

## Faculty Education Committee (FEC) Imperial College Business School

Wednesday 9 March 2016  
Confirmed Minutes

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### Present

Professor Karim Abadir, Dr Katja Ahoniemi, Professor Jonathan Haskel (Chair), Dr Namrata Malhotra, Dr Edgar Meyer, Ms Diane Morgan, Mr Chun-Yin San, Dr Paolo Taticchi, Ms Karen Tweddle (Secretary), Mr Mohit Verma, Professor Marek Sergot, Mr Dan Smith

### Apologies

Dr Paola Criscuolo, Dr Yuri Mishina, Dr Huw Rees

#### 1 **Welcome and Apologies**

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

#### 2 **Membership and Terms of Reference [BEC.2015.01]**

The Committee noted the terms of reference and membership.

### ITEMS TO CONSIDER

#### 3 **New Programme Proposals**

There were no proposals for new programmes to consider.

#### 4 **Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours**

There were no proposals for major modifications to existing programmes or changes to schemes for award of honours to consider.

#### 5 **Additional Entry Criteria**

There were no proposals to amend additional entry criteria to consider.

#### 6 **Exchange Partnerships**

6.1 There were no proposals for new exchange partnerships to consider.

6.2 Dr Paolo Taticchi, the School's Director of Global Initiatives briefed the Committee on plans for increasing exchange opportunities for students. The School had formed a Globalisation Task Force 3 years ago which had produced a set of criteria, approved by Management Board, to be applied when considering new alliances and partnerships with other institutions. Exchange agreements had since been put in place with Bocconi, ESC Rennes, ESSEC, HEC, HHL, St Gallen and agreements with FDSM and Rotterdam were currently being processed. The first student exchanges, both incoming and outgoing, were taking place in 2015/16. Outgoing exchanges were available to the MBA and MSc Management programmes and applied to elective modules only. Outgoing exchanges were for short blocks of time rather than for a whole term and agreements were limited to a few students. The School had been approved as a new candidate member of the Partnership in International Management (PIM) Network, a consortium of leading international Business Schools. PIM accepted one new candidate member annually into its network. A condition of membership was to have exchange agreements with 20% of PIM members. The School aimed to have 12 exchange partnerships in place for 25 incoming/outgoing students by the end of 2016. The Committee supported plans to increase the number of exchange partnerships with elite business schools.

6.3 The Committee reviewed the list of electives that were being offered to incoming students. It was agreed that this list should be reviewed with Programme Teams to ensure that all available electives were included.

**Action: Paolo Taticchi**

## 7 Survey Results

### 7.1 Undergraduate SOLE Survey Results [BEC.2015.02]

The Committee considered the results of the undergraduate autumn term 2015 SOLE and MODES lecturer and module surveys. The Committee noted that the teaching scores were pleasing but concern was expressed about low response rates. It was commented that the response rates in the Business School were slightly better than those in other departments in the College. In departments where higher response rates were observed this was normally because sessions were scheduled with students specifically for survey completion and individuals who had not completed the survey were individually followed up. The Business School had tried various approaches to encourage participation. It was commented that it was important for the School to provide a response to student feedback so that students could see that it had an effect. It was suggested that perhaps publishing anonymous teaching scores to the Staff & Student Committee might prove worthwhile. This would be given further consideration outside of the meeting.

**Action: Diane Morgan, Jonathan Haskel and Karen Tweddle**

### 7.2 Postgraduate Survey Results [BEC.2015.03]

The Committee noted the results of the postgraduate autumn term 2015 MODES surveys. The discussions noted in 7.1 applied to the postgraduate survey results.

## 8 Accreditation Reports

There were no new accreditation reports to consider.

## 9 External Examiner Appointments and Reports

### 9.1 Outstanding External Examiner Appointments 2015/16

There were no outstanding external examiner appointments for the academic year 2015/16 to consider.

### 9.2 Outstanding External Examiner Reports 2014/15 [BEC.2015.04]

The Committee considered a list of outstanding external examiner reports for the academic year 2014/15. It was queried how difficult it was to complete the report template and whether this was a factor in the non-response of some External Examiners. The report template was in Word and was quite straight-forward. The Chair asked to be sent a copy so that he could confirm.

**Action: Karen Tweddle and Jonathan Haskel**

## 10 Oral Assessment [BEC.2015.05]

The Committee considered the proposal regarding the conduct of oral examinations from the Assessment Task and Finish Group. The School made limited use of vivas but extensive use of presentations in the assessment of students. The School also assessed class participation although it was noted that this was regarded as 'practical' rather than 'oral' assessment. It was the view of the Committee that the new regulations should explain what was meant by oral assessment and give examples of the forms of assessment that this might include. It was agreed, however, that the regulations should not prescribe what forms of oral assessment may be used for a particular award. The School's representatives on the Assessment Task and Finish Group would pass on this feedback.

**Action: Karen Tweddle and Edgar Meyer**

## ITEMS TO NOTE

### 11 Chair's Report [BEC.2015.06]

The Committee noted action taken by the Chair on behalf of the committee. This included the establishment of exchange partners for the following programmes with effect from 2016/17. Approval is subject to the signing of a suitable Memorandum of Agreement by both institutions.

- The School of Management, Fudan University (FDSM) for students on the MSc Management, Full-time MBA, Executive MBA and Weekend MBA programmes.

- The Rotterdam School of Management, Erasmus University, Rotterdam, The Netherlands for students on the MSc Management and the Full-time MBA programmes.
- 12 **Quality Assurance and Enhancement Committee (QAEC) Executive Summary**  
The Committee noted the executive summary from the Quality Assurance and Enhancement Committee.
  - 13 **Senate Executive Summary**  
The Committee noted the executive summary from the Senate.
  - 14 **Academic Standards Framework Update**  
The Committee received an oral update on progress with the academic standards framework from the steering group. Discussions were ongoing regarding module credit size.
  - 15 **Suspended and Withdrawn Programmes [BEC2015.08]**  
The Committee noted the list of current programmes by status for the academic year 2015/16. The School's MSc in Actuarial Finance programme was listed amongst the suspended programmes and would be automatically withdrawn in October 2017.
  - 16 **Short Course Annual Monitoring of Delegate Numbers [BEC2015.09]**  
The Committee noted the results of the short course annual monitoring of delegate numbers exercise for the academic year 2014/15.
  - 17 **Postgraduate Taught Experience Survey (PTES) 2016**  
The Committee noted that the PTES would run between Thursday 19 May and Thursday 16 June 2016. There would be no additional institutional questions.
  - 18 **Minutes of the Postgraduate Professional Development Committee (PPDC)**  
The Committee noted the latest minutes from the Postgraduate Professional Development Committee.
  - 19 **MBA Electives 2015/16 [BEC2015.10]**  
The Committee noted the list of electives that would be offered to students on the Full-time and Executive MBA programmes in 2015/16.

#### **ANY OTHER BUSINESS**

- 20 There were no items of other business.
- 21 **Dates of Meetings**  
Tuesday 7 June 2016, 10:00, Boardroom, Business School