

TEACHING COMMITTEE

1. **Remit.** Responsible for the content and delivery of the curriculum.

2. **Aims:**

- to review the curriculum as a whole in terms of content and integration.
- to review module audits, approve proposed intra-module and inter-module changes.
- to review outcomes of evaluation.
- to consider whole school teaching related issues such as policy, procedures, workload and teaching space.

The Teaching Committee should avoid straying into areas which are governed by another committee such as the Teaching Management Group, Fitness to Practice Committee, Assessment Committee or School Council.

3. **Attendance:**

- Director of Teaching – Chair.
- Deputy Director(s) of Teaching (if not already Module Controllers).
- Director of Clinical Studies.
- Module Controllers **and / or** their deputies¹.
- Pro Deans (Student Support).
- Head of IT Team.
- An MD3000 student and an MD4000 student in term time².
- Executive Administrator.

some individuals may fill more than one appointment

4. **Frequency.** Teaching Committees will be scheduled as follows:

- Late Aug / early Sep - before pre sessional week
- Dec – revision week
- Spring – in term time
- May / Jun - immediately after teaching finishes

5. **Procedure:**

- Date of next meeting set in the minutes of the last meeting.
- Calling note and draft agenda sent 2 weeks before (sent to module controllers and deputies).
- Papers in to the secretary 3 working days before (Friday afternoon).
- Final agenda and papers circulated 2 working days before (Monday lunchtime).

¹ Each module should be represented but there is no requirement for both controller and deputy to be present.

² These should be student elected. The student body should elect representatives to the committee at the start of each academic year.