

Faculty Education Committee (FEC) Imperial College Business School

Wednesday 28 February 2018
Confirmed Minutes

Present

Professor Andrea Buraschi, Mr Nick Burstow, Dr Namrata Malhotra, Dr Edgar Meyer (Chair), Ms Rosemary Russell, Ms Fiona Sandford, Ms Karen Tweddle (Secretary), Ms Kirstie Ward

Apologies

Dr Yuri Mishina, Dr Iro Ntonia, Dr Paolo Taticchi, Ms Veronica Russell, Professor Marek Sergot, Dr Anne ter Wal

134 Welcome and Apologies

Attendees were welcomed to the meeting. Apologies, as above, were noted.

135 Minutes of Previous Meeting and Matters Arising [BEC2017.12]

135.1 The minutes of the meeting held on 3rd October 2017 were approved as an accurate record.

135.2 [BEC115.3] Discussions regarding the purpose and format of the student satisfaction question were ongoing. This will be discussed with the new Associate Dean for Programmes when she joins in March.

Action: Karen Tweddle, Dr Edgar Meyer

135.3 [BEC115.4] The School was in the process of producing the PGT Annual Monitoring Report for 2016/17 and the 2015/16 action plan was being reviewed as part of that process. The document would be considered at the next meeting.

Action: Karen Tweddle

135.4 [BEC121.2] The monetary incentive (additional funds for the social committee) for all programmes achieving MODES response rates above 70% was implemented in the autumn term and had made a difference on several programmes.

The Chair would send an email to all faculty encouraging them to dedicate time during their lecture for survey completion although it was noted that it did not necessarily follow that completing surveys in lectures made a difference to response rates because of the increase in the number of students watching lectures on Panopto instead of attending. It was commented that other top Business Schools did not provide the option of watching lectures remotely and had much better attendance. Poor attendance was having a negative impact on case study work. Discretion relating to when to release Panopto recordings had been given to Programme Teams and some programmes delayed the release of recordings until revision time to encourage attendance. It was felt that watching recordings as a substitute for attending lectures was not in the students' best interest in terms of their learning. Work was done at the beginning of the year to help set student expectations relating to feedback and workload. It was suggested that we review what we say about attendance so that there is consistent messaging across the programmes.

Action: Dr Edgar Meyer and Karen Tweddle

135.5 [BEC131.2] An online suggestion box for items for Education Committee had been set up and was being monitored by the Chair.

ITEMS TO CONSIDER

136 New Programme Proposals

There were no proposals for new programmes to consider.

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

A separate meeting had been held earlier in the day to review all major modifications for 2018/19 entry. The minutes of this meeting would be circulated with the minutes of this meeting. All proposals would be considered by Programmes Committee in March.

138 Exchange Partnerships

138.1 The School of Business and Management - The Hong Kong University of Science & Technology (HKUST), Hong Kong [BEC2017.12a]

The Committee considered a proposal to develop an exchange partnership with the above institution for students on the FTMBA, WMBA and GMBA programmes for 2018/19. This was approved.

138.2 Aalto University School of Business, Helsinki, Finland [BEC2017.12b]

The Committee considered a proposal to develop an exchange partnerships with the above institution for students on the FTMBA, WMBA, GMBA, EMBA, and MSc Management programmes for 2018/19. This was approved.

139 Surveys

139.1 UG SOLE & MODES Lecturer/Module Autumn Term Results [BEC2017.13]

The Committee noted the autumn term anonymous teaching score results for the School's undergraduate programmes. The Committee also noted the College result summary for the autumn term SOLE results.

139.2 PG MODES Lecturer/Module September Modules & Autumn Term Results [BEC2017.14]

The Committee noted the autumn term MODES anonymous teaching score results for the School's postgraduate programmes. The Committee also noted the College results summary for the autumn term SOLE results. The question of how best to evaluate online programmes was raised as the School's current MODES questions were not well-suited to online teaching. It was agreed that these would be reviewed.

Action: Edgar Meyer and Karen Tweddle

140 External Examiners

140.1 Outstanding External Examiner Appointments 2017/18 [BEC2017.15]

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.

140.2 External Examiner Appointments Required for 2018/19 [BEC2017.16]

The Committee noted the list of external examiner replacements required for the academic year 2018/19.

140.3 Outstanding External Examiner Reports [BEC2017.17]

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.

141 Student Casework Policies & Procedures [BEC2017.18]

The Committee considered a proposal for changes to student casework policies and procedures. It was noted that student appeals would be centralised going forward. A pool of approximately twenty faculty members from across the College would be drawn upon for appeal panels and the Business School would be asked to nominate faculty members for that pool. Changes to the mitigating circumstances process were also being proposed with School-wide panels being suggested, rather than programme-level panels, which sit much more regularly throughout the year to enable timely decisions to be taken about coursework. The Board supported this decision and thought it would enable a consistent approach to be taken across programmes. It was noted that mitigating circumstances would no longer be considered as grounds for appeal and instead any claims relating to mitigating circumstances, even those received post-award, would be dealt with by the School's MC Panel.

142 Admissions End of Cycle Reports 2017/18 [BEC2017.19]

The Committee considered the admissions end of cycle reports for 2017/18. It was noted that there was an arithmetic error in the Business School total columns for 2015/16 and 2016/17 which resulted in an erroneous -59% change in enrolments from 2016/17 to 2017/18. It was asked if this could be corrected before being circulated by Registry more widely in the College.

Action: Kirstie Ward

143 Applications Statistics 2018/19 for PGT and MRes [BEC2017.20]

The Committee note the application statistics for 2017/18 for PGT and MRes. The 22.9% increase from last year was pleasing to note.

144 PGT Entry Requirements for 2019/20

144.1 The Committee noted the PGT Entry Requirements for 2019/20 [BEC2017.21].

144.2 The Committee considered proposal **BEC2017.22**, to amend the entry requirements for Full-time MBA, MSc Finance and MSc Management for 2019/20 to include a second language and to amend the number of years' work experience for Executive MBA 2019/20 entry. The School's best students have a global mindset and an outward facing perspective. This was not something we want to teach, it was something we wished to recruit, hence the proposal to amend the entrance requirements rather than amend the curriculum. Due to full curricula we have little capacity to add a language component to these programmes. Furthermore the majority of the students we admit already have a second language and so to teach this and require students to attend a language class would add little value for these students. The level required (GCSE or equivalent) may appear low but this had been set as the level available and achievable for our students on one-year intensive programmes of study within the College for those (few) students who we would admit without a language. We also want students to gain an understanding of the difficulty of communicating in a second language. This would make them better managers and more empathetic when dealing with people who were not communicating in their mother tongue in the work environment. The level of language was therefore incidental to this aim. This was not a change simply for the sake of the rankings. It would help with employability and would align us with our competitors. It was agreed that the rationale in the proposal would be further strengthened prior to submission to Programmes Committee for approval.

Action: Dr Edgar Meyer and Karen Tweddle

144.3 The change to the entry requirements for the Executive MBA programme from: *"10 years' relevant postgraduate work experience, of which at least five should be management experience"* to: *"Applicants will typically have a minimum of ten years' relevant postgraduate work experience; however, candidates with over eight years' relevant experience can be exceptionally considered. This should include significant management experience, which may include line, project or matrix management"* was approved.

145 Draft College Regulations and Academic Timetable

The Committee considered the College's draft regulations for 2019/20 [BEC2017.23] and the College's draft academic timetable [BEC2017.24]. The cover paper asked faculties to consider year weightings and progression in relation to undergraduate provision but as these do not apply to the Business School these were not discussed. Instead the Committee's attention was drawn to compensation and the change in the regulation that meant it would not be possible to compensate failure in a core module. It would still be possible to compensate an elective module. The current PGT regulations allowed students who achieved between 40% and 50% in a module (with at least 40% in the examination) to be compensated and not be required to undertake a re-sit. It was thought that this would increase the number of students who were required to undertake re-sits considerably. For some programmes, such as ESB and Strategic Marketing for example, which only had core modules and no electives, it would mean no modules could be compensated. It was queried whether programmes would still be able to introduce criteria into their marking schemes that were stricter than the regulations. For example, on most elective modules that were assessed by coursework only, the School had a requirement in the marking scheme for at least 50% to be achieved. It was not clear whether

that would still be allowed. The Chair agreed to find out. Other changes to the regulations included the removal of the capping of the award for any student who undertook a re-sit and the borderline consideration range being reduced from 2.5% to 1%.

Action: Dr Edgar Meyer

ITEMS TO NOTE

146 Chair's Report

No action had been taken by the Chair on behalf of the Committee.

147 Senate Minutes

The Committee noted the latest Senate minutes.

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

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

149 FEC Reports

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

150 Minutes of the Postgraduate Professional Development Committee (PPDC)

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

151 Any Other Business

There was no other business.

152 Dates of Meetings

Tuesday 17th April 2018 at 2pm

RESERVED AREA OF BUSINESS

153 Special Cases Report [BEC2017.25]

The Committee noted the latest special cases report for admission.

Karen Tweddle
2/3/18