

### **Terms of reference – NST IB BMB Management Committee**

1. The Committee will meet termly, after the Consultative Committee has been held.
2. The Committee will discuss further as necessary the results of student feedback questionnaires, additional feedback provided by the student representatives, and any other feedback (e.g. from College Supervisors).
3. The Committee may set up working parties or other groups to discuss matters (such as periodic review of the course) in further detail as necessary.
4. The Committee will monitor:
  - Learning any areas of possible overlap with other courses
  - student workload
5. The Committee will discuss any other matters remitted to it by the Teaching Committee.
6. The Committee will make proposals, subject to the approval of the Teaching Committee for any changes in course content, organization or assessment it sees as appropriate.
7. The Committee will liaise as necessary with the Director of Teaching and Assistant Director of Teaching over any changes in staff teaching the course.
8. The Committee will submit Minutes to the Teaching Committee, which will include any major points identified in the feedback and/or a summary of feedback data.

### **Committee Membership**

- Course Organizer (Chair)
- Director of Teaching and/or Assistant Director of Teaching
- A core of BMB lecturers (6) will represent academic staff members teaching on the BMB course (ideally, representatives who teach in different Terms)
- Three Senior Demonstrators will represent the practical teaching in BMB (ideally, representatives who teach in different Terms)
- CDB Course Organiser (or their representative)
- Part IA Practicals Co-ordinator
- BMB Senior Examiner (Easter Term only)
- Teaching Assistant in attendance for Minute-taking