

# DEPARTMENT OF BIOLOGY

## MODULE COMMITTEES

### Terms of Reference

#### **Remit**

Three “Module Committees” (Biology, Biochemistry, Biomedical Sciences) own the modules that are offered as part of the undergraduate programmes administered by the Biology department. The Module Committees are responsible for:

Considering changes to modules on an annual basis

Considering teaching quality, student performance and student feedback via annual reporting from by Module Organisers

Developing and considering new modules in the Programme areas, and agreeing module synopses relating to these modules

Agreeing the annual plan of modules to be offered for students on the Biology, Biochemistry, and Biomedical Sciences programmes (this will include modules belonging to the said Programme Committee, modules belonging to other Programme Committees, and potentially modules belonging to other Departments)

#### **Reporting structure**

Reports to:

Biology Module Committee reports to Biology Teaching Committee.

Biochemistry Module Committee reports to Biology and Chemistry Teaching Committees.

Biomedical Sciences Module Committee reports to Biology Teaching Committee and minutes of this Committee go to HYMS Board of Studies for information.

Delegates to: Module organisers

Receives reports from:

Module organisers

Sends minutes to:

Relevant departmental Teaching Committees

Liaises with:

Other Module Committees

#### **Membership**

- Chair
- Module organisers of modules owned by the Biology, Biochemistry and Biomedical Sciences programme committees.
- Members of staff contributing to modules owned by the Biology, Biochemistry and Biomedical Sciences programme committees.

- Chair of Biology Teaching Committee (Chair of Chemistry Teaching Committee is a member of Biochemistry Programme committee)
- Chair of Biology BoS
- Associate Head of Department (internal)
- Director of Teaching and Learning
- Biology Student Services Manager
- Timetabler

(All members of academic staff in Biology, and relevant staff from departments contributing to Biochemistry and Biomedical Sciences should attend and consider themselves member of at least one Module Committee)

## **Meetings and Business**

### **Autumn term**

#### Weeks 5

- To agree updated module synopses for the following academic year.
- To consider and agree any new modules to be run in the following year. (The MCs should be agreeing complete module synopsis documents at this stage, NOT outline sketches for module contents).
- BCH MC and BMS MC should agree the core and option modules for the Biochemistry and Biomedical sciences programmes, respectively.

### **Spring term**

#### Week 4

- Quality: Review Module Reports on Autumn term modules.
- Planning: Consider developments of modules within the MC's area of interest including assessing outline proposals & suggesting revisions for the Summer term MC.

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### **Summer term**

#### Weeks 8

- Quality: Review Module Reports on Spring/Summer term modules.
- Planning: Further development of new modules / revisions of existing modules in the MC's area of interest.

**ToRs modified February 2018.**