

Programmes Committee (PC)

Tuesday 6 September 2016
Confirmed Minutes

Present

Mr Nas Andriopoulos, Dr Lorraine Craig, Professor Myra McClure, Mr Luke McCrone, Professor Emma McCoy (chair), Dr Jane Saffell, Mr Daniel Smith (secretary), Ms Judith Webster, Ms Sophie White, Ms Betty Yue

Apologies

Professor Sue Gibson, Dr Martyn Kingsbury, Dr Edgar Meyer, Professor Alan Spivey, Dr Roberto Trotta, Professor Denis Wright

In Attendance

Mr James Balloch, Ms Rebecca Middleton

1 **Welcome and Apologies**

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

2 **Terms of Reference and Membership [PC.2016.01]**

The committee noted the terms of reference and membership. Members were invited to formally nominate alternates to attend in their place when they are not available.

3 **Minutes of the Previous Meeting [PC.2016.02]**

The minutes of the previous meeting were approved with no amendments

4 **Matters Arising**

The committee noted that the following recommendations made by the committee at its meeting on 30 June 2016 had not yet been completed.

4.1 MSc Business Analytics - the committee recommended that:

- the department confirm the exact methods of assessment for each module in order that the College could ensure that timely and accurate information regarding assessment was provided to the students
- the department confirm whether the module was core or elective and update the documentation accordingly
- the department develop the learning outcomes for both modules in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ

4.2 MSc Mathematics & Finance - the committee recommended that:

- the department develop the 'section A', (knowledge), learning outcomes of the programme in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- students currently enrolled on the two-year, part-time programme be given the opportunity to complete the programme under the existing structure
- the department seek consent from offer holders.

4.3 MSc Statistics - the committee recommended that:

- the department submit a module outline for the modules M5MS20 (Sequential Monte Carlo) and M5MS05 (Advanced Statistical Theory)

- the department develop the learning outcomes of the module M5MS18 (Official Statistics) in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- the department consult offer holders to advise them of changes to the programme

ITEMS FOR CONSIDERATION

- 5 **Minor Modification Audit 2015/16 [PC.2016.03]**
The committee considered the analysis of the 2015/16 minor modification audit
- 5.1 The committee noted that the results showed some clear issues with the current modification procedures and that this was a complex and university-wide issue.
- 5.2 The committee noted that there was a need to review the College's modification procedures to ensure that these were fit for purpose, in particular to ensure that these are easy to interpret and easy for academic departments to follow in practice. The committee further notes that it was important that the modification procedures take into account the implications of the advice on consumer protection law provided by the Consumer Markets Authority in a way which is measured and fair.
- 5.3 The committee noted that the Quality Assurance and Enhancement Team were reviewing the procedures for programme modification and intended to bring a revised procedure to the committee's next meeting on 25 October 2016.
- 6 **Strategic Approval of New Programmes**
There were no new programmes to be considered for strategic approval
- 7 **New Programme Proposals**
There were no new programme proposals to be considered
- 7.1 **BSc Medical Sciences with Biomedical Engineering [PC.2016.04] and [PC.2016.04a]**
The committee considered a proposal from the Department of Bioengineering with the School of Medicine to introduce the above programme with effect from October 2017. The proposal was presented by Professor Martyn Boutelle and Ms Louise O'Sullivan of the Department of Bioengineering.
- 7.1.1 The committee noted that the department intended to review the learning outcomes and assessment of all modules during autumn term 2016.
- 7.1.2 The committee recommended that the department raise the entry requirement to require all applicants to normally have achieved a grade B at A-Level in Mathematics or equivalent.
- 7.1.3 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.
- 7.2 **MSc Innovations in Cardiological Science [PC.2016.05] and [PC.2016.05a]**
The committee considered a proposal from the National Heart and Lung Institute to introduce the above programme with effect from October 2017. The proposal was presented by Professor Sue Smith and Professor Peter Collins of the National Heart and Lung Institute.
- 7.2.1 The committee recommended that the department monitor the assessment timetable carefully to ensure that the student workload was evenly balanced throughout the programme.
- 7.2.2 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendation above.

8 Major Modifications to Existing programmes

8.1 MSc Human Molecular Genetics [PC.2016.06]

The committee considered a proposal from the School of Public Health to change the assessment regime of the above programme with immediate effect.

8.1.1 The committee noted that there were three students who would be affected by the modification and that all students had consented to the change.

8.1.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.

8.2 MRes Business [PC.2016.07]

The committee considered a proposal from Imperial College Business School to change the structure of the programme with immediate effect.

8.2.1 The committee noted that the modification did not bring about any material change to the programme.

8.2.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.

8.3 MSc Finance and Accounting [PC.2016.08]

The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS2017 (Financial Econometrics) to the above programme with immediate effect.

8.3.1 The Committee agreed to recommend the proposal to QAEC for approval with immediate effect.

8.4 MSc Molecular Medicine [PC.2016.20]

The committee considered a proposal from the Department of Medicine to change the assessment structure of the above programme with immediate effect. This item was considered under any other business.

8.4.1 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.

9 Suspensions and Withdrawals of Existing Programmes

9.1 MRes Biomedical Research [PC.2016.09]

The committee considered a proposal from the Department of Surgery and Cancer to suspend four streams of the above programme for three years with effect from October 2016

9.1.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2016

9.2 MSc Engineering Geology for Ground Models [PC.2016.10]

The committee considered a proposal from the Department of Civil and Environmental Engineering to suspend the above programme for one year with effect from October 2017

9.2.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017

9.3 MSc Engineering Geology for Ground Models with Business Management [PC.2016.11]

The committee considered a proposal from the Department of Civil and Environmental Engineering to suspend the above programme for one year with effect from October 2017

9.3.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017

- 9.4 **MSc Engineering Geology for Ground Models with Sustainable Development [PC.2016.12]**
The committee considered a proposal from the Department of Civil and Environmental Engineering to suspend the above programme for one year with effect from October 2017
- 9.4.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017
- 9.5 **PGDip Biomedical Engineering [PC.2016.13]**
The committee considered a proposal from the Department of Bioengineering to withdraw the above programme with effect from October 2016
- 9.5.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2016
- 9.6 **MSc Computing (Distributed Systems) [PC.2016.14]**
The committee considered a proposal from the Department of Computing to withdraw the above programme with effect from October 2017
- 9.6.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017
- 9.7 **MSc Computing for Industry [PC.2016.15]**
The committee considered a proposal from the Department of Computing to withdraw the above programme with effect from October 2017
- 9.7.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017
- 9.8 **MRes Clinical Research Design and Management [PC.2016.16]**
The committee considered proposal from the Department of Medicine to withdraw all modes of the above programme with effect from October 2016
- 9.8.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2016
- 10 **New Short Course Proposals**
There were no proposals for new short courses to be considered.
- 11 **Modifications to Existing Short Courses**
- 11.1 **EdX Short Course [PC.2016.17]**
The committee considered a proposal from Imperial College Business School to change the title of the above short course and to change the titles of modules delivered on the above short course with immediate effect
- 11.2 The committee recommended that the department provide a module outline for the module 'Data Analysis Essentials for MBA Success'
- 11.3 The Committee agreed to recommend the proposal to QAEC for approval with immediate effect.
- 12 **Suspensions and Withdrawals of Existing Short Courses**
There were no suspensions or withdrawals to be considered.

ITEMS TO NOTE

- 13 **Chair's Report [PC.2016.18]**
The committee noted action taken by the chair on behalf of the committee.

- 14 **Suspended and Withdrawn Programmes [PC.2016.19]**
The committee noted a list of suspended programmes for the academic year 2016/17 and programmes to be withdrawn with effect from 2017/18

ANY OTHER BUSINESS

- 15 **Vote of Thanks**
The committee thanked Dr Jane Saffell for her valuable contributions to the committee.
- 16 **Dates of Meetings**
Tuesday 25 October, 10:00-13:00, Drawing Room, 170 Queen's Gate
Tuesday 13 December, 10:00-13:00, Ballroom, 58 Prince's Gate
Tuesday 21 March, 10:00-13:00, Ballroom, 58 Prince's Gate
Tuesday 9 May, 10:00-13:00, Boardroom, Level 4, Faculty Building