Unconfirmed Minutes of Teaching Committee at 2.00 p.m. on Friday 30th November 2007
Seminar Room, Department of Pharmacology

Present: Robert Henderson (Chair), Barney Leeke, Lesley MacVinish (Secretary), Peter McNaughton, Ruth Murrell-Lagnado, Zoltan Sarnyai, Rik van Veen, Virginia Searle (Minutes). Students: Hosainl Dehghani (Christ’s) (MVST vet), Elizabeth Conway (Emmanuel) (MVST vet), Anna Seeley (Selwyn) (MVST medic), Imran Noorani (Christ’s) (MVST medic), Kevin Cheng (St Johns College) NST IB, Stefan Milde (Robinson College) NST IB, William Parker (NST) Part II, Emily Dale (BBS) Part II.

UNRESERVED BUSINESS

1. Apologies: None

2. The Minutes of the Meeting held on 24 September 2007 were approved

3. Matters arising: None

4. Matters to Report

4.1 Faculty Board Meeting of 15 October.
Robert Henderson reported that the discussions at this meeting had no direct impact on Pharmacology.

4.2 NST Neuroscience Meeting 21 November
Peter McNaughton reported that discussion took place about the possibility of this Department offering Neuropharmacology as a Part II Module for Neuroscience and PDN. This will be considered, but it would not be possible to do until 2009/2010. The part 1B students thought this would be a good idea as it would give some pharmacology content to the other courses. However, this would mean that there were 9 instead of 8 modules, which could put a strain on teaching staff. Conversely, we could make a case for another UTO. The meeting was generally in favour.

Action: PAM and AJM to take this forward.

5. Student Feedback from MVST Part 1B MoDA

ZS went through the meeting notes. The vets were happy to have had the special lectures. They found John Gibson’s Anthelmintics lectures very interesting, but said that he was very quiet and it was difficult to hear. Also, although the slides were comprehensive, they were shown too fast and the lecture started in the middle of the handout and went backwards and forwards so was hard to follow.

6. Student Feedback from NST 1B
RvV summarised the meeting notes. Comments arising were that many of the NST students don’t have a physiology background and suggested that perhaps some references could be
put on the web for them to read in the summer. RM-L’s lectures had been somewhat disordered, but she will re-organise them for next year. With reference to AJM’s CNS lectures, the students felt that ZS’s seminar on Anatomy of CNS should have been given at the start of the series. This hadn’t been possible due to time table constraints. However it may be possible next year to give the seminars at 1pm as used to be the case.

Action: HWvV, LJM and BL to investigate the possibility of timetabling Anatomy of CNS at start of AJMs lectures for 2008-9.

The NST students said that they would like to go through some exam questions during the seminar on binding.
On the question of drug names, the NST’s weren’t sure how much to learn. It was explained that the emphasis is of classes of drugs, but ideally they should know the name of one from each class. Supervisors should be advised of this.

Action: HWvV to advise supervisors on drug lists. Camtools notice?

7. Online student feedback.

Printouts for some of the lectures were given at the meeting. However response had not been as good as hoped. Students said that the problem was that every department put out the surveys at the same time, and there was little time to fill in all of them accurately if at all. It would be better if they were sent out one at a time.

Action: BL

8. Allocation of practical demonstrators

LJM discussed demonstrator allocation in practicals, balanced with the need for graduate development and training. UTOs have commented that many practicals are over-subscribed with regard to demonstrator numbers. There were complaints that some of the demonstrators were inexperienced, and some of those apparently were not taking an interest and being interactive. LJM had tried to mix experienced demonstrators with those with less experience, but often students did not ask for help from the younger demonstrators. Many need more training on the equipment. PAM suggested that a survey should be done to establish how many demonstrators are needed so that there is less over-allocation, leaving some demonstrators with nothing to do.

Action: LJM to survey all UTOs to ascertain the preferred number of demonstrators on all the current practicals and take this into account in 2008-9.

9. Maths and essay writing skills reports.

Copies of the reports written by Jenny Koenig were available for perusal at the meeting. A comment was made in the meeting that A level maths no longer seems to be of a high
enough standard and students struggle in MoDA and MIMS. However some students said that much of the maths for these courses were similar to the maths taught in A level Chemistry. The students at the meeting felt that the maths was manageable.

10. Any other unreserved business

10.1 Part II Feedback
Although there had been no separate feedback meeting for Part II, two representatives were invited to the meeting. Termly feedback meetings were seen as desirable, especially since the end of year feedback sessions have recently been poorly attended.
Action: RML/CWT to arrange termly feedback meetings with Part II reps for Lent term onwards.

The BBS rep complained that although both groups took to same exams, they were worth different credits. BBS get 15% for their dissertations and NST get 25% for projects. RM-L pointed out that projects are more work, but in any case, the courses were different so they weren’t competing. However, this would be brought up with the Faculty Board.

Both reps said the starring of references in the reading lists is very useful and all lecturers should be encouraged to do it.
Action: RMH to highlight this as good practice to all UTOs in staff meeting.

Some lecturers put supervision sheets on the notice board, which is a good idea. However not all of them do this. Is there a possibility of having an electronic sign up sheet on CamTools?
Action: LJM to investigate

Questions at the end of the practicals - discussion took place about when they would get the answers – if it was at the end of term, then the next students would be able to access the answers and may not fully interact in the practical. One of the students suggested that questions could be given at the end of a practical, then a debrief and answers given at the beginning of the next one. This was considered to be a good idea and should be considered.

Questions obscure and need rationalising in Langendorff practical.

Pharmacology lecture theatre very cold as ventilation is on during winter months.

After this item, the students were thanked for their attendance and left the meeting.

14. Date of next meeting
Monday 17th March 2008 at 9.00 a.m.
Unconfirmed Minutes of Teaching Committee at 9.00 p.m. on Monday 17 March 2008
Seminar Room, Department of Pharmacology

Present: Robert Henderson (Chair), Barney Leeke, Lesley MacVinish (Secretary), Peter McNaughton, Colin Taylor, Zoltan Sarnyai, Rik van Veen, Virginia Searle (Minutes). Students: Elizabeth Conway (Emmanuel) (MVST vet), William Parker (NST) Part II, Emily Dale (BBS) Part II.

UNRESERVED BUSINESS

1. Apologies: Hosain Dehghani (Christ’s) (MVST vet), Anna Seeley (Selwyn) (MVST medic), Stefan Milde (Robinson) (NST IB), Kevin Cheng (St John’s) (NST IB), Imran Noorani (Christ’s) (MVST medic)

2. The Minutes of the Meeting held on 30 November 2007 were approved

3. Matters arising:
   3.1 Allocation of practical class demonstrators: LJM has sent out a spread sheet for UTOs to indicate how many demonstrators were required and the names of those preferred if wished.
   3.2 Electronic sign-up for supervisions on CamTools: CARET are developing a sign up tool.
   3.3 Drugs classes/names information for NST supervisors: it was suggested that we put the list on CamTools, but clearly state that it is for guidance only as it is produced for the medics and NatSci’s will not be asked about them. This list should also be given to supervisors. Action: RWVV to put list on Camtools (with clear guidance as to its purpose)

4. Matters to Report

4.1 Faculty Board Meeting of 28 January: Robert Henderson reported that the discussions at this meeting had no direct impact on Pharmacology.

4.2 NST Neuroscience Meeting 7 March
Further to discussion at the previous meeting about the possibility of this Department offering Neuropharmacology as a Part II Module for Neuroscience and PDN in 2009/2010, it was agreed that this would enable us to reach more students. PAM suggested the following: ZS 6 lectures, LH 4 lectures, DB 4 lectures, AJM 6 lectures, MAB 2 lectures and Fiona Marshall 2, totalling 24. A course organiser should be sought and asked to organise the module subject to current timetable constraints. There is still concern that Pharmacology could lose its identity to neuroscience but on balance the introduction of this module is viewed as a positive development. Action: RMH and PAM to discuss and identify the course organiser. Take to next staff meeting

4.3 Biological Sciences Committee Meeting 13 March
It was reported that although dissertations are not yet being put on Turnitin, they are still to be submitted electronically
5. Student Feedback from MVST Part IB MoDA
The feedback was very positive on the whole. However, as the Pharmacokinetics seminar is only 2 hours and not 3 it should be timetabled as such so that students could organise their time better. The Extended Investigation was ‘enjoyable’. Two weeks was better than the three weeks taken last year.

6. Student Feedback from NST IB
The lectures were well received, but students would appreciate having one more lecture by HWvV so that he could go into more detail. They would also like a brief summary of basic physiology from CRH and perhaps a reference to a relevant text book. The antibiotic practical was interesting, but there is currently no final discussion. Could this be fitted in directly after the seminar on pharmacokinetics? **Action: LJM and VS to look at overall timetable with a view to possibly adding one lecture to HWvV allocation**

7. Student Feedback from NST Part II/BBS
Most lectures received good feedback. There were, however, some complaints about supervisions. Some lecturers did not put up sign-up sheets, and did not respond to direct requests for supervisions and one refused to give any. All UTOs must offer supervisions if asked. There was discussion about how best to organise supervisions. Sign-up sheets were considered the best method and perhaps something could be arranged on CamTools. **Action: CWT to advise UTOs on supervision arrangements.**

8. Discussion was held on the teaching loads for those involved in the Options courses. Conclusion was that AJM and MAB should have more teaching credits for MME and Janus courses. **Action: RMH and LJM to adjust Teaching Allocation from 2008-9 onwards.**

9. Online student feedback.
The reply rate was much better than last term

10. Part II June Feedback Meeting
It had been decided to hold the feedback meeting before the end of term. 12th June was mentioned, but this clashes with the Part II vivas. CWT will organise another date for the feedback.

11. MODA Drugs List update. This should have been on CamTools already but had not been done. ZS to put it on CamTools immediately. He will produce two lists, one is an alphabetical list and the other is a list by lecture course. On the new alphabetical list, the names of the drugs that are newly added will be highlighted in yellow and the ones that have been removed from the original list highlighted in red.

12. NST IB Open Day
This was held on 20th February and had gone very well, with a good attendance. However, the timing was inconvenient for some students and HWvV wondered if it might be possible to give the talks twice next year so that more people could attend? Other, more relevant, posters (mini-project posters?) should be included next time.
13. Part II Course Handbook  
The handbook is out of date. CWT will review it and update.

14. The visit by the RCVS delegation appeared to have been successful. RMH represented the Department at a meeting in the morning, and the delegation came to visit the department in the afternoon. They were hosted by RMH, MAB and ZS.

15. Report of QABME visits to Clinical School and School of Biological Sciences  
With regard to the requirements and recommendations of the GMC’s Education Committee’s final report, it was felt that the Department could comply without too many changes to the MoDA course.

16. Teaching Consultative Committees’ meeting dates:  
NST - 9.00 a.m. on 23rd May  
MODA – 10.00 a.m. on 23rd May

17. Future Teaching Committee dates.  
As very few of the student representatives were able to come to this meeting, it has been decided that in future we will have them within the last week of term i.e. the feedback on the last Thursday and the Teaching Committee on the last Friday. In the Easter term however the meeting should remain on the Monday after term ends due to the various end of term commitments etc.

18. Any other unreserved business  
18.1 A few students had asked if they could change their BBS dissertation titles at the last minute. The general consensus was that they have their title at the beginning and should stick to it. On the other hand, the emphasis might shift and the title might have to be changed to reflect this. CWT will find out the views of other departments.

18.2 The mini projects were going well, though an idea was put forward that we should rotate so that other people get a chance to give a mini-project. DMC is very keen to take one on next year.  
**Action: HWVV to investigate**

19. Date of next meeting: 
   - Monday 16th June at 9am  
   - Tuesday 16th September at ??  
   - Friday 5th December at 2pm  
   - Friday 13th March at 9am

After this item, the students were thanked for their attendance and left the meeting.
Unconfirmed Minutes of Teaching Committee at 9.00 a.m. on Monday 16 June 2008
Seminar Room, Department of Pharmacology

Present: Robert Henderson (Chair), Lesley MacVinish (Secretary), Peter McNaughton, Colin Taylor, Zoltan
Sarnyai, Rik van Veen, Virginia Searle (Minutes). Student Representatives: William Parker (NST) Part II, Emily
Dale (BBS) Part II, Imran Noorani (MVST medic)

UNRESERVED BUSINESS

1. Apologies: Barney Leeke, Hosain Dehghani (MVST vet), Anna Seeley (MVST medic), Stefan Milde (NST IB),
Kevin Cheng (NST IB)

2. The Minutes of the Meeting held on 17 March 2008 were approved

3. Matters arising:
   CWT reported that there had not been a Part II feedback meeting this term, as there were no lectures. In the future feedback meetings will take place in Michaelmas and Lent in place of the traditional end of year meetings.

4. Unconfirmed minutes of the MODA Curriculum Consultative Committee held on 23 May 2008

   4.1 As JME will be on sabbatical during the coming year, CRH will take over his lectures. The following year when CRH will be on sabbatical, JME will reciprocate.

   4.2 An e-mail had been received from CRH in which he expressed concern about the discussions at the MC3 meeting of the Langendorff Heart practical. In his view, while some elements of the practical could be omitted there were important areas which needed to be retained in order for the students to think and to learn. Although he had revised this practical, he is not a member of the Teaching Committee, so it was agreed to take this item to the next Staff Meeting for discussion. Action: RMH to report to Staff Meeting 27 June 2008.

5. Unconfirmed minutes of the NST1B Curriculum Consultative Committee held on 23 May 2008

   5.1 SBH’s Pharmacokinetics lectures for 2008-2009 have been rescheduled to the beginning of term, swapping with HvV, and the Pharmacokinetics seminar has been timetabled earlier to be in line with the lectures.

   5.2 DMFC has offered a mini-project, taking the total number of projects offered to 6. TPF will replace CRH on the heart mini-project.

   5.3 Barry Furr (formerly Chief Scientist at AstraZeneca) has agreed to give one lecture on drug development.

6. NST 1B Pain and Inflammation lectures 2008-9
PAM will hand these lectures back to TPF, as the former has applied for sabbatical leave during the Easter term, 2009.

7. Draft lecture timetables for NST 1B and MODA
   As the Michaelmas term starts a week later than last year, all lectures have been moved forward appropriately. CRH has taken over JME’s lectures for the duration of his sabbatical and TPF will take back his lectures on inflammation from PAM as he will be on sabbatical.

8. Student Feedback from MVST Part IB MoDA
   On the whole, students were pleased with the course, although none of those at the meeting had done either the Janus Drugs or MME Options (which was the only teaching they received from the Department in the Easter term). Discussions thus focussed on the examination. There had been some complaints that, in the exam, the use of the Schild plot was required and this had only been mentioned in a seminar and was not in any lecture notes. However ZS pointed out that knowledge of the Schild plot was not necessary in order to answer the question.
   The medics present at the meeting said they had heard that the vets were not as happy as previously with the vet only lectures in the Michaelmas term. However, as no vets representatives came to the meeting, no further feedback was available.

9. Student Feedback from NST IB
   Students enjoyed the course (the two Nat Sci reps have signed up for Pharmacology next year). Students who did not have a pathology background found both PAM’s Pain and DMFC’s Cancer lectures difficult, although PAM had given an overview of the immune system. It was suggested that the handouts should be given out before the lectures this year. Action: LJM to speak to TPF.
   In the exam, the binding question took up a lot of time. The students would like a seminar on this to go through example questions. CWT offered to give one. Action: LJM to timetable

10. Part II course for 2008-9

10.1 As CRH was doing JME’s lectures for MODA, his Part II lectures have been moved to a later date. Mike Waring will not be doing any more lectures however Krish Chatterjee will give his two lectures as usual. Fiona Gribble (CIMR) has agreed to do 3 lectures on pancreatic islet and gut hormones. Leon Lagnado (MRC-LMB) has agreed to give JME’s lectures for this year.

10.2 Some lecturers are still not giving supervisions and some had declined to submit questions for the exam. In future supervision and questions would be a condition of giving lectures. Action: CWT to make all lecturers on Part II course aware of this requirement.

10.2 Projects – CWT suggested that senior post-docs could offer BBS dissertations in future. This would give a wider range of available dissertation topics and reduce the load of dissertation supervisions for UTOs. He also suggested that there could be a UTO and a post-doc in discussion groups (should
expansion of Discussion Group numbers become necessary). These suggestions were approved. **Action: CWT to organise.**


PAM had asked BB to work up a proposal and timetable for a possible Neuropharmacology module to be part of Part II Neuroscience 2009-10. BB provided a paper which showed that a small number of changes need to be made to our existing Part II Systems Pharmacology teaching to accommodate this course. There would also need to be a contribution by external lecturer(s).

There was an extensive discussion surrounding this proposal. Concerns were raised, about the loss of control of our Part II course and the fact that half of the course would now be badged as Neuroscience. Timetabling issues were also raised, as were concerns about lecturers being absent from the module for any number of reasons and the availability/suitability of replacements. PAM was supportive of the module plans to be put to the next Neuroscience Management Committee (due to meet 19th June) and thus felt in need of a decision from the TC of whether or not to support the module. It was ultimately decided to postpone a decision about this module to allow discussion at the next Staff Meeting. **Action: RMH to report to Staff Meeting 27 June 2008.**

12. Examiners and Course Organisers

SBH will now be the course organiser for NST 1B Neurobiology. As Trevor Smart has been the external examiner for Part II for 3 years, we will need someone to replace him. Professor Antony Galione (Department of Pharmacology, University of Oxford) was suggested. **Action: PAM to ask AG if he would be willing to act.**

The next meeting will be on Tuesday 16th September at 9.00 a.m.
Unconfirmed Minutes of Teaching Committee at 9.00 a.m. on Monday 16 September 2008
Seminar Room, Department of Pharmacology

Present: Robert Henderson (Chair), Lesley MacVinish (Secretary), Peter McNaughton, Colin Taylor, Zoltan Sarnyai, Rik van Veen, Barney Leeke.

UNRESERVED BUSINESS

1. Apologies: Virginia Searle

2. The Minutes of the Meeting held on 16 June 2008 were approved

3. Matters arising:
   The Langendorff practical had been rewritten by ZS and CRH
   Prof Antony Galione has accepted the appointment of external examiner for Part II.

4. Tripos examinations
   4.1 External examiners reports.
   4.1.1 Part II. There was some surprise about Trevor Smarts comments with regard to the students’ performances in vivas. While acknowledging that the examination allowed the best students to display excellent knowledge he also reflected that, for some students, the viva revealed that they had clearly avoided “whole swathes of the course”. RMH did not recollect that there were unusually terrible displays in the vivas he was involved in, although HWvV did encounter a few students who could not answer a number of questions.
   There was an extensive discussion about how this could be best addressed. HWvV suggested that in order to get students to study a broad range of topics the introduction of short answer questions, covering every lecture series, could be introduced. It was argued that this was not in line with the ethos of Part II. There was acknowledgement that the broad 1.5 hour questions, introduced this year, were not answered well and that these may well have been detrimental to the Class List. Our low number of Firsts may well have been for this reason, but RMH reflected that the number in Pharmacology this year was not atypical to those given out by other Part II courses.
   **Action: PAM to consult with HWvV before replying.**
4.1.2 MODA. Jonathan Elliot’s report was generally complimentary. He did however address the issue of the requirement of a large amount of data handling in paper 2 and posed the question that students’ ability may be better assessed by their ability to interpret data. This would be akin to our trace analysis questions (which JE has not encountered yet as external) which have previously been answered quite poorly by students. It was pointed out that previous examiners applauded the numerical questions in paper 2.

**Action:** PAM to reply

4.2 Senior Examiners reports were duly noted

5. Allocation of examiners.

**Action:** LJM to distribute to all staff

6. Peer review 2008-9

**Action:** LJM to distribute to all staff

7. MODA drugs list update

The senior examiner of MODA will this year be, for the first time, responsible for the final version of the MODA Drugs List. Coincidentally this is ZS in 2008-9; so he will take responsibility for the initial (as course organiser) and final Drugs List on Camtools. ZS has already asked each lecturer to send him amendments/inclusions in order to update the Drugs List for 2008-9. He will further contact each lecturer at the end of each lecture course to ask for the same. Students will be made aware that the Drugs List is a work in progress until the end of lectures in mid-February. As Senior Examiner he will at that time post the Final Drugs List on Camtool and students will be made aware (by a Camtools announcement and email) that it is this final list that MCQ questions may be drawn from without definition.

**Action:** ZS to liaise with all lecturers in MODA to ensure that initial drugs list is placed on Camtools at the beginning of term, that it is updated after each lectures series and then (as MODA Senior) the final list is placed on Camtools at the end of the MODA course, prior to the setting of the MODA exam. Students must also be made aware of these arrangements.

8. Teaching Lab Budget
BL reported that the Teaching Lab was under budget by 6K. He has put this towards renewing equipment such as water baths and transducers.

9. Course handbooks and practical books
   Action: BL to print

10. Allocation of teaching credits for Options Courses.
    Following feedback from the two course organisers about the teaching load incurred in the Options Courses TC has agreed that, in addition teaching credit already allocated, the organisers should also receive credits for each lecture/seminar/visit they are involved in.
    Action: LJM to contact the Course Organisers to get this information and to add it to teaching credits for 2009-10.

11. Pharmacology/Hills Rd initiative
    PAM has met with Ian Harvey at HRSF and will be giving a lecture to Hills Rd students in the near future. In addition PAM proposes that it would be a good idea to have 6th formers visit the Dept to hear more about our research. An event along the lines of VetCam which the Dept runs every year (and is very popular with 6th Form prospective vets) has been proposed by LJM. TC thought this a very good initiative. RMH suggested that it is something which could be expanded to other 6th Forms in the area, if successful, and that the Faculty Board may be interested in running a School-wide outreach initiative. This year, if Ian Harvey is keen on the proposal, we would limit the exercise to HRSF and aim to hold it at around the same time as VetCam to make best use of the equipment and staff required in the Teaching Lab.
    Action: PAM to meet with Ian Harvey and to then liaise with LJM

12. Winter BPS Young Members Poster Day nomination.
    Kimberley Evans (LJM summer student) has been nominated.

13. Sabbaticals
    Steve Hladky proposes to go on sabbatical either:
    Easter/ Michaelmas 2010 plus Lent 2011 or
    Complete academic year 2010-2011
Robert Henderson proposes to go on sabbatical:
Michaelmas 2010, Lent 2011
Colin Taylor proposes to go on sabbatical:
Complete academic year 2010-2011
All were approved

14. Practical answers

Staff have been asked to provide answers to previous practical questions so that they can go on Camtools. To date no answers have been provided.

Action: LJM to again ask all examiners who have provided practical questions to give the worked answers to her for inclusion on Camtools.

15. A.O.B

15.1 BBS dissertations. Due to the recruitment of senior post-docs and CIMR personnel there are equal numbers of potential supervisors and students. The proposal is that each supervisor offers up to two titles and the students then organise amongst themselves how these are allocated (in the same manner as the projects are sorted out each year) so that each supervisor then ends up with one dissertation to supervise. There was discussion about students possibly being unhappy with a dissertation and not having a choice of another topic.

Action: CWT to inform BBS students of the arrangement and would deal with any problems arising where students are unhappy with the dissertation offered on an ad hoc basis.

15.2 There are 40 possible projects with 34 students. With quite a few BBS students keen to do projects CWT will ask at the beginning of term if any if there are any keen to move to Pharmacology Part II.

Action: CWT to liaise with BBS students

15.3 MME Options Course. There was discussion about a succession plan for MME when MAB retires in October 2010. Possibilities include setting up a new Options course on another theme, or continuing with MME. In either case a new organiser needs to be identified and, if there is going to be continuity, would be advised to liaise with MAB if the latter case is the option, with a view to possibly sharing the course load 2009-10 and taking over 2010-
11. If there is to be a new course, then the prospective organiser will need time to organise and instigate this in Lent 2011.

**Action: LJM and RMH to identify new organiser and to discuss options.**

15.4. MODA exams

To note that the MODA senior examiner prepares the 2\textsuperscript{nd} MB resit exam papers, in consultation with all the MODA examiners, at the same time as the June exams.

**Action: RMH to remind examiners at Staff Meeting**

The next meeting will be on Friday 5\textsuperscript{th} December at 2.00pm.