Imperial College London

Programmes Committee (PC)

Tuesday 5 September 2017
10:00-13:00 Ballroom, 58 Prince's Gate

Present
Professor Emma McCoy (Acting-Chair), Ms Jolande Bot-Vos, Professor Martyn Boutelle (for Dr Lorraine Craig), Ms Alexandra Chippy Compton, Professor Sue Smith, Professor Alan Spivey, Dr Felicitas Starr-Egger (for Dr Roberto Trotta), Mr Paul Wan (for Mr Luke McCrone), Ms Judith Webster Ms Sophie White, Ms Men-Yeut Wong (Secretary) and Ms Betty Yue,

Apologies
Mr Nicholas Burstow, Dr Lorraine Craig, Mr Luke McCrone, Dr Edgar Meyer 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.2016.143]**
	The minutes of the previous meeting held on 4 July 2017 were approved as an accurate record with no amendments.
3	**Matters Arising**
	There were no matters arising to discuss.
4	**Terms of Reference [PC.2016.144]**
	The Committee noted the revised Terms of Reference and membership.

ITEMS FOR CONSIDERATION

5	**Strategic Approval of New Programmes**
	There were no new programme proposals to be considered for strategic approval.
6	**New Programme Proposals**
6.1	**PC.2016.45 MSc Business Analytics**
	The Committee considered a proposal from Imperial College Business School to introduce the above programme with effect from October 2018. The proposal was presented by Professor Kalyan Talluri and Dr David Lefevre.
6.1.1	The Committee noted that the different time-zones of the cohort would need to be carefully managed to ensure that there is a consistency of delivery between the different time-zones.
6.1.2	The Department were advised to review the balance of nine core and five elective modules which equate to 85 ETCS rather than 90ECTS.
6.1.3	The Committee discussed the programme title and discussed how the title would appear on a student's transcript, it was advised that the '(Online)' part of 'MSc Business Analytics (Online)' should only be used for marketing purposes which would then allow the programme to align to the existing MBA programmes.
6.1.4	The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendations above.

6.2 **PC.2016.46 Health Data Analytics**
The Committee considered a proposal from the School of Public Health to introduce the above programme with effect from October 2018. The proposal was presented by Dr Marc Chadeau-Hyam.

6.2.1 The Chair reminded Committee members that the proposal had previously been presented at the May 2017 meeting of the Committee and that the Committee had made several recommendations to the programme lead which should be responded to prior to the proposal being reconsidered.

6.2.2 The Committee discussed how the students from two different backgrounds (students with a background in mathematics and students with a background in Epidemiology) can be supported as one cohort; that peer to peer learning and peer review should be made more evident in the documentation submitted.

6.2.3 The Department were advised to better articulate the re-sit policy stated in the programme specification and to clarify whether a student can only resubmit a piece of coursework on a single occasion for one failed coursework; or re-sit any coursework that they have failed once.

6.2.4 The Committee recommended that the Department consider the balance of the Learning and Teaching hours within the modules, especially the module 'Principles of Global Epidemiology'.

6.2.5 The Committee noted that the Research Project starts within the first half of the academic year and advised that the Department clearly explain the rationale of why it starts in parallel with the other modules from term two.

6.2.6 As the PG Certificate is an exit award, the Committee recommended that a separate set of learning outcomes would be required.

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

6.3 **PC.2016.47 MSc Applied Computational Science and Engineering**
The Committee considered a proposal from the Department of Earth Science and Engineering to introduce the above programme with effect from October 2018. The proposal was presented by Dr Gerard Gorman.

6.3.1 Discussions were held around the overlap of teaching from the modules that are part shared with the undergraduate programmes in the Department, as the same credit cannot be counted twice if a student progresses from one of the undergraduate programmes on to the MSc Applied Computational Science and Engineering, the Department were asked to reconsider this overlap.

6.3.2 The Committee recommended that the Department clearly articulate the nature of the Research Computing Primer and how this module is facilitated.

6.3.3 The Committee recommended that the department consider a review of the programme's learning outcomes which could ensure its uniqueness in the current market.

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

7 **Major Modifications to Existing programmes**

7.1 **PC.2016.149 London Interdisciplinary Social Science Doctoral Training Partnership.**
The Committee considered a proposal from the School of Public Health to establish a Master's + 3 year PhD route of MSc Epidemiology with effect from October 2017

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

7.2   **PC.2016.150 MSc Innovations in Cardiological Sciences & PG Cert Innovations in Cardiological Sciences.**
The Committee considered a proposal from the National Heart and Lung Institute to change the above degree titles to MSc Innovation in Clinical Cardiology & PG Cert Innovations in Clinical Cardiology with effect from October 2018.

7.2.1   The Committee noted that applicants and offer holders had been consulted in the proposed change and that the 2017-18 cohort of students would graduate with a degree using the current title.

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

7.3   **PC.2016.151 Global On-line MBA**
The Committee considered a proposal from the Business School to provide an addition of exchange opportunities from existing exchange agreements (for the current MBA programmes) to the above prove in place of elective modules with effect from October 2017.

7.3.1   The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 noting the exchange agreement with McCombs School of Business, The University of Texas at Austin is pending approval.

7.4   **PC.2016.152 Finance Master's Programmes**
The Committee considered a proposal from the Business School to withdraw the elective module 'Quantitative Methods in Asset Managements' and to replace it with 'Applied Trading Strategies' for the MSc Finance, MSc Investment & Wealth Management and MSc Risk Management & Financial Engineering with effect from September 2017.

7.4.1   The Committee noted that the above proposal would be discussed with students during their induction period.

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

7.5   **PC.2016.153 Specialised Master's Programmes**
The Committee considered a proposal from the Business School to move the start date of the following three programmes from October to September. MSc Climate Change, Management & Finance, MSc Strategic Marketing and MSc International Health Management with effect from October 2018.

7.5.1   The Committee noted that the proposed change would bring the three Master's programmes in-line with the Business School's eight other Master's programmes which already have a start date of September.

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

7.6   **PC.2016.154 MEng Civil Engineering**
The Committee considered a proposal from the Department of Civil and Environmental Engineering to merge two existing modules (C14-405 Individual Research Project and C14-406 Student Conference) into one module 'C14-405 Individual research Project' effective from October 2017.

6.4.3   The Committee recommended that the Department provide the communication drafted for applicants, offer-holders and existing students regarding the changes to the programme to the Quality Assurance Team. The communications should be approved by Student marketing and the Admissions team before being sent to students.

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

7.7   **PC.2016.155 MSc Molecular Medicine**
The Committee considered a proposal from the Department of Medicine to correct historical anomalies with assessments and their weightings, and to align with the College focus on modularisation with effect from October 2018.

7.7.1   The ICU Representative recommended that the Department reconsider the Academic Feedback Policy where students should expect to receive feedback within 15 term-time days. It was noted that 10 term-time days is the College's best practice timescale for the return of feedback.

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

7.8   **PC.2016.156 Undergraduate Programmes in the Department of Computing**
The Committee considered a proposal from the Department of Computing to change the programme structures of the undergraduate programmes with effect from October 2017.

7.8.1   The Committee noted that the proposal had first been received in the July 2017 meeting of the Committee. The Committee were unable to understand the references to the department's own credit/marks system which did not seem to align with the FHEQ or ECTS credit framework. It was agreed that these references to an internal system were not transparent and should be removed and the programme explained in accordance with the College norms.

7.8.2   The Committee agreed that a great effort had been made in trying to align with College standards and agreed that reducing the assessment burden for students should not be delayed to the next academic year; that the Department has been working with the Academic Model Project Team to map the new programme structures on to programme specification templates by December 2017.

7.8.3   The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the following:

- The Committee recommended that Department ensure that information held on the Departmental webpages are accurate and up to date so that students fully understand the programmes and the modules taken;
- The Committee strongly recommended that the Department work closely with the Quality Assurance Team and the Academic Model Project team to articulate their programmes more clearly;
- That the Department note that the changes proposed are extremely late and that future proposals should follow the deadlines stated in the Programme & Module Modifications Procedure;
- That the Department provide an ECTS Spreadsheet mapping the modules to the programmes above (template attached);
- That the Department should inform applicants, offer-holders and students regarding the approved changes to the above programmes. The drafted communications should be sent to

the Quality Assurance Team which will then be approved by Student marketing and the Admissions team before being circulated to students.

7.9 **PC.2016.157 MRes Tropical Forest Ecology**
The Committee considered a proposal from the Department of Life Sciences to revise the module weighting and adjust the ECTS of modules with effect from October 2017.

7.9.1 The Committee recommended that the Department provide the communication drafted for applicants, offer-holders and existing students regarding the changes to the programme to the Quality Assurance Team. The communications should be approved by Student marketing and the Admissions team before being sent to students.

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

7.10 **PC.2016.158 MSc Surgical Innovation**
The Committee considered a proposal from the Department of Surgery and Cancer to introduce a new 'Ears, Nose and Throat' (ENT) stream to the above programme with effect from September 2017.

7.10.1 The Committee noted that there is presently no other University offering an MSc in Surgical innovation relevant to the practise of ENT and holding this qualification would make them competitive in the national selection process for specialist registrar selection.

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

8 **Minor Modifications**

8.1 **PC.2016.159 MSci Geology Programmes**
The Committee considered a proposal from the Department of Earth Science and Engineering to ensure that a specific set of modules are taken by students to ensure that the programmes continue to be accredited by the Geological Society who require students to have at least four field days in Year 4 of an MSci degree effective from October 2017.

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

8.2 **PC.2016.160 MSc Finance**
The Committee considered a proposal from the Business School to adjust the assessment weighting of the module Advance Corporate Finance effective from September 2017.

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

9 **New Short Course Proposals**

9.1 **PC.2017.161 World Challenges and Innovation Summer School**
The Committee considered a proposal from the Department of Student Recruitment and Outreach to introduce the above Summer School with effect from July 2018.

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

9.2 **PC.2017.162 Cardiovascular and respiratory Healthcare modules**
The Committee considered a proposal from the National Heart and Lung Institute to introduce the above specialist elective modules as short courses effective from October 2018.

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

10   Suspensions and Withdrawals of Existing Programmes

10.1   There were no suspensions or withdrawals of existing programmes to discuss.

11   Items to Note
11.1   **PC.2016.143 Chair's Report**
The Committee noted action taken by the chair on behalf of the Committee.

11.2   **Online Learning Innovation Group (OLIG)**
The Committee noted a report of the 19th June 2017 & 15th August 2017 meetings of OLIG.

10   Any Other Business

10.1   **Dates of Future Meetings**

Tuesday 17th October 2017, 10:00 - 13:00, Room 909A, Level 9, EEE Building.
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.