

## Programmes Committee (PC)

Tuesday 19 December 2017  
10:00-13:00 Ballroom, 58 Prince's Gate

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### Present

Dr Edgar Meyer (Chair), Professor Peter Allison, Ms Jolande Bot-Vos, Dr Lorraine Craig, Ms Kate Ippolito, Professor Jonathan Mestel, Ms Rebecca Middleton, Professor Sue Smith, Dr Roberto Trotta, Dr Vijay Tymmms, Ms Men-Yeut Wong (Secretary) and Ms Betty Yue.

### In Attendance

Ms Anita Stubbs, Ms Kirstie Ward.

### Apologies

Mr Nicholas Burstow, Ms Alexandra Chippy Compton, Mr Luke McCrone, and Ms Judith Webster.

#### 1 Welcome and Apologies

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

#### 2 Minutes of the Previous Meeting [PC.2017.13]

The minutes of the previous meeting held on 17 October 2017 were approved as an accurate record subject to minor amendments of typographical errors.

#### 3 Matters Arising

- 3.1 In the previous meeting of the Programmes Committee members had been asked to nominate alternative representatives to be invited should apologies be sent. The Chair advised that alternative representatives should be academic members of staff in order to provide a pedagogic perspective of papers presented.
- 3.2 It was noted that the Programmes Committee would be utilised in the 2018-19 academic year to review re-designed curricula in line with the Learning and Teaching Strategy for Curriculum Review. The Committee agreed that additional dates would be required to accommodate Curriculum Review and that the Committee would meet once every 6 weeks from September 2018 to March 2019. It had been agreed that the May 2018 meeting of the Programmes Committee would act as a preliminary meeting for Curriculum Review where an agenda could be agreed for the 2018-19 meetings.

## ITEMS FOR CONSIDERATION

#### 4 New Programme Proposals

##### 4.1 PC.2017.14 MRes Advanced Molecular Synthesis

The Committee considered a proposal from the Department of Chemistry to introduce the above programme with effect from September 2018. The proposal was presented by the MRes Director of Studies- Dr. James Wilton-Ely and the MRes Programme Coordinator- Dr. Mike Ray.

- 4.1.1 Discussions were held around the allocation of the project proposals and how student expectation would be managed if more than one student chose the same project. It was reported that students would have a choice of around 50 project proposals and that there would be an opportunity for students to meet with the project supervisors before submitting their top five choices in order of preference to the Programme Director at the end of December. Proposals could also be revised to accommodate more than one student.

- 4.1.2 The Faculty of Natural Sciences Representative suggested that students could suggest their own project proposal and the Department agreed that this could be possible if the student could identify a supervisor who would be able to support their project.
- 4.1.3 The Department were advised to standardise the length of the research proposal which should have a more prescriptive maximum word count rather than the current '60-80' page range.
- 4.1.4 There are two optional lecture courses which are not assessed but included in the programme structure which contain relevant and useful material that students will be strongly encouraged to attend. A query had been raised regarding the allocation of credits to the Assessed Lecture Courses and if this was in line with the other programmes within the Department of Chemistry. The Committee recommended that the Programme Team review the allocation of credits to the Assessed Lecture Courses module.
- 4.1.5 Discussions around the marking scheme were raised and a query around the following regulation had been raised; A student may be condoned on one module (but not the research project module) with a qualifying mark of at least 40% as long as there is no mark below 40% for an individual assessment.' This would mean that if a student were to fail a small workshop i.e. the workshop module, the student would fail the programme. The Department were advised to provide a short statement to support the marking scheme. The Committee also recommended that the marking scheme should be revised to replace the term 'condoned' with 'compensated'.
- 4.1.6 The Committee thanked the Programme Team for presenting a set of well thought through documentation and that the diligent work of the Academic Lead had been evident in creating a well-structured, high quality programme.
- 4.1.7 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the above recommendations.

## **5 Major Modifications to Existing programmes**

### **5.1 PC.2017.15 MSc Paediatrics and Child Health**

The Committee considered a proposal from the Department of medicine to make changes to the programme structure and content with effect from October 2018. The following changes had been proposed as a result of reviewing the programme structure and content driven by a number of applicants for the current academic year necessitating the late cancellation of the above programme:

- 5.1.1 -Module credit to be standardised to 7.5 ECTS with a final 30 ECTS Research Project;  
 -To change the module 'Law and Ethics' and 'Paediatric Sleep' from core to optional and to change 'Child Public Health and Social Paediatrics' from an optional module to a core.  
 -To offer the following three modules as short courses during the academic year: Nutrition, Growth and Development of the Child; Recognition and Management of a Seriously Ill Child; and Law and Ethics in Paediatrics.
- 5.1.2 The Committee discussed whether the changes proposed would create a more marketable and attractive programme and to safeguard future cohorts the PG Certificate should be offered to applicants who can then progress on the PG Diploma and MSc.
- 5.1.3 The revised module outlines presented to the Committee did not provide a definite list of teaching staff, it was advised that the teaching staff list should be definite rather than a suggestive list.
- 5.1.4 The Committee recommended that the word count for assessments should be standardised throughout the programme (i.e. Science & Evidence 7.5 ECTS 50% coursework (2000 words); Adolescent Health 7.5 ECTS 100% coursework (2000 words)).

- 5.1.5 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendations above.
- 5.1.6 The Committee agreed to recommend the proposal to offer Nutrition, Growth and Development of the Child; Recognition and Management of a Seriously Ill Child; and Law and Ethics in Paediatrics as standalone Professional Short courses during the 2017-18 academic year whilst the PG Certificate is suspended.

**5.2 PC.2017.16 MSc Genomic Medicine**

The Committee considered a proposal from the National Heart & Lung Institute to make changes to the programme structure of the above programme, this is in response to a Higher Education England and NHS tender with effect from October 2018. The Department sought approval from the Committee to consider changes to its programme in advance of the tender being awarded to the Department (announcement due 1<sup>st</sup> January 2018) if the bid is not successful then the proposed changes presented will not be implemented.

- 5.2.1 The Committee requested further clarification and definition of a 'core elective' which should also be described in the programme specification. The Faculty of Medicine Representative explained that students who are sponsored by Higher Education England are required to take compulsory modules which could be optional electives for self-funded students.

- 5.2.2 The Department had presented the following changes:

- A3GCOR Core Concepts in Human Genetics and Genomics- To change the module title to 'Fundamentals of Human Genetics and Genomics' and to adjust the module FHEQ level from 6 to 7;
- A6GETH Ethical, Legal and Social Issues in Applied Genomics- To modify this module from a core to a core elective and to revise the module learning outcomes;
- A3LAB Laboratory Skills in Genomics-To remove this module from the programme structure;
- A3BIO Bioinformatics, Quality Control, Analysis & Interpretation of Genome Sequencing Data- To modify this module from a core elective to a core.

- 5.2.3 **Post meeting note-** The Department announced that the outcome of the Higher Education England bid had been successful and that the modification proposal would be implemented following QAEC approval.

The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018 subject to the recommendations above.

**5.3 PC.2017.17 MSc Human Molecular Genetics**

The Committee considered a proposal from the Department of Medicine to remove the Merit and Distinction awards from the Postgraduate Certificate Exit Award with effect from September 2018.

- 5.3.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from September 2018.

**5.4 PC.2017.18 MSc Climate Change, Management & Finance**

The Committee considered a proposal from the Business School to withdraw the module BS1713 Energy Economics and Strategy and to replace the module with BS1919 Energy Business and Strategy with effect from September 2018.

- 5.4.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from September 2018

**5.5 PC.2017.19 Finance Suite**

The Committee considered a proposal from the Business School to withdraw the 'Applications of MATLAB for Finance' module and to replace it with 'Applications of R for Finance' with effect from September 2018.

5.5.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from September 2018.

5.6 **PC.2017.20 MSci Physics with a Year in Europe**

The Committee considered a proposal from the Department of Physics to change the above programme title to 'MSci Physics with a Year Abroad' with effect from October 2018.

5.6.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018.

5.7 **PC.2017.21 MSci Mathematics with a Year in Europe**

The Committee considered a proposal from the Department of Mathematics to change the above programme title to 'MSci Mathematics with a Year Abroad' with effect from October 2018.

5.7.1 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2018.

**6 Minor Modifications**

6.1 **PC.2017.22 MSc Engineering Fluid Mechanics for the Offshore, Coastal and Built Environments**

The Committee considered an in-year proposal from the Department of Civil and Environmental Engineering to change the module title of C19-FM-06 Experiments & Paper Review to 'Air-Sea Dynamic Interactions' and to modify the assessment strategy.

6.1.1 The Committee agreed to recommend the in-year proposal to QAEC with immediate effect.

6.2 **PC.2017.23 Master of Public Health**

The Committee considered a proposal from the School of Public Health to modify the assessment structure for the following modules: SPH011 Contemporary Topics in Health Policy; SPH012 E-Health; SPH014 Health Systems, Policy and Financing; SPH015 Exposure Assessment.

6.2.1 The Committee agreed to recommend the in-year proposal to QAEC with immediate effect.

6.3 **PC.2017.24 Global On-line MBA**

The Committee considered an in-year from the Business School to modify the assessment type for the following three modules: BS5405 Marketing Management; BS5406 Organisational Behaviour; BS5408 Strategy with effect from January 2018.

6.3.1 The Committee agreed to recommend the in-year proposal to QAEC with immediate effect.

**7 Suspensions and Withdrawals of Existing Programmes**

7.1 **PC.2017.25 MRes Stochastic Analysis and Mathematical Finance**

The Committee considered a proposal from the Department of Mathematics to withdraw the above programme with immediate effect.

7.1.1 The Committee agreed to recommend the proposal to withdraw the above programme to QAEC with immediate effect.

7.2 **PC.2017.26 Sustainable Retirement**

The Committee considered a proposal from the Centre for Environmental Policy to suspend the above programme with immediate effect.

7.2.1 The Committee agreed to recommend the proposal to withdraw the above programme to QAEC with immediate effect.

7.3 **PC.2017.27 Chemical Engineering (Fine Chemicals)**

The Committee considered a proposal from the Department of Chemical Engineering to withdraw the above programme stream with effect from October 2018.

7.3.1 The Committee agreed to recommend the proposal to withdraw the above programme stream to QAEC with effect from October 2018.

7.4 **PC.2017.28 MSci Geology and Geophysics**

The Committee considered a proposal from the Department of Earth Science and Engineering to suspend the above programme for three years with effect from October 2018.

7.4.1 The Committee agreed to recommend the proposal to suspend the above programme for three years to QAEC with effect from October 2018.

**8 Items to Note**

8.1 **PC.2017.29 Chair's Report**

The Committee noted action taken by the chair on behalf of the Committee.

8.1.1 The Faculty of Engineering Education Committee Chair informed the Committee that whilst Chair's Action had been agreed for the modification of the Undergraduate Mechanical Engineering programmes, the Faculty expressed their concern of the process that had been taken to present the proposal, particularly as a full set of documentation had not been requested. It should be noted that Registry share and acknowledge the concerns but the modification was necessary in order for the Academic Model Project to proceed.

**9 Any Other Business**

9.1 **Dates of Future Meetings**

Tuesday 27<sup>th</sup> March 2018, 10:00 - 13:00, Ballroom, 58 Prince's Gate.

Tuesday 1<sup>st</sup> May 2018, 10:00 - 13:00, Ballroom, 58 Prince's Gate.