

Programmes Committee (PC)

Tuesday 25 October 2016
Confirmed Minutes

Present

Mr Nas Andriopoulos, Dr Lorraine Craig, Professor Sue Gibson, Professor Emma McCoy (chair), Professor Myra McClure (from item 7.6), Dr Edgar Meyer, Mr Daniel Smith (secretary), Professor Sue Smith, Professor Alan Spivey, Ms Sophie White, Ms Betty Yue

Apologies

Dr Martyn Kingsbury, Mr Luke McCrone, Mr Ahmed Shamsou, Dr Roberto Trotta, Ms Judith Webster, Professor Denis Wright

1 Welcome and Apologies

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

2 Minutes of the Previous Meeting [PC.2016.21]

The minutes of the previous meeting were approved with no amendments

3 Matters Arising

The committee noted that the following recommendations made by the committee at its meetings on 30 June 2016 and 6 September 2016 had not yet been completed.

3.1 MSc Business Analytics - the committee recommended that:

- the department develop the learning outcomes for both modules in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ

3.2 MSc Mathematics & Finance - the committee recommended that:

- the department develop the 'section A', (knowledge), learning outcomes of the programme in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- students currently enrolled on the two-year, part-time programme be given the opportunity to complete the programme under the existing structure
- the department seek consent from offer holders.

3.3 MSc Statistics - the committee recommended that:

- the department submit a module outline for the modules M5MS20 (Sequential Monte Carlo) and M5MS05 (Advanced Statistical Theory)
- the department develop the learning outcomes of the module M5MS18 (Official Statistics) in consultation with the Educational Development Unit to ensure these were aligned to the appropriate level of the FHEQ
- the department consult offer holders to advise them of changes to the programme

3.4 EdX Short Course - the committee recommended that:

- The department submit a module outline for the module 'Data Analysis Essentials for MBA Success'

ITEMS FOR CONSIDERATION

4 Procedures for Programme and Module Modification [PC.2016.22]

The committee considered a proposal to revise the procedures for programme and module modification with effect from January 2017.

- 4.1.1 The committee noted that the procedures had been revised in response to the 'Higher Education: Consumer Law Advice for Providers' published by the Competition and Markets Authority (CMA) in March 2015. The committee noted that the revised procedures were intended to minimise the potential consumer law risks associated with the modification process.
- 4.1.2 The committee discussed the proposed deadline for modifications and shared concerns that the date which had been set was too early in the academic year and would inhibit departments from making changes to programmes in response to student and external examiner feedback. In addition the committee noted that the deadline did not align with the postgraduate recruitment and admission process.
- 4.1.3 The committee discussed whether it was necessary for consultation to be a formal step in the process for approval of all modifications. The committee recognised that it was important to have an on-going discussion with students regarding future changes to the programme but noted that requiring consultation for all changes could cause delays in the process, particularly for some minor modifications, for example changing a module title, where the impact could be seen to be minimal.
- 4.1.4 The committee recommended that further clarity was needed regarding the definition of 'consent' to ensure that this could not be a subjective decision.
- 4.1.5 The committee recommended that further discussion was required regarding the distinction between 'major' and 'minor' modifications and that this decision should include focus on the changes which students felt to be significant.
- 4.1.6 The committee recommended that the role of the Faculty Education Committees (FECs) should be made explicit to ensure that proposals were considered by the FECs prior to consideration at the Programmes Committee.
- 4.1.7 The committee agreed that the faculties and students union should submit detailed comments on the proposal to the committee secretary.

[action: all committee members]

5 Strategic Approval of New Programmes

There were no new programmes to be considered for strategic approval

6 New Programme Proposals

There were no new programme proposals to be considered

7 Major Modifications to Existing programmes

7.1 MRes Molecular and Cellular Basis of Infection [PC.2016.23]

The committee considered a proposal from the Department of Life Sciences to transfer responsibility for the management, quality assurance and standards of the above programme to the Department of Medicine with immediate effect.

- 7.1.1 The committee noted that there were five students who would be affected by the modification.
- 7.1.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect.

- 7.2 **MSc Human and Biological Robotics [PC.2016.24]**
The committee considered a proposal from the Department of Bioengineering to change the classification rules of the above programme with immediate effect.
- 7.2.1 The committee noted that the change would align the classification rules of the programme with the rules for other programmes within the department.
- 7.2.2 The committee recommended that the department seek consent from students. The committee noted that there were eight students who would be affected by the proposal.
- 7.2.3 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.3 **PGCert, PGDip, MSc Paediatrics and Child Health [PC.2016.25]**
The committee considered a proposal from the Department of Medicine to change the progression rules of the above programme with immediate effect.
- 7.3.1 The committee recommended that the department seek consent from students. The committee noted that there were twenty four students who would be affected by the proposal including two students on interruption of studies.
- 7.3.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.4 **MSc Allergy [PC.2016.26]**
The committee considered a proposal from the Department of Medicine to change the progression rules of the above programme with immediate effect.
- 7.4.1 The committee recommended that the department seek consent from students. The committee noted that there were forty five students who would be affected by the proposal including five students on interruption of studies.
- 7.4.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.5 **MSc Petroleum Geoscience [PC.2016.27]**
The committee considered a proposal from the Department of Earth Science and Engineering to change the content and titles of the modules F663PST (Petrophysics and Seismic Techniques) and F663BAT (Basin Analysis and Tectonics) on the above programme with immediate effect.
- 7.5.1 The committee recommended that the department seek consent from students. The committee noted that there were fifty five students who would be affected by the proposal.
- 7.5.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.6 **PGCert, PGDip, MSc Genomic Medicine [PC.2016.28]**
The committee considered a proposal from the National Heart and Lung Institute to change the assessment of the module 'Application of Genomics in Infectious Diseases' with immediate effect.
- 7.6.1 The committee recommended that the department seek consent from students. The committee noted that there were sixty six students who would be affected by the proposal.
- 7.6.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.

- 7.7 **Undergraduate Programmes in the Department of Computing [PC.2016.29]**
The committee considered a proposal from the Department of Computing to merge the modules CO271 (Human Centred Design) and CO203 (2nd Year Computing Group Project) on all undergraduate programmes within the Department of Computing with immediate effect.
- 7.7.1 The committee recommended that the department seek consent from students. The committee noted that there were one hundred and sixty four students who would be affected by the proposal including eight students on interruption of studies.
- 7.7.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.8 **MRes Business [PC.2016.30]**
The committee considered a proposal from Imperial College Business School to introduce elective modules from departments across the College to the above programme with immediate effect.
- 7.8.1 The committee noted that the Business School would not scale the marks awarded by other departments.
- 7.8.2 The committee recommended that students should only be permitted to enrol on a module with the agreement of the relevant department in order to ensure that the students had the necessary pre-requisite skills and knowledge.
- 7.8.3 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.9 **MSc Finance, MSc Finance and Accounting [PC.2016.31]**
The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS0305/BS2005 (Corporate Finance) on the above programmes with immediate effect.
- 7.9.1 The committee recommended that the department seek consent from students. The committee noted that there were one hundred and seventy one students who would be affected by the proposal including two students on interruption of studies.
- 7.9.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.
- 7.10 **MSc Finance and Accounting [PC.2016.32]**
The committee considered a proposal from Imperial College Business School to change the assessment weightings of the module BS2002 (Corporate Strategy) on the above programme with immediate effect.
- 7.10.1 The committee recommended that the department seek consent from students. The committee noted that there were eighty eight students who would be affected by the proposal including two students on interruption of studies.
- 7.10.2 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.

Post Meeting Note

Following the meeting it became apparent that the paper circulated to the committee was incorrect. A revised paper [PC.2016.43] was subsequently considered by Chair's action. The chair recommended that the department seek consent from students. The chair agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendation above.

- 7.11 **MSc Finance (suite of programmes) [PC.2016.33]**
The committee considered a proposal from Imperial College Business School to change the titles of the modules BS0344 (Macroeconomics and Finance for Practitioners) and BS0353 (Introduction to Algorithmic Trading) to the above programmes with immediate effect.
- 7.11.1 The committee recommended that the Business School confirm whether any changes had been made to the assessment methods for the module BS0344 (Macroeconomics and Finance for Practitioners – International Electives)
- 7.11.2 The committee recommended that the department seek consent from students. The committee noted that there were three hundred and two students who would be affected by the proposal including three students on interruption of studies.
- 7.11.3 The committee agreed to recommend the proposal to QAEC for approval with immediate effect subject to the recommendations above.
- 7.12 **MEng Civil and Environmental Engineering with a Year Abroad [PC.2016.34]**
The committee considered a proposal from the Department of Civil and Environmental Engineering to change the progression rules of the above programme with effect from October 2017.
- 7.12.1 The committee recommended that the progression rules for programmes with a placement year should be discussed as part of the Academic Standards Framework with a view to establishing a common approach across the College.
- 7.12.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 subject to the recommendations above.
- 7.13 **Undergraduate Programmes in the Department of Life Sciences [PC.2016.35]**
The committee considered a proposal from the Department of Life Sciences to introduce five new modules to all undergraduate programmes in the Department of Life Sciences with effect from October 2017.
- 7.13.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.
- 7.14 **Undergraduate Programmes in the Department of Life Sciences [PC.2016.36]**
The committee considered a proposal from the Department of Life Sciences to remove the entry point from sixteen undergraduate programmes with effect from October 2018.
- 7.14.1 The committee noted that programmes would continue to be available by internal transfer.
- 7.14.2 The committee discussed the impact this decision would have regarding applicants to the 'with management' programmes. The committee recommended that the Department of Life Sciences discuss the impact on recruitment with Imperial College Business School.
- 7.14.3 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendation above.
- 7.15 **MEng Mechanical Engineering with a Year Abroad [PC.2016.37]**
The committee considered a proposal from the Department of Mechanical Engineering to remove the entry point from the above programme with effect from October 2018.
- 7.15.1 The committee noted that the programme will continue to be available by internal transfer.
- 7.15.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2018.

- 7.16 **MSc Computing (Secure Software Systems) [PC.2016.42]**
The committee considered a proposal from the Department of Computing to change the title of the above programme with effect from October 2017. This proposal was considered under 'any other business'.

- 7.16.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017.

8 **Suspensions and Withdrawals of Existing Programmes**

- 8.1 **PGCert, PGDip, MSc Preventative Cardiology [PC.2016.38] and [PC.2016.39]**
The committee considered a proposal from the National Heart and Lung Institute to withdraw the above programmes with effect from October 2017 for the postgraduate diploma and part-time MSc and with effect from October 2018 for the postgraduate certificate and full-time MSc.

- 8.1.1 The committee noted that modules on the programme were also offered as short courses through the Centre for Continuing Professional Development.

- 8.1.2 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017 and October 2018 respectively.

8.2 **PGCert Respiratory Nursing, PGCert Cardiac Nursing, MSc Cardio-Respiratory Nursing [PC.2016.40]**

The committee considered a proposal from the National Heart and Lung Institute to withdraw the above programme with effect from October 2017.

- 8.2.1 The committee agreed to recommend the proposal to QAEC for approval with effect from October 2017

9 **New Short Course Proposals**

There were no proposals for new short courses to be considered.

10 **Modifications to Existing Short Courses**

There were no modifications to existing short courses to be considered

11 **Suspensions and Withdrawals of Existing Short Courses**

There were no suspensions or withdrawals of existing short courses to be considered.

ITEMS TO NOTE

- 12 **Chair's Report [PC.2016.41]**
The committee noted action taken by the chair on behalf of the committee.

ANY OTHER BUSINESS

- 13 **Dates of Meetings**
Tuesday 13 December, 10:00-13:00, Ballroom, 58 Prince's Gate
Tuesday 21 March, 10:00-13:00, Ballroom, 58 Prince's Gate
Tuesday 9 May, 10:00-13:00, Boardroom, Level 4, Faculty Building