

Programmes Committee (PC)

Tuesday 1 May 2018
10:00-13:00 Billiard Room, 58 Prince's Gate

Present

Dr Edgar Meyer (Chair), Mr Nicholas Burstow, Ms Jolande Bot-Vos, Dr Lorraine Craig, Ms Lucy Heming, Ms Jo Horsburgh, Professor Marek Sergot, Professor Sue Smith, Dr Vijay Tymms, Ms Men-Yeut Wong (Secretary) and Ms Betty Yue.

In Attendance

Ms. Vanessa Gonzales, Professor Sanjeev Gupta and Dr Mark Sutton.

Apologies

Professor Peter Allison, Ms Alexandra Chippy Compton, Mr Luke McCrone, Professor Jonathan Mestel, Dr Roberto Trotta and Ms Judith Webster.

1 Welcome and Apologies

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

2 PC.2017.63 Minutes of the Previous Meeting

The minutes of the previous meeting held on 27 March 2017 were approved as an accurate record subject to minor amendments of typographical errors.

3 PC.2017.64 Curriculum Review

- 3.1 The Chair presented Committee members with an update regarding the work that had been undertaken so far to define the Curriculum Review process.
- 3.1.2 Members were informed that there would be two Reference Panels per Faculty, a proposed Terms of Reference and membership for the Reference Panels had been presented and it was noted that they will be established to provide advice and guidance to the departments and to provide assurance to the Programmes Committee that the modules have been developed to meet College requirements within the new modular structures.
- 3.1.3 It was noted that a new programme specification and module outline template for Curriculum Review had been published. And exemplar documents would be produced to support staff in meeting the requirements for information for students and the College's obligations as set out by the Competition and Markets Authority.

4 Matters Arising

There were no matters arising to discuss.

ITEMS FOR CONSIDERATION

5 New Programme Proposals

5.1 PC.2017.65 MSci & BSc Earth and Planetary Science

- 5.1.1 The Committee welcomed the Academic Lead Professor Sanjeev Gupta and the Director of Undergraduate Studies for Earth Science and Engineering who presented the proposal to the Committee. Currently the Department offers a combined degree programme, Geology and Geophysics which will be phased out from October 2019 and would be incorporated into the new Earth and Planetary Science programme.

- 5.1.2 The new programme proposal had been designed to fully integrate within the existing geoscience suite of programmes, sharing many of its modules with MSci/BSc Geology and MSci/BSc Geophysics; modules in Year 1 and Year 2 will largely be taught in common with these programmes. A suite of new modules focussing on planetary science had also been presented.
- 5.1.3 It was reported that there are academic staff within the Department who are heavily involved in planetary science research with international recognition for their expertise and experience. Funding from the Science & Technology Facilities Council and the UK Space Agency ensures an active research environment which also enriches the undergraduate student experience with post-doctorate researchers actively engaging the co-supervision of MSci Projects.
- 5.1.4 The Committee held discussions around the design of the module assessments and how they did not seem to match the level of interactivity in comparison to the module itself. It was recommended that the Department review the assessments to ensure that there is a full utilisation of interactive techniques and innovation in enabling a more effective and diverse learning environment.
- 5.1.5 The Committee acknowledged that the Department were aware that the programme modules would be reviewed during Curriculum Review, but also noted that processes must be put in place so that these modules are not overlooked.
- 5.1.6 The Committee sought clarification around the field trip structure and that it should be made more clear that all first years attend the same field trip then there would be a branching off in years 2 and 3 where students would choose their specialism, focussing in either a more physics-rich or a geology-rich pathway.
- 5.1.7 The Department were recommended by the Committee to review the Re-Sit policy in the programme specification and to clarify that the supplementary qualifying test (SQT) may be offered to candidates in one module and to also reconsider the maximum of 15 ECTS total.
- 5.1.8 The Department were recommended by the Committee to review the ECTS allocated to the elective modules in Year 2 as 'ESE220 Rocks and Structures in the Field' had a weighting of 10 ECTS whereas the other electives within the year are weighted at 7.5 ECTS.
- 5.1.9 The Committee raised queries around the Department's resources and the sustainability of project proposals. The Department assured the Committee that there would be enough resources, data and variety within the Department in order to sustain future cohorts in their projects.
- 5.1.10 The Committee agreed that the Department had identified a gap in the market and had designed an attractive programme with interesting content and had presented a programme that had been well considered.
- 5.1.11 The Committee agreed upon the following recommendations:
- The Programme Team should:
- Include further information around the field trip/work structure in the Programme Specification, that all first years attend the same field trip then there will be a branching off in years 2 & 3;
 - Ensure that there are enough resources to sustain project proposals;
 - Review the Re-sit policy and clarify that the supplementary qualifying test may be offered to candidates in one module, and to reconsider the 15 ECTS total;
 - Review the ECTS allocated to the elective modules in Year 2;
 - Review the module assessments to ensure that they are innovative and align to the requirements of the Learning and Teaching Strategy, the Committee acknowledged that the Department are aware that these modules will be reviewed during Curriculum Review, but processes must be put in place so that these modules are not overlooked.

5.1.12 The Department should provide a short statement to support that Curriculum Review will take in to account specifically the evidence based approaches as outlined in the Learning and Teaching Strategy.

5.1.13 The Committee agreed to recommend the proposal to QAEC for approval with effect from October 2019 subject to the above recommendations.

6 Major Modifications to Existing programmes

6.1 PC.2017.66 Medicine MBBS- Lee Kong Chian

6.1.1 The Committee considered a proposal from the School of medicine to reduce the teaching load during the first Campus Teaching Week in Year 3 by moving the practical skills "Peripheral Venous Access" and "Intravenous Therapy (for adults)" from Year 3 to Year 2 (GI, Blood & Infection block) with effect from October 2018.

6.1.2 It was noted that changes to collaborative modules or programmes did not fall under the criteria of the College's current modification procedure.

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

7 Items to Note

7.1 PC.2017.67 Chair's Report

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

8 Any Other Business

8.1 Dates of Future Meetings

Wednesday 13th June 2018, 10:00 - 13:00, SALC5, 5th Floor Sherfield Building