

03 June 2015
The Boardroom – 58 Princes Gate
South Kensington Campus

Minutes

Present: Professor A Parry (Chair), Professor John Seddon, Dr B Duncombe, Dr R Forsythe, Professor J Mestel, Professor S Curry, Dr S Archer, Dr Felicitas M Starr-Egger

In Attendance: Miss K Coffield (Secretary); Mr D Smith (Quality & Assurance)

1 Apologies for Absence

1.1 Received: Professor D Wright; Mr J Fernando, Mr P Loose

2 Minutes

2.1 Approved: Minutes of the previous meeting held on 18 February 2015 (**Paper 1**).

3 Matters Arising

3.1 None reported.

4 Chair's Action

4.1 None reported.

5 Senate Summary Report

5.1 Received and Noted: The summary reports from the meetings of the Senate held on 25 February 2015 (**Paper 2**).

5.2 The Committee noted that Commemoration Day has been brought forward from its traditional date for this year and that the date falls on a Monday. The Committee sought clarification on whether teaching will be allowed that day.

6 Quality Assurance and Enhancement Committee Summary Report

6.1 Received and Noted: The summary reports of the January, February and April 2015 meetings of the QAEC (**Papers 3 and 3a**).

7 Engineering Studies Committee Summary Report

7.1 Received and Noted: The summary report of the meeting of the Engineering Studies Committee held on 11 March 2015 (**Paper 4**).

8 Medical Studies Committee Summary Report

8.1 Received and Noted: The summary report of the meeting of the Medical Studies Committee held on 11 February 2015 (**Paper 5**).

8.2 The representative for Life Sciences queried the provisional title of a new proposed undergraduate degree: Human Biology. This has potential implications for Life Sciences, which as a department has not been consulted on the introduction or naming of the degree. The representative for QA confirmed that the title is yet to be finalised and that these concerns would be fed back via the appropriate channels.

9 Distribution of Honours Data 2013-14

9.1 Considered: Distribution of Honours Degree Classifications 13-14 (**paper 6**).

9.2 The committee commented that the increase in the award of first and upper second class degrees since 2007 was to be welcomed but felt this should be carefully monitored

10 Undergraduate Failure Rates 2013-2014

10.1 Considered: The annual report on Undergraduate failure rates by Department (**paper 7**).

10.2

The Committee noted that the data would be easier to interpret if presented graphically. There were no comments on the data itself.

11 Arrangements for Considering Undergraduate External Examiner Reports

11.1 Noted: Revisions to the procedure for considering external examiners reports, to take effect immediately (**paper 8**).

11.2 The Committee noted the revision and was very happy with the new procedure.

12 SOLE lecturer/module results

12.1 Considered: the Spring Term UG SOLE lecturer/module results and the Autumn/Spring Term Horizons/BPES UG SOLE lecturer/module results (**paper 9**).

12.2 The Committee noted the similarity in each set of data. There were no further comments.

13 Undergraduate External Examiner Summary Report 2013-14

13.1 Considered: the themes and issues identified to agree if any further action is required (**paper 10**).

13.2 The Committee agreed that consistency is an issue, and in particular in the aspects of the assessment process as highlighted in the paper, but made no recommendations for any specific further action.

14 External Examiners to be Replaced for 2015-16

14.1 Noted: a list of External Examiners who are due to complete the maximum 4 year term of office at the end of the 2014-15 academic year. The Committee is asked to encourage Departments to identify replacements at the earliest opportunity (**paper 11**).

14.2 The Chair reminded members of the need to ensure replacements are appointed as soon as possible. The DUGS for Mathematics highlighted that in addition to those named in paper 11, (insert title) Alan Champneys will be stepping down as the undergraduate and MSc external examiner for the Department. This information will be passed on to QA.

15 Modifications to undergraduate programmes of study

15.1 Department of Mathematics

15.2 Approved: The removal of the Mastery examination (**paper 12a**).

15.3 The QA representative asked for confirmation that students will still be doing the correct number of credits at the right level. The DUGS for Mathematics confirmed that the credit previously awarded for the Mastery exam would be split across the rest of the module. The Committee approved the proposed amendment.

15.4 Approved: The proposal for a new 4th year option M4P59 "Introduction to Advanced Analysis" (**paper 12b**).

15.5 The Committee had no queries or comments on the information presented, and approved the proposed amendment.

15.6 Approved: The proposal for a new 3rd/4th year option M3PA48/M4PA48 "Dynamics of Games" (**paper 12c**).

15.7 The Committee had no queries or comments on the information presented, and approved the proposed amendment.

15.8 Approved: The proposal for a new 4th year option M4A47 on Finite Elements (**paper 12d**).

15.9 The Committee had no queries or comments on the information presented, and approved the proposed amendment.

15.10 Approved: The proposal for a new 3rd year option M3B the Mathematics of Business (**paper 12e**).

15.11 The Committee had no queries or comments on the information presented, and approved the proposed amendment. However, it was noted that a module leader was yet to be appointed and that the syllabus could change once a module leader is in place. Such changes can be approved under Chair's Action if needed.

15.12 Approved: The proposal for a new 4th year option M4S18 "Topics in Advanced Statistics" (**paper 12f**).

15.13 The Committee had no queries or comments on the information presented, and approved the proposed amendment.

15.14 Noted: The syllabuses of M3A16 "Geometric Mechanics I: Dynamics & Symmetry" and M3A34 "Geometric Mechanics II: Rotating, Translating & Rolling" have been

changed to incorporate some material from another module which will not be given: M4A40 "Integrable Systems". **(paper 12)**

15.15 Noted: Module M3HP "Introduction to High Performance Computing", approved by the committee at its last meeting, will now be coded M3C "Introduction to High Performance Computing" **(paper 12)**.

15.16 Noted: M3S17 "Credit Scoring 2" will be renamed "Quantitative Methods in Retail Finance", and M3S16 "Credit Scoring I" will be renamed "Credit Scoring" **(paper 12)**.

16 Department of Chemistry

16.1 Considered: Amendments proposed by the Department to the final year of its integrated Masters programmes where the final year is based in the Department only. The amendments would take effect from 2015/16 **(paper 13)**

16.2 SSC conferred with the QA representative attending the meeting, who noted good practice on the part of the Department in relation to its extensive consultation with students and confirmed that QA is happy with the proposed restructuring. A question was raised with regard to whether students are permitted to resubmit failed coursework. The QA representative will seek clarification on this point.

16.3 The Committee approved the proposal in principle and agreed that it can be signed off under Chair's Action once full paperwork has been submitted to QA.

17 Any Other Business

17.1 Department of Mathematics

17.2 The Department wished to implement a rule whereby permission from the Senior Tutor will be required for students to take more than one project course in a term. This is in order to prevent students taking on too high a workload. The Committee approved this proposal.

18 Date of next meeting

18.1 Noted: The date of the next meeting of the Science Studies Committee has changed from 10 November to 19 November 2015.

K Coffield
4 June 2015