

NST Part IA Biology of Cells

Management Committee: Terms of Reference

1. Membership

Members of the Management Committee are:

- (i) The Course Organiser, who will act as Chair
- (ii) The Academic Head of Teaching of the Departments of Zoology, Plant Sciences, Genetics and Biochemistry or their nominated representatives
- (iii) **All academic members of staff** involved in teaching the BOC course
- (iv) The NST IA Biology of Cells Senior Examiner
- (v) The Superintendent of the Zoology Teaching Laboratory, the Head teaching technicians of the Departments of Plant Sciences, Genetics and Biochemistry
- (vi) A nominated representative of the Biology of Cells Supervisors. It is preferred that the representative is not a UTO

There shall also be a Core Management Committee consisting of:

- (i) The Course Organiser, who will act as Chair
- (ii) The Academic Head of Teaching of the Departments of Zoology, Plant Sciences, Genetics and Biochemistry or their nominated representatives.
Nominate representatives are expected to be a lecturer or practical organiser of the Biology of Cells course. Academic Heads of Teaching may or may not teach Biology of Cells

There shall be a Consultative Committee consisting of:

- (i) The Management Committee
- (ii) The Lecturers and Practical Organisers for the given term when the Consultative Committee meets
- (iii) In Easter Term, the Senior Examiner
- (iv) Student representatives, of which there will be no limit

2. Responsibilities

The Management Committee's responsibilities are:

- (i) To establish, monitor and evaluate the aims and objectives of the course within the framework of the Natural Sciences Tripos
- (ii) To review and continuously develop the syllabus
- (iii) To consider, evaluate and implement proposals for new teaching and learning elements to the course
- (iv) To consider reports from examiners on the conduct of the examinations, and to respond to and (where appropriate) implement changes that are recommended
- (v) To consider the minutes of the Part IA Biology of Cells Consultative Committee

- (vi) To consider, respond to, and where appropriate implement proposals from student questionnaires and reports from the Course Organiser
- (vii) To review, monitor, evaluate and co-ordinate the support and provision required for this course
- (viii) To develop policies and procedures for the future of the course within the framework of the Natural Sciences Tripos and the educational policy of the University
- (ix) To consider and advise on staff development and training relevant to the teaching of this course

The Core Management Committee will provide continuity and will have special focus on the syllabus, development of new areas of teaching and monitoring provision of teaching with respect to the syllabus.

3. Meetings

- (i) The Management Committee will meet at the end of each term in Michaelmas and Lent and also in the Easter Term after the final IA examiners meeting.
- (ii) Minutes will be circulated to the members of the Management Committee and Undergraduate Administrators at each of the contributing Departments.
- (iii) The Consultative Committee will meet at the end of each term.
- (iv) The Core Management Committee is expected to attend all Management Committee meetings. **The Core Management Committee will meet in mid-May.**

Agreed BOC Management Committee 14th March 2019