

## **B1. MANAGEMENT AND COMMITTEE STRUCTURE**

### **B1.1 Overall Committee Structure**

The School's overall committee structure is shown below. The membership of each committee and the current post holders are shown in Section C.



The Management Team meets regularly during term time. School meetings are held approximately every 4 weeks. Staff who sit on Faculty and University committees (see Section C) are expected to report back to staff at these meetings. The Professional Group co-ordinates teaching etc. and contains representatives from the three main groups: Building, Civil and Coastal, Mechanical and Marine.

### **B1.2 Course Committee Structure**

The aim of the structure shown above is to minimise the number of formal meetings, yet provide clear paths for the flow of information and sharing of good practice. Because of the diversity of the courses, there are three programme committees that normally each meet two or three times per year. These meetings feed into the Faculty Teaching and Learning Committee.

Each Course Co-ordinator is responsible for holding an informal Staff-Student Liaison meeting with each stage of the relevant course - these are normally organised by stage tutors. This will normally take place in a timetabled tutorial period, in advance of the Course Committee meetings. It is expected that many day-to-day problems and course-specific issues will be resolved at this level. The Stage Tutor will also attend this meeting, plus any other staff the Course Co-ordinator or stage tutor considers appropriate.

Problems of a wider nature can then be brought to the Course Committee meetings. These will include Student Representatives from each stage of each course group within the School. This will be the main forum for feedback, problem airing and solving.

Where some further discussion or decision is needed, the Course Committee meeting will be followed immediately by a Course Management Committee meeting.

Here, any executive decisions and resolutions regarding course operation and provision will be made. Additional Course Management Committee meetings may be called by the Head of School or Director of Programmes on an ad hoc basis as appropriate.

<b>Building group courses, BSc and MSc</b>	<b>Civil and Coastal group courses, BSc, BEng, MSc, MEng</b>	<b>Mechanical and Marine group courses, BSc, BEng, MSc</b>
<b>Stage 1 Rep.</b>	<b>Stage 1 Rep.</b>	<b>Stage 1 Rep.</b>
<b>Stage 2 Rep.</b>	<b>Stage 2 Rep.</b>	<b>Stage 2 Rep.</b>
<b>Stage 3 Rep.</b>	<b>Stage 3 Rep.</b>	<b>Stage 3 Rep.</b>
Student-Staff liaison meetings held informally before the Undergraduate Course Committee meeting. These should be held for each year and include Year Tutor.	Student-Staff liaison meetings held informally before the Undergraduate Course Committee meeting. These should be held for each year and include Year Tutor.	Student-Staff liaison meetings held informally before the Undergraduate Course Committee meeting. These should be held for each year and include Year Tutor.

Three Course Committee meetings – each normally held two or three times annually