

Programmes Committee (PC)

Tuesday 17 October 2017
10:00-13:00 909A EEE Building

Present

Dr Edgar Meyer (Chair), Professor Peter Allison, Mr Nicholas Burstow Dr Lorraine Craig, Ms Jo Horsburgh, Mr Luke McCrone, Professor Sue Smith, Dr Felicitas Starr-Egger (for Dr Roberto Trotta), Ms Judith Webster, Ms Sophie White, Ms Men-Yeut Wong (Secretary) and Ms Betty Yue,

Apologies

Ms Jolande Bot-Vos, Ms Alexandra Compton, Professor Jonathan Mestel and Dr Roberto Trotta.

1 Welcome and Apologies

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

2 Minutes of the Previous Meeting [PC.2017.01]

The minutes of the previous meeting held on 5 September 2017 were approved as an accurate record with no amendments.

3 Matters Arising

There were no matters arising to discuss.

ITEMS FOR CONSIDERATION

4 Strategic Approval of New Programmes

4.1 PC.2017.03 MSc Sustainable Management

The Committee considered a proposal for strategic approval from the Centre for Environmental Policy to develop a range of existing short courses in to a full-time MSc Programme.

4.1.1 The Committee held discussions around the admissions criteria of the programme and whether the programme would be open to all students or if it would only be available to students from Veolia. The Committee recommended that the Department clarify that if the programme were to be open to all student, how would students from different backgrounds (e.g. Veolia, other industries) be supported as one cohort. If the programme were to only be available to students from Veolia, the Department were recommended to provide a short statement of the sustainability of the programme; and also to liaise with Veolia to determine how many students per year would be committed to the programme.

4.1.2 The Committee noted that the proposal would be delivered as a blended learning programme, the Department were recommended to clarify: the blended learning component of the programme; the student experience of a programme with blended learning; the platform used to deliver the blended learning components.

4.1.3 The Committee recommended that the Department clarify the programme structure in the programme specification as there are five modules for the full-time programme and seven modules for the part-time programme.

4.1.4 The Committee recommended that the Department review the Learning Outcomes set throughout the Programme Specification and the module outlines to ensure that they are of a Level 7 FHEQ standard. It was also advised that the Department reconsider the amount of hours allocated for individual Study and Learning & Teaching.

- 4.1.5 The Department were advised to seek confirmation from the Business School regarding the use of its resources (i.e. the teaching staff noted in the module outlines).

5 New Programme Proposals

5.1 PC.2017.02 PG Diploma and MSc Digital Health Leadership

The Committee considered a proposal from the Department of Surgery and Cancer to introduce the above programme with effect from March 2018. The proposal was presented by Professor the Lord Ara Darzi.

- 5.1.2 The Department were awarded a tender to lead the NHS Digital Academy programme to deliver the above programme which will offer the first national learning programme in change management, leadership and clinical informatics. The Department will lead a consortium which includes the University of Edinburgh and strategic input from Harvard Medical School.
- 5.1.3 The Chair informed the Committee that Provost Board would give strategic approval for the Collaborative Partnership with the University of Edinburgh and that Programmes Committee would give approval for the Collaboration arrangements with the University of Edinburgh.
- 5.1.4 The Committee discussed the admissions criteria of the students and the Department were recommended to clarify how students from different backgrounds (e.g. Chief Information Officers and Chief Clinical Information Officers) can be supported as one cohort.
- 5.1.5 The Committee recommended that the Department:
- Clarify which online platform will be used to deliver the programme and to clarify who will finance the paid licenses for platforms such as Slack;
 - Clarify how work-based learning will be managed, this will ascertain whether work on the work based project should be defined as placement hours or independent study hours;
 - Clarify the statement under 'Technology and Systems' in Form E 'there will be further opportunities for participants to meet in person' other than residentials, the Department should list what the other opportunities may be;
 - Should meet with the Business School to further discuss online assessments, in particular their security and how participation of group work will be assessed (and how this could be reassessed in the event of failure);
 - Should provide a timeline of assessments to demonstrate that there are no asynchronous assessments;
 - Clarify the proposed start date of the programme, if the start date is February 2018 or March 2018;
 - Clarify the marking scheme including the weighting for the award;
 - Should provide separate learning outcomes for the two awards.
- 5.1.6 The Quality Assurance Team provided a track changed version of the programme specification with suggested changes and the Department were recommended to consider the comments made.
- 5.1.7 The Committee also noted that the Department had presented a set of documentation that were well thought through and that the diligent work of the Department had been evident.
- 5.1.8 The Committee agreed to recommend the proposal to QAEC for approval with effect from March 2018 subject to the recommendations above and subject to Provost Board providing strategic approval for the Collaborative Partnership with the University of Edinburgh.

6 Major Modifications to Existing programmes

6.1 PC.2017.04 MSc Taxonomy and Biodiversity

The Committee considered a proposal from the Department of Life Sciences to change the above degree title to 'MSc Taxonomy, Biodiversity and Evolution' with effect from October 2018.

6.1.1 The Committee noted that the programme is in collaboration with the Natural History Museum who have agreed to the programme title changes. The Committee recommended that the Department work with the Quality Assurance Team and Legal Services to provide a more up to date Collaborative Degree Programme Agreement as the one presented to the Committee made reference to certain individuals who are no longer with the College.

6.1.2 The Committee recommended that the Department reconsider the number of hours allocated towards Learning and Teaching

6.2 **PC.2017.05 MRes Molecular and Cellular Biosciences**

The Committee considered a proposal from the Department of Life Sciences to make changes to the assessment strategy of the above programme with effect from October 2018.

6.2.1 The Committee recommended that the Department reconsider the number of hours allocated towards Learning and Teaching in the indicative module list which was noted as zero. It was also recommended that the Department revise the marking scheme as there were references made to elements rather than 'Research Project 1' or 'Research Project 2'.

6.2.2 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018.

6.3 **PC.2017.06 MSc Reproductive and Developmental Biology**

The Committee considered a proposal from the Department of Surgery and Cancer to modularise the above programme and to introduce a Postgraduate Diploma in Reproduction and Developmental Biology with effect from October 2018.

6.3.1 The Committee recommended that for the MSc Reproductive and Developmental Biology the Department consider reducing the number of ECTS credits allocated to the Independent Research Project from 45 ECTS to 30 ECTS with the remaining 15 ECTS allocated to a smaller project or a small laboratory project which would then feed in to the Independent Research project.

6.3.2 It was also recommended that the PG Diploma Reproductive and Developmental Biology Independent Research module (15 ECTS) could also feed in to the Independent Research Project module (30 ECTS), it was also advised that the 30 ECTS and 15 ECTS modules are renamed.

6.3.3 The above recommendations would mean that a student who initially registers and completes the PG Diploma Reproductive and Developmental Biology could progress on to the MSc programme without carrying excess credit and would also allow the student to build on the smaller project they completed at the PG Diploma level. For those that register in the full MSc, the two projects can be related, providing an interim milestone towards the overall research project.

6.3.4 The Committee recommended that the Department consolidate the three programme specifications presented (one for each award) in to one document.

6.3.5 **Post meeting note:** The Department considered the comments made by the Committee with regards to the Independent Research Project and the proposal for a PG Diploma.

The Department responded that the 5-month project currently included in the MSc is of high importance, as many students have limited laboratory experience during their first degrees, and a project of this length gives them valuable experience that helps equip them for whatever future they select, including work towards a PhD. The Department have therefore withdrawn the proposal to offer a PG Diploma, and retain the current structure of the PG Certificate and MSc.

6.3.6 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the above recommendations.

6.4 **PC.2017.07 MSc Molecular Biology and Pathology of Viruses**

The above paper will be presented at a later meeting of the Programmes Committee.

6.5 **PC.2017.08 MBA Programmes**

The Committee considered a proposal from the Business School to introduce a new elective module to the MBA Suite of programmes with effect from October 2017.

6.5.1 The March 2017 meeting of the Programmes Committee approved a new elective module, the 'Glocal' elective for the Global On-line MBA. The Business School proposed that in-line with other MBA electives, the 'Glocal' elective modules should be made available to students in the remainder of the MBA programme suite.

6.5.2 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2017

7 Minor Modifications

7.1 **PC.2017.10 MSc Sustainable Energy Futures**

The Committee considered a proposal from the Department of Mechanical Engineering to increase the length of the examination writing time for the module SEF03 Energy Economics and Policy effective from January 2018.

7.1.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from January 2018.

8 Suspensions and Withdrawals of Existing Programmes

8.1 **PC.2017.11 MSc Hydrology with Business Management (3YPT)**

The Committee considered a proposal from the Department of Civil and Environmental Engineering to withdraw the above programme with immediate effect.

8.1.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from January 2018.

9 Items to Note

9.1 **PC.2017.10 Chair's Report**

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

10 Any Other Business

10.1 **Dates of Future Meetings**

Tuesday 19th December 2017, 10:00 - 13:00, Ballroom, 58 Prince's Gate.

Tuesday 27th March 2018, 10:00 - 13:00, Ballroom, 58 Prince's Gate.

Tuesday 1st May 2018, 10:00 - 13:00, Ballroom, 58 Prince's Gate.