

**Short Course Quality Committee**  
Confirmed Minutes of the meeting held on  
Thursday 17<sup>th</sup> December 2015

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**Present:**

Professor Emma McCoy, Chair  
Dr Lorraine Craig, Faculty of Engineering  
Dr Audrey de Nazelle, Faculty of Natural Science – *remote attendance*  
Professor Susan Gibson, Graduate School  
Dr Martyn Kingsbury, Education Development Unit

Dr Jane Saffell, Faculty of Medicine  
Mr Daniel Smith, Registry  
Mr Jon Tucker, Business School  
Mr Chun-Yin San, ICU Deputy President (Education)  
Ms Betty Yue, Centre for Continuing Professional Development

**In attendance:**

Mr David Lefevre, Business School  
Ms Diane Morgan, Business School  
Mr Matthew Sweeting, Registry (Secretary)

**Apologies:**

Ms Annalisa Alexander, Outreach  
Dr Roberto Trotta, Centre for Languages, Culture and Communication

**1. Welcome and Apologies**

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

The Chair provided the committee with details of the new governance structure, which would be implemented from January 2016. It was clarified that the Programmes Committee would assume responsibility of the Short Course Quality Committee.

**2. Minutes of the Previous Meeting**

**2015.SCQC.09**

The minutes of the previous meeting held on the 8<sup>th</sup> October 2015 were confirmed with no amendments.

**3. Matters Arising from the Minutes**

**3.1 Minute 4.1: Health Policy Short Courses - Department of Surgery and Cancer**

It was noted that this action had been completed. The department confirmed that the indicative marks and final marks would be released after the Examination Board in November.

### 3.2 **Minute 4.2: Health Policy Short Courses - Department of Surgery and Cancer**

It was noted that this action had been completed. The department confirmed that face-to-face contact hours would take place over one week, full-time.

### 3.3 **Minute 7.5: Genomic Medicine Short Courses – National Heart and Lung Institute (NHLI)**

It was noted that this action was ongoing. Although the department had clarified the UK/EU and International fees, it was noted that the signing of the Memorandums of Agreement with Brunel and ICR were still outstanding. The department would therefore continue to cease any advertising until these agreements have been signed.

### 3.4 **Minute 11.1: Evening Classes and Summer Schools - Centre for Languages, Communication and Culture**

It was noted that this action was ongoing. A full short course specification had been completed for the Evening Classes but was still outstanding for the Summer Schools.

3.5 At a previous meeting it was suggested that a short course register be developed and circulated to members of the SCQC. It was agreed that a register of short courses would be developed as part of the short course annual monitoring process in January 2016 and circulated to members of the SCQC for information.

**Action: Quality Assurance and Enhancement Team**

### **ITEMS FOR CONSIDERATION**

#### 4. **BMU India Summer School in the Imperial College Business School** **2015.SCQC.10**

The committee considered a proposal from the Business School to offer a closed, summer school to students studying at BML Munjal University (BMU) in India with effect from July 2016. It was clarified that this was an existing short course which would be delivered to BMU students as a component of their MBA at BMU.

4.1 The committee recommended that the department provide clarification on assessment submission, as it was not clear whether this would take place in the UK as part of the four week summer school, or how assessments would be submitted to Imperial for marking.

**Action: Imperial College Business School**

#### **Post Meeting Note**

The Business School confirmed that students would submit their final assessments via email to the Module Leader following the full completion of the 8 week course when back in India.

4.2 The committee agreed to approve the proposed summer school with effect from July 2016 subject to the above recommendation.

- 5. Finance Summer Schools in the Imperial College Business School** **2015.SCQC.11**
- The committee considered a proposal from the Business School to withdraw the existing Global Finance Summer School and introduce three new finance summer schools in its place with effect from June 2016. The three new courses (Accounting, Principles of Finance and Corporate Finance) would be introductory in the different areas of finance, as opposed to the overview of finance that is currently offered.
- 5.1** The committee agreed to withdraw the existing Global Finance Summer School and introduce the three new summer schools in Accounting, Principles of Finance and Corporate Finance with effect from June 2016.
- 6. Management Challenges in Healthcare Short Course in the Imperial College Business School** **2015.SCQC.12**
- The committee considered a proposal from the Business School to offer the existing MBA Management Challenges in Healthcare module as a short course with effect from December 2015.
- 6.1** The committee noted that there was no short course proposal form attached to the paperwork submitted by the department and therefore requested that this be completed and circulated to the committee.
- 6.2** The committee also noted that the course title was very similar to an existing Management Challenges in Healthcare Organisation short course run in the Centre for Professional Development. It was recommended that the Business School revisit the title of the proposed course in order to distinguish it from the CPD course. The committee suggested including the term “executive” in the title.
- 6.3** Further to the above, the committee recommended that the Business School discuss and seek the support for the proposal from the relevant stakeholders within other departments who may offer a similar provision.
- 6.4** The committee requested that the Business School provide clarification on the rules regarding accreditation of prior learning (APL) and whether the school would accept APL in respect of the MBA (suite of programmes).
- 6.5** The committee were informed that admissions processes and distribution of transcripts and certificates would come under the remit of the Business School’s ‘Executive Education’ team. This was consistent with current processes for continuing professional development courses in the Business School.
- 6.6** The committee were supportive of the proposal but agreed that further clarification was required from the department before the committee approved the programme. It was therefore recommended that following the above discussions and recommendations, the Business School update the proposal paperwork before it could be recommended to Senate for approval.

**Action: Imperial College Business School**

- 7. edX Short Course in the Imperial College Business School** **2015.SCQC.13**
- The committee considered a proposal from the Business School to develop a number of Massive Open Online Courses (MOOC) via the edX platform. The Business School submitted five courses for approval in the first instance, and intend to present additional courses to the Programmes Committee in 2016. These MOOCs would aim to attract students towards the Imperial MBA courses.
- 7.1** The proposal was presented by Mr David Lefevre and Ms Diane Morgan from the Business School. Mr Lefevre provided the committee with a demonstration on the edX platform and the existing online pre-study MBA available on the Business School's custom virtual learning environment. The committee noted that four of the courses were based on material from existing pre-sessional, on-line 'primer' modules available to students through the Business School's virtual learning environment.
- 7.2** The committee queried whether the learning outcomes of the modules met the level 7 descriptors of the Framework for Higher Education Qualifications of UK Degree Awarding Bodies and discussed whether it was necessary for MOOCs to be associated with a level.
- 7.3** The Business School confirmed that the module "Business Analytics 1" was not a pre-requisite of "Business Analytics 2" and was, in fact, an independent module, the committee recommended that the Business School re-consider the title of these modules to make it clear that there was no direct relationship between them.
- 7.4** The Business School confirmed that the relevant members of staff had been identified by the department to be involved in the delivery of these courses, but had not yet been approached.
- 7.5** It was confirmed that there would be no direct personal relationship between the students and the tutor as the focus would be on the peer community on a whole i.e. tutors would identify and report back on common themes and issues raised. The committee felt that the information within the paperwork on staffing arrangements and availability of tutor support was not clearly outlined in the proposal and recommended that the paperwork be updated accordingly.
- 7.6** The committee also recommended that the Business School provide additional clarification on the rationale behind the notional learning and teaching, independent study hours and what was expected from students.
- 7.7** The Business School explained the types of assessment methods that were available through the edX platform which included multiple-choice tests, numerical input and matching tests. The Business School also confirmed that although peer to peer assessment would be available they had no intention of incorporating this into the courses.
- 7.8** The Business School confirmed that they intended to charge a small fee for

subsequent courses, but it was made clear that generating income from these courses was not the primary motivation of the course as no guarantees could be made on revenue for MOOCs.

**7.9** The committee queried the ongoing quality assurance processes, particularly in terms of measuring success. It was noted that retention rates would not be a valuable statistic as these were generally very low for MOOCs (it was predicted that the completion rate would be between 3-10%). The committee recommended that the Business School should include reference to ways in which qualitative feedback on the quality of course could be obtained, and indicate the metrics which could be used to measure the success of the course.

**7.10** The committee were eager to establish how the MOOCs fit in with the College's regulatory framework. The committee requested that a copy of the agreement with edX be sent to the Quality Assurance and Enhancement Team to aid this discussion.

**7.11** The committee was extremely supportive of the proposal and there was general agreement that this was a positive development for the College. The committee agreed that there were a number of areas which should be clarified before it could recommend the course for approval by Senate. It was requested that the Business School update the proposal and supporting paperwork as follows:

- To establish the module outside of the Framework for Higher Education Qualifications (i.e. making the FHEQ level 'not applicable')
- To make clear that there is no direct relationship between 'Business Analytics I' and 'Business Analytics II' by changing the module titles
- To clarify staffing arrangements, including module leaders and moderation of discussion boards in the proposal paperwork
- To clarify the availability of tutor support and peer-to-peer support for delegates in the proposal paperwork
- To explain the rationale behind the notional learning and teaching/independent study hours
- To include reference to ways in which qualitative feedback on the quality of the course will be obtained
- To indicate metrics which could be used to measure the success of the course
- To provide a copy of the legal agreement with edX to the Quality Assurance and Enhancement Team

**Action: Imperial College Business School**

**7.12** Further to the above, the committee also recommended that; as MOOCs are a new type of provision for the College, and given that there may be potential for other departments to expand into this type of provision, the Business School should report progress on the development and implementation of the MOOC to Programmes Committee on a regular basis.

**Action: Imperial College Business School**

- 8. MSc Surgical Innovation Short Course in the Department of Surgery and Cancer** **2015.SCQC.14**
- The committee considered a proposal from the Department of Surgery and Cancer to offer existing Master's level modules (Bariatrics 1: Obesity Medicine and Bariatrics 2: Bariatric Surgery) as a short course with effect from September 2015. These two courses would make up one single course and would be co-requisites of one another. It was noted that the department intend to propose additional short courses for approval under the MSc Surgical Innovations Short Course title in April 2016.
- 8.1** The committee noted the importance of ensuring that modules meet the descriptors of the relevant FHEQ levels, particularly when modules delivered as part of an award-bearing programme are made available as short courses with the possibility of accreditation of prior learning (APL). The college's approach to APL would become increasingly important as more short courses are developed although the committee noted that there was currently little appetite for students to be able to receive an award of the College through completion of individual, credit-bearing short courses.
- 8.2** The committee were generally very supportive of the proposal and agreed to retrospectively approve the proposed short course with immediate effect.
- 9. Chair's Report** **2015.SCQC.15**
- The committee noted the actions taken by the chair on behalf of the Committee since the last meeting.
- 10. Dates of Meetings**
- It was re-iterated that this was the last meeting of the Short Course Quality Committee, and that the relevant Programmes Committees and Faculty Education Committees would be responsible for all SCQC related activities from January 2016.