Department of Pharmacology
Unconfirmed Minutes of Teaching Committee meeting
held on Friday 30 November at 09.15 in the Seminar Room

Present: Robert Henderson (RMH) – Chair, Peter McNaughton (PAM), Colin Taylor (CWT), Ruth Murrell-Lagnado (RM-L), Jessica Dunne (JMD) Virginia Searle (VS), Roger Atance (RA).

Student representatives: Callum McCutcheon/Gala Farooq (Pt II), Carl Rowland/Gwen Francis (MoDA Vet) & A Pattinson-Speirs (NST 12B)

UNRESERVED BUSINESS

1. Apologies for absence – Lesley MacVinish (LJM), Rik van Veen (HWvV)

2. Minutes of the meeting held on 24 September 2012 – Approved

3. Matters arising from the minutes

3.1. Update on Langendorff Heart practicals. We tried using rat hearts which responded well, therefore we will use them next year in order to reduce costs.

4. Matters to report

4.1.1 The University needs to provide reasonable adjustments for disabled students - (TC301112.01).
4.1.2 QAA Code of Practice on External Examiners – new policy.
4.1.3 QAA visit expected towards the end of January 2013.
4.1.4 re-use of multiple choice questions:

4.2 Biological Sciences Committee meetings in October and November 2012
LJM not raised issues for report.

4.3 MVST Part 1 Committee meeting
LJM not raised issues for report.

4.4 NST Neuroscience Meeting
PAM reported nothing contentious. RML had no notification of the meeting. They should be advised that D Burdakov has left.

5 Second MB and Second Vet MB Senior and External Examiner Reports
SBH has submitted his Senior Examiners Report however Dr Curtis has not as yet provided us with the External Report.

6. Student Feedback

6.1 MoDA
Main concern regarded animal welfare. PAM stated the attainment of the animal licence is rigorous and the conditions under which the animals are kept is well regulated by the Home Office. Duncan Maskell (Vet School) supports the policy.
6.2 NST IB Pharmacology (HWVV)
Order of lectures caused problems. It would be better to have the lectures before the practicals, and have the seminars earlier.

6.3 Part II/BBS
CWT raised concerns with the return of essays which should be returned by January.

7. Supervision arrangements Part II (CWT)
Should Post-Docs be paid to supervise?

8. Online Feedback

9. AOB
9.1 Part II research project allocation issue raised by CWT. He will provide clear guidelines next year.

9.2 Dr David Williams, Lecturer on Ethics from St. John’s College, visited MoDA class accompanied by LJM. A meeting between PAM and David Williams was held and PAM discouraged Williams from conducting a survey.

Dates of future meetings
Friday 15th March 2013 at 9.15am
Friday 14th June 2013 at 9.15am
Department of Pharmacology
Unconfirmed Minutes of Teaching Committee meeting
held on Friday 15 March at 09.15 in the Seminar Room

Present: Robert Henderson (RMH) – Chair, Colin Taylor (CWT), Ruth Murrell-Lagnado (RM-L), Rik van Veen (RVV), Jessica Dunne (JMD) Virginia Searle (VS), Roger Atance (RA).

Student representatives: Callum McCutcheon/Gala Farooq (Pt II), Christina Ye (MoDA)

UNRESERVED BUSINESS

1. Apologies for absence: Peter McNaughton

2. Minutes of the meeting held on 30th November 2012

3. Matters arising from the minutes
None

4. Matters to report

4.1 Faculty Board meetings January and March (RMH/PAM/LJM)

4.1.1 Maintaining and enhancing the quality of supervisions
The General Board’s Education Committee has asked that a letter from the Chair of the Senior Tutors’ Standing Committee on Education setting out recommendations for the on-going training of supervisors, and improving communication between lecturers and supervisors be considered by Departmental Teaching Committees. Departments will be asked for a report on actions taken in response as part of the Annual Quality Update for 2013.
Student representatives were asked if they thought there was enough communication between the department and the supervisors. They thought there was. However, we do need to get more UTO’s involved in college supervisions.

4.1.2 Publication of MCQ Questions
The Board agreed that all Course Management Committees should be asked to agree expectations in respect of the reuse of exam questions for their course and that those wishing to withhold papers from publication should send cases to Dr Good.
We do publish our questions as we have enough questions and recycle to some degree.

4.1.3 Part II Pathology; Mechanism of Disease
The Department of Pathology members report that, due to staffing problems, they will not be able to offer the Mechanism of Disease (BBS Part II major subject option) in 2013-14 or for the foreseeable future. Departments are urged to consider where additional BBS places might be available and what efforts might be used to attract students to these places.
CWT has sent in an allocation, but we do not have additional places.

4.1.4 MVST Review
Proposed changes to the MVST have been agreed by the MVST Part I Committee. The Board has approved the changes and have passed for consideration by the General Board’s Education Committee. The major change is that Head and Neck Anatomy will be moved to 1B and aligned with NAB.

To note: This proposed change is a scaled-down version of the more comprehensive proposals produced by the MVST review Committee which allowed for Pharmacology to have more MoDA lectures. This scaling back is necessitated by the subsequent decisions made by the Faculty of Biology that no further core teaching should be allowed in the timetable for medics and vets.

4.1.5 Modularisation of Part II
Dr Good is revisiting the possibility of modularisation at Part II. This was suggested by Bill Harris some years ago but there was little interest. Dr Good is convening working groups to re-discuss.

4.2 Biological Sciences Committee meetings Jan and March (LJM)
Nothing to report

4.3 MVST Part I Committee meeting (LJM)
See Faculty Board 4.1.4

4.5 NST Neuroscience Meeting (RML)
Feedback was generally positive. However Part II Neuroscience students are said to be complaining that they don’t have full access to this department during the shared module in Michaelmas. RML feels they ought to have the same access as Pharmacology Part II (e.g. to library), and if they are spending time here they need access to the wash rooms. RMH said that we need a full list of Neuro students, which is rarely forthcoming. Action RML to ask for Neuroscience students Crsids to be sent to the Dept early in Michaelmas

5. Student Feedback

5.1 MODA (LJM) (TC150313.02)
LJM went through the notes of the feedback meeting. The only particular issue was with Chemotherapy (RvV) where the handout and slides did not follow the same order. RvV has noted this and will in future put the slides on CamTools in advance of the lecture so the students have time to study them.

5.2 NST IB Pharmacology (LJM) (TC150313.03)
There were no student reps at the feedback meeting or the TC meeting. However LJM had received an email from one of them with notes on the lectures. No cause for concern.

5.3 Part II/BBS (CWT) (TC150313.04)
Feedback was very positive. One issue was supervisions, which students would like a week after the lecture, if this should be feasible. Due to the fact that everyone is busy in the last week of term, supervisions could be held in the first week of Easter term. Students would appreciate lectures on antibiotics as an addition to the course and CWT will try to address this for next year. Projects were enjoyed, though some students spent extra time in the lab, which some felt should be discouraged.
5.4 Online Feedback (TC150313.05)
There were no adverse comments

6. Update on new lecturer(s)
Interviews are now complete, and a meeting of the panel will be held next week to make decisions.

7. Langendorff heart update
RA said that rat hearts had been tried, but CRH is not happy with the results. It is difficult to get clear and consistent responses from them. It was decided to stay with guinea-pig hearts in MoDA, with 6 students per heart to halve the number required. Students were happy with this.

8. AOB
The Babbage Lecture Theatre is to be closed for 2 years for restructuring. While few of our lectures are held there, the closure will have a knock-on effect. CWT suggested that if necessary timetables could be changed so that our lecture could be used in the afternoons as there is no particular reason why lectures should not be in the afternoon and practicals in the morning.

Dates of future meetings
Friday 14th June 2013 at 9.15am
Monday 30th September at 9.15am
UNRESERVED BUSINESS

Present: Robert Henderson (RMH) – Chair, Colin Taylor (CWT), Ruth Murrell-Lagnado (RM-L), Rik van Veen (RvV), Peter McNaughton (PAM), Lora Heisler (LKH), Roger Atance (RA), Virginia Searle

Student Reps: Gala Farooq (Part II), Hannah Laidley and Carl Rowland (MoDA)

1. Apologies for absence: None

2. Minutes of the meeting held on 15 March 2013

3. Matters arising from the minutes

3.1. Update on New Lecturers

Laura Itzhaki and Walid Khaled have accepted our two lectureship positions. Both work broadly in the cancer field. LI is currently in Chemistry and WK at the Sanger.

3.2. Babbage Lecture Theatre Closure

Lady Mitchell Hall will be given over to medics and vets, with lectures starting at different times from those currently timetabled – i.e. at 8.45 and 12.15 - to give students time to get to their next lectures and practicals.

4. Matters to report

4.1. Faculty Board (RMH) – Nothing to report

4.2. Biological Sciences Committee meeting May (LJM) – This will have a ‘new look’ in future, in that the Committee will be invited Chairs of Teaching Committees.

4.3. MVST Committee meeting May (LJM) – the timetable will be changing to spread the course over 3 terms. Head and neck will be incorporated.

4.4. NST Neuroscience Meeting (PAM) – meeting has not yet been held.

5. Request for sabbatical leave Tai-Ping Fan (Lent /Easter 2014). To note.
6. Unconfirmed minutes of the MODA Curriculum Consultative Committee held on 18th May 2012 (RMH) (TC0613.1)

Matters arising:

6.1 Lecture updates 2013-14

Peter McNaughton is leaving the Department. Mike Edwardson has offered to take over his MVST IB MoDA Inflammation lectures.

6.2 Clinical School Therapeutics Course

Dr Kevin O'Shaughnessy indicated that the therapeutics course, once formally taught at the Clinical School has, without our knowledge, been withdrawn as a stand-alone course. This has implications all medical students as it appears that the only formal teaching in pharmacology rests solely with the MoDA course and we don’t teach therapeutics. We should speak to Maurice Brown and/or Diana Wood to find out what the situation is. Action. RMH/LJM to take this forward

7. Unconfirmed minutes of the NST IB Curriculum Consultative Committee held on 18th May 2012 (RMH) (TC0613.1)

7.1 Tai-Ping Fan Sabbatical Lent and Easter 2014.

TPF will give his inflammation lectures in Michaelmas, swapping with Rik van Veen’s lectures. We will have to move the antibiotic practical.

7.2 Replacement of lectures.

LKH: delivers 3 lectures Steroid Receptors and Reproductive Pharmacology. Physiology covers reproduction but we still need to cover this topic going forward. TPF has agreed to deliver 1 on lecture on steroids.

In addition she delivers 2 lectures on Diabetes Mellitus & Obesity and the Committee concluded that it would be sensible to drop the obesity lecture. CWT has offered to take the one lecture that he previously gave on diabetes back into his lecture load.

CWT lecture: Introduction: Structure & function of receptors. CWT is required to attend a board meeting of the Gordon Research Conferences. He is prepared to give his introductory notes to be delivered by another lecturer. Rik van Veen has agreed to deliver this lecture, which is appropriate given that he is Course Organiser.

Intracellular Messengers Lectures. Following his return form leave, these will be taken back by RFI in 2013 –

Pharmacokinetics lectures. SBH has agreed to deliver them for another year.
8. Student Feedback from MVST IB MODA (LJM) (TC0613.2)

General comments were that they would like some revision lectures in the Easter Term – particularly regarding the practical paper. Reps were reminded that this was really the remit of the Colleges to provide revision supervisions. It was decided that we should have a meeting with College supervisors to discuss this. **Action. LJM to organise**

The matter of the busker outside the exam hall was raised. However, on analysing the marks it was apparent that this had no significant impact on the marks of the cohort of students subjected to the noise.

9. Student Feedback from NST Part IB Pharmacology

No issues of concern

10. Online student feedback. This was tabled without comment.

11. Examiners/Course Organisers 2013-14. (LJM)

To be tabled at next TC due to large fluctuation in staff.

12. AOB. None

Dates of future meetings

Friday 6th December 2013 at 9.15am Friday 14th March 2013 at 9.15am
Department of Pharmacology

Unconfirmed Minutes of Teaching Committee meeting
held on Monday 30 September 2013 at 09.15 in the Seminar Room

Attendees: Dr Robert Henderson (RMH) – Chair, Professor Colin Taylor (CWT), Dr Lesley MacVinish (LJM), Dr Rik van Veen (HWvV), Roger Atance (RA), Jessica Dunne (JMD)

UNRESERVED BUSINESS

1. **Apologies for absence:** None

2. **Minutes of the meeting held on 14 June 2013** – approved

3. **Matters arising from the minutes**

   3.1. JME had agreed to deliver the Inflammation lectures (which were delivered by PAM). These will now be delivered by JP.

4. **Tripos examinations**

   4.1 External Examiners’ reports and replies – (LJM).
   The reports were constructive and generally complimentary.

   4.2 **Senior Examiners’ reports** (LJM)
   No issues of concern reported. The year 2012/13 is Dr Michael Curtis’ last year as External examiner.

5. **Allocation of examiners 2013-14** (LJM)

   CWT suggested that JMD is assigned the ‘secretary’ of the MoDA examination spreadsheet. JMD will contact Dr Stephen Hladky.

6. **New External required for MoDA**

   JME recommended Professor Alastair Poole from the University of Bristol. Strong degree of unanimity.

7. **Peer Review 2013-14** (LJM)

   LJM stated that the Peer Review system is not effective and needs to be improved in the form of an online system. **Action. JME will address and raise the matter at the academic staff meeting.**

8. **Student feedback going forward.** (LJM)
RMH confirmed that LJM will co-ordinate the MoDA student feedback. HWvV will co-ordinate the NST student feedback. The Faculty representatives ought to be invited to the meetings.

9. Teaching lab budget (RA)

RA reported that the budget was underspent and there was a continuing programme of refurbishment and equipment replacement. 2012/13 annual budget = £34,000. Income = £600. Actual expenditure £34,337. JME advised a request for bids from the Marmaduke Sheild fund. The application submission deadline is May 2014.

10. Course Handbooks 2013-14

NST Part II Pharmacology/BBS revisions (CWT)
Revisions complete.

MoDA handbook revision
Revisions complete.

NST handbook revisions (HwVV)
Revisions complete.

11. Report of MVST Part 1 Committee (LJM)

LJM reported that the timetable for MVST Part 1A is ready for publication and confirmed that the options “Use and Abuse: Pharmacology of Janus Drugs” and “Man, Molecules and the Environment” will be offered this year.

12. AOB – None

Dates of future meetings

Friday 6 December 2013 at 9.15am
Friday 14 March 2014 at 9.15am
Friday 13 June 2014 at 9.15am