from March 2018. This proposal was considered under 'any other business'

8.13.1 The committee agreed to recommend the proposal to QAEC for approval with effect from March 2018.

9 Suspensions and Withdrawals of Existing Programmes

9.1 BEng Aeronautical Engineering [PC.2016.82]

The committee considered a proposal from the Department of Aeronautics to withdraw the above programme with effect from October 2018.

9.1.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2018.

10 New Short Course Proposals

10.1 Glomerular Diseases [PC.2016.83]

The committee considered a proposal from the Department of Medicine to introduce the above short course with effect from November 2017.

10.1.1 The committee approved the proposal with effect from November 2017.

10.2 Improving Voice: Management and Therapy for Voice Disorders [PC.2016.84]

The committee considered a proposal from the Centre for Continuing Professional Development to introduce the above short course with effect from July 2017.

10.2.1 The committee approved the proposal with effect from July 2017.

10.3 Advanced Educational Development for Clinicians [PC.2016.85]

The committee considered a proposal from the Department of Surgery and Cancer to introduce the above short course with effect from May 2017.

10.3.1 The committee approved the proposal with effect from May 2017.

10.4 Statistical Learning Using Real Data [PC.2016.86]

The committee considered a proposal from the School of Public Health to introduce the above short course with effect from July 2017.

10.4.1 The committee approved the proposal with effect from July 2017.

10.5 Meta-Research [PC.2016.87]

The committee considered a proposal from the School of Public Health to introduce the above short course with effect from September 2017.

10.5.1 The committee approved the proposal with effect from September 2017.

11 Modifications to Existing Short Courses

11.1 Surgical Innovations Short Course [PC.2016.88]

The committee considered a proposal from the Department of Surgery and Cancer to introduce an additional stream (Vascular) to the above short course with effect from March 2017.

11.1.1 The committee approved the proposal with effect from March 2017.

11.2 CLCC Evening Classes Summer Programme [PC.2016.89]

The committee considered a proposal from the Centre for Languages, Culture and Communication to introduce five new modules to the above short course with effect from May 2017.

11.2.1 The committee approved the proposal with effect from May 2017.

12 Suspensions and Withdrawals of Existing Short Courses

There were no suspensions or withdrawals of existing short courses to be considered.

ITEMS TO NOTE

13 Chair's Report [PC.2016.90]

The committee noted action taken by the chair on behalf of the committee.

ANY OTHER BUSINESS

14 Dates of Meetings

Tuesday 9 May, 10:00-13:00, Boardroom, Level 4, Faculty Building