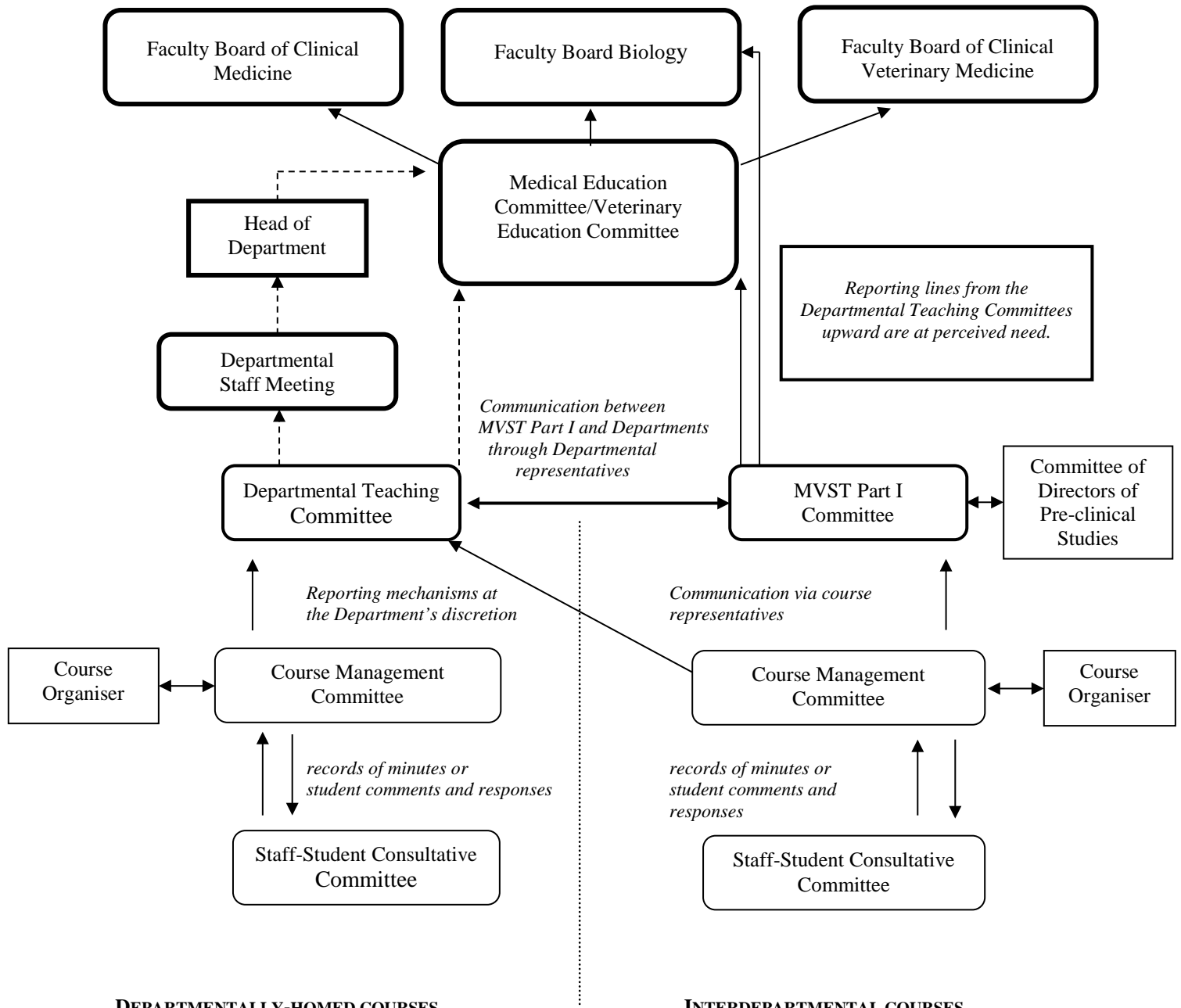


# REPORTING LINES FOR PART I OF THE PRECLINICAL MEDICAL AND VETERINARY SCIENCES COURSES



- DEPARTMENTALLY-HOMED COURSES**
- Biology of Disease (Pathology)
  - Principles of Animal Management (Vet School)
  - Functional Architecture of the Body (PDN)
  - Head and Neck Anatomy (PDN)
  - Homeostasis/Histology (PDN)
  - Molecules in Medical Science (Biochemistry)
  - Mechanisms of Drug Action (Pharmacology)
  - Preparing for Veterinary Profession (Vet School)
  - Comparative Vertebrate Biology (PDN)
  - Human Reproduction (PDN)
  - Neurobiology & Animal Behaviour (PDN)
  - Neurobiology & Human Behaviour (PDN)
  - Veterinary Anatomy & Physiology (PDN)
  - Veterinary Reproductive Biology (PDN)

- INTERDEPARTMENTAL COURSES**
- \*Preparing for Patients
  - \*ISBM
  - \*SCHI
- \* report directly to MVST Part I Committee

For some courses (either Departmentally-owned or interdepartmental), the functions of the bodies outlined above may be served by fewer committees *e.g.*

- 1) Departments may choose to not have a “Departmental Teaching Committee”, where teaching issues are routinely addressed at full staff meetings.
- 2) Departments may choose not to have separate “Course Management Committees” for each of the courses run by the Department, but a single “Departmental Teaching Committee”, which considers all Departmental teaching courses together. If this model is adopted, care must be taken to ensure there is appropriate student representation.
- 3) Courses may choose not to have a separate “Course Management Committee” and “Staff-Student Consultative Committee”, where students are present for all matters discussed. (A single “Course Management Committee” may alternatively have unreserved and reserved business.)

### **The role of the MVST Part I Committee**

- 1) curriculum development, including monitoring the balance between individual components of the core curriculum and lecture/practical loads;
- 2) overall management of the first and second year courses, including
  - content (level and spread)
  - consideration of proposals for changes to the course
  - changes to regulations
  - consideration of assessment issues
  - approval of Form and Conduct Notices
  - timetabling overview
- 3) quality assurance across the different courses, including collecting and acting on student feedback on the course as a whole; review of resources required for Preclinical teaching; and liaison with, and monitoring of course management committees;
- 4) advising MEC/VEC/Faculty Boards on Tripos and 2<sup>nd</sup> MB/Vet MB regulations and assessment;
- 5) production of annual “programme specification”;
- 6) liaison with colleges via DOPS and Senior Tutors’ Committee.

Each Course management Committee in the first and second year is represented, and the Committee also includes clinicians from the Vet and Clinical Schools. The Director of Education (MVST) is Chairman. The Faculty Board has agreed that each interdepartmental course should have a “home” department which will be responsible for providing a base and administrative support, and that this will in most cases be the department of the Course Organiser. The Education Section of the General Board will expect to receive a response to the External Examiner’s report from the Head of the “home” Department.

### **The constitution and role of interdepartmental Course Management Committees**

Interdepartmental Course Management Committees should include representatives from each Department contributing to the course and ordinarily would consist of all lecturers on the current year of the course. If a separate Staff-Student Consultative Committee is not convened, the Course Management Committee should include a student representative, ideally elected by the students taking the course. Each Committee should also include the following officers, appointed by the members of the Committee:

**a Chairman**, whose responsibilities include:

- convening the meetings of the Course Management Committee at suitable intervals (usually termly);
- ensuring that staff and student feedback are dealt with in a timely and appropriate manner;
- liaising with the Head of the “home” department to ensure that the reports of Senior and External Examiners are considered by the Course Management Committee and that a response is made to the Examiners and copied to the Faculty office and Education Section of the General Board;
- for interdepartmental courses, liaising with Heads of Departments and Faculty Office to ensure that bodies of Examiners are appropriate;

- reporting regularly to the MVST Part I Committee on any issues or matters arising;
- ensuring that appropriate arrangements are made for reporting to the Teaching or Staff Committees of the Departments involved in delivering the course and hence to the Heads of those Departments involved in teaching on the course;
- ensuring, through the Heads of those Departments involved, that the course is adequately funded and that appropriate lecturing staff and administrative support are available.

**a Course Organiser**, whose responsibilities include:

- acting as a point of contact for students currently on the course, or intending to take the course in future years;
- ensuring that the timetable of lectures and other teaching provision for the current academic year is proceeding as planned;
- ensuring that all lectures and other teaching provisions are provided by suitably qualified persons;
- ensuring that the published information for the course (including the course handbook and web pages) is accurate and up-to-date;
- compiling a timetable for lectures and other teaching provision for the next academic year.

**a Secretary**, whose responsibilities include

- keeping records of meetings;
- liaising with the Secretaries of the MVST I Committee and Faculty Board of Biology and with officers of the Education Section appropriate, for the communication of: material for publicising the courses (including the prospectus and Lecture List), proposed Form and Conduct Notices and changes to regulations;
- informing the Faculty office of the names of persons appointed to act as Chairman, Course Organiser and Secretary for the current and next academic years.

A single person may perform the roles of more than one officer (*i.e.* they may act as Chairman *and* Course Organiser, or Course Organiser *and* Secretary, or even all three). Course Management Committees should give some consideration to ensuring there is continuity of office; if rotas for the posts are drawn up, these should be communicated to the Faculty office. If there is to be a change of officer, it is recommended that there is a clearly defined handover date so that it is clear who is responsible for the course at all times.