

Short Course Quality Committee
Confirmed Minutes of the meeting held on
Thursday 8th October 2015

Present:

Professor Emma McCoy, Chair
Professor Susan Gibson, Graduate School
Dr Martyn Kingsbury, Education Development Unit
Dr Audrey de Nazelle, Faculty of Natural Science
Mr Chun-Yin San, ICU Deputy President (Education)
Dr Jane Saffell, Faculty of Medicine
Mr Daniel Smith, Registry

In attendance:

Dr Anna Nyburg, Centre for Languages, Culture and Communication
Ms Veronica Russell, Business School (for Mr Jon Tucker)
Ms Ulrika Wernmark, Centre for Continuing Professional Development (for Ms Betty Yue)
Mr Matthew Sweeting, Registry (Secretary)

Apologies:

Ms Annalisa Alexander, Outreach
Dr Lorraine Craig, Faculty of Engineering
Mr Jon Tucker, Business School
Ms Betty Yue, Centre for Continuing Professional Development

1. Welcome and Apologies

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

2. Membership and Terms of Reference

The committee noted the terms of reference and membership for the academic year 2015/16.

2015.SCQC.01

3. Minutes of the Previous Meeting

The minutes of the previous meeting held in May 2015 were confirmed with no amendments.

2015.SCQC.02

ITEMS FOR CONSIDERATION

4. Health Policy Short Courses in Department of Surgery and Cancer

The committee considered a proposal from the Department of Surgery and Cancer to offer a number of existing Master's level modules as short courses. The quality and standard of these modules had already been approved by the Master's Quality Committee (Medicine, Life Sciences and Professional Development) as part of the programme approval process for the MSc in Health Policy.

2015.SCQC.03

- 4.1 The committee noted that short course delegates would receive indicative marks within 4 weeks of submission, with confirmation of final marks following the exam board in November. The committee recommended that the department clarify the form the indicative mark would take. Current college practice is to provide indicative results as an alpha-grade.

Action: Department of Surgery and Cancer

- 4.2 The committee further recommended that the department clarify the period of study to include time spent after the teaching period and before the assessment submission.

Action: Department of Surgery and Cancer

- 4.3 The committee agreed to approve the proposed short course with immediate effect subject to the recommendations above.

5. **Fractography and Failure Analysis and Non-Destructive Evaluation Short Courses in the Department of Aeronautics.** **2015.SCQC.04**

The committee considered a proposal from the Department of Aeronautics to offer existing Master's level modules as short courses. The quality and standard of these modules had already been approved by the Master's Quality Committee (Business, Engineering and Physical Sciences) as part of the programme approval process for the MSc in Composites: the Science, Technology and Engineering Application of Advanced Composites.

- 5.1 The committee noted that the short courses would be non-assessed and would not carry academic credit. Upon completion of the course, delegates would receive a certificate of attendance only.

- 5.2 The committee recommended that the department should provide more details of the course to the Quality Assurance and Enhancement team, particularly in relation to details of entry points, student numbers and fees.

Post Meeting Note

The department provided more information to the Quality Assurance and Enhancement team as requested.

- 5.3 The committee agreed to approve the proposed short course with immediate effect subject to the recommendation above.

6. **Global Health Short Courses in the School of Public Health** **2015.SCQC.05**

The committee considered a proposal from the School of Public Health to introduce a short course in Global Health. The committee noted that the course had previously been approved by the Continuing Professional Development Quality Committee.

- 6.1 The committee agreed to approve the proposed short course with immediate effect

7. **Genomic Medicine Short Courses in the National Heart and Lung Institute (NHLI)** **2015.SCQC.06**

The committee considered a proposal from the NHLI to offer a number of existing Master's level modules as short courses. The quality and standard of these modules had already been approved by the Master's Quality Committee (Medicine, Life Sciences and Professional Development) as part of the programme approval process for the MSc in Genomic Medicine.

- 7.1** The committee noted that the Core Concepts in Human Genetics and Genomics module had been approved by Chair's action in order to accept a short course delegate who was interested in taking the course. The module began for Master's students on Monday 5 October 2015.
- 7.2** The committee noted the proposed arrangements for confirming the final marks for short course delegates. The committee agreed that it would not be appropriate for the marks of delegates to be confirmed separately from those of Master's students as this would prevent moderation across the whole cohort. The committee recommended that short course delegates should be provided with indicative marks and final marks should be confirmed following the board of examiners. Current college practice is to provide indicative results as an alpha-grade.
- 7.3** The committee noted that the issue of confirming marks for short course delegates was a critical one as departments are seeking to offer an increasing number of modules to external participants. The committee agreed the topic should be discussed as part of the Academic Standards Framework.

Post Meeting Note

The question of confirming final marks for short course delegates has now been added to the list of items to be considered by the Academic Integrity 'task and finish group' as part of the Academic Standards Framework.

- 7.4** The Committee noted that the MSc in Genomic Medicine was a collaborative programme and recommended that the short courses should not be advertised externally until the Memorandums of Agreement had been signed with each of the relevant partners (Brunel University and the Institute of Cancer Research).
- 7.5** The committee recommended that the department clarify the fees for delegates, particular overseas delegates.

Action: National Heart and Lung Institute (NHLI)

- 7.6** The committee agreed to approve the proposed short course subject to the recommendations above.

8. Minor modifications to the Faculty of Medicine Summer School

2015.SCQC.07

The committee considered a proposal from the Faculty of Medicine to make a number of minor modifications to the Faculty of Medicine Summer School.

- 8.1** The committee noted that the Summer School had been successfully piloted during the summer and that the proposed changes, including extending the

summer school to four weeks, would build on this success.

- 8.2 The committee approved the proposed modifications with effect from July 2016.

9. **Change in Policy for Chair's Actions**

The committee considered a proposal to require approval from the relevant Faculty representative for any proposals which are considered by Chair's action. This was in response to the significant number of items which needed to be considered by Chair's action during the summer whilst the Committee did not meet.

- 9.1 The committee agreed the proposal with immediate effect.

ITEMS TO NOTE

10. **Chair's Report**

2015.SCQC.08

The committee noted the actions taken by the Chair on behalf of the Committee since the last meeting.

ANY OTHER BUSINESS

11. **Evening Classes and Summer Schools**

The committee considered a proposal from the Centre for Languages, Culture and Communication, to confirm details of the main- and summer evening classes. The committee noted the evening classes had been running successfully for several decades.

- 11.1 The committee approved the proposal subject to the development of a full short course specification for each of the two series of evening classes.

Action: Quality Assurance & Enhancement

12. **Date of the Next Meeting**

Thursday 17th December 2015, 2.00pm – 4.00pm, Board Room, Level 4, Faculty Building (South Kensington Campus)