Imperial College London

Programmes Committee (PC) Minutes

Thursday 25th January 2024
10.30-13.00

Present
Dr Clemens Brechtelsbauer (Chair), Ms Laura Gardner (Secretary), Dr Jo Horsburgh, Dr Cloda Jenkins, Dr Felicitas Starr-Egger, Mr Scott Tucker, Dr Vijay Tymms, Dr Jeffrey Vernon, Ms Yi Yang, Ms Betty Yue, Dr Magdalena Jara, and Ms Judith Webster

Apologies
Professor Alessandro Astolfi, Dr Lorraine Craig, Ms Kate Ippolito and Ms Camille Boutrolle.

In attendance
Ms Amy Huynh, Dr Michael Weatherburn, Dr Tiffany Chiu

	1	**Welcome and Apologies** The Chair welcomed attendees to the meeting and apologies, as above, were noted. Laura Gardner was welcomed as Secretary to PC. Felicitas Starr-Egger and Jo Horsburgh are standing down from the committee and were thanked for their valued contributions, representing the Centre for Languages, Culture and Communication (CLCC) and the Educational Development Unit (EDU), respectively. Michael Weatherburn will act as the CLCC representative, and Tiffany Chiu will act as the EDU representative, from March 2024.
	2	**Minutes of the previous meeting** The minutes of the previous meeting held on Thursday 30th November 2023 were confirmed as an accurate record.
	3	**Matters Arising** There were no matters arising.
Items for consideration		
	4.	**Curriculum Review**
		Faculty of Natural Sciences
	4.1	**PC.2023.24 Department of Chemistry** **MRes Nanomedicine and Nanodiagnostics (formerly MRes Bioimaging Sciences)**
	4.1.1	PC considered the redesigned programme named above (currently suspended) with effect from September 2024.
	4.1.2	PC noted concerns with the submitted documentation, agreeing that clarification and revisions were required on the proposal form, programme specification and module outlines. The following issues were discussed: • Full consultation has not been sought. Please provide confirmation that the proposed programme has been discussed with students, alumni or industry

	stakeholders, and that the proposed title change has been approved by Marketing, Recruitment and Admissions. • Concern was raised that the team planned to implement the new programme in October 2024, noting that there is not much time for student recruitment. • PC acknowledged the rationale to not include an exit award. However, they remind the programme team of the associated consequences and ask them to reconsider their decision carefully. Retrospective changes to the programme specification in this respect will not be possible. • The programme specification should include more information on graduate opportunities and destinations, for both UK and international markets. • Module Leads should review the number and type of learning outcomes to ensure they are appropriate for the credit-value and amount of active learning required for postgraduate study. For example, 'provide an overview', 'gain an understanding' and 'apply fundamental aspects', listed in the Molecular Imaging outline, are too basic and passive learning outcomes for level 7. • Module Leads should review the suitability and weighting of module assessments across the programme. For example, consider if a 45-minute exam is suitable to assess six learning outcomes in the Nanomedicine module. • PC praised the inclusion of the 50-minute oral examination component in the Nanomedicine and Nanodiagnostics Research Project, agreeing that it should be given a much higher weighting to reflect the preparation required. • PC commended the concept of the Bench-to-Bedside Group Project module, noting, however, that the module outline does not include reference to group-work in the learning outcomes or assessment details. • Concern was raised regarding the potential misapplication of compensation regulations regards failing modules in the earlier part of the programme (p. 6 of the Curriculum redesign proposal form). • The programme team must ensure that programme and module specifications are written in student-facing language and uses accepted college terminology correctly, e.g. refer to 'module' rather than 'course'. PC agreed that many of the issues raised should have been identified and addressed by the programme team earlier in the curriculum review process.
4.1.3	PC have **rejected** the proposal. The Committee require the programme team to revise the proposal to address the issues noted above. The team are encouraged to liaise with the Educational Development Unit to inform revisions to module outlines. The revised documentation must be approved by the Chair of FEC for Natural Sciences, before being submitted to PC for reconsideration at the next opportunity.
5	**Major Modifications to Existing Programmes**
	Faculty of Engineering
5.1	**PC.2023.24a Department of Chemical Engineering** **MEng Chemical Engineering (H801)** **MEng Chemical Engineering with a Year Abroad (H802)** **MEng Chemical with Nuclear Engineering (H890)**
5.1.1	PC considered the following with immediate effect: To consider the following in-session change with immediate effect: a) Change the designation of the modules CENG40001 'Mastery 1', CENG50001 'Mastery 2' and CENG60001 'Mastery 3' from core to compulsory. b) Remove the must pass rule from all year 4 elective assessments. PC considered the following with effect from October 2024: a) Remove the elective grouping for all electives in year 3 and year 4.
5.1.2	PC commended the clear and concise rationale, noting that full consultation had been sought for the proposal.

		PC acknowledged that although the proposals include late in-session changes, they have been informed by a change to accreditation requirements, and better align the programme to College regulations. PC agreed that the proposal to remove elective grouping would improve student choice across the programme.
5.1.3	PC agreed to recommend the proposal to QAEC for **approval**.
5.2	**PC.2023.24b Department of Chemical Engineering** **MSc Advanced Chemical Engineering with Biotechnology (H8B2)** **MSc Advanced Chemical Engineering with Materials Engineering (H8F2)** **MSc Advanced Chemical Engineering with Process Systems Engineering (H8C2)**
5.2.1	PC considered an in-session change to the designation of the modules named below from core to compulsory with immediate effect. MSc Advanced Chemical Engineering with Biotechnology • CENG70010 Advanced Bioprocess Engineering • CENG70027 Biochemical Engineering • CENG70008 Modelling of Biological Systems MSc Advanced Chemical Engineering with Materials Engineering • CENG70006 Colloid and Interface Science • CENG70007 Pharmaceutical Process Development • CENG70009 Product Characterisation MSc Advanced Chemical Engineering with Process Systems Engineering • CENG70002 Advanced Process Operations • CENG70003 Advanced Process Optimisation • CENG70004 Dynamic Behaviour of Process Systems
5.2.2	PC commended the clear and concise rationale, noting that full consultation had been sought for the proposal. PC noted that the in-session proposal has been informed by recent exam board discussions, and better align the modules with those on other MSc streams. As the programmes are accredited, there are limitations on the number of credits that can be compensated. It was agreed that the programme team should monitor failure rates and may need to reconsider assessment design to more effectively support student achievement throughout the programme.
5.2.3	PC agreed to recommend the proposal to QAEC for **approval**.
	Faculty of Medicine
5.3	**PC.2023.25 School of Medicine** **MBBS/BSc Medicine (A100)**
5.3.1	PC considered an in-session change to an assessment on the core module MEDI40005 'Lifestyle Medicine and Prevention 1a' with immediate effect.
5.3.2	PC were supportive of the proposal but suggested some feedback to further clarify its implementation: • Module Leads to consider when tutors will write questions (e.g. in advance of the group-based oral assessment but after watching the podcast). • Consider reasonable accommodations for students who are dyslexic or neurodiverse.

	• The Module Lead – and wider teaching team – to clarify expectations around the potential use of Generative AI in relation to assessment. • The programme team could consider asking students to document their progress through a learning journal and regular meetings, to safeguard against unauthorised use of generative AI in assessment. The above feedback is not preventative in progressing the proposal.
5.3.3	PC agreed to recommend the proposal to QAEC for **approval**.
5.4	**PC.2023.26 Department of Surgery and Cancer MSc Health Policy (A3G2B / A3GBC / A3G2D / A3G224 / A3G225)**
5.4.1	PC considered an in-session change to the practical group assessment on SURG70017 'Health Economics and Behavioural Science', amending the wording detail on peer moderation with immediate effect.
5.4.2	PC were supportive of the proposal but queried why the peer moderation component had been added to the module in the first place. PC advised that the module outline should include more detail on assessment components, such as specifying word-counts and presentation duration. The formative activities listed in the module outline could also be removed to retain flexibility. This feedback is not preventative in progressing the proposal.
5.4.3	PC agreed to recommend the proposal to QAEC for **approval**.
5.5	**PC.2023.27 Department of Surgery and Cancer MSc Health Policy (A3G2B / A3GBC / A3G2D / A3G224 / A3G225)**
5.5.1	PC considered a change to the programme delivery from blended to online with effect from October 2024.
5.5.2	PC were supportive of the proposal, noting that the modification aimed to attract more international students. The Global Master of Public Health programme taught by the School of Public Health was identified as a successful example of online delivery in this subject area. However, PC raised concern regarding the programme design principles that have informed this change and highlighted that no rationale had been provided for it being a late, in-session modification. It was suggested that the team also consider alternative enhancements to the programme's USPs, to ensure it stands out in the crowded market. A discrepancy over the programme's entry points was raised, being listed as September or October in the documentation. Official College term dates start in September, rather than October, for 2023/4. PC approved the proposal subject to the following recommendations: • The documentation is incomplete. Please provide a rationale for the proposal being a late, in-session modification and detail how it will impact current students. • The programme team to provide evidence of the design principles underpinning the removal of face-to-face elements on the programme. For example, how will the programme incorporate best practice for online learning?
5.5.3	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, PC agreed to recommend the proposal via Chair's Action to QAEC for approval.

		Faculty of Natural Sciences
5.6		**PC.2023.28 Department of Chemistry** **MSc Digital Chemistry (F1H6OC / F1H6O)**
5.6.1		PC considered a proposal from the Department of Chemistry to change the programme title to MSc Digital Chemistry with AI and Automation and to change the delivery from online to on-campus with effect from October 2024.
5.6.2		PC were supportive of the proposal, noting that a clear rationale and evidence of student and external examiner consultation had been provided. The Chair reported that approval from the Admissions Sub-Committee and the MRA team for the programme title change had not been included in the documentation at point of submission. PC representatives were asked to feedback to Faculty Education Committees that incomplete documentation will not be accepted in future. A concern was raised over the inclusion of 'Automation' in the programme title, noting the structure only lists one 5 ECTS module explicitly in this subject area. PC suggested that the programme team ensure there is sufficient automation content and project work for students to undertake across the programme. As other universities are offering similar programmes with 'AI and Automation' specialisation, it was suggested that the team review the programme's USPs and consider embedding e.g. sustainability content in due course to ensure it stands out in the market. PC approved the proposal subject to the following recommendations: • Review the programme specification to ensure there are references to 'face-to-face' delivery. • The programme team to provide information on how they will incorporate blended learning. Please detail how blended learning elements will be implemented in affected module outlines. • The programme team to confirm that there are sufficient resources and teaching space available for on-campus delivery.
5.6.3		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, PC agreed to recommend the proposal via Chair's Action to QAEC for approval.
		Imperial College Business School
5.7		**PC.2023.29 Imperial College Business School** **Executive MBA (N1UA24)** **Weekend MBA (N1UB21)** **Saudi Aramco MBA (N1UC)**
5.7.1		PC considered a proposal from the Business School to change the entry start date to January for the named programmes above with effect from January 2025.
5.7.2		PC were supportive of the proposal, noting that Weekend MBA programme duration will change from 21 to 23 months, as it retains the same end date.
5.7.3		PC agreed to recommend the proposal to QAEC for **approval**.
Items to note		
6.1		**PC.2023.30 Chair's Report**

	PC noted the proposals that had been approved by via Chair's action on behalf of PC since the last meeting.
	Faculty of Engineering
6.1.1	**PC.2023.15a Major modification - Department of Civil and Environmental Engineering** **MSc Transport with Data Science and Mathematical Optimisation (H2UMD)** **MSc Environmental Engineering with Data Science and Mathematical Optimisation (H2B5)** **MSc Geotechnical Engineering with Data Science and Mathematical Optimisation (H2U3M, H2U3O)** The revised documentation in response to the recommendations made at the PC meeting held on 30th November 2023.
6.1.2	**PC.2023.15b Major modification – Department of Civil and Environmental Engineering** **MSc General Structural Engineering (H2A1)** The revised documentation in response to the recommendations made at the PC meeting held on 30th November 2023.
6.1.3	**PC.2023.CA05 In session modification – Department of Bioengineering** **MEng Biomedical Engineering (BH9C)** **MEng Biomedical Engineering with a Year in Industry (BHV2)** **MEng Molecular Bioengineering (H160)** **MEng Molecular Bioengineering with a Year in Industry (H162)** The following to modification to correct a historical error in the initial curriculum review paperwork: a) Update the FHEQ level of the elective module 'Nanotechnologies for Cancer Diagnosis and Cancer Therapy' from level 6 to level 7. b) Withdraw the elective module code BIOE60035.
6.1.4	**PC.2023.14 New Programme Proposal – Dyson School of Design Engineering** **MSc Design Engineering** **MSc Design with Behaviour Science** **MRes Design Engineering Research** The revised documentation in response to the recommendations made at the PC meeting held on 30th November 2023.
6.1.5	**PC.2023.09 Major modification – Department of Mathematics** **MSc Applied Mathematics (G1U2, G1U224)** The revised documentation in response to the recommendations made at the PC meeting held on 26th October 2023.
6.2	**Quality Assurance and Enhancement Committee (QAEC)** PC noted the minutes from the previous QAEC found on the College webpages: www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/
7. Any Other Business	
7.1	The Chair advised that PC should expect a significant amount of modifications for the next meeting. To manage the workload, PC will use the established review process via SharePoint. PC will discuss substantial modification requests at the next meeting.

7.2	The Chair requested that PC representatives ask their Faculty Education Committee to consider tabling major modifications earlier in the academic year, if possible. The March deadline for these kind of proposals is just that, not a target. Any efforts to spread the modification requests throughout the academic year would be much appreciated.	
7.3	The Chair asked PC representatives to feedback to their Faculty Education Committee that evidence of completed actions in modification and new programme proposals, such as consultation, will be required before they can be tabled at PC for consideration.	
7.4	Committee members were thanked for their contributions and the meeting was closed.	