

Imperial College London

Faculty Education Committee (FEC) Imperial College Business School

Tuesday 27 November 2018
Confirmed Minutes

Present

Professor Andrea Buraschi, Ms Leila Guerra, Professor Richard Jardine, Ms Krystal Lau, Mr Alejandro Luy, Dr Edgar Meyer (Chair), Dr Namrata Malhotra, Dr Yuri Mishina, Ms Veronica Russell, Ms Karen Tweddle (Secretary), Ms Kirstie Ward

Apologies

Heather Lincoln, Dr Iro Ntonia, Dr Paolo Taticchi, Dr Anne ter Wal

171 Welcome and Apologies

Apologies, as above, were noted. Krystal Lau from the Doctoral programme, Alejandro Luy from Imperial College Union and Professor Jardine, College Consul, were welcomed to their first meeting.

172 Minutes of Previous Meeting and Matters Arising [BEC2018.1]

172.1 The minutes of the meeting held on 17th April 2018 were approved as an accurate record.

172.2 [BEC155.2] Discussions regarding the purpose and format of the student satisfaction question were ongoing.

Action: Karen Tweddle, Dr Edgar Meyer & Leila Guerra

172.3 [BEC155.5] An alternative set of MODES questions for online teaching had been circulated. These were now operational for GMBA and BA Online programmes.

172.4 [BEC155.7] 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 not been progressed. Online language provision had been made available to these programmes for 2018/19 as an alternative.

172.5 [BEC159.2] Ideas for alternatives to SOLE/MODES had not been discussed at the June Education Sub-Group meeting. If anyone had any suggestions they should raise them with Karen Tweddle.

172.6 [BEC162] Faculty interested in building peer assessment into their rubrics should contact Dr Meyer.

173 Terms of Reference and Constitution 2018/19 [BEC2018.02]

The terms of reference and constitution for the committee were noted. The School's representatives on Senate were Professor Walter Distaso, Dr Namrata Malhotra, Dr Edgar Meyer, Professor Markus Perkmann, and Professor Francisco Veloso. Dr Edgar Meyer was a member of QAEC in his capacity as Chair of Programmes Committee and Karen Tweddle was the School's representative.

ITEMS TO CONSIDER

174 New Programme Proposals

There were no proposals for new programmes to consider.

175 Major Modifications to Existing Programmes and Changes to Schemes for Award of Honours

There were no proposals for major modifications to consider.

176 Exchange Partnerships

176.1 ESMT Berlin [BEC2018.03]

Members considered a proposal to develop an exchange partnership with ESMT Berlin, for students on the MSc International Management programme in 2019/20. The proposal was approved.

176.2 ESCP Europe [BEC2018.04]

Members considered a proposal to develop an exchange partnership with ESCP Europe, for students on the MSc International Management and MSc Management programmes in 2019/20. The proposal was approved.

176.3 Languages was not a requirement for participation in either exchange programme. Both Schools taught in English and were global Business Schools. Students on the School's ranked programmes had access to an online language app and students were also able to attend the College's language courses. It was agreed that students participating in an exchange should be encouraged to learn the language prior to leaving to help with their integration.

[Post Meeting Note: This had been discussed with the Assistant Director, Management Suite of Programmes who coordinates student exchanges, who will make this clear in the guidance to students considering an exchange. Students from non-ranked programmes will also be provided with access to the online language app.]

177 Surveys

177.1 UG SOLE Lecturer/Module Spring & Summer Term Results [BEC2018.05]

Members considered the College result summary from the UG SOLE Lecturer/Module Spring & Summer 2017/18 survey. The low response rates were noted, it was agreed that the School should see if there was anything to learn from other departments who were doing well with response rates. The overall scores for BPES were in line with College averages. The process for faculty falling below the expected scores was queried and it was explained that the Associate Dean for Education Quality followed up with those scoring below thresholds to discuss training and development. It was noted that the School's Diversity Committee had met that morning and would be recommending to Management Board that all students undertake unconscious bias training.

Action: Karen Tweddle

177.2 PG MODES Lecturer/Module Spring Term Results [BEC2018.06]

Members considered (i) the results for the Business School for the summer term and summer period 2017/18 and (ii) the College result summary from the Lecturer/Module Spring & Summer 2017/18 survey. The low response rates were noted.

178 Business School PTES Action Plan 2018 [BEC2018.07]

178.1 Members considered the Business School's PTES Action Plan 2018. Response rates were poor (only 8%) but the comments received seemed representative and reflected those that had been received from SSC and student evaluation feedback during the year. There was a significant issue relating to feedback and grades. Students reported that feedback was late, not very detailed and marking schemes were not transparent. The College required the School to track return of feedback to students using a traffic light monitoring system. Collation of this information was done manually and was extremely time consuming. A report on return of feedback in 2017/18 was being prepared by the Education Quality Team. It was commented that setting realistic deadlines and having reasonable workloads for faculty would help improve this data. The School was piloting a number of different ways to provide faculty with marking support in this academic session. Examples of good practice in relation to marking schemes and feedback had been circulated to faculty at the start of 2018/19. Karen Tweddle agreed to check whether this had been provided to Teaching Assistants. It was commented that more could be done to manage student expectations in relation to feedback. Curriculum Review will also review assessment levels particularly to ensure that the School is not over-assessing

students. The support available for students who were struggling academically was queried and it was explained that classes with Teaching Assistants were scheduled for all quantitative subjects. Students who failed an assessment were also encouraged to meet the Module Leader for individual feedback on their work.

178.2 The most popular 'enjoyable thing' about their programme that students cited included:

- Fellow students
- Syllabus/ knowledge gain
- Faculty

178.3 The plan was approved.

179 Business School Undergraduate Annual Monitoring Report [BEC2018.08]

179.1 Members considered the Business School's PTES Action Plan 2018. The positive set of External Examiner reports was noted along with the achievement by the Staff & Student Committee to significantly drive up student evaluation response rates.

179.2 Members confirmed the report and agreed that the proposed matters for further consideration at College level were appropriate to go forward.

180 Accreditation

180.1 AACSB International 2018 [BEC2018.09]

Members considered the accreditation report from AACSB International for all School provision. The visit had been in March 2018. Feedback from our AACSB International accreditation panel in March 2018 commended the following:

- The School's clear and strong differentiation strategy tied to its position as part of one of the world's leading STEMM universities. They commented that there was consistent messaging relating to the School's strengths from all groups with whom they met including faculty, staff, students, alumni, corporates, employers and advisory board members
- The School's performance in the UK REF research evaluation process
- The School's global leadership position in digital programme development, pedagogy and delivery
- The care taken by the School to manage the growth in its programme portfolio in recent years.

180.2 AMBA 2018 [BEC2018.10]

Members considered the accreditation report from AMBA in relation to the MBA Suite, MSc Management and MSc Innovation, Entrepreneurship and Management programmes. The visit had been in June 2018. The Panel commended:

- The enthusiasm and leadership of the School and programme teams and were particularly impressed by the energy and passion that was demonstrated by everyone that they met
- The School's progress on realising our strategic goals
- The School's strong research culture
- The School's programme portfolio and particularly the new Global MBA and MSc in Climate Change, Management & Finance programmes
- The international composition of faculty and students
- The breadth of choice for student electives

180.3 Finding a longer term solution to the School's space needs was a recommendation from both AACSB and AMBA Panels.

180.4 One of the recommendations of the AMBA report was that the School should "develop a more structured approach to integrate the many excellent academic and extracurricular individual initiatives (e.g. Enterprise Lab, MBA Connect, clubs, career events) into a more holistic student experience throughout the programme." It was queried what action the School was taking in respect to this and it was explained that a project

was currently underway to map the student experience. The School currently had a Student Experience Manager and was looking to build a team in this area. The key challenge was how to inform students of all the activities and initiatives that were available to them without overwhelming them with information.

180.4 Business School Accreditation List [BEC2018.11]
Members noted the list of School accreditations.

181 Imperial College Policy Updates

181.1 Academic & Policy Procedure Updates for 2018/19 [BEC2018.12]
Members considered an update to College policy in relation to Academic Misconduct and Appeals for 2018/19. It was commented that the School now had a significant number of online students on our programmes and all policies and procedures needed to be inclusive of the online community. The School fed back that the new appeal procedures seemed to be working well and the documentation issued to students was much improved.

181.2 Regulations for Taught Programmes of Study [BEC2018.13]
Members considered the new regulations for taught programmes of study 2019/20. These had been discussed in detail at the School's Education Committee Sub-Group in October. A separate meeting with Programme Teams would be organised to discuss the implications for programmes next year.

182 Admissions Reports

182.1 Members noted the College's PGT Admissions End of Year Report 2018 Entry [BEC2018.14].

182.2 Members noted the College's MRes Admissions End of Year Report 2018 Entry [BEC2018.15].

182.3 Members noted the College's UG End of Year Report 2018 Entry [BEC2018.16].

182.4 Members noted the College's UG Admissions Statistics 2019 Entry [BEC2018.17].

183 Business School Short Course Annual Monitoring Report [BEC2018.18]

Members noted the Business School's Short Course Annual Monitoring Report for 2017/18.

184 Anonymous Marking of Coursework

At a meeting of the Education Committee sub-group in October members had agreed a proposal for the School to move to anonymous marking of coursework. Faculty had also been consulted by email and no objections had been received. Members were now asked to consider the timescale for implementation. The software updates required to the Assessment Marking System (AMS) could be implemented for January 2019 but concern was expressed about implementing this mid-way through the academic session as students had been told at the start of the year to put their name on all pieces of coursework. Changing the process for submitting coursework mid-year could lead to confusion and inconsistency. Members recommended introducing anonymous marking of coursework for the new academic year.

ITEMS TO NOTE

185 Chair's Report
Nothing to report.

186 Senate Minutes
The Committee noted the latest Senate minutes.

187 Quality Assurance and Enhancement Committee (QAEC) Summary Report for Senate

The Committee noted the latest summary from the Quality Assurance and Enhancement Committee.

188 FEC Reports

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

189 Minutes of the Postgraduate Professional Development Committee (PPDC)

The Committee noted the latest minutes from the Graduate School's Postgraduate Professional Development Committee.

190 Any Other Business

There was no other business.

191 Dates of Meetings for 2018/19

Tuesday 26th February 2019 at 2.00pm

Tuesday 9th April 2019 at 2.00pm

Karen Tweddle, 28/11/18