TSM Management Committee - Terms of Reference

TSM Management Structure

TSM Course Director and TSM Management Committee:
The TSM Course Director and TSM Management Committee have overall responsibility for the TSM Course.

Participating Schools:
The Heads of each TSM participating School are jointly responsible for the funding of the TSM Course Office, the selection and approval of the TSM Course Director and his/her terms and remuneration, and the membership structure of this committee.

TSM Subjects:
TSM subjects are managed by the relevant department/school. All TSM subject regulations must comply with TSM general regulations and College policy.

TSM Course Office:
The TSM Course Office manages the administration of the course at the overall course level, including the management of the TSM examining process.

1. Objectives:
   1.1. To draft, consider and approve academic policy in relation to the TSM Course overall, including TSM general regulations and any other relevant issues received from its participating departments and schools, committee members, and central college offices or committees, e.g. Undergraduate Studies Committee (USC) and Council.
   1.2. To advise the chair in his/her role as TSM Course Director.
   1.3. To monitor and review course related issues, on an annual or frequent basis if required, such as pass rates, retention, admissions, pattern and major/minor choices, etc.
   1.4. To assess and approve requests for any change, addition or removal of TSM subjects, combinations or changes in pattern offerings and structure. If approved, these changes will be submitted to USC (and Council) for noting and approval.
   1.5. To consider, discuss and approve regulations and requirements in relation to the management of Erasmus/Study Abroad in TSM.
   1.6. The Directors of Undergraduate Teaching and Learning members as representatives of their school and constituent departments act on their behalf as members of this Committee. The Student representatives represent all TSM students.
   1.7. To consider and approve TSM calendar entries and changes and submit these onward to USC for approval.
   1.8. To note and approve the TSM Examiners’ meetings schedules and all other associated dates and deadlines, and to approves the TSM Court of First appeal membership.

2. Membership:
The Committee membership is comprised as follows:
The TSM Course Director (Chair)
The Director of Teaching and Learning (Undergraduate) from each of the TSM subject areas’ participating schools:
   Creative Arts;
   English;
   Histories and Humanities;
   Languages, Literatures and Cultural Studies;
Mathematics;
Natural Sciences;
Psychology;
Religions, Peace Studies and Theology; and
Social Sciences and Philosophy
Student representatives (2) (the Student Union Education Officer and the TSM Convenor)
In attendance: Course Administrative Officer (Secretary)

3. **Meetings and Quorum:**
   3.1 The Committee shall normally meet four times per year, twice in each teaching term. Other meetings may be convened as required by the Chair.
   3.2 The quorum for meetings shall be seven (7) members (50% of the membership plus one) including the Chair.
   3.3 The Chair may invite non-members to attend to address specific agenda items.
   3.4 The meetings shall normally be one hour in length. Where possible, members will be informed in advance if it is expected this time will be exceeded.
   3.5 Attendance by specified representatives only. No substitutions may be sent unless the person is ‘acting’ in their role in an official capacity (e.g. while a current DUTL is on sabbatical, the ‘acting’ DUTL may attend). Members must send apologies if unable to attend.
   3.6 Agenda Items may be submitted by Committee members in advance of each meeting. Proposed items must normally be received at least two weeks before the relevant meeting date and include any attachments.
   3.7 Agenda and papers will normally be circulated one week prior to the relevant meeting.
   3.8 Draft minutes will be circulated as soon as possible after the meeting.
   3.9 Decisions are generally made by consensus where there is a majority agreement. Where a vote is taken, a majority decision will be required for approval. Any other basis for decision making must be agreed in advance.
   3.10 Sub-committees or working parties may be established to consider specific issues as required, and bring forward recommendations to this committee.