

## Short Course Quality Committee

Confirmed Minutes of the meeting held on  
Friday 27 March 2015

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### Present:

Professor Emma McCoy, Chair  
Ms Lisa Carrier, Medicine (for Dr Jill Warner)  
Ms Maggie Causley, Co-curricular Studies (for Dr Eryl Price-Davies)  
Dr Lorraine Craig, Faculty of Engineering  
Mr Pascal Loose, Imperial College Union  
Dr Audrey de Nazelle, Faculty of Natural Sciences  
Mr Jon Tucker, Business School  
Ms Ulrike Wernmark, CCPD (for Dr Betty Yue)

### In attendance:

Ms Katie Henry, CCPD  
Ms Tamsin Roberts, Registry  
Mr Daniel Smith, Registry (Secretary)  
Ms Sophie White, Registry

### Apologies:

Ms Annalisa Alexander, Outreach  
Professor Sue Gibson, Graduate School  
Dr Martyn Kingsbury, EDU  
Dr Eryl Price-Davies, Co-curricular Studies  
Dr Jill Warner, Faculty of Medicine  
Dr Betty Yue, CCPD

#### 1. Welcome and Apologies

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

#### 2. Terms of Reference

The Committee noted the terms of reference for the academic year 2014/15 as approved by Senate.

**SCQC.2014.01**

### ITEMS FOR CONSIDERATION

#### 3. Course Currently Available across the Institution

The Committee considered an analysis of courses currently available across the institution. The Committee noted that continuing professional development (CPD) courses represented the largest volume of courses currently on offer across the institution.

**SCQC.2014.02**

- 3.1** The committee agreed to prioritise CPD courses and Summer Schools based on the perceived levels of risk to the College in terms of strategy, income and brand associated with these courses.

3.2 Staff development & training courses, Bespoke & closed courses, English for Academic Purposes (EAP) courses and outreach courses were considered low risk and therefore a lower priority.

4. **Processes for Managing Quality Assurance of Short Courses**

SCQC.2014.03

The Committee considered proposed processes for managing the quality of short courses in the short term, particularly during the transition of responsibility to the Registry.

4.1 The Committee noted the need to consider the speed and ease of the approval process due to the nature of short course provision. An approval model was proposed which would enable a 'licensing' approach for departments as well as 'block approval' for similar provision within a department.

4.2 The Committee agreed to further develop the detail of the approval process including the use of on-line approval as the current form will not support the increase in volume.

**Action: Quality Assurance & Enhancement**

4.3 The Committee considered the different processes suggested for management of Horizons and 'Business for Professional Engineers & Scientists' (BPES) modules and agreed that these types of provision were sufficiently distinct from short courses to warrant oversight by a separate group.

**Post Meeting Note**

The Committee's suggestion that oversight of BPES and Horizons modules should be coordinated has been fed into the Academic Standards Framework review. In the immediate term, during the development of a new governance model the Vice Provost (Education) has requested that management of Horizons modules remain with the Horizons Committee and management of BPES modules remain with the Faculty Studies Committees.

4.4 The Committee agreed the proposed process for managing the quality assurance of short courses subject to the action above.

5. **Short Course Evaluation**

SCQC.2014.04

The Committee considered a report from the Surveys Working Party regarding course evaluations.

5.1 The Committee agreed that short courses should use the same survey approach as SOLE, using a core set of standard evaluation questions.

5.2 The Committee further agreed that an optional bank of questions should be agreed and that questions currently used to evaluate short courses should be collated.

**Action: Quality Assurance & Enhancement**

6. **New Course Proposal: Cardiorespiratory Nursing**

SCQC.2014.05

The Committee considered a proposal from the National Heart & Lung Institute (NHLI) to offer four modules from the MSc in cardiorespiratory Nursing as short courses.

- 6.1 The Committee agreed that the further details of the modules should be gathered from the NHLI and the proposal considered by Chair's Action.

**Action: NHLI**

### **ANY OTHER BUSINESS**

#### **7. Dates of meetings 2014-15**

The Committee agreed to meet once more during the academic year 2014/15 in early May.

#### **Post Meeting Note**

The next meeting of the Short Course Quality Committee will be held on Tuesday 12 May 2015 at 10:00 in SALC 7. The deadline for papers will be Monday 5 May.

#### **8. Faculty of Medicine Summer School**

The Committee considered a proposal from the Faculty of Medicine to change the entry criteria of the Faculty of Medicine Summer School: Revolutions in Biomedicine with effect from June 2015.

The Committee agreed to approve the change entry criteria subject to approval by the Quality Assurance & Enhancement Committee (QAEC) which initially considered the proposal.

#### **Post Meeting Note**

The Quality Assurance & Enhancement Committee agreed to approve the change to entry criteria with effect from June 2015. Students will be expected to be registered on a university degree programme with significant bioscience content and to have achieved a minimum pass mark in the bio-science related modules.

#### **9. Short Course Proposals**

The Following short courses, submitted to the Continuing Professional Development Quality Committee (CPDQC) were approved:

- Foundations Recent Developments in Analysis & Design (CPD)
- Introduction to Optimisation (Chemical Engineering)
- Advanced Optimisation (Chemical Engineering)
- Principles of Genomic Medicine (NHLI)
- eHealth (School of Public Health)
- Big Data for Health (School of Public Health)