Imperial College London

Report by the Programmes Committee for the meeting held Tuesday 27 November 2018

Items to consider:

1.	**Strategic Approval of New Programmes**

No programmes were considered for strategic approval.

2.	**New programme Proposals**

2.1 Global Master of Public Health

The Programmes Committee considered a proposal from the School of Public Health to introduce the above online programme with effect from September 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

The Committee wish to inform the programme team that the proposal presented an innovative and well thought out programme and noted the time and effort that had gone into producing a fully online version of their on-campus programme.

The Programme Team are recommended to:

- Ensure that Student Wellbeing for online students has been fully considered and to liaise with the Business School (particularly the Global MBA team) to appreciate their experience of how to deal with online students;

- Ensure that all Campus resources/services are well informed and on-board with the implementation of the programme, including the Central Library services, Imperial College Ethics Committee & Registry and that information is shared outside of the Student Working Group;

- Ensure that the use of Zoom Video Communications is the most appropriate remote conferencing service to use to host webinars, group presentations and live conferences, as the Committee noted that there had been issues when hosting webinars with large cohorts;

- Ensure that the scalability of student numbers is frequently reviewed to guarantee the quality of the programme delivered, including the increased use of Teaching Fellows, GTAs and availability of resources;

- Consider implementing elements of cohort building at key stages of the programme for students to meet each other face to face at the beginning/midway/end point of the programme;

- Proof-read the paperwork to ensure consistency of the module titles between the forms, programme specification, and module outlines;

- Liaise with Coursera and provide a statement of assurance to reassure the Committee that there are strategies in place to address the academic integrity and security of assessment issues of an online programme;
- Outline the APL process of the MOOCs more clearly in the approval documentation, to note that students who complete the non-credit bearing MOOCs, and then choose to apply on to the full programme will not be able to APL the completed MOOCs; outline the longer term plan should APL become an option (e.g. how long can MOOCs be considered for APL, i.e. within five years of completion; will there be fee implications if APL is being applied);

- Ensure that the ratio of assessment (including word count) is consistent throughout the modules, for example, GMPH001 Statistics for Public Health- Analysis of data set 25%; Abstract covering research question, analysis plan, results and conclusion (250 words) 60%; MCQs 15%. Module GMPH004 Global Diseases Masterclass- Written paper (500 words) 25%; Written paper (500 words) 25%; Written paper (1000 words) 50%. Whereas module GMPH005 Health Systems Development -Group presentation (10-15 minutes plus Q&A) 30%; Case study test with 2-3 short answer questions (1000 words) 70%;

- Review the use of the synonym 'MCQ' in the module outlines and to be more specific about what the assessment tools are as the Committee received clarification that the students are not assessed via traditional Multiple Choice Questions;

3. Curriculum Review

3.1 MRes Biomedical Research

The Programmes Committee considered the redesigned MRes Biomedical Research programme from the Department of Surgery and Cancer with effect from October 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

- Review the phrasing of the programme overview, the programme and module learning outcomes which state that that the 'the stream/programme/module will train you to', to 'the stream/programme/module will enable you to'/'You will be able to:';

- Review the module learning outcomes used for Project 1 and project 2 to ensure that students will be able to demonstrate progression;

- Review the 'Brief description of module' section of the module outlines to ensure that these are a description of the module rather than aims;

- Review the Curriculum Proposal form (in particular the 'Ongoing or planned evaluation of the impact of these changes' section) to consider if there are any strategic level methods of assessing the impact of changes as part of Curriculum Review;

- The Programmes Committee received the following comments from the Deputy President (Education) prior to the meeting:

- Proposal form pg. 2: "…current course already fares well in terms of (a) to (c) above". **What about (d), the student experience?**;
- Good student engagement during the Curriculum Review process;
- "Additional Program Costs" **- A suitable laptop computer would not be around £200-500 unless there's a bursary available that is not mentioned in this documentation. £500-800 is much more likely;**
- **Marking criteria seems quite thorough and detailed at first glance but in fact leaves a lot of room for subjectivity…** for example "…reflecting exceptional effort" or "…appropriate statistical analysis".

3.2 MRes Cancer Biology

The Programmes Committee considered the redesigned MRes Cancer Biology programme from the Department of Surgery and Cancer with effect from October 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

- Expand the Learning and Teaching Strategy section of the programme section as it is currently quite vague. Describe to students the approach to learning and teaching including the range of delivery methods which will be used, including any: teaching, independent learning, research projects, placement learning provision, Field Trips and/or Field work, work-based learning or any other activities which are delivered externally but are integral to the programme. Please detail expected class/working group sizes.

  Please refer to the Teaching Toolkit for advice on learning and teaching approaches: www.imperial.ac.uk/staff/educational-development/teaching-toolkit

- The Committee raised queries around the last programme learning outcome 'Integrate effectively into a team of professional scientists, often in a multidisciplinary environment' and asked for clarification on how this learning outcome would be assessed;

- Review the programme learning outcomes within the programme specification and the Curriculum Review proposal form to ensure that they are consistent;

- Review the assessment used for Module 1- The Molecular Basis of Cancer, will students have gained the appropriate skills on the programme to be able to complete the Online Outreach Task (will students have been taught how to create online quizzes, podcasts or videos?) and will the students be able to meet the module learning outcome 'create accessible e-learning resources on the threshold concepts of cancer for lay audiences' without being taught how to;

- The Deputy President (Education) noted that the programme team had provided a great response to student feedback via the survey;

- The Deputy President (Education) advised that the Programme Learning Outcomes could be elevated further to ensure that they are at a Level & FHEQ standard.

3.3 MSc Immunology

The Programmes Committee considered the redesigned MSc Immunology programme from the Department of Medicine with effect from October 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

- The Committee recommended that the Programme team should provide a rationale as to why there is an intermediate award of a PG Certificate but that there would not be a PG Diploma, it was also discussed at the meeting that a rationale should be given as to why the Immunology Research Project is 45 ECTS is there a rationale as to why the programme is not a MRes;
- Review the 'brief description of the module' section of the Immunology in Practice module, where it states that the student 'will attend the annual British Society of Immunology (BSI) conference (or winter school) during and after which you will work in small teams to investigate and report in–depth on a chosen topic of interest' what would happen if the conference is cancelled or if the student cannot attend the Winter School? Will there be alternative arrangements for students? Are student made aware of these events before they apply to the programme?;

- It should be made more clear if students are expected to attend the conference or the Winter School, who should finance the travel or accommodation. If the student is expected to pay, this should be noted in the programme specification;

- The Committee recommended that all module learning outcomes are reviewed to ensure that they are of a Level 7 FHEQ standard;

- The Committee requested clarity of how individual marks would be allocated to a student following the completion of team work;

- The Deputy President (Education) suggested that there should be a review of the programme learning outcomes to ensure that the programme enables the student to develop key skills that employers are demanding.

3.4 MSc Paediatrics and Child Health

The Programmes Committee considered the redesigned MSc Paediatrics and Child Health programme from the Department of Medicine with effect from October 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

- Review the documentation submitted to ensure that the Programme Specification and Module Outlines are student facing, rather than 'the students will', the programme team are advised to update the paperwork to 'you will';

- To review the different modes of study and to provide the Committee with a rationale as why it is necessary to have the flexibility of 4 different part-time modes and how the 2 year part-time Msc will be staged;

- The Committee advised that following the suspension of the PG Certificate last year that the full-time MSc will no longer be offered, the programme team should seek assurances from Academic and Industry Externals that the repositioned programme is appropriate to the market they will now be targeting;

- The timeline of feedback should be specified in the module outlines.

The Committee noted that the Programme Team had engaged diligently in redesigning their programme and had looked closely at current offering to avoid similar issues raised at Programmes Committee in the previous academic year.

4. Major Modifications to Existing Programmes

4.1 PG Advanced Chemical Engineering

The Programmes Committee considered a proposal from the Department of Chemical Engineering to make in-session changes to the above suite of programmes with effect from October 2018.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2018 subject to the following recommendations:

- That the Programme team seek Faculty approval for the major change to replace the core module CE4-33 Molecular Modelling of Fluids with CE4-08 Dynamic Behaviour of Process Systems.
- That the Programme team inform current students (if they have not already) regarding the changes to the modules and the rationale for the change.

4.2 MSc Environmental Technology

The Programmes Committee considered a proposal from the Centre for Environmental Engineering to make changes to the above programme with effect from October 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

- That the Programme team liaise with the Quality Assurance team to obtain the most up to date programme specification for review as the document presented was outdated;

- To submit a revised Programme Specification to reflect the changes proposed for publication.

4.3 Business Summer School

The Programmes Committee considered a proposal from the Business School to make changes to the Business Summer School with effect from November 2018.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from November 2018 subject to the following recommendations:

- That the Programme team inform applicants (if they have not already) regarding the changes to and the rationale for the change.

4.4 MSc Mathematics and Finance

The Programmes Committee considered a proposal from the Department of Mathematics to make changes to the above programme with effect from October 2019.

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2019 subject to the following recommendations:

- The programme team are advised to be mindful of PGT Curriculum Review in 2019 and that the high level of examination assessments should be considered;

- The Programme Specification should be reviewed to ensure that the relevant sections have been completed and accurately reflect the changes requested (attached is an edited version of your programme specification, highlighted sections require review and the Indicative Module List must be completed before the document is published).

5 Suspensions and Withdrawals

5.1 MSc Conservation Science

The Programmes Committee considered a proposal from the Department of Life Sciences to suspend the programme above with effect from October 2018 (to close the 2019/20 and 2020/21 recruitment cycles)

The Committee recommends that the Quality Assurance and Enhancement Committee approve the proposal with effect from October 2018.