Unconfirmed Minutes of the Teaching Committee Friday 4th December 2009
Seminar Room, Department of Pharmacology 9.00 a.m.

Present: Robert Henderson (Chair) Lesley MacVinish (Secretary), Peter McNaughton, Zoltan Sarnyai, Lora Heisler, Rik van Veen, Colin Tayloer, Barney Leeke, Jo Dekkers, Virginia Searle (minutes).
Student reps:
Part II: Ameera Patel - med – Downing, Woonyun Kim - Natsci – Fitz

UNRESERVED BUSINESS

2. The minutes of the meeting held on 28 September 2009 were approved.

3. Matters arising:
   3.1 The drugs list has been updated and is on CamTools
   3.2 The Part II Academic writing workshops were organised (see minute 8).
   3.3 Winter BPS Young Members poster day nominations - bursaries were awarded to Meiyi Tan and Rachel Robertson.

4. Matters to Report
   4.1 Faculty Board meeting of 26/10/09.
   Report of discussion re abolishing exams on Saturdays in light of religious challenges.
   4.2.1 Biological Sciences Committee meeting 27/11/09
   There was a proposal to publish Senior Examiners reports on the faculty CamTools site. Some departments have also proposed putting these and also External Examiner reports on their Departmental websites. The latter practice was not unanimously popular as a policy for Pharmacology. It was argued that unless HoD replies were also on the website then an unbalanced view would be publicised. It was agreed that Senior Examiner Reports should only be placed on Faculty website, and that External Reports should not be publicised.
   4.2.2 National Student Survey. Discussion on low number of positive responses regarding students awareness of marking and classing criteria. An email explaining the criteria will go to all Course Organisers at beginning of Easter which would then be sent out to all students.
   4.3 The draft minutes of the MVST Part 1 Committee meeting were circulated.
   4.4 MVST Part 1 Review Committee of 1/12/09.
   RMH gave a history of options. GMC now have a new version of Tomorrows Doctors. SSC component was originally optimised by GNC at 25% of the course content and thus Options were introdiced. Now 10% SCC component is required. The committee is now to see how this can be achieved. If there are no Options, then MVST course can be expanded when Options will be
abolished in 2012. Good chance to think what else we could teach as well as expanding present teaching.

4.5 NST Neuroscience Meeting – no one went to the meeting.

5. 2nd MB and 2nd Vet MB Senior and External Examiner Reports. These were circulated at the meeting.

6. External Examiners reports replies.

6.3 NST Pt II BBS. Might be useful to put on a series of lectures dealing with advanced receptor pharmacology. This will be borne in mind for the future.

7. Feedback
   MODA
   Students requested that if possible the veterinary sections of lectures should not be put at the end as the medics lose interest and leave the lecture theatre. This disrupts the class and is distracting for the vet students left behind.

   NST 1B
   Summary at the end of the neurobiology practical by TPF was very good.

   NST Part II
   Many slides (especially those given by Clinical Pharmacology lecturers) had dark blue backgrounds which use a lot of ink when printing out. Students would prefer light backgrounds if at all possible.
   Students preferred sign-up sheets for supervisions etc than making up their own group.
   Outside lecturers either did not give handouts, or they were put on CamTools very late. None gave any supervisions, and for these lecturers especially reading lists were not provided.
   One discussion group met only twice this term and those meetings were held very late in the term.
   Action: CWT to provide feedback to all lecturers

8. Part II Academic writing workshops.
   Workshops received positive feedback. Students would like an example of a good essay for comparison. Action: LJM to ask lecturers to provide examples of good essays use within future workshops.
   Students proposed that a future workshops could centre around the critical evaluation of papers. In discussion it was decided that this was already being addressed within discussion groups.

9. Feedback data about Tech Talks was presented. The Tech Talks received very positive feedback and comments from the Part II students. Some of the talks clashed with Clinical Schools Open days and this should be noted for next year.
   In discussion it was decided that these talk should be peer reviewed. Action: LJM to organise Peer Review for 2010-2011.

10. IB Michaelmas Lectures feedback
Feedback was provided to the meeting

11. National Teaching Fellowship Scheme 2009/10. It was suggested that LJM should apply.

12. Antibody technology lectures
PAM proposed that the Dept should recognise the importance of antibody technology in our lectures since monoclonals form already a substantial part of modern clinical practice. In discussion it was also argued that drug discovery is also an important area. The latter is covered by Fiona Marshall in Part II and briefly by Barry Furr in NST IB. Both of these topics are key areas and they should be revisited when we have a chance to redesign the MoDA course.

13. ePrescribe Project
The ePrescribe Project is an online resource to back up teaching in Universities. The project aims to develop and deliver interactive modules. Looking for volunteers to write modules (for £100). The project has mushroomed; in April 2007 12 people were running it – now 200. It is designed so that students can use it as an aid – not part of the curriculum. The aim is to have a soft launch in September 2010, full launch in Sept 2012. We and the clinical school will take part. **Action: RMH to update on the progress of the project**

14. Swine flu update – no problems and nothing to report

14. Dates of next meetings: Friday 12 March 2010 - 9.00a.m. Friday 11 June 2010 - 9.00a.m.
Unconfirmed Minutes of the Teaching Committee Friday 12th March 2009
Seminar Room, Department of Pharmacology 9.00 a.m.

Present: Robert Henderson (Chair) Lesley MacVinish (Secretary), Zoltan Sarnyai, Rik van Veen, Colin Taylor, Barney Leeke, Jo Dekkers, Virginia Searle (minutes).
Student reps:
Part IB: Henrietta Brooks - Natsci
MODA: Felicity Jones
Part II: Emma Youngs
Apologies: Peter McNaughton, Lora Heisler

UNRESERVED BUSINESS

2. The minutes of the meeting held on 4th December 2009 were approved.

3. Matters arising:
   None

4. Matters to Report
   1. Faculty Board meeting of 11 January and 8 March 2010 (RMH/LJM)
      There is a move to minimise Saturday exams due to religious conflicts. Discussion resolved that it would not be possible to eliminate them altogether due to little flexibility of the exam timetable.

   2. NST Neuroscience Meeting March 2010 (PAM/LH)
      As neither PAM nor LKH were at the meeting there was no report

   3. Biological Sciences Committee meeting of 11 March 2010 (LJM)
      The main matter to report was the issue of plagiarism and Turnitin software for dissertations. Student would have to give their permission first with discussion regarding how this could be organised. Chad Pillinger will draft a policy for the School.

   4. MVST Part I Committee meeting of 25 February (ZS)
      The student representative raised the issue of the drugs list. Despite being told otherwise by the Department, some supervisors were putting undue emphasis on this, and obliging students to learn them all. The list is only for purposes of identification in MCQs. It was suggested that a notice be put on CamTools making clear the reason for the drug list. The department does not have any control over the supervisors – Colleges and Director of Studies organise this teaching. However, it is often difficult to get supervisor information from Colleges. An option is to ask students to advise us of the names and contact details of their supervisor as soon as one had been allocated (BL could put a form with the first handout). We would then be able to contact them and advise them of how the Drugs List should work as a teaching aid.
      **Action BL to include form in handbook 2010-2011. ZS to make students aware via Camtools and handbook of nature of the Drugs List.**

   5. Teaching and Learning Review of Pharmacology
      PAM has written to Karen Douglas re the Teaching and Learning Review of Pharmacology and has suggested the following to be considered for the Review Cttee:
External (all HODs):
1. Trevor Smart, Pharmacology, UCL
2. Antony Galione, Pharmacology, Oxford
3. Phil Moore, Pharmacology, KCL

Internal: we would like at least two non-clinical reps from the following:
1. Bill Harris, PDN
2. Andrew Wyllie, Path
3. Cahir O'Kane, Genetics

And one clinical rep from the following:
1. Diana Wood, Clinical Medicine
2. Duncan Maskell, Vet School
OR Mike Herrtage, Vet School

There was discussion as to whether TS and AG, being the former Part II examiner, and Antony Galione, the present Part II examiner, would be impartial enough. However, it was thought that TS would be suitable as it is some time since he was the examiner. It was also suggested that of the clinical reps, we should have one medic and one vet.

6. Student feedback from MVST Part IB MODA (LJM/ZS)
   All had gone well and there was nothing that needed changing.

7. Student feedback from NST Part IB Pharmacology (LJM/HWVV)
   MiniProjects were very popular and much enjoyed. It was suggested that we might give a prize for the best poster (after marking as these now count towards the exam). In discussion it was reflected that the standard of the majority of posters was high and it would be difficult to single out one. It was therefore decided that a prize would not be appropriate.
   Dermot Cooper had only given two lectures instead of the advertised three. LJM to timetable two next year and to give an extra slot to HWVV

8. Student feedback from NST Part II/BBS Pharmacology (LJM/CWT)
   Some students are working very late in labs with experiments going on for up to 12 hours. There are guidelines about the number of hours that should be spent in the lab during the projects. This matter will be taken up at the Staff Meeting.

9. Online student feedback
   The reply rate on this is falling. Students said they would prefer only one or two questionnaires each term as they do not have time to constantly give feedback.
   **Action: BL to adjust number of feedback requests**

10. NST IB 2010 Open Day (HWVV)
    Last year’s open day went very well and it was proposed to hold this event again just before exams, on 20th May 2010

11. Training of graduate students who supervise undergraduates. (TC0310.5)
    Joint paper from Senior Tutors Ctte and Education Ctte of General Board describes arrangements which will be required to be put in place by Departments by October 2010. Consideration of subject-based guidance of supervisors was discussed. The
Graduate School of Life Sciences run courses on supervising, but currently the Department does not. We can get Graduate Development in to run a half day course with Pharmacology-specific input from a staff member. The issue is how to target the various supervisors teaching MoDA and NST IB Pharmacology as not all are based in our Department. The implementation of a list of supervisors by means of item 4 would address this.

**Action:** LJM to liaise with Graduate Development and supervisors to arrange training

12. **Proposed date for Teaching Consultative Committees**
   21 May 2010 at 9 and 10am for NST and MoDA are proposed. Fraz Mir (Clinical Pharmacology) and Martin Hughes (College Lecturer in Pharmacology at Magdalene College) will be invited to the MoDA meeting.

   **Action:** LJM to invite external representatives

13. **Departmental rotas for shared courses**
   The Departmental Rota for shared courses on the Faculty website is available to view at:
   http://www.bio.cam.ac.uk/sbs/facbiol/camonly/NST_Course_Rotation_Summary_table_2009-10.pdf

14. **Lab Tutor Update (BL)**
   BL presented an overview of Lab Tutor practicals which have been trialled by our graduate students, Lubin Chen and Theresia Schaedler. They found the package intuitive and easy to use. Use of it would replace a lot of the practical book, though we would still need a handout giving an overview beforehand. PDN are already using it. Agreed to have as many as possible of the practicals converted to LabTutor for incorporation into practical teaching in the next academic year.

   **Action:** BL to design and implement LabTutor

15. **Any other Unreserved Business**
   1. The drugs list would be finalised next week and a notice on CamTools advising that it is the final version. However, it was agreed that in future the drugs list would be finalised at the beginning of the year, and lectures to be tailored to this.

   2. SBH has been a representative for the Centre for Bioscience for some time but will need to be replaced next year. He asked if there would be any volunteers to continue this forward.

   3. Part II talks will be held on the afternoons of 6th and 7th May.

**Dates of Next Meetings**
Friday 11th June 2010 at 9am
Monday 27th September 2010 at 9am
Friday 3rd December 2010 at 2pm
Unconfirmed Minutes of the Teaching Committee Friday 11 June 2010
Seminar Room, Department of Pharmacology 9.00 a.m.

Present: Robert Henderson (Chair) Lesley MacVinish (Secretary), Peter McNaughton, Zoltan Sarnyai, Rik van Veen, Lora Heisler, Colin Taylor, Barney Leeke, Jo Dekkers, Virginia Searle (minutes).
Student reps:
MODA: Felicity Jones

UNRESERVED BUSINESS

2. The minutes of the meeting held on 12 March were approved.

3. Matters arising from the minutes

3.1. Training of graduate students who supervise undergraduates (LJM)
Graduate Development will run a training course for supervisors in October– the Department will give advice on various aspects of the MoDA and NST IB courses (eg dealing with practical questions etc). LJM will send an email to lecturers to remind them to update their handouts.

3.2 Lab Tutor (BL)
BL has placed a folder entitled 'LabTutor' in the shared folder on atheneaum which contains the installation files for LabTutor and the experiments he has written (there is also a read me for instructions on how to install them). This will enable UTOs to have a look at the experiments they are responsible for and suggest any changes. Unfortunately this will only work on windows PCs, however all the experiments will also be on the teaching lab desktops. As they do not have PowerLabs connected it will be for an overview only, but should give an idea of what I am proposing.

4. Matters to report

4.1 NST Neuroscience Meeting (PAM) Nothing to report
4.2 Biological Sciences Committee meeting May (LJM). Nothing to report.
4.3 MVST Committee meeting May (ZS) – the meeting was postponed. An agenda item invites discussion of review of resit dates. In discussion it was concluded that if the resits are earlier there is very little time for revision and many supervisors etc would not be available for revision supervisions. The committee felt that the September dates should be retained. The MVST course review has not yet taken place. A meeting will be held in the near future.

5. Unconfirmed minutes of the MODA Curriculum Consultative Committee held on 20th May 2010 (TC0610.1) (RMH)
Matters arising:

5.1 Lecturing arrangements:
Replacement lectures: Robin Hiley will take over Robert Henderson’s lectures while he is on sabbatical. As Margery Barrand will have retired, TPF will take over these lectures.

5.2 Future of Options Courses. MVST Review still in progress.
5.3 Handouts - these are sometimes not up to date with current clinical practice. It was suggested that MoDA handouts are given to clinicians to check over – Kevin O'Shaughnessy is happy to pass handouts to appropriate people at the Clinical School for comment/advice. Handouts to be given to LJM and she will make the appropriate arrangements.

5.4 Publication of MCQ answers. There was discussion about answers from past papers being ‘wrong’ in the sense that at the time, they were correct, but current thinking is different. In discussion it was agreed not to publish answers as it was better for the students to work them out with the help of supervisors. It was thought that it would be helpful to compile an archive of robust questions so that examiners did not have to think of new ones each year. In addition and for the future all MoDA senior examiners will be approached to ascertain which mcq questions were removed from the paper (and therefore not counted in the examination markbook) due to problems such as ambiguity etc. In this way supervisors and students will not be faced with working out the answer to something which was removed originally due to a problem. Action: LJM to remind staff to allow clinical staff to review their handouts and to ask MoDA senior examiners for information on questions removed from the examination.

6. Unconfirmed minutes of the NST IB Curriculum Consultative Committee held on 20th May 2010 (TC0610.2) (HWvV)
Matters arising:
Lecturing arrangements.

6.1 Replacement of CWT’s lectures while on sabbatical:
Mike Edwardson will do 6 of the lectures, and Lora Heisler has agreed to do the obesity and diabetes lectures for one year in the first instance, with the option to continue in future years. Ruth Murrell-Lagnado will do one lecture.

6.2 Other lectures:
As CRH will be back from sabbatical, he will take back the cardiovascular lectures which will revert to the Lent term.

6.3 TPF’s and DMFC’s lectures will revert to the Easter term, Barry Furr’s in Michaelmas.

7. Lecture timetables for NST IB and MODA (TC0610.3) (LJM)
The first draft of these was distributed at the meeting.
Some MoDA lectures are having to be cut short as students have to move from Chemistry to Babbage and vice versa. Action: LJM to see if these locations can be changed.

8. IB practical classes timetables (LJM)

8.1 NST IB Langendorff practical will to move to Lent term (swap with Unknown Drug practical) so that the practical runs in tandem with the cardiovascular lecture series.

8.2 DMFC has suggested substantially reviewing the Radioligand Binding Practical
His opinion is that the current binding practical is not wholly reliable as the data is variable and it is rather limited. DMFC to be asked to write a paper for discussion at the Staff Meeting. **Action: LJM to ask DMFC to provide paper.**

9. **Student Feedback from MVST IB MODA (ZS/LJM)**
Students suggested that small group (~20 students) seminars on pk, trace and binding would be highly beneficial rather than the large sessions which currently take place. Would allow greater interaction and problem solving. There ensued a discussion around role of supervisors and Colleges in this aspect of teaching. Some Colleges have excellent supervisors in this regard whereas with other Colleges there is real variability in “practical” supervisions.
Of all the MVST IB courses the vets were most worried about MoDA in Michaelmas term. Most of them were pleasantly surprised that by the end of MoDA they found it an interesting course and “vet friendly”.
The Janus Drugs option was as always very popular and students valued the hospice visit.
None of the students present had done the MME option.
It was suggested that a Pharmacokinetics practical would be useful if it could be fitted in.

10. **Student Feedback from NST Part IB Pharmacology (HHvV/LJM)**
There was very good overlap with Pathology which helped students consolidate knowledge.
The early part of course quite tricky conceptually and with a fairly steep learning curve for those who hadn’t done physiology. By the end of the course, those coming from a chemistry background and those from a biology background were able to cope.
The practical exam was hated! Questions too long and difficult. Worst exam they’ve ever had in Cambridge! Apparently some departments give out a paper for those students who had not done A level science, which is helpful.

11. **Online student feedback (LJM)**
The on line feedback for RMH’s lectures was very positive as always

12. **Part II course for 2010-11**
12.1 LH will take over as Course Organiser while CWT is on sabbatical and might like to continue thereafter.
12.2 Substantial reorganisation of Part II timetable will be required due to staff on sabbatical and MAB’s retirement.

13. **Examiners/Course Organisers 2010-11.**
Due to many members of staff taking leave next year we are short of examiners. In discussion it was suggested that Research fellows (TR, XZ and HV) could be asked to perform this duty. **Action: LJM to approach fellows.**

14. **External examiner for Part II 2010-2013**
We will need a new examiner from next year.

15. **Any other Unreserved Business**
We have received £15,000 from the Marmaduke Shield fund for teaching equipment.
Dates of Next Meetings
Friday 11th June 2010 at 9am
Monday 27th September 2010 at 9am
Friday 3rd December 2010 at 2pm
Unconfirmed Minutes of the Teaching Committee 27th September 2010
Seminar Room, Department of Pharmacology 9.00 a.m.

Present: Robert Henderson (Chair) Lesley MacVinish (Secretary), Zoltan Sarnyai, Lora Heisler, Barney Leeke, Jo Dekkers,

UNRESERVED BUSINESS

2. The minutes of the meeting held on 11 June were approved.

3. Matters arising from the minutes

3.1 LJM as reminded all lecturers about arrangements for CS to review lectures. SBH and PAM have indicated that they have availed themselves of this service.

3.2 LJM has approached all senior examiners for information on mcq questions removed from previous examinations. This information has been posted on Camtools.

3.3 Binding practical rewrite. DMFC proposes to address this issue during his sabbatical.

4. Tripos examinations

4.1 External examiners’ reports and replies. The external reported standard of the Part II exam was lower than last year. It was discussed that we should consider being more discerning in our take up of IB students. LH commented that she had been under pressure during the summer to take “risky student” who had no other preferred course who would offer a place. LH resisted pressure to some extent and she reported that we have 36 Part II students and 19 BBS.

4.2 Senior examiners’ reports All reports are now published on Faculty website

5. Allocation of examiners 2010-11
Appointemnt of MoDA External Examiner. Dr Mike Curtis from King’s College, London has agreed to become our External for 3 years.

6. Peer review 2010-11
Techtalks will be Peer reviewed in the coming term.

7. MODA drugs list update 2010-11

ZS reported that small changes only were required. The updated list however difficult to collate however due to lack of correspondence from MoDA lecturers. **Action: ZS will email all lectures again to chase.**

8. Teaching lab budget
Under budget despite lots of teaching lab equipment upgrading. No pressing needs.

9. Course Handbooks 2010-11
LH has revamped the Part II/BBS Course Handbook

ZS attended a meeting with representatives of Biochem and Path to discuss proposed integration of their respective teaching with the Richard Barnes PDN spine which has been proposed to the MVST Review Cttee. No action was taken at this meeting. New course to be instigated in 2012 but final arrangement will require finalising before University Prospectus goes live at end of 2011.

11. Request for leave DMFC Lent 2012
   Granted

12. AOB
   Disabled Part II student is visually impaired. LH will contact all lecturers to inform them of need to provide handouts to VS in advance of lectures to provide to student. LH to contact all lecturers. LH and VS to coordinate lecture handout collation and distribution to student.

   BL and wife are expecting first child during Michaelmas. Arrangements will be required to cover his paternity leave absence. BL, JD, LM, PB and LF to arrange meeting to discuss. Action: BL to arrange.

Dates of Next Meetings

   Friday 3rd December 2010 at 2pm
   Friday 18 March 2011 9.00a.m.
   Friday 17 June 2011 9.00a.m.