

Joint Microbiology-Chemistry Committee on Biochemistry (JMCCB)

Terms of Reference

Reports to:	Heads of the Departments of Chemistry and Microbiology
Approved by / Date:	Faculty of Science Council
Scheduled Review:	Every 5 years.

Purpose

The Joint Microbiology-Chemistry Committee on Biochemistry (JMCCB) advises the Dean of Science and the Departments of Chemistry and Microbiology on all matters related to the Honours and Major Biochemistry programs including the Co-operative options.

Functions

1. The JMCCB makes recommendations to the Departments of Chemistry and Microbiology on the content of and changes to biochemistry courses and the biochemistry program. The JMCCB is responsible for ensuring that the content of the courses in the Honours and Majors Biochemistry programs are periodically updated so that they adequately reflect modern discoveries, insights and trends in the field.
2. The JMCCB will work with the Departments of Chemistry and Microbiology in responding to all external and internal program reviews and will ensure that the Biochemistry programs and courses are of the highest quality.
3. The JMCCB will adjudicate any awards under its jurisdiction or delegate the responsibility to a sub-committee.
4. The JMCCB will respond to all requests for support that involve the biochemistry program that are received from other units in the University. Requests for support involving the biochemistry program must be approved by Heads of Microbiology and Chemistry. When recommending any changes to the Biochemistry programs, the JMCCB is also responsible for seeking support from other University units.
5. Administration of the Biochemistry programs is the responsibility of the Heads of the Microbiology and Chemistry Departments.

Membership

The Department Councils of Microbiology and Chemistry shall each elect 3 (three) members to the JMCCB from their academic staff who are teaching lecture or laboratory courses in the Biochemistry programs. The membership of this committee will be reviewed every five years.

The Dean of Science will appoint a member of the JMCCB as Chair of the Committee, the Chair will serve a 3-year term.

The Heads of the Departments of Microbiology and Chemistry or their designate shall be non-voting members of the committee.

Meetings

The committee will meet at least annually but may meet more frequently at the call of the Chair. Meeting dates will be set at least one (1) week in advance and agendas will be sent out at least two (2) days in advance

Quorum

Four (4) members constitute a quorum.

Terms of Reference

Terms of reference will be reviewed every five (5) years by the JMCCB and the Department Councils of Chemistry and Microbiology.