

Thursday 28<sup>th</sup> November 2023  
10.30-13.00

**Present**

Dr Clemens Brechtelsbauer (Chair), Ms Lorraine Bayfield (Secretary), Professor Alessandro Astolfi, Dr Lorraine Craig, Dr Jo Horsburgh, Ms Kate Ippolito, Dr Cloda Jenkins, Dr Felicitas Starr-Egger, Mr Scott Tucker, Dr Vijay Tymms, Dr Jeffrey Vernon, Ms Yi Yang and Ms Betty Yue.

**Apologies**

Ms Camille Boutrolle, Dr Magdalena Jara, and Ms Judith Webster.

**In attendance**

Ms Amy Huynh, Dr Celine Mougnot, Ms Nancy Richards, Dr Shayan Sharifi, Dr Leila Sheldrick, Dr Nejra Van Zalk and Dr Bily Wu.

<b>1</b>	<b>Welcome and Apologies</b> The Chair welcomed attendees to the meeting and apologies, as above, were noted.
<b>2</b>	<b>Minutes of the previous meeting</b> The minutes of the previous meeting held on Thursday 26 <sup>th</sup> October 2023 were confirmed as an accurate record.
<b>3</b>	<b>Matters Arising</b> There were no matters arising.
<b>Items for consideration</b>	
<b>4.</b>	<b>New Programmes</b>
	<b>Faculty of Engineering</b>
<b>4.1</b>	<b>PC.2023.14 Dyson School of Design Engineering</b> <b>MSc Design Engineering</b> <b>MSc Design with Behaviour Science</b> <b>MRes Design Engineering Research</b>
<b>4.1.1</b>	The PC considered the new programme proposals from the Dyson School of Design Engineering for delivery with effect from October 2024.
<b>4.1.2</b>	The chair noted that the PC would not usually consider three programmes in one proposal, and this approach had been permitted based on the overlap between the three programmes.  The programme teams gave the PC a short overview of the new programmes.  The PC discussed the new suite of programmes, particularly the need to differentiate between the MSc streams and the standalone MRes programme.  The work that had gone into the paperwork was acknowledged and praise was given to the QAA, FHEQ and Masters Precepts sections of form C, 'Quality and Standards'.  The PC agreed upon the following recommendations: <ul style="list-style-type: none"> <li>• Concern was raised about the potential overlap with the MSc Innovation, Entrepreneurship and Management programme. Please liaise with Michelle</li> </ul>

	<p>Rogan, the Academic Director, and the Business School MRA team to ensure that any overlaps are managed appropriately.</p> <ul style="list-style-type: none"> <li>• The programme team should be clear of the USP in publicity materials and on the website as to why this suite of programmes is different to others with similar names. Why should applicants come to Imperial rather than somewhere else?</li> <li>• Please harmonise the documents, which make different statements about the pre-requisites. Are applicants expected to have backgrounds in Engineering, or STEM? Does STEM include Bioscience/Medicine? What about graduates in behavioural sciences, given the title of one stream?</li> <li>• The programme specifications should differentiate more between the MSc and MRes in terms of how they are described and organised from a teaching and learning and assessment perspective.</li> <li>• Please review the delivery and/or assessment strategy for the following modules: <ul style="list-style-type: none"> <li>- Inferential Statistics and Causal Reasoning – Is 22 hours of lectures appropriate? Would practicals be better suited for Statistics? Will the module team be able to provide usable feedback in a realistic time for the 20-page individual assessment given the expected number of students?</li> <li>- Design Masters Project - Can there be a negotiated choice of output formats? Will team projects be permitted? It seems that this new programme suite could encourage the students to make their own ‘design’ decisions about the most appropriate medium for showing the learning outcomes.</li> <li>- Sustainable Design and Strategy – One of the module learning outcomes is to design an intervention, but this outcome is not mentioned in the assessment strategy which talks of a report on module content.</li> <li>- Designing Interventions for Behavioural Change – The assessment strategy does not resemble the assessment tab. The weekly quiz and engagement test perhaps imply that students get marks for ‘good performance’ but how will this be assessed?</li> </ul> </li> </ul>
<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>Faculty of Engineering</b>
<b>5.1</b>	<p><b>PC.2023.15a Department of Civil and Environmental Engineering</b>  <b>MSc Transport with Data Science and Mathematical Optimisation (H2UMD)</b>  <b>MSc Environmental Engineering with Data Science and Mathematical Optimisation (H2B5)</b>  <b>MSc Geotechnical Engineering with Data Science and Mathematical Optimisation (H2U3M, H2U3O)</b></p> <p><b>PC.2023.15b Department of Civil and Environmental Engineering</b>  <b>MSc General Structural Engineering (H2A1)</b></p>
<b>5.1.1</b>	<p><b>PC.2023.15a Department of Civil and Environmental Engineering</b></p> <p>The PC considered the following with effect from October 2024:</p> <p><u>All programmes</u></p> <ol style="list-style-type: none"> <li>a) Rename the ‘Data Science and Mathematical Optimisation’ programme streams to ‘Data Science’.</li> <li>b) Withdraw the compulsory module CIVE70112 ‘Mathematical Optimisation’ and replace with a new compulsory module named ‘Data Engineering’.</li> </ol>

	<p>c) Update the programme learning outcomes as a result of the above changes.</p> <p><u>MSc Transport with Data Science</u></p> <p>a) Add the existing module CIVE70118 ‘Transport Economics and Demand’ as a compulsory module.</p> <p>b) Change the rules by which students choose their elective modules by forming two new groups (A in the Autumn term, and B in the Spring term).</p> <p>c) Change the designation of the module CIVE70120 ‘Transport Planning and Policy’ from compulsory to elective and add to group A.</p> <p>d) Add the existing module CIVE70115 ‘Safety, Security and Human Factors’ as an elective module and add to group A.</p> <p>e) Change the designation of the module CIVE70106 ‘Air Transportation’ from compulsory to elective and add to group B.</p> <p>f) Change the designation of the module CIVE70110 ‘Intelligent and Autonomous Transport’ from compulsory to elective and add to group B.</p> <p>g) Update the weighted balance of summative assessment across the programme.</p> <p><u>MSc Environmental Engineering with Data Science</u></p> <p>a) Add the existing module CIVE70043 ‘Environmental Modelling and Data Analysis’ as a compulsory module.</p> <p>b) Remove the elective modules CIVE70047 ‘Advanced Water and Wastewater Treatment’ and CIVE70050 ‘Environmental Management in Developing Countries’.</p> <p>c) Update the weighted balance of summative assessment across the programme.</p> <p>d) Change the title of the core module CIVE70088 Design Project: Data Science and Mathematical Optimisation – Environmental and make small associated changes to the module specification.</p> <p><u>MSc Geotechnical Engineering with Data Science</u></p> <p>a) Update the weighted balance of summative assessment across the programme.</p> <p>b) Change the title of the core module CIVE70089 ‘Design Project: Data Science and Mathematical Optimisation – Geotechnics and make small associated changes to the module specification.</p> <p><b>PC.2023.15a Department of Civil and Environmental Engineering</b></p> <p>The PC considered the following with effect from October 2024:</p> <p>a) Introduce a new programme stream named ‘General Structural Engineering with Data Science’.</p> <p>b) Add the existing modules CIVE70116 ‘Statistical Modelling’ and CIVE70111 ‘Machine Learning’ as compulsory modules to the programme stream.</p> <p>c) Add a new module named ‘Data Engineering’ as a compulsory module.</p> <p>d) Add a new module named ‘Design Project Data Science – Structures’ as a core module.</p> <p>e) Add the existing module CIVE70066 ‘Concrete Materials’ as an elective module.</p> <p>f) Remove the elective module CIVE70005 ‘Concrete Structures’ from the programme.</p>
<p><b>5.1.2</b></p>	<p>The PC agreed that a clear rationale had been presented and extensive consultation had taken place. The PC were supportive of the proposals and agreed upon the following recommendations:</p> <ul style="list-style-type: none"> <li>• <u>MSc Environmental Engineering with Data Science</u> - Details of lab classes have been deleted from the programme specification, but this has not explicitly been discussed as a change that might impact on the student experience. Could the programme team provide further information about this change and whether they consider it to be an issue or not.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>MSc Geotechnical Engineering with Data Science</u> - Please provide further information on the support that is available for field trips (e.g., visa). What contingencies are in place should a field trip be cancelled? £400 seems a little low, is this realistic?</li> <li>• <u>Design Project: Data Science module specifications</u> - The module specifications refer to summative assessment involving a single report by each group (typically 20,000 words depending on the size of the group). The module specification should make reference to what each individual students' contribution should be (e.g., the number of words each student is expected to contribute towards the group project) and this should be indicated on the assessment details tab of the form. There are concerns with student workload if students are required to undertake 2 large projects (including the main project). The length of the presentation should also be added. These points are the same for each version of this module specification.</li> <li>• <u>MSc General Structural Engineering with Data Science</u> - Please briefly review the programme level ILOs for clarity and grammatical consistency.</li> </ul> <p>At the last PC meeting, members discussed the terminology and requirements of introducing a new 'stream', 'pathway' or 'specialism' and agreed that it would be helpful for the College to agree on a consistent approach.</p> <p>It was confirmed that this had been provisionally added to the agenda of the February 2024 meeting of the Regulations and Policy Review Committee (RPRC).</p>
<b>5.1.3</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 recommended that the QAEC approve the proposal.
	<b>Faculty of Medicine</b>
<b>5.2</b>	<b>PC.2023.16 Department of Immunology and Inflammation MSc Immunology (N302)</b>
<b>5.2.1</b>	The PC considered a late in session proposal to update the assessments and assessment strategy of the compulsory spring term module IMMU70004 'Immunology in Health and Disease' with immediate effect.
<b>5.2.2</b>	<p>The PC agreed that this was a well-considered way to address generative AI and assessment. The solution to create an innovative and more authentic assessment, with students comparing and critically considering their proposal to a given project with a live project by an academic in the department was likely to promote curiosity and critical thinking.</p> <p>The PC approved the proposal subject to the following recommendations:</p> <ul style="list-style-type: none"> <li>• The description of this novel assessment task could be clearer in the Assessment strategy box and subsequent assessment brief for students. It felt a little unclear that this is dept academic's project and what students will be doing.</li> <li>• As the group-based plan (3 pages) and presentation (15 mins) are different assessment methods these should be expressed across 2 lines on the Assessment tab.</li> <li>• The 'Paper Critique' assessment could be made clearer in the Assessment strategy and subsequent student-facing information (if not already) to clarify that this is a closed book computer-based exam.</li> </ul>
<b>5.2.3</b>	<p>The PC advised that the recommendations above be considered and that the updated module specification be submitted to the Quality Assurance and Enhancement team.</p> <p>The PC recommended the QAEC approve the proposal.</p>

<b>5.3</b>	<b>PC.2023.17 Department of Immunology and Inflammation MSc Immunology (N302)</b>
<b>5.3.1</b>	The PC considered a late in session proposal to update the assessments and assessment strategy of the compulsory spring/summer term module IMM070005 'Immunology Research Project' with immediate effect.
<b>5.3.2</b>	The PC agreed that these changes would help mitigate the use of generative AI in students' thesis and recommended the QAEC approve the proposal.
	<b>Faculty of Natural Sciences</b>
<b>5.4</b>	<b>PC.2023.18 Department of Mathematics MSc Statistics (G3U1) MSc Statistics (Biostatistics) (G3U1B) MSc Statistics (Data Science) (G3U1D) MSc Statistics (Theory and Methods) (G3U1T) MSc Statistics (Statistical Finance) (G3U1S) MSc Statistics (Applied Statistics) (G3U1A)</b>
<b>5.4.1</b>	The PC considered a late in session proposal to add the existing spring term module MATH70134 'Mathematical Foundations of Machine Learning' as an elective to the programmes named above with immediate effect.
<b>5.4.2</b>	The PC were disappointed to receive another late proposal of this nature and stressed that elective module management must be addressed within the department. The College Consul agreed to take these discussions forward.
<b>5.4.3</b>	The PC noted that the module had already been advertised to students ahead of PC approval and felt that in the interest of student experience, there was no other option than to recommend the QAEC approve the proposal.
<b>6</b>	<b>Short Courses</b>
	<b>Faculty of Medicine</b>
<b>6.1</b>	<b>PC.2023.19 Department of Infectious Disease Advanced and Management in Paediatric Endocrinology</b>
<b>6.1.1</b>	The PC considered a proposal to offer the existing module INFE70040 'Advanced and Management in Paediatric Endocrinology' as a non-credit bearing short course with effect from Spring 2024.
<b>6.1.2</b>	The PC praised the clear, concise paperwork and approved the proposal.
<b>6.2</b>	<b>PC.2023.20 Department of Infectious Disease Challenges in Neonatal Encephalopathy</b>
<b>6.2.1</b>	The PC considered a proposal to offer the existing module INFE70041 'Challenges in Neonatal Encephalopathy' as a non-credit bearing short course with effect from Summer 2024.
<b>6.2.2</b>	The PC praised the clear, concise paperwork and approved the proposal.
<b>6.3</b>	<b>PC.2023.21 Department of Infectious Disease Paediatric Cardiology</b>
<b>6.3.1</b>	The PC considered a proposal to offer the existing module INFE70043 'Paediatric Cardiology' as a non-credit bearing short course with effect from Summer 2024.

<b>6.3.2</b>	The PC praised the clear, concise paperwork and approved the proposal.
<b>Items to note</b>	
<b>7.1</b>	<b>PC.2023.22 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>
<b>7.1.1</b>	<b>PC.2023.04 New Programme – Dyson School of Design Engineering MSc Cleantech Innovation</b>
	The revised documentation in response to the recommendations made at the PC meeting held on 26 <sup>th</sup> October 2023.
<b>7.1.2</b>	<b>PC.2023.03 New programme – Department of Electrical and Electronic Engineering MSc AI Applications and Innovation</b>
	The revised documentation in response to the recommendations made at the PC meeting held on 26 <sup>th</sup> October 2023.
	<b>Faculty of Medicine</b>
<b>7.1.3</b>	<b>PC.2023.08 Major modification – Department of Surgery and Cancer MRes Medical Robotics and Image Guided Intervention (A1H6T)</b>
	The revised documentation in response to the recommendations made at the PC meeting held on 26 <sup>th</sup> October 2023.
	<b>Imperial College Business School</b>
<b>7.1.4</b>	MSc International Health Management (N1EG) An in-session modification to add the module BUSI70497 'Economic Evaluation of Health Technologies' as an elective to the programme named above with immediate effect.
<b>7.2</b>	<b>Quality Assurance and Enhancement Committee (QAEC)</b>
	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>
<b>Any Other Business</b>	
<b>8.1</b>	The chair acknowledged the high volume of paperwork associated with new programme proposals and thanked reviewers for their time in considering these in addition to their usual workloads. Committee members were reminded that if needed, the workload could be split between the 2 reviewers and sample checked between them. The process, including the forms, was due to be reviewed by the QAEC.
<b>8.2</b>	A suggestion was put forward to create a 'Programmes Committee checklist' highlighting common themes and tips for completing the proposal forms. Kate Ippolito offered to help draft this.

<b>8.3</b>	It was noted that Lorraine Bayfield would be stepping down from her role as PC secretary in December. She was thanked for her support in the smooth running of the PC and committee members wished her well for the future.
<b>8.4</b>	Committee members were thanked for their contributions and the meeting was closed.