Unconfirmed Minutes of the Teaching Committee 3rd December 2010
Seminar Room, Department of Pharmacology 2pm.

Present:
Staff: Michael Edwardson (Chair) Lesley MacVinish (Secretary), Zoltan Sarnyai (MoDA), Lora Heisler (Part II/BBS), Rik Van Veen (IB Pharmacology), Jo Dekkers (Dept Administrator), Peter McNaughton (HoD)
Student reps: Caroline Graham (Part II), Ryan Breslin (BBS), Gengshi Chen (NST IB), Erin Townsend (MoDA; V), Max Foreman (MoDA; V)

UNRESERVED BUSINESS

1. Apologies: Jenny Morton (NS), Kim Plummer (MoDA; M), Sina Ghadiri (MoDA; M)

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

3. Matters arising from the minutes

3.1 ZS has updated the drugs List on Camtools. He is awaiting information from CRH to complete the update.

4. Matters to report

MVST Part I Review (JME)

JME has drafted a report on how we, in Pharmacology, might integrate our teaching with the proposed “Barnes teaching spine”. The Review Cttee has met and is progressing with possible course changes.

5. Second MB and Second Vet MB Senior and External Examiner Reports

These were requested but not supplied. Action: LJM to chase TPF for this document.


No issues

7. Student Feedback

7.1 MODA

No major issues. Problem of Vet lectures being delayed or missed completely. These were resolved by the lecturers concerned (JB and JG) and students were happy with the solutions provided. Students also unhappy about the failure of one of the practicals (transmural ileum). It was explained that the incorrect ringer was used hence lack of responses. In future, a quicker response and instigation of backup material will be implemented.
7.2 NST IB Pharmacology

No major issues. Students would welcome more theory and expansion in BF Drug Discovery lectures. **Action LJM to approach Chris Langmead (currently teaching Drug discovery at Part II) to contribute to this lecture course if possible.**

7.3 Part II/BBS (LH)

No major issues.

8. Teaching and Learning Services Steering Group (JD)

The General Board has recommended the establishment of a new Teaching and Learning Services Steering Group (see the recommendations of the Report at [http://www.admin.cam.ac.uk/reporter/200910/weekly/6168(section4.shtml#heading2-12].)

We are invited to contribute to this strategic document on information strategy (deadline for responses: 10 Jan.). The focus looks to be on pedagogic support and IT strategy. Greater integration of libraries is also implied. Karen Douglas will coordinate the response, if desired, from the Faculty. **Action: JD to circulate the ToR and ask for input**

9. Learning and Teaching Review

The LTR documentation has arrived. Following a meeting with Elaine Oliver from the Academic Division it was agreed that we will have our submission ready to send to the Academic Division on 21st Feb 2011.

This will then be sent to the Review committee for comment.

**The Review Committee consists of:**
Prof Andrew Wyllie (Path) - Chair  
Dr Cahir O’Cane (Genetics)  
Dr Diana Wood (Clin School)  
Prof Trevor Smart (UCL)  
Mr Morgan Wild (CUSU) – Student Member  
Ms Rachel Tuley (Engineering) - Secretary

The review committee will then spend a day in the dept at the beginning of Easter meeting students, staff and viewing our facilities.

**Actions: It was agreed that a document detailing responsibilities would be circulated to all teaching staff by PAM. LJM would create a Camtools site where all LTR resources will be stored**

10. Plagiarism and Turnitin Policy statement (LJM)

A document detailing our plagiarism policy and use of Turnitin software has been placed on our website. [http://www.phar.cam.ac.uk/teaching/tea_part2.html#10]
10. Training of Graduate Students who supervise undergraduates

The Senior Tutors' Committee and Education Committee of the General Board, describing the arrangements the two Committees had agreed should be in place from 2010-11 to ensure that graduate students who supervise undergraduates are appropriately trained.

http://www.admin.cam.ac.uk/offices/education/local/graduate.pdf.
To this end Pharmacology ran a workshop with CPPD's Graduate Development Programme to deliver a bespoke session for new Pharmacology supervisors. ZS and LJM were in attendance to answer questions and to give guidance to current and future supervisors.

11. AOB

None

Dates of Next Meetings

Friday 18 March 2011 9.00a.m.
Friday 17 June 2011 9.00a.m.
Monday 26th September 2011 9.00a.m.
Unconfirmed Minutes of the Teaching Committee 9th March 2011
Seminar Room, Department of Pharmacology

Present:
Staff: Michael Edwardson (Chair) Lesley MacVinish (Secretary), Zoltan Sarnyai (MoDA), Lora Heisler (Part II/BBS), Jo Dekkers (Dept Administrator), Peter McNaughton (HoD),
Student reps: Caroline Graham (Part II), Gengshi Chen (NST IB), Erin Townsend (MoDA; V), Sina Ghadiri (MoDA; M)

UNRESERVED BUSINESS

1. Apologies: Jenny Morton, Rik Van Veen, Max Foreman (MoDA; V),
2. The minutes of the meeting held on 3rd December 2010 were approved.
3. Matters arising from the minutes
   3.1 NST IB students indicated in the December feedback meeting that they would welcome more theory and expansion in BF Drug Discovery lectures. Chris Langmead has been approached to see if he would be willing to deliver Part IB lectures on this topic and he has agreed. LJM will liaise with him on this for inclusion in the next academic year.
4. Matters to report
   MVST Part I committee meeting
   ZS reported that a previous student rep had left feedback to the Committee that pharmacology practicals were “boring and repetitive”. This was conveyed to him in an email by the Secretary of the Committee. Since this rep is no longer serving on this committee it was difficult for him to pursue the issue. He did however follow up the comment by asking current students (in our end of term feedback meeting and also MVST students in Pembroke) if this was an issue that they were in agreement with. In all cases this was not thought to be an issue. The MoDA student reps present at the TC meeting concurred that they felt that our praticals did not fall in to the category of being “boring and repetitive” and found them to be, despite using sometimes similar tissues (eg the guinea pig ileum), informative and wide-ranging in content.
5. Teaching and Learning Review of Pharmacology
   The overall consensus was that the LTR had gone well. The Review Committee are filing a report to which we must respond. Their main findings for our attention were:
   5.1 Establish a Staff-Student Joint Committee to formally take note of issues of policy and decisions
   5.2 Foster stronger links with the Clinical School to strengthen medical teaching.
   5.3 Review the relationship between various teaching related committees. To consider the instigation of a Part II Curriculum Consultative Committee.
5.4 Consideration of a reduction and consolidation in the c.300 drugs currently featured in our Drugs List.

6. Student feedback from MVST Part IB MODA meeting

   Overall students pleased with Lent term.

   6.1 Slight concern with inflammation lectures as there appeared to be a disconnect between slides and handouts. Students found this confusing.

   6.2 Trace analysis seminar also somewhat confusing as students were unclear that the session was designed to help them address this aspect of the examination. Suggestion that supervisors could be alerted to the fact that the Trace Analysis seminar is taking place so that they can prepare the students for, and also provide guidance, to augment the seminar. Action. MoDA Course Organiser to liaise with supervisors and to provide information on seminars.

7. Student feedback from NST Part IB Pharmacology

   Students happy with Lent term. Very much enjoyed mini-projects.

   7.1 Timing of “bugs” practical was an issue as it did not coincide with lectures. It was explained that this issue was due to other timetabling restraints. Students would also appreciate a debrief for this practical (possibly during the mini-project information seminar?) as they picked up their results the following week but there was no further discussion/follow-up. Action. NST IB Course organiser to liaise with LJM to timetable and close loop on “bugs” practical.

8. Student feedback from NST Part II/BBS Pharmacology

   Well attended feedback session. Students had a number of minor comments for improvement.

   8.1 Students would appreciate a list of technical expertise in the dept (eg confocal expertise etc) so that when doing their projects they could contact the technical expert for advice troubleshooting. Action. Part II course organiser to arrange.

   8.2 Handouts. As in previous years feedback sessions students were very keen to have handouts provided at Part II level. Action. JME to take the issue to Staff Meeting.

9. Online student feedback (BL: TC0311.5)

   No issues to report.

10. NST IB 2011 Open Day

    19th May. HWVV will contact all members of staff prior to the Open Day requesting posters and help.
11. **Teaching Consultative Committees**

11.1 Friday 27\(^{th}\) May 2011 at 9am (NST) and 10am (MVST).

11.2 Invited members.

**MoDA:**
All lecturers plus:
Clinical School Rep: Kevin O’Shannessay, Vet school Rep: Mike Herttage, Supervisors Rep: Martin Hughes (supervisor at Magdalene College). It was proposed that Diana Wood should also be invited to attend as she was interested in forging closer links between Clinical School and dept at the LTR Review. **Action. LJM to invite DW to our next and future meetings.**

**NST IB Pharmacology:**
All lecturers
We currently have no external input which was something highlighted during the LTR review. HWVV proposed we consider inviting external representatives to contribute to this committee? It was decided that Chris Langmead (new external Drug Discovery lecturer from Heptares) and a supervisor representative would be welcome additions to these meetings. **Action. LJM to invite.**

12. **NST IB Neurobiology Practicals**

The Course Organiser (Brian McCabe) has contacted each Department involved in NST IB Neuro practicals to highlight that Student Representatives have asked if some practical organisers might provide more information by way of a summary at the end of their practicals, bringing together the ideas underlying the practical and emphasising the points that the work is designed to illustrate. Dr McCabe asked whether we consider that our practicals would benefit by having more summary information, and indeed whether there are extra ways in which we might help the students prepare for the practical exam.

In discussion it was decided that our present practice of training demonstrators to make sure that students leave practicals fully debriefed, on the content and science involved, was adequate. Students complete practicals at different times making summaries quite logistically difficult. The summary and feedback given to groups of students should be of the current standard and this needs to be emphasised to new demonstrators (as is our current practice) in Demonstrator Training workshops each Michaelmas. **Action. LJM to contact BM.**

14. **Transferable skills**

Education section would like us to review our statement and update it as necessary. No update required.

15. **Virtual Learning Environment (VLE) use within the Department.**

The department is asked to consider its use of VLEs and to report to the Teaching and Learning Services Steering Group. **Action. JD to liaise with Computer officer and to report.**
Dates of Next Meetings
Friday 18th June 2011 at 9am
Monday 26th September 2011 at 9am
Friday 2nd December 2011 at 2pm
Unconfirmed Minutes of the Teaching Committee 17th June 2011
Seminar Room, Department of Pharmacology

Present:
Staff: Robert Henderson (Chair) Lesley MacVinish (Secretary), Lora Heisler (Part II/BBS), Jo Dekkers (Dept Administrator), Peter McNaughton (HoD), Zoltan Sarnyai (MoDA), Virginia Searle (notes)

Student reps: Gengshi Chen (NST IB), Erin Townsend (MoDA), C Graham (Pt II), K Plummer (BBS)

UNRESERVED BUSINESS

1. Apologies: Rik Van Veen

2. The minutes of the meeting held on 18th March 2011 were approved.

3. Matters arising from the minutes

  3.1 Teaching Consultative Committees

MoDA:
Composition: All lecturers plus:
Clinical School Rep: Kevin O'Shaughnessy, Vet school Rep: Mike Herttaghe, Supervisors Rep: Martin Hughes (supervisor at Magdalene College) and Fraz Mir (Clinical Pharmacology). It was proposed that Diana Wood should also be invited to attend as she was interested in forging closer links between Clinical School and dept at the LTR Review. LJM had invited Dr Wood but she was unable to come.

NST IB Pharmacology:
All lecturers
We did not have any external input which was something highlighted during the LTR review. HWVV proposed we consider inviting external representatives to contribute to this committee, therefore Chris Langmead (new external Drug Discovery lecturer from Heptares) and Dr Siolian Ball (supervisor), were invited to, and attended the meeting.

4. Matters to report

  4.1 Faculty Board June
The only item of not was that the board will shortly advertise for someone to replace DoMVE and to overview all faculty of Biology teaching.

  4.2 Biological Sciences Committee meeting May – the meeting was cancelled

  4.3 MVST Committee Meeting May – meeting was cancelled

  4.4 NST Neuroscience Meeting – this will take place in three weeks time

  4.5 NST 1B Neurobiology – Prof. Everett has complained of problems with the AVA equipment during his Saturday lectures and wanted an IT technician on hand. We are unable to justify this expense as there have been no problems reported for other lectures.
5. Unconfirmed minutes of the MODA Curriculum Consultative Committee held on 27th May 2011 (RMH) (TC0611.1)

Matters arising:

5.1 Replacement of RvV’s lectures while on sabbatical.

JME will take over the lectures for the duration of the sabbatical then hand them back to RvV. RMH will take back his lectures, as will CRH.

5.2 Teaching and Learning Review of Pharmacology

a. The LTR recommended that the CCCs should have more formal, joint decision making meetings with students which could make recommendations to the Teaching Committee. It was suggested in the meeting that perhaps there was no need for CCCs. They could be amalgamated with the Teaching Committee Meetings in June and be attended by all lecturers and external representatives. This would satisfy and legal issues in the event of students complaints about lack of course organisation involvement. TC agreed with this proposal and CCC’s will be combined with June TCs in future.

b. We should consider stronger links with the Clinical School and more clinical material in the course as students were finding difficulty relating pre-clinical pharmacology with clinical studies. However the Clinical School, although agreeing with this, may not have the necessary resources. The 1A and MoDA courses will change. It was suggested that we may be able to incorporate some relevant clinical videos in some lectures to illustrate clinical points. Action: A meeting has been arranged with Diana Wood for 29 June 2011. Fraz Mir, Kevin O’Shaughnessy (both Clinical Pharmacology) and RMH will attend and report back to the Teaching Committee.

c. There should be more liaison between the Department and supervisors. ZS and LJM have set up and run a course for new supervisors however the role College Liaison Officer (CRH) could be strengthened so as to get get the colleges more involved. It is difficult for Colleges to find supervisors. Currently Dr Siolian Ball does most of the supervisions. Action: RMH to discuss with CRH

6. Unconfirmed minutes of the NST IB Curriculum Consultative Committee held on 27th May 2011 (RMH) (TC0611.2)

Matters arising:

6.1 Replacement of RvV’s lectures while on sabbatical. Course Organiser arrangements

JME will take over the lectures for the duration of the sabbatical then hand them back to RvV. RM-L will be the new Course Organiser.

6.2 LKH to keep the diabetes and obesity lectures.

6.3 Lectures
Students had expressed the wish for more drug discovery lectures. Barry Furr already
does one. It was suggested that Chris Langmead could do two more (he agreed to this)
as students had liked his lectures as they had put the course in perspective and he also
was very involved in the course in general (he has been highly involved in the course –
providing supervisions and marking essays). As there would now be three lectures
on the subject, it should be examinable. CL would be willing to set a short question.

6.4 LTR
See 5.2a and 5.2c.

7. LTR
The final report has been received and PAM and RMH will respond to the
recommendations.
The meeting discussed some of the recommendations as follows:
That the Department:

9.4 Monitors the distribution of teaching and administrative duties among certain staff
members, to avoid them becoming overstretched to the detriment of teaching quality and
their research commitment.
TC was a little puzzled by this recommendation. Concluded that it was more a case of some
of the extra duties being more onerous than others?

9.5 Establishes contact with the University’s Careers Service to track graduate destination
statistics.
The Careers Service to be contacted and asked to do this.

9.6 Re-visits the drugs list, which MODA students are assumed to know, given that particular
drugs are referenced in examinations, and seriously considers a reduction in the c.300
drugs currently featured.
NST students say they don’t need a drugs list, however Medics said the list was helpful and
should not be reduced. It would be difficult to shorten and still comprehensively cover the
course.

8. Student Feedback from MVST IB MODA
No issues of concern.

10. Student Feedback from NST Part IB Pharmacology
Issues surrounding “fragmented” nature of Inflammation lectures were discussed.
Students found the lectures interesting but had significant difficulty in marrying the
lectures material and the handout. Since these lectures are delivered at end of course
this made revision stressful.
Students would like us to investigate finishing lectures earlier in Easter term in line
with other courses. Discussed the possibility of extra lectures in Michaelmas and Lent
outside official term, in line with other courses. Action LJM and VS to investigate
timetabling changes

11. Online student feedback (LJM)
No issues of concern
12. **Part II course for 2011-12**

   CWT will take over as Course Organiser from LH.


   Draft examiners lists were circulated and approved

14. **External examiner for Part II 2012-2014**

   JME has a suggestion. **Action PAM to discuss possible external with JME**

15. **RFI sabbatical for academic year 2012-13**

   TC approved RFI sabbatical 2012-13

16. **AOB**

   None

**Dates of future meetings**

   Monday 26th September 2011 at 9am
   Friday 2nd December 2011 at 2pm
   Friday 16th March 2012 at 9am
Department of Pharmacology
Unconfirmed Minutes of Teaching Committee meeting
Held on Monday, 26 September 2011 at 9.00 am in the Seminar Room

Present: Roger Atance (RA), Denis Burdakov (DIB), Jo Dekkers for first half hour (JD), Lesley MacVinish (LMV), Robert Henderson (RMH) – Chair, Barney Leeke (BL), Peter McNaughton (PAM), Elaine Murdie, Colin Taylor (CWT), Rik van Veen (RVV), Ruth Murrell-Lagnado (from 10.05 am)

1 Apologies
Lora Heisler, Jenny Morton

2 The minutes of the meeting held on 17 June 2011 were approved

3 Matters Arising from the minutes
3.1 Teaching and Learning Review of Pharmacology
RMH had met with various people to discuss the future of the MVST course. However, matters have since moved on. It was agreed that Pharmacology and Clinical Pharmacology should work more collaboratively for the benefit of the students.
General response to the LTR later in the agenda.

3.2 External Examiner for Part II, 2012-2014
Names put forward were John Peters from Dundee and Eamonn Kelly from Bristol
Action: PAM

3.3 MODA lectures – disruption caused by students travelling between Babbage and Chemistry Lecture Theatres
LJM had spoken with Fiona Russell – the conclusion was that this kind of disruption was unavoidable, as no reallocation of lecture space could be arranged.

3.4 Continuation of Chatterjee Part II Lectures
These lectures are not continuing. PAM will write to Prof Chatterjee to this effect
Action: PAM

3.5 Issue with delivery of vet lectures
LJM had spoken with Mike Herrtage who understood the situation. Andy Jeffries has also been contacted, however no resolution is in sight – a suboptimal solution may have to suffice bearing in mind reasonably imminent restructuring of the MVST IB course.

3.6 Modular Part II course – proposal from PAM for a 5 module course where students chose 4 modules
This will be an agenda item at the next Academic Staff Meeting.

4 Tripos Examinations
4.1 External Examiners reports and replies

4.2 Senior Examiners’ reports
There were no issues raised that needed addressing.

5 Allocation of Examiners 2011-12
5.1 Appointment of Part II External Examiner – see above
Peer Review 2011-12 (LJM)
See attached paper. Peer review takes place every year and concentrates on lectures of individuals who are lecturing for the first time on a particular course. It is hoped that this process is helpful for all parties concerned.

MODA Drugs List update 2011-12 (DIB)
Various discussions took place on how the drugs list could be consolidated for 2011-12. There were various arguments for having a long list i.e. all drugs mentioned in lectures would be on the list and the long list helped with MCQ questions. However, PAM’s argument was that the MODA course is not principally concerned with clinical therapeutics but with drug mechanisms and therefore the drugs could be classified into categories with one main representation from each class.

It was decided that in the meantime DIB would publish last year’s drugs list on CamTools but that DIB contact each lecturer after a lecture is given to get a list of all drugs mentioned. Therefore a new list can be put together over the year which would encompass all drugs mentioned in lectures and therefore pertinent for the MCQ.

Teaching Lab Budget (BL/RA)
BL reported that the budget was slightly overspent and there was a continuing programme of refurbishment and equipment replacement. It was agreed that RA would present a breakdown of spending at the next meeting to include spend on demonstrator payments etc.

Course Handbooks 2011-12
9.1 NST Part II Pharmacology/BBS revisions (CWT)
9.2 MODA handbook revision (DIB)
9.3 NST handbook revisions (RML)
All revisions were complete and revised handbooks were available at the meeting.

Report of MVST Part I Committee
Update on MVST review from RHM
RHB outlined the current situation regarding the review
• Interviews took place for the new Director of Biological Sciences Education on Friday 23 September. This appointment will doubtless have some sway on the discussions.
• RHM’s view was that some of the proposals put forward at the last meeting of the MVST review committee were somewhat optimistic and unrealistic bearing in mind the implications as regards resources and personnel. Also, the committee had no mandate to implement these changes.
• Mike Edwardson has been appointed as Chair of the ‘new’ review committee. A meeting of the committee will take place w/c 17 October 2011.
• It is expected that a timetable for implementing the new course and the future direction of the course will be available after this meeting. The new look course for Part IA will be put in place not sooner than 2013-2014. Pharmacology would therefore run with the new course from 2014.
• It was generally recognised that the ‘Options’ had been less successful than hoped, and significantly added to the workload of Part IB students. With the revised course should revert back to a rigorous account of core scientific principles.
• The Preparing for Patients element of the course would continue.
• It was agreed that there should be more coordination with the Clinical School between teaching of all aspects of pharmacology and therapeutics.
PAM presented a draft document with responses to various points raised by the LTR reviewers. PAM covered each issue and asked for any feedback. There were 10 issues raised by the LTR team and PAM has addressed as many as possible.

9.1 Student input
Additional comment - the Teaching Committee (which has student representatives) also discusses content of the courses.

9.3 Relationship between CCC and TC
Additional comment – it was suggested that various interested parties could be invited to attend a pre-meeting prior to the last staff meeting of the year – this could include for example industrial partners, Neuroscience course organisers, Biochemistry and Genetics.

9.4 Teaching and administrative load
Additional comment – CWT suggested the wording should be “the teaching load is equitable” and RMH suggested adding that new appointees have a diminished teaching load.

9.6 MODA Drugs List
Additional comments:
• There is a possibility that the drugs list will be dropped/modified depending on the structure of the course;
• The feedback from MODA reps is that the drug list is OK as it is;
• If the drugs list was shortened, there may be a temptation to generate different sub-lists which would add confusion;
• CWT commented that the purpose of the list is to inform the MCQ;
• PAM’s view is that the list should be pared down as a longer, more inclusive list is used at clinical level;
• RMH suggested the response should mention that the drugs list was put together in response to student pressure and it fits in with the lectures given.

9.10 Variability in the delivery of lectures:
Additional comments:
• Seminars run by the Department lead the students through the topic and makes for interactive teaching.
• Pharmacodynamics – every effort is made to get different people to teach this course.
• CWT commented that Part II teaching is much more proactive than many departments e.g. reporting back from Colleges.

PAM will modify the response document in light of comments made and bring to the Academic Staff meeting.

12 Any Other Business

There was no other business.

PAM thanked Barney Leeke and Rik van Veen for their contributions and participation on the committee.

13 Dates of Future meetings

Friday 2 December 2011 at 9.00 am
Friday 16 March 2012 at 9.00 am
Friday 15 June 2012 at 9.00 am