Imperial College London

Faculty Education Committee (FEC)
Imperial College Business School

Tuesday 17 April 2018
Confirmed Minutes

Present
Mr Nick Burstow, Ms Leila Guerra, Dr Edgar Meyer (Chair), Dr Yuri Mishina, Dr Iro Ntonia, Ms Veronica Russell, Dr Paolo Taticchi, Ms Karen Tweddle (Secretary), Ms Kirstie Ward

Apologies
Professor Andrea Buraschi, Dr Namrata Malhotra, Ms Heather Lincoln, Professor Marek Sergot, Dr Anne ter Wal

154   Welcome and Apologies
Attendees were welcomed to the meeting. Apologies, as above, were noted. The School's new Associate Dean of Programmes, Leila Guerra, was welcomed to her first meeting.

155   Minutes of Previous Meeting and Matters Arising [BEC2017.26]
155.1   The minutes of the meeting held on 28th February 2017 were approved as an accurate record.

155.2   [BEC135.2] Discussions regarding the purpose and format of the student satisfaction question were ongoing. This will be discussed with the new Associate Dean for Programmes.
Action: Karen Tweddle, Dr Edgar Meyer & Leila Guerra

155.3   [BEC135.3] The School's PGT Annual Monitoring Report for 2016/17 was on the agenda.

155.4   [BEC135.4] Student attendance/ engagement and the drafting of a statement to be included in the Programme Handbooks for 2018/19 would be discussed at the sub-group meeting in June.

155.5   [BEC139.2] An alternative set of MODES questions for online teaching would be discussed and brought to the next meeting.
Action: Edgar Meyer and Karen Tweddle

155.6   [BEC142] The error in the admissions end of cycle report for 2017/18 had been corrected by Registry.

155.7   [BEC144.2] The rationale in the proposal to amend the entry requirements for Full-time MBA, MSc Finance and MSc Management for 2019/20 to include a second language had been further strengthened. Registry had confirmed that FEC had the authority to approve this proposal. Applicants without a second language would not be rejected but would be required to take a language course during their year of study. This was approved as an additional entry requirement.

155.8   [BEC145] It had been discussed at the previous meeting whether programmes would be able to include criteria in marking schemes that were stricter than the College regulations. For example, on most elective modules that were assessed by coursework only, the School had a requirement in the marking scheme that at least 50% be achieved to pass the module. It was not clear whether that would still be allowed with the new regulations to be introduced in 2019/20. The Chair had queried this and been informed that it was possible to have additional criteria as long as it did not contravene or lessen the minimum College regulation requirement.

Members of VPAGE and QAEC would be meeting on 14th June to finalise the 2019/20 regulations.

ITEMS TO CONSIDER

156   New Programme Proposals
There were no proposals for new programmes to consider.

157   Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours
There were no proposals for major modifications to consider.

158   Exchange Partnerships
There were no exchange partnership proposals to consider.

159   Surveys
159.1   UG SOLE & MODES Lecturer/Module Spring Term Results [BEC2017.27]
The Committee noted a tabled version of the spring term anonymous teaching score results for the School's Joint Honours and Intercalated BSc programmes. The BPES SOLE results and the College summary for the spring term SOLE results were unavailable for this meeting. The Committee was pleased to see a 72% response rate for the JH/IBSc programme. This had been achieved by working with the SSC Representatives and encouraging student syndicate groups to complete the evaluations.

159.2   PG MODES Lecturer/Module Spring Term Results [BEC2017.28]
The Committee noted a tabled version of the spring term MODES anonymous teaching score results for the School's postgraduate programmes. The College results summary for the spring term SOLE results was unavailable for this meeting. The College had created a working group to look at lecturer and module evaluations. Karen Tweddle was the School's representative on this Group which had met twice to date. The Group was looking for departments to undertake a series of small-scale pilots to evaluate a range of alternatives to SOLE/MODES. This was not limited to using alternative survey questions but could involve different approaches to collecting student feedback. It was agreed that this be discussed in more detail at the Business School's June Education Committee sub-group meeting.
Action: Karen Tweddle

159.3   It had been queried at a previous meeting whether surveys could be made compulsory by delaying student results for those that did not complete them. This had been discussed with the College's Legal Team who had advised against this. It had also been queried whether students could be given additional marks (say an additional percentage point towards their degree award) for completing surveys. At the time this had been dismissed but the Working Group had discussed this and been told that if a module included a learning objective for students to be able to provide reflective feedback then marks could indeed be awarded for survey completion (a pass/ fail approach would be more appropriate than a graded approach). Members felt that asking students to reflect on their own learning and their contribution was to be encouraged.

160   Bias in Module Evaluations [BEC2017.29]
The Committee considered a College paper on the results of analysis of SOLE results for 2013-16 for College undergraduate programmes to test the effect of gender, ethnicity and academic level. The analysis demonstrated the existence of bias for gender, ethnicity and academic seniority in student responses. The Business School's Athena Swan Self-Assessment Team were making arrangements for the analysis to be replicated for the Business School's MODES results as the MODES survey was not included in the College analysis. It was commented that the School would benefit from providing more exemplars of good teaching that demonstrated different teaching styles. The School could also do more in terms of providing mentorship for teaching. A new mentor programme was being designed for 2018/19, and the School is looking to provide a development framework for faculty.

161   External Examiners

161.1   Outstanding External Examiner Appointments 2017/18 [BEC2017.30]

The Committee noted the list of outstanding external examiner appointments for the academic year 2017/18. The outstanding appointment would be followed up with the Exams Team.

161.2   External Examiner Appointments Required for 2018/19 [BEC2017.31]
The Committee noted the list of external examiner replacements required for the academic year 2018/19. Kirstie Ward reported that there was an External Examiner forum where positions could be advertised if the School would find this helpful. Karen Tweddle agreed to put the School's Head of Exams & Assessment in touch with Kirstie.
Action: Karen Tweddle

161.3   Outstanding External Examiner Reports [BEC2017.32]
The Committee noted a summary of outstanding external examiners reports from 2016/17. The Exams Team would be asked to follow up with the External Examiners listed.

162   Business School Postgraduate Annual Monitoring Report [BEC2017.33]
The Business School's Postgraduate Annual Monitoring Report for 2016/17 was considered. Proposed action for the School included looking into providing 24/7 pastoral support for online students and the provision of an assessment pack for faculty which included examples of good practice in relation to marking schemes and feedback to students as External Examiners had commented on the variance in quality across the School. The School had amended its peer assessment process for 2017/18 moving to a more supportive/developmental approach compared to the previous punitive, reactive approach. Some examples of how faculty might build peer assessment into their rubrics would also be produced ahead of the new academic year.
Action: Dr Edgar Meyer

ITEMS TO NOTE

163   Chair's Report [BEC2017.34]
The Committee noted the approval by the Chair of a new programme proposal in MSc Financial Technology for September 2019 entry. The proposal had been issued for external review and would be considered at the College's June Programmes Committee. Feedback on this proposal should be submitted to Veronica Russell.

164   Senate Minutes
The Committee noted the latest Senate minutes.

165   Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate
The Committee noted the latest summary from the Quality Assurance and Enhancement Committee.

166   FEC Reports
The Committee noted the latest reports from the other FECs as reported to the last QAEC.

167   Minutes of the Postgraduate Professional Development Committee (PPDC)
The Committee noted the latest minutes from the Graduate School's Postgraduate Professional Development Committee.

168   Any Other Business
There was no other business.

169   Dates of Meetings for 2018/19
Tuesday 27th November 2018 at 2.00pm
Tuesday 26th February 2019 at 2.00pm
Tuesday 9th April 2019 at 2.00pm

RESERVED AREA OF BUSINESS

170   Special Cases Report [BEC2017.35]
The Committee noted the latest special cases report for admission.

Karen Tweddle, 14/5/18