

DEPARTMENT OF BIOLOGY

BIOLOGY TEACHING COMMITTEE

Terms of Reference

Remit

Biology Teaching Committee develops planning, strategy and policy related to the taught degree programmes administered by the Biology department. Currently, these programmes are:

- Biology (and the specialist degree programmes Genetics, Molecular Cell Biology, Ecology and Biotechnology & Microbiology)
- Biochemistry
- Biomedical Sciences
- MSc Industrial biotechnology
- MSc Molecular medicine
- MSc Biodiversity, ecology and ecosystems

Teaching Committee typically takes responsibility for initiatives (e.g. development of new programmes), response to new University policies, and oversight of on-going activities across our programmes (admissions, visiting students, year in industry/ Europe schemes, employability, teaching quality, tutorials, project allocation, etc). Biology Board of Studies routinely delegates activities to Teaching Committee.

Reporting structure

Reports to: Biology Board of Studies

Delegates to: Module Committees

Receives reports from:

Admissions (on issues affecting planning)

Year in Industry coordinator

Year in Europe coordinator

Student representatives

Considers minutes from:

Module committees

Consider reports from:

Quality group

Sends minutes to:

Biology Board of Studies

Liases with:
Examinations committee
Biology Graduate School Board

Membership

Chair
Associate Head of Department (internal)
Director of Teaching and Learning
Chair of Biology BoS
Associate Chair BoS
Student Services Manager
Chair of each Module Committee
Chair of Examinations Committee
Quality Officer
Senior Admissions Tutor
Timetabler

One student representative from each stage

Other staff with specific responsibilities (e.g. Careers Liaison Officer, Year-in-Industry Organiser, Year-in-Europe Organiser, International Student Co-ordinator, Chief Technician of Teaching Laboratories, Manager AV/IT Support for Teaching, Disability Advisor, VLE coordinator) can be co-opted at the Chair's discretion.

Teaching Committee can set up *ad hoc* groups to deal with any business that arises that falls within its purview.

Meetings and Business

An annual cycle of activity for Teaching Committee is as follows:

Autumn term

Week 0: Exams / TC joint meeting.

- To agree a response to external examiners, and review the previous year's assessments.
- To propose changes to assessments for the coming academic year where necessary.
- To discuss the development of our assessment strategy.

Week 2: TC meeting.

To outline the agenda for the annual plan for the following academic year, including:

- Proposals for module-level and programme-level modifications
- Take into account interactions with other partners including programmes that involve our teaching (e.g. Natural Sciences, etc.).

- To consider issues relating to quality of teaching from previous academic year (via minutes from MCs and reports from Quality group)

Week 8: TC meeting.

- To approve the modules for the following academic year, agreed previously by MCs. (TC can agree modules, but this should only be under exceptional circumstances, but may include modules considered by two different MCs).
- To agree the core and option modules for the Biology specialist degree programmes.
- To agree on any mutually exclusive modules for the following year's plan.
- To agree on any guidance that should be given to students on module choice.
- To identify any staffing issues that need to be resolved, and pass these to Associate Head of Department (internal) for resolution.

Spring term

Week 4/5: TC.

- Review terms of reference for TC and MCs
- Consideration of our portfolio of programmes. Should we develop new programmes, make major modifications to existing programmes. Consideration of timescale over which any changes could be implemented.
- Consider issues relating to teaching quality of Autumn term modules (via a report from the Quality officer)
- Consideration of areas in which we may want to develop new modules.
- Reflection on and development of teaching and learning strategy.
- Confirmation of staff assigned to teach in the following academic year (including resolution of any unknowns, as of preceding December).

Summer term

Week ? : TC.

No standing business. To meet as required to deal with any relevant issues that fall within the remit of TC.

ToRs updated February 2018.