

**Programmes Committee (PC) Minutes**

Tuesday 16 May 2023  
10:00-13:00

**Present**

Dr Clemens Brechtelsbauer (Chair), Ms Lorraine Bayfield (Secretary), Professor Alessandro Astolfi, Dr Lorraine Craig, Professor Richard Green, Dr Magdalena Jara, Dr Felicitas Starr-Egger, Mr Scott Tucker, Dr Vijay Tymms, Dr Jeffrey Vernon, Ms Betty Yue and Mr Jason Zheng.

**Apologies**

Dr Jo Horsburgh, Ms Kate Ippolito, Ms Judith Webster, and Ms Hayley Wong.

**In attendance**

Dr Andrew Childs, Dr Karen Frame, Dr Lesa Kearney, Professor Mary Morrell, and Ms Amy Huynh.

<b>1</b>	<b>Welcome and Apologies</b> The Chair welcomed attendees to the meeting and apologies, as above, were noted.
<b>2</b>	<b>Minutes of the previous meeting</b> The minutes of the previous meeting held on Tuesday 21 <sup>st</sup> and Tuesday 28 <sup>th</sup> March 2023 were confirmed as an accurate record.
<b>3</b>	<b>Matters Arising</b> There were no matters arising to discuss.
<b>Items for consideration</b>	
<b>4.</b>	<b>Curriculum Review</b>
	<b>Imperial College Business School</b>
<b>4.1</b>	<b>PC.2022.91 Imperial College Business School MRes Business (N1UQ)</b>
<b>4.1.1</b>	The PC considered the redesigned programme named above for delivery with effect from September 2023.
<b>4.1.2</b>	The PC agreed upon the recommendations below and asked the programme team to respond to the following: <ul style="list-style-type: none"> <li>• The current redesigned MRes offered by the ICBS is two years, whereas this is a one-year programme. How will the programme team ensure that this accelerated programme is not overwhelming and what student support is going to be in place? With such module diversity, how will the programme lead ensure parity of support and build a sense of cohort?</li> <li>• Where will students acquire essential research skills? It is not clear where such skills are embedded within the programme.</li> <li>• Please ensure that all wording on the programme documentation is specific to the one-year programme and remove any reference to the two-year programme.</li> <li>• Consultation – Please provide further information as to how key stakeholders (e.g., External examiners, employer and accrediting bodies) were involved in the curriculum review process and how you have addressed any issues that were presented?</li> </ul>

	<ul style="list-style-type: none"> <li>The programme team should strongly consider the introduction of an exit award in the programme.</li> <li>Timetabling – Are there any timetabling constraints given the large number of elective modules on offer? This should be made clear on the programme specification.</li> <li>Programme specific regulations – Within the Progression and Classification section of the programme specification it is indicated that no compensation is allowed. This contravenes College regulation (10.10). What is the rationale for this?</li> </ul> <p>Additionally, the PC noted that whilst the module individual learning outcomes were specific and clearly expressed, the duration/length/word counts of assessments should be added to the assessment descriptions to support the Committee to judge whether the assessment regime was appropriate for the module.</p> <p>The programme team were encouraged to update this information via the minor modifications audit at the next available opportunity.</p>
<b>4.1.3</b>	The PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, the PC agreed to recommend the proposal to the QAEC for delivery with effect from September 2023.
<b>4.2</b>	<b>PC.2022.92 Imperial College Business School MSc International Health Management (N1EG)</b>
<b>4.2.1</b>	<p>The PC considered the redesigned programme named above for delivery with effect from September 2023.</p> <p>It was highlighted that this was planned in two stages. For September 2023 the programme would be aligned to the College framework. From September 2024 the programme would be renamed to 'Global Health Management' and three new streams would be introduced: 'Management', 'Innovation and Entrepreneurship' and 'Economics and Data Science'.</p>
<b>4.2.2</b>	<p>The PC were impressed with the range of stakeholder consultation, and it was agreed that the decision to implement the proposed changes in stages was a sensible approach.</p> <p>The PC agreed upon the following recommendations:</p> <ul style="list-style-type: none"> <li>The programme team should strongly consider the introduction of exit awards.</li> <li>Academic requirements – Are applicants with first degrees in Business, Management, or Law eligible? If so, then this information should be added to the programme specification.</li> <li>MSc Global Health Management – The programme level learning outcomes should be split into streams on the programme specification.</li> <li>Assessment (Multiple Choice Questions) – three modules use MCQ in part of their exam. The programme team should consider whether this is the most appropriate way to assess the module individual learning outcomes.</li> <li>Assessment (Participation) – The programme team should address the following:</li> </ul>

	<ul style="list-style-type: none"> <li>- Entrepreneurship – Please reconsider the marks for participation. If a student were to ask how their mark was calculated, it could be hard to evidence points one and three.</li> <li>- Global Health Immersion – 40% of the module mark is assessed by participation. ‘Verbal participation in sessions’ could be challenging to audit, and ‘attendance at all sessions’ is not educational. Please reconsider whether this could be managed in a different way.</li> <li>- Healthcare Sector Report – Please provide more information as to how you will ensure participation and shared authorship. It might be sufficient, for example, for each group member to declare what role they adopted in the group. If these roles are necessary for the completion of the task, it is more likely that all will participate.</li> </ul> <p>The PC provided the following feedback which was not preventative in progressing the proposal:</p> <ul style="list-style-type: none"> <li>• Further clarity could be provided concerning the ‘Career Planning Questions’ within the non-academic entry requirements on the programme specification. What will be expected of applicants?</li> <li>• What metrics will be used to review and score the admissions interview?</li> </ul>
<b>4.2.3</b>	The PC advised that the recommendations above be considered and that the updated documentation be submitted to the Quality Assurance and Enhancement team. Subject to a satisfactory response, the PC agreed to recommend the proposal to the QAEC for delivery with effect from September 2023.
<b>5</b>	<b>New Programmes</b>
	<b>Faculty of Medicine</b>
<b>5.1</b>	<b>PC.2022.93 School of Medicine MBBS Graduate Entry Medicine</b>
<b>5.1.1</b>	<p>It was highlighted that Imperial College London and University of Cumbria were working in partnership to open a new medical school at the University of Cumbria’s Carlisle campus: the Cumbria School of Medicine.</p> <p>The PC considered the new programme proposal from the School of Medicine to introduce the programme named above for delivery at the Cumbria School of Medicine (CSM) with effect from September 2025.</p> <p>The PC noted that an exemption to the College regulations in reference to the credit size of the ‘Medical Sciences 1’ module had been considered at the January meeting of the Regulations and Policy Review Committee (RPRC). The RPRC expressed some concern regarding the impact on students should they have marginal assessment failure and felt that further clarification would be required prior to final consideration. It was confirmed that the Chair of the RPRC had further discussed these concerns with the programme team and was satisfied that appropriate mechanisms were in place to support students. The programme specific regulation was subsequently approved ahead of the PC meeting.</p>
<b>5.1.2</b>	<p>The PC welcomed Professor Mary Morrell and Dr Lesa Kearney who gave a brief introduction to the new programme.</p> <p>It was explained that the bespoke 4-year graduate entry programme had been designed for the specific needs of Cumbria and was aimed at developing doctors who would be embedded in the local region.</p>

	<p>Additionally, the programme had been shaped to consider the introduction of the General Medical Council's (GMC) Medical Licencing Assessment (MLA) exam. This two-part assessment is made up of an applied knowledge test and a clinical and professional skills assessment which will be embedded within UK medical schools' final exams from the academic year 2024/25.</p> <p>The recruitment target was set at 50 students, with scalable plans to 100. Health Education England (HEE) had granted special permission to Imperial College London to move 50 of its designated UK training places to CSM and replace these with 50 self-funded overseas students. For this reason, it was confirmed that the programme would only be offered to home students.</p> <p>The Committee discussed how students would be retained in the region upon graduating. It was highlighted that the programme would not only seek to recruit from the local area but also focus on those who had an understanding and interest in improving health outcomes for the people of Cumbria. As part of the admissions process, multiple mini-interviews had been designed to incorporate these factors. Student placements would also be rotated by North and South to enable experience across region.</p> <p>It was agreed that a comprehensive proposal had been presented and the Committee were impressed by the breadth of consultation and planning that had taken place during the process.</p> <p>The Committee felt that the CSM was an exceptional initiative that would support the need for improving healthcare outcomes in Cumbria and the Northwest.</p> <p>It was evident that the bespoke programme had been designed and developed with the needs of Cumbria at its core.</p>
<b>5.1.3</b>	The PC agreed to recommend the proposal to the QAEC for delivery with effect from September 2025.
<b>6</b>	<b>Programme Suspensions and Withdrawals</b>
	<b>Faulty of Natural Sciences</b>
<b>6.1</b>	<b>PC.2022.94 Department of Life Sciences MSc Living Planet with Research Methods in Ecology</b>
<b>6.1.1</b>	The PC considered a proposal to suspend the programme named above for 3 years with effect from October 2024.
<b>6.1.2</b>	The PC agreed to recommend the proposal to the QAEC for approval.
	<b>Items to note</b>
<b>7.1</b>	<b>PC.2022.95 Chair's Report</b>
	The PC noted the proposals that had been approved by via Chair's action on behalf of the PC since the last meeting.
	<b>Faculty of Engineering</b>
<b>7.1.1</b>	<b>PC.2022.CA19 Programme Suspension – Department of Materials BEng Materials with Management (J5N2)</b>
	A proposal to suspend the programme named above for a period of three years with effect from October 2023.

7.1.2	<p><b>PC.2022.CA21 Major modification – Department of Computing (Post meeting)</b>  <b>MEng Computing (G401)</b>  <b>MEng Computing (AI and Machine Learning) (G700)</b>  <b>MEng Computing (Management and Finance) (G501)</b>  <b>MEng Computing (Visual Computing and Robotics) (GG47)</b>  <b>MEng Computing (International Programme) (G402)</b>  <b>MEng Computing (Software Engineering) (G600)</b>  <b>MEng Computing (Security and Reliability) (G610)</b>  <b>Meng Mathematics and Computer Science (GG41) JMC</b></p> <p>Amendments to the way that the Industrial Placement is recorded on student records to accurately capture the allocation of ECTS totals across year three and four:</p> <ul style="list-style-type: none"> <li>• COMP70012 Industrial Placement – Change the title to ‘Industrial Placement (Part 2)’ and update the ECTS value from 45 to 30 from 2023-24.</li> <li>• JMC only – Introduce the new 7.5 ECTS core module ‘Industrial Placement JMC (Part 1)’ for students in year three of the MEng Mathematics and Computer Science programme with immediate effect.</li> <li>• Introduce the new 15 ECTS core module ‘Industrial Placement COMP (Part 1)’ for students in year three of all MEng Computing Programmes named above with immediate effect.</li> </ul>
	<b>Faculty of Medicine</b>
7.1.3	<p><b>PC.2022.31 Short Course – School of Public Health</b>  <b>Acute Events Management</b></p> <p>The revised documentation in response to recommendations made at the PC on 24<sup>th</sup> January 2023.</p>
7.1.4	<p><b>PC.2022.32 Short Course – School of Public Health</b>  <b>Advanced Leadership and Management for Health</b></p> <p>The revised documentation in response to recommendations made at the PC on 24<sup>th</sup> January 2023.</p>
7.1.5	<p><b>PC.2022.33 Short Course – School of Public Health</b>  <b>Disease Burden and Health Planning</b></p> <p>The revised documentation in response to recommendations made at the PC on 24<sup>th</sup> January 2023.</p>
7.1.6	<p><b>PC.2022.34 Short Course – Department of Surgery and Cancer</b>  <b>Mental Health and Wellbeing in the Climate Emergency</b></p> <p>The revised documentation in response to recommendations made at the PC on 24<sup>th</sup> January 2023.</p>
7.1.7	<p><b>PC.2022.40 Curriculum Review – Department of Surgery and Cancer</b>  <b>MSc Digital Health Leadership (A3DHM)</b>  <b>Postgraduate Diploma in Digital Health Leadership (A3DHD)</b>  <b>Postgraduate Certificate in Digital Health Leadership (A3DHC)</b></p> <p>The revised documentation in response to the recommendations made at the PC on 21<sup>st</sup> March 2023.</p>
7.1.8	<p><b>PC.2022.CA18 Major Modification - School of Public Health</b>  <b>PUBH70023 Research Portfolio 4: Research in Practice</b></p> <p>An in-session modification to update the word limit of the abstract that forms part of the first summative assessment with immediate effect.</p>

	<b>Faculty of Natural Sciences</b>
<b>7.1.9</b>	<b>PC.2022.CA20 Major Modification – Department of Physics PG Diploma Security and Resilience: Science and Technology (F3SD12/F3SD24)</b>  An in-session modification to update the requirement for an elective module to be taken by students on the programme named above with immediate effect.
	<b>Imperial College Business School</b>
<b>7.1.10</b>	<b>PC.2022.41 Curriculum Review – Imperial College Business School MSc Climate Change, Management and Finance (N304)</b>  The revised documentation in response to the recommendations made at the PC on 21 <sup>st</sup> March 2023.
<b>7.2</b>	<b>Quality Assurance and Enhancement Committee (QAEC)</b>  The PC noted the minutes from the previous QAEC found on the College webpages: <a href="http://www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/">www.imperial.ac.uk/about/governance/academic-governance/senate-subcommittees/quality-assurance-enhancement-committee/</a>
	<b>Any Other Business</b>
<b>8.1</b>	The Chair noted that an additional exceptional meeting had been scheduled for 25 <sup>th</sup> July to consider some business from the Faculty of Medicine. Special thanks were given to members for their flexibility in accommodating this.
<b>8.2</b>	Committee members were thanked for their contributions and the meeting was closed.