Imperial College London

Quality Assurance and Enhancement Committee (QAEC)
Confirmed Minutes for the meeting held on
Tuesday 4th April 2017

Present
Professor Simone Buitendijk, Vice Provost (Education) - Chair
Mr David Ashton, Academic Registrar
Dr Lorraine Craig, Associate Dean for Learning and Teaching, Faculty of Engineering
Dr Martyn Kingsbury, Director of Educational Development, EDU
Professor Emma McCoy, Chair of the Programmes Committee
Professor Myra McClure, Senior College Consul
Dr Edgar Meyer, Associate Dean of Undergraduate Programmes, Business School
Dr Sophie Rutschmann, for Professor Des Johnston, Faculty of Medicine
Professor Alan Spivey, Vice Dean (Education), Faculty of Natural Sciences
Ms Judith Webster, Head of Academic Services
Ms Sophie White, Senior Assistant Registrar (Quality Assurance & Enhancement) - Secretary

Apologies:
Professor Sue Gibson, Director of the Graduate School
Professor Des Johnston, Vice Dean (Education), Faculty of Medicine
Professor Tony Magee, Deputy Director of the Graduate School
Mr Luke McCrone, Imperial College Union, Deputy President (Education)
Mr Ahmed Shamso, Graduate Students' Union President
Professor Denis Wright, Director of Student Support

AGENDA

1. **Welcome and Apologies**
   The Chair welcomed attendees to the meeting and apologies, as listed above, were noted.

2. **Minutes of the Previous Meeting**   QAEC.2016.36
   The minutes from the Quality Assurance & Enhancement Committee (QAEC)   QAEC.2016.36i
   held on Tuesday 10th January 2017 were approved (subject to correction of
   typos) and Committee Actions were noted.

3. **Matters arising from the Minutes**
   There were no matters arising.

4. **Proposed Changes to the Academic Governance Structure**

4.1   The Committee considered a proposal from the Vice Provost (Education) to   QAEC.2016.37
      revise the governance structure and noted that the new Learning and
      Teaching Committee would be established next term. It was noted that the
      first meeting of the new Online Learning Innovation Group (OLIG) had
      already taken place.

4.1.2 Professor Simone Buitendijk explained that there would be a period of
      adjustment when the responsibilities and membership of the new Learning

and Teaching Committee (LTSC) and the Quality Assurance & Enhancement Committee(QAEC) may need to be amended to ensure proper alignment and clear division of activities.

4.1.3   It was noted that it was the intention to avoid duplication of membership on LTSC and QAEC and, it was agreed that, in order to aid communication between the groups, papers should be available to all. It was further agreed that one academic member of QAEC would be invited to attend LTSC. This would be reviewed after three LTSC meetings.

Post Meeting Note
The name of the Learning and Teaching Strategy Committee was amended to the Learning and Teaching Committee (LTC). The membership of the LTC was further amended.

4.2   The Committee agreed the approach for the approval of new MOOCs.   QAEC.2016.37i

4.3   It was further noted that Provost's Board had recently changed the name of the EdTech Accelerator to the Digital Learning Hub. It was also reported that a new Director for the Digital Learning Hub had recently been appointed.

5.   **Learning and Teaching Strategy 2017-18**
QAEC received an update on the proposed Learning and Teaching Strategy.

5.1   It was reported that the Strategy had been well received by Provost's Board and would be going forward, with a few minor modifications, to Senate.

5.2   It was acknowledged that the costs of implementing the strategy in full were significant, and that the investment plan for the strategy would need to be reviewed alongside other College priorities in the Planning Round, with the phasing of the implementation requiring careful thought.

6.   **Curriculum Re-Design and Data Collection Processes**   QAEC.2016.38*
The Committee noted that the proposed procedures for the curriculum re-design project would be presented shortly.

6.1   Ms Judith Webster reported that the Vice Deans would be contacted shortly regarding the programme data collection process for SIMP. A pilot exercise was currently underway with the Department of Bioengineering which would inform how the collection exercise would work in practice.

6.2   It was noted that the Department of Bioengineering might not be representative of all departments and that this should be taken into account.

6.3   Dr Edgar Meyer suggested that the data collection team should contact BEPS/Horizons organisers as this may help the understanding of cross programme/departmental working.

ACTION: Judith Webster

6.4   It was further reported that the full benefits of the new student system could not be realised until all programmes were restructured into the harmonised module framework and a single set of regulations established.

7.   Revised Periodic Review Process for Taught Programmes   QAEC.2016.39
Ms Webster presented a paper for a revised periodic review process for taught programmes.

7.1   It was noted that periodic review for the College's taught programmes had been suspended during 2015-16 and 2016-17 during the development phase of the new Academic Standards Framework. The suspension of the periodic review activity had provided an opportunity to review and revise the existing procedures in accordance with the principles agreed by QAEC and Senate in May/June 2014 (i.e. that undergraduate and Master's level periodic review processes would be combined into a single departmental review of taught provision).

7.2   The Committee welcomed the changes to the process which included programme modification and re-validation of a department's programmes of study. However, the Committee felt that central oversight of the review panels' decisions was needed by Programmes Committee and/or QAEC. It was agreed this should be added to the procedure.

7.3   It was also agreed that the review schedule should take into account the timing of accreditation visits and that paperwork provided for accreditation visits should be used in the process in order to avoid duplication of effort.

7.4   It was noted that the process should to provide an opportunity for departments to review their curricula by taking a holistic view of their provision using data from existing processes such as annual monitoring and accreditation. Whilst the data could be presented differently and tailored to for departments, the criteria against which departments would be reviewed should be the same and the outcomes presented consistently.

7.5   It was noted that the new process would be introduced from AY 2017-2018 taking into account the arrangements for the planned curriculum review.

7.6   It was noted that the revised procedure would be submitted to the next meeting for approval.
                                                              ACTION: QA Team

Post Meeting Note
HEFCE have asked QAA to delay the proposed pilot of a desk based verification exercise of institutions' review processes.

8.   External Examiners' Summary Reports for 2015-16

8.1   External Examiners' Summary Report 2015-16 – Master's Level Programmes   QAEC.2016.40
It was agreed to defer discussion of the summary of the External Examiners' Reports for Master's Level programmes for 2015-6 to the next meeting.

| 8.2 | **College Response to External Examiners' Reports for 2015-16** | QAEC.2016.41* |

8.2   **College Response to External Examiners' Reports for 2015-16**   QAEC.2016.41*

It was agreed to defer discussion of the first College level response to Undergraduate and Master's Level External Examiners to the next meeting.

9.   **Second Stage Review for LKC Medical School**   QAEC.2016.42

The Committee approved the second stage review of the LKC Medical School and agreed to recommend the report for Senate approval.

10.   **A Traffic Light System for Monitoring Timeliness of Feedback in Departments**   QAEC.2016.43

The Committee considered a report on progress and options for a proposed traffic light system for monitoring the timeliness of academic feedback in departments.

10.1   QAEC confirmed the ongoing requirement for a system to monitor the effectiveness of the Academic Feedback Policy and approved the recommendation and proposed next steps contained in the report. However, QAEC agreed that the main recommendation should read:

A Feedback Traffic Light system should be implemented centrally to regulate feedback timeliness. Green: returned on time; red: coursework returned late (in line published timescales set by the programme/department)

This was because the new Academic Feedback Policy does not stipulate a two week turnaround for feedback.

ACTION: Education Office/ICT

11.   **Updates from Academic Standards Task and Finish Groups**

11.1   **Complaints and Appeals Task and Finish Group**

The Committee noted an update from the Complaints and Appeals Task and Finish Group.

11.1.1   Ms Webster reported that the group had approved revised policies for:

Extenuating Circumstances Procedure
Academic Appeals Procedure
Student Complaints Procedure

11.1.2   The group were also in the final stages of approving a revised student disciplinary procedure and were shortly to consider a revised academic misconduct policy including the tariffs for assessment offences.

11.1.3 It was also noted that the Registry were currently recruiting a new Casework Administrator to assist with complaints and appeals.

11.1.4 It was noted the group's work was expected to be completed by the end of the academic year and all procedures could potentially be introduced with effect from AY 2017-18.

11.2 Admissions and Registration Task and Finish Group   QAEC.2016.44
The Committee noted an update from the Admissions Task and Finish Group.

11.2.1 It was noted the group had made good progress and their work was also expected to be completed by the end of the academic year. A number of regulations and procedures could also be potentially introduced from AY 2017-18.

11.3 Assessment Task and Finish Group   QAEC.2016.45
The Committee noted an update from the Assessment Task and Finish Group.

11.3.1 It was noted that a number of key decisions still needed to be taken to progress the writing of the single set of regulations.

11.3.2 Mr David Ashton stressed that in order to realise the full benefits of the new student system there would have to be a uniform set of regulations.

11.3.3 Mr Ashton agreed that he and Ms Webster would consider what was still outstanding with a view establishing priorities for progressing.
ACTION: Mr Ashton/MS Webster

113.4 Mr Aston explained that programmes which had been revised into the harmonised structure would be subject to the single set of regulations while programmes in pre-modular structures would be subject to the current regulations.

12. Entry Requirements

12.1 Undergraduate Entry Requirements (2018-19)   QAEC.2016.46
The Committee noted the changes to the undergraduate entry requirements for 2018-19 as approved by the Student Recruitment and Monitoring Group.

12.1 The Committee were concerned about the removal of some GCSE subjects from the requirements, although they acknowledged that the A level subjects were not detailed in the paper. The Committee asked for this to be clarified.

Post Meeting Note
It was clarified that A level subjects were the main consideration in admissions decisions and that, as they had not changed, they had not been included in the paper. It was further clarified that, historically, applicants had never been rejected on the grounds of GSCE criteria. All changes detailed in the paper were departmental lead.

12.2   **Postgraduate Master's Level Entry Requirements (2018-19)**   QAEC.2016.47
The Committee approved, on the recommendation of the Faculties, the entry requirements for Master's programmes for entry 2018-19, noting that these would appear in the postgraduate prospectus which was due to be published shortly.

13.   **Our Principles**   QAEC.2016.48
The Committee reaffirmed the supporting text for the Our Principles student charter with effect from October 2017.

14.   **Dean's List and Changes to Transcripts for Faculty of Natural Sciences (FoNS)**   QAEC.2016.49
The Committee received an update on the trial to include an overall year mark on student transcripts and establish a Dean's List for students' results within each academic year of study for undergraduate programmes in FoNS.

14.1   The Committee heard that the trial had been successful and agreed that the practice should be adopted forthwith. The Committee noted it was not the Faculty's intention to extend the practice to Master's programmes.

15.   **Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)**   QAEC.2016.50
QAEC considered a gap analysis for the College's quality assurance policies and procedures against Part 1 of the ESG.

15.1   It was noted that Senate/Council had required the gap analysis to be carried out in preparation for their annual assurance statement to HEFCE in December 2017.

15.2   It was noted that both the Assessment and Admissions Task and Finish Groups had discussed the sections of the ESG relating to their remit and were happy the current and proposed practices/regulations would continue to meet the code.

15.3   QAEC were satisfied that the College was compliant with the ESG and agreed that, where possible, suggested actions identified in the report should be explored further.

15.4   QAEC agreed that they would be able to give assurance to Senate and Council that the College continues to meet the standards of Part 1 of the European Standards and Guidelines (2015).

17.   **Programmes Committee**   QAEC.2016.51
QAEC considered the latest report from the Programmes Committee from the meeting held on 21st March 2017 and approved all the recommendations therein.

17.1   QAEC also considered report from an extraordinary meeting of the Programmes Committee held on 30th March 2017 to primarily consider major changes to the BEng/MEng in Design Engineering with effect from October 2017.   QAEC.2016.51a

17.2 It was noted that the changes had the support of the current student body. The Programmes Committee were mindful that they did not want to set a precedent allowing departments to move to the new modular structure for 2017-18 at this stage but felt that as both the programme and department were both new an exception should be made in this instance. QAEC approved the recommendation of the Programmes Committee with effect from October 2017-18.

17.3 Dr Sophie Rutschmann asked whether other programmes who wished to move to a modular structure with effect from AY 2017-18 would be able to do so. The Committee agreed that it was now too late to consider these types of major programme modifications for implementation in the 2017-18 academic year. Whilst the Programmes Committee would be happy to consider proposals for major modification for programmes moving into the harmonised modular structure, the earliest these changes could be effective from should be the 2018-19 academic year. It was further agreed that any programme choosing to revise their curriculum and programme structure at this time would still be expected to undergo the planned curriculum review process in due course.

17.4 QAEC also approved, on the recommendation of the Programmes Committee, the suspension of the Sustainable Development Master's programmes in the Department of Civil & Environmental Engineering for one further year with effect from October 2017.

17.5 It was agreed that overall there were too many late or in-session changes to programmes of study and that Directors of Undergraduate Study/Programme Directors needed to be more aware about the implications of making late changes and should be encouraged to make changes in a more timely manner.

17.6 It was noted that the Programmes Committee minutes/papers could be found at: ..\..\..\..\..\..\10.Committees\PC

18. Faculty Education Committees (FEC)
The following reports from the Faculty Education Committees were noted.

The FEC minutes/papers can be found at: ..\..\..\..\..\..\10.Committees\FEC

Natural Sciences Education Committee (NSEC) – 22nd February 2017	QAEC.2016.52
Business School Education Committee (BSEC) – 8th March 2017	QAEC.2016.53
Engineering Education Committee (EEC) – 22nd February 2017	QAEC.2016.54
Medicine Education Committee (MEC) – 13th March 2017	QAEC.2016.55
School for Professional Development Education Committee (SPDEC) – 1st March 2017	QAEC.2016.56

It was noted that the FEC minutes/papers can be found at: ..\..\..\..\..\..\10.Committees\FEC

19. Postgraduate Research Quality Committee (PRQC)   QAEC.2016.57
The report from the PRQC meeting held on 22nd February 2017 was noted.

20. **EUA Survey: Learning and Teaching in European Higher Education**   QAEC.2016.58
The Committee considered the College response to the EUA Trends Survey.

20.1 It was agreed that any changes should be sent to Ms Sophie White by midday on Friday 28th April 2017.

ACTION: All members

21. **Surveys**

21.1 **Postgraduate Taught Experience Survey (PTES) - 2016**
Professor Simone Buitendijk reported that she would like to more time for   QAEC.2016.59
the consideration of the Faculty level PTES action plans and reports and it was agreed that the summary should be considered by the new Learning and Teaching Strategy Committee and, possibly, also by a later meeting of QAEC too.

21.3 **SOLE Lecturer/Module Surveys**

21.3.1 **Autumn Term 2016 Results**   QAEC.2016.60
Professor Simone Buitendijk reported that she would like to more time for   QAEC.2016.61
the consideration of the UG SOLE and PG SOLE results, as well as the survey more generally, and it was agreed that these should be considered by the new Learning and Teaching Strategy Committee and, possibly, also by a later meeting of QAEC too.

21.3.2 **SOLE Lecturer/Module Surveys Platform**
QAEC noted a report including a number of recommendations had been made to the Surveys Project Team. It had been agreed to wait to make a decision on the recommendations until after there had been a demonstration of a new Qualitrics product which was being designed specifically for lecturer/module type surveys: the Qualtrics classroom application. It was noted that the existing Qualtrics product could not be used for lecturer/modules evaluations without the development of a bespoke "dashboard").   It was hoped Qualtrics would launch the "classroom application" in spring/summer 2017.

Chair's Action
22. The Committee noted a report from the Chair regarding action taken on   QAEC.2016.62
behalf of the Committee since the last meeting.

23. **Quality Assurance Agency (QAA) Updates**

23.1 **In-country reviews of UK transnational education (TNE) provision**
It was noted that the Republic of Ireland, Hong Kong and Malaysia had been selected by the QAA for the next three years of in-country reviews under the newly developed TNE Review method.

23.1 It was noted that Imperial was unlikely to be reviewed as the HKU partnership was running out and numbers would be very small in 2017-18 (4 or 5). The last student was currently due to complete in November 2019 with 3 more completing in late 2018.

24. <u>**ANY OTHER BUSINESS**</u>

24.1 **Management Year Students**   QAEC.2016.63
The Committee approved, with immediate effect, a proposal from the Business School to allow the Business School to approve minor changes to the management component of "with management" programmes/intercalated BSc without the need for them to be approved by the Faculty Education Committees and Programmes Committee.

24.1.2 The Committee approved, with immediate effect, a proposal from the Business School that decisions made by the "with management" examination boards should be final and could not be overturned by departments.

24.2 **Penalties for Late Submission**   QAEC.2016.64
The Committee considered a proposal from the Faculty of Engineering to make an addition relating to group assignments to the recently approved penalties for late submission policy which was due to take effect in AY 2017-18.

24.2.1 It was agreed that the following clause should be added to the policy:

Group Assignments: If one member of a group has submitted work late which negatively impacts on the rest of the group through no fault of their own, the Senior Undergraduate/Postgraduate Tutor (or other designated member of staff) may use their discretion in the application of the penalty.

25. **Dates for Meetings 2016-17**

25.1 **2016-17**
Tuesday 23rd May 2017, 10:00 – 12.00, venue TBC - papers by 9th May 2017

25.2 **2017-18**
Tuesday 12th September 2017, 10:00 – 12.00 venue TBC
Tuesday 7th November 2017, 10:00 – 12:00 venue TBC
Tuesday 16th January 2018, 10:00 – 12:00 venue TBC
Tuesday 17th April 2018, 10:00 – 12:00 venue TBC
Tuesday 22nd May 2018, 10:00 – 12:00 venue TBC

26. <u>**RESERVED AREA OF BUSINESS**</u>
There was no reserved business