

Tuesday 25 July 2023  
14:00-16:00

**Present**

Dr Clemens Brechtelsbauer (Chair), Ms Lorraine Bayfield (Secretary), Professor Alessandro Astolfi, Professor Richard Green, Dr Jo Horsburgh, Dr Magdalena Jara, Mr Scott Tucker, Dr Vijay Tymms, Dr Jeffrey Vernon, Ms Judith Webster, Ms Betty Yue and Mr Jason Zheng.

**Apologies**

Dr Lorraine Craig, Dr Felicitas Starr-Egger, Ms Kate Ippolito, and Ms Hayley Wong.

**In attendance**

Ms Rachel Breen, Dr Anne Burke-Gaffney, Ms Amy Huynh, Professor Sara Rankin and Ms Yi Yang.

<b>1</b>	<p><b>Welcome and Apologies</b></p> <p>The additional extraordinary meeting had been scheduled in response to a request from the Faculty of Medicine.</p> <p>The Chair welcomed attendees to the meeting and apologies, as above, were noted.</p> <p>Richard Green was congratulated on his appointment to Head of Department and as such it was confirmed that the meeting would be his last. The Chair thanked Richard for his valued contributions over the years, particularly in his most recent role as Deputy Chair of the PC.</p> <p>Jason Zheng was thanked for his contributions and for representing the views of the students and Imperial College Union. Yi Yang would be taking over the role of Deputy President (Education) from 1<sup>st</sup> August 2023 and will become a member of the PC in 2023-24.</p>
<b>2</b>	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the previous meeting held on Tuesday 16<sup>th</sup> May 2023 were confirmed as an accurate record.</p>
<b>3</b>	<p><b>Matters Arising</b></p> <p>Jeffrey Vernon noted that in item 4.2.2 of the previous minutes (PC.2022.96: Curriculum Review MSc International Health Management) the programme team had been asked to reflect on the use of MCQ in testing ILOs at level 7 and queried whether a response had been submitted. Lorraine B confirmed that the programme team were still working on their re-submission and that a follow up would be sent.</p>
<b>Items for consideration</b>	
<b>4.</b>	<b>New Programmes</b>
	<b>Faculty of Medicine</b>
<b>4.1</b>	<b>PC.2022.97 National Heart and Lung Institute MSc Bioscience Futures: Communication, Innovation and Entrepreneurship</b>
<b>4.1.1</b>	The PC considered a new programme proposal from the National Heart and Lung Institute for delivery with effect from October 2024.
<b>4.1.2</b>	The programme team gave the PC a short overview of the new programme.

	<p>It was agreed that a good proposal had been presented and the programme teams' response to external review had been thorough.</p> <p>The PC provided the recommendations as outlined below and requested a response to the following:</p> <ul style="list-style-type: none"> <li>• Programme Specification (External Reference) – In addition to the Biosciences March 2023 Subject Benchmark Statement, would the <a href="#">'Business and Management'</a> SBS also be relevant?</li> <li>• Programme specification (Programme overview) - It would be beneficial to add some further wording to explain what the advanced hackspace is.</li> <li>• Programme Specification (Entry requirements) – This referred to the higher English entry requirement, which wasn't the case in earlier paperwork. Please confirm which is correct.</li> <li>• Programme Specification (Progression and Classification) - Could the programme team confirm that the degree classification (POWA and Placement/project in this case) was decided based on the choice of the 3 new algorithm options provided by the College? <ul style="list-style-type: none"> <li>a) Programme Overall Weighted Average</li> <li>b) Programme Overall Weighted Average, and the designated final major project mark meeting the relevant threshold mark</li> <li>c) Threshold mark required to be met separately in the designated research element and in the weighted average score of the taught part of the programme.</li> </ul> </li> <li>• Module Specification (Developing a Sustainable and Ethical Business) – 30% of the assessment weighting is allocated to students 'Responding verbally to feedback from assessors and peer groups'. How does the programme team plan to assess this?</li> <li>• Project Allocation - 'For students who choose a placement from the project call, they will rank their top 10 choices and a 'best fit' algorithm will be used for fair allocation' – The PC felt that this number was broad and would impact student experience. Could the programme team reconsider their approach to reduce this number of choices to five to increase student satisfaction?</li> <li>• Work Based Project Placement – How will the programme team ensure that students have a guaranteed placement? What support or back up arrangements are provided if a placement were to fall through at a late stage?</li> </ul> <p>Some additional minor feedback was provided to the programme team. This was optional constructive suggestions for improvement of the student experience but not a quality assurance requirement. This feedback was not preventative in progressing the proposal.</p>
<b>4.1.3</b>	The PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, the PC agreed to recommend the proposal to the QAEC for delivery with effect from October 2024.
<b>5</b>	<b>Major Modifications to Existing Programmes</b>
	<b>Imperial College Business School</b>
<b>5.1</b>	<b>PC.2022.98 Imperial College Business School BSc Economics, Finance and Data Science (L1N3)</b>
<b>5.1.1</b>	The PC considered the following late major modifications with effect from October 2023: <ul style="list-style-type: none"> <li>a) Update the module content and learning outcomes of the compulsory module BUSI40005 'Accounting'.</li> <li>b) Update the associated assessment strategy and assessment (minor).</li> </ul>

5.1.2	The PC noted that the changes presented were at the request of a new module lead. It was agreed that at this stage in the year, newly appointed module leads would be expected to teach the module as originally planned and approved.
5.1.3	The PC rejected the proposal advising that changes could be submitted for the 24/25 academic year via the major modifications route with a deadline of 31 <sup>st</sup> March 2024.
5.2	<b>PC.2022.99 Imperial College Business School</b> <b>MSc Finance (N301) – BUSI97047</b> <b>MSc Finance and Accounting (N302) – BUSI97631</b> <b>MSc Financial Technology (N305) – BUSI97631</b> <b>MSc Investment and Wealth Management (N303) – BUSI97337</b> <b>MSc Risk Management and Financial Engineering (N34G) – BUSI97141</b>
5.2.1	The PC considered the following late major modifications with effect from September 2023:  a) Update the module description, content and learning outcomes of the compulsory module 'Investments and Portfolio Management' (module codes above). b) Update the associated learning and teaching approach, assessment strategy and assessment.
5.2.2	The PC noted that the changes presented were at the request of a new module lead. It was agreed that at this stage in the year, newly appointed module leads would be expected to teach the module as originally planned and approved.
5.2.3	The PC rejected the proposal advising that changes could be submitted for the 24/25 academic year via the major modifications route with a deadline of 31 <sup>st</sup> March 2024.
5.3	<b>PC.2022.100 Imperial College Business School</b> <b>MSc Management (N19J)</b>
5.3.1	The PC considered the following late major modifications with effect from September 2023:  a) Update the module description, content and learning outcomes of the compulsory module BUSI70058 'Management Capstone'. b) Update the associated learning and teaching approach, assessment strategy and assessment.
5.3.2	The PC agreed upon the following recommendations: <ul style="list-style-type: none"> <li>• The programme team must confirm that there has been no impact on the programme level learning outcomes as a result of this modification.</li> <li>• Full consultation had not been sought. Confirmation that this modification has been discussed with the external examiner must be provided.</li> <li>• Further information should be provided as to what the 'Group Shareholder Report' entailed. This term was not referenced anywhere else in the module specification and should be clarified.</li> </ul>
5.3.3	The PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response to the above, the PC recommended that the QAEC approve the proposal.
6	<b>Short Courses</b>
	<b>Faulty of Medicine</b>
6.1	<b>PC.2022.101 Department of Infectious Disease</b> <b>Paediatric Trauma and Emergency Medicine</b>

<b>6.1.1</b>	The PC considered a proposal to offer the existing module INFE70035 'Paediatric Trauma and Emergency Medicine' as a short course with effect from October 2023.
<b>6.1.2</b>	The PC praised the visibility of both the asynchronous and synchronous delivery hours and approved the proposal.
<b>6.2</b>	<b>PC.2022.102 Department of Infectious Disease Paediatric Respiratory Medicine</b>
<b>6.2.1</b>	The PC considered a proposal to offer the existing module INFE70037 'Paediatric Respiratory Medicine' as a short course with effect from January 2024.
<b>6.2.2</b>	The PC praised the visibility of both the asynchronous and synchronous delivery hours and approved the proposal.
<b>6.3</b>	<b>PC.2022.103 Department of Infectious Disease Assessment and Optimisation of Health Trajectories in Childhood (AOHTC)</b>
<b>6.3.1</b>	The PC considered a proposal to offer the existing module INFE70031 'Assessment and Optimisation of Health Trajectories in Childhood' as a short course with effect from April 2024.
<b>6.3.2</b>	The PC praised the visibility of both the asynchronous and synchronous delivery hours and approved the proposal.
<b>6.4</b>	<b>PC.2022.104 Department of Infectious Disease Paediatric Sleep</b>
<b>6.4.1</b>	The PC considered a proposal to introduce a new short course with effect from May 2024.
<b>6.4.2</b>	The visibility of both the asynchronous and synchronous delivery hours was praised. The PC encouraged the programme team to make it clear to applicants that the Paediatric Sleep course would cover elements from the AOHTC course. The department were advised to consider how they would manage requests from those that had completed the Paediatric Sleep course who then apply to the AOHTC course.
<b>6.4.3</b>	The PC approved the proposal.
<b>6.5</b>	<b>PC.2022.105 Department of Surgery and Cancer XR in Healthcare Education and Clinical Practice</b>
<b>6.5.1</b>	The PC considered a proposal to introduce a new non-credit bearing short course with effect from September 2023.
<b>6.5.2</b>	The PC felt that the documentation was ambiguous and lacked clarity in some areas. It was agreed that the paperwork would benefit from a further review. Vijay Tymms and Jo Horsburgh offered to support the programme team with a re-submission.
<b>6.5.3</b>	The PC advised that the updated documentation be submitted to the Quality Assurance and Enhancement team as soon as possible given the anticipated September start date. Subject to a satisfactory re-submission, a Chair's action would be taken to approve the proposal.
<b>7</b>	<b>Programme Suspensions and Withdrawals</b>
	<b>Faculty of Medicine</b>

7.1	<b>PC.2022.106 Department of Surgery and Cancer PG Cert Patient Safety (A3DPC) PG Dip Patient Safety (A3DPD) MSc Patient Safety (A3DP25)</b>
7.1.1	The PC considered a proposal to suspend the programmes named above for three years with effect from September 2023 entry.
7.1.2	The PC were informed that there were four offer holders for 2023 entry who had been offered enrolment on an alternative programme within the department, or compensation.
7.1.3	The PC recommended the QAEC approve the proposal.
7.2	<b>PC.2022.107 Department of Surgery and Cancer PG Cert Surgical Education (Online) (A3B2C) PG Dip Surgical Education (Online) (A3B2D2) PG Dip Surgical Education (Blended) (A3B2DB) MEd Surgical Education (Blended) (A3B2B36)</b>
7.2.1	The PC considered a proposal to suspend the programmes named above for three years with effect from September 2023 entry.
7.2.2	The PC were informed that there were no offer holders for 2023 entry.
7.2.3	The PC recommended the QAEC approve the proposal.
<b>Items to note</b>	
8.1	<b>PC.2022.108 Chair's Report</b>
	The PC noted the proposals that had been approved by via Chair's action on behalf of the PC since the last meeting.
<b>Faculty of Engineering</b>	
8.1.1	<b>PC.2022.CA22 In session major modification – Department of Materials MEng Biomaterials and Tissue Engineering (BJ95) MEng Materials Science and Engineering (JFM2) MEng Materials with Nuclear Engineering (J5H8) BEng Materials Science and Engineering (JF52)</b>  A major modification to withdraw the year three core module MATE60001 'Business for Materials Science and Engineering' and replace it with BUSI60044 'Managerial Economic Online'.
8.1.2	<b>PC.2022.12 Curriculum Review MSc Transport MSc Transport with Data Science and Mathematical Optimisation</b>  The revised documentation in response to the recommendations from the 29 November 2022 PC meeting.
<b>Faculty of Natural Sciences</b>	
8.1.3	<b>PC.2022.CA23 Programme Suspension – Department of Physics MSc Physics with Nanophotonics (F3U10)</b>  A proposal to:

	<p>a) Suspend the programme named above for one academic year from October 2023 entry.</p> <p>b) Suspend the compulsory modules PHYS7005 'Introduction to Plasmonics and Metamaterials' and PHYS70030 'Advanced Topics in Nanophotonics' for academic year 2023/24.</p>
<b>8.2</b>	<p><b>Quality Assurance and Enhancement Committee (QAEC)</b></p> <p>The PC noted the minutes from the previous QAEC found on the College webpages: <a href="http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/">www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/</a></p>
<b>Any Other Business</b>	
<b>9.1</b>	<p><b>PC.2022.109 Dyson School of Design Engineering</b>  <b>MSc/MA Global Innovation Design (H3D1)</b>  <b>MSc/MA Innovation Design Engineering (H3D6)</b></p>
<b>9.1.1</b>	<p>The PC considered the following late major modifications with effect from September 2023 (to note, these superseded previously approved modifications submitted in March 2023)</p> <p>a) September 2022 entry cohort – Remove all year two 5 ECTS elective module offerings and replace with the 7.5 ECTS extended versions listed below.</p> <ul style="list-style-type: none"> <li>- Advanced Industrial Design (extended)</li> <li>- Audio Experience Design (extended)</li> <li>- Design for Additive Manufacturing (extended)</li> <li>- Designing Interventions for Behavioural Change (extended)</li> <li>- Economics and Finance for Systems Design (extended)</li> <li>- Games and Mechanisms (extended)</li> <li>- Machine Learning for Design Engineers (extended)</li> <li>- Design of Visual Systems (extended)</li> </ul> <p>b) September 2023 entry cohort (IDE only) – Change the ECTS value of the year one core module 'DESE70023 Cyber Physical Systems' from 7.5 to 10.</p>
<b>9.1.2</b>	<p>The PC were extremely concerned to have received this proposal. The PC had already given a considerable amount of time to reviewing the initial set of modifications submitted in March 2023 (PC.2022.68) and to be presented with a new set of documentation so shortly afterwards and at this late stage in the academic year was unacceptable. The School were warned that this consideration had been made on an exceptional basis solely with the student experience in mind.</p> <p>Whilst it was acknowledged that an extra learning outcome had been added to each extended version of the elective modules, it was not clear to the PC how the addition of the 'Reflexivity report' warranted the extra 2.5 ECTS. The Committee requested to review a copy of the assessment and marking rubric to understand the requirements of the report and to feel reassured that it was indeed representative of the additional student effort.</p> <p>Additionally, it was agreed that the College Consul would take forward discussion around management issues within the School.</p>
<b>9.1.3</b>	<p>The PC advised that the requirement above be considered, and the documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, the PC recommended that the QAEC approve the proposal.</p>
<b>9.2</b>	<p>The Chair informed the PC that due to timetable clashes, the provisional PC dates for 23/24 would be rescheduled to Thursday of the same week (10:30 -13:00). It was noted that Lorraine B would send calendar invites and publish amended dates and paper deadlines on the College website in due course.</p>

<b>9.3</b>	Committee members were thanked for their contributions and the meeting was closed.