Department of Pharmacology
Unconfirmed Minutes of Teaching Committee meeting
held on Friday 4 December 2015 at 9.15 am in the Seminar Room

Attendees: Dr Robert Henderson (RMH) – Chair, Dr Lesley MacVinish (LJM) – Secretary, Dr Hendrik van Veen (HWvV), Jessica Dunne (JMD), Roger Atance (RA), notes – Dina Pereira (AO)

Student representatives: Caroline Casey (NST IB) Jess Berry and Stephen Woodmansey (both Part II)

UNRESERVED BUSINESS

1. Apologies for absence: none

2. Minutes of the meeting held on 21 September 2015: Approved

3. Matters arising from the minutes

  3.1 Neuroanatomy background in NST IB
  It was discussed and agreed a more balanced presentation of material will be presented going forward.

  3.2 HWvV to remind WTK again to prepare a written narrative hand-out for the anti-cancer drug lectures.
  Action: HWvV to keep reminding WTK to prepare a written narrative hand-out for the anti-cancer drug lectures.

  3.3 MoDA timetable and lecture load.
  David Good is on sick leave until February and LJM will wait until February to pursue an open dialogue on extra lectures and the change of the course’ name.

4. Matters to report

  4.1 Faculty Board meeting(s) (RMH)
  No matters to report.

  4.2 Biological Sciences Committee meeting(s) (RMH)
  RMH mentioned that there was discussion on student workload.
  A questionnaire has been sent across the Biological Science School

  4.3 MVST Part I Committee meeting (LJM)

  Students emphasized that it is very expensive to support printing and colleges do not help with printing costs so student reps were keen that, unlike PDN, we maintain handout printing.
  LJM recommended students to reinforce with colleges the need of a comparticipation with the cost of printing handouts.

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

  5.1 Senior Examiner report (TC041215.01)
Noted by the Committee.

5.2 External report and reply (TC041215.02)
Noted by the Committee.

6. Student Feedback

6.1 MODA (LJM) (TC041215.03)
Further to students’ feedback suggestions, it was agreed that:

- Dr Hiley is going to retire and so students’ concerns will not continue next term.
- Regarding the Practicals LJM explained and made clear the usage of animals and the Department’s efforts towards the Three Rs tenet.
- LJM reminded students that the Drugs Lists should be used as a reference and not a memory input.
- Student reps stressed the importance of managing students swapping of practicals and suggested publication of lists of student groups (plus contact details) to make the process easier.
   Action: RA suggested adding student/group on Moodle to make students swap less complicated.

6.2 NST IB Pharmacology (HWVV) (TC041215.04)
The course was generally well received. The main issue that require more attention is a debriefing at the end of each practical or at least an A4 sheet with model traces and final conclusions.

6.3 Part II/BBS (LJM) (TC041215.05)
There were two majors’ aspects to look into consideration:

- Students would like to have more clear instructions regarding the printing of slides previous to the lectures.
   Action: LJM will send an email to request criteria regarding clear instructions to students.
- Part II Projects. Reps reported a big issue in terms of time/responsibility taken by one student in particular to develop the algorithm for the allocation of projects.
  It was suggested passing this responsibility to our IT team with the purpose of using the same system that this student created such that in the years that follow, the Part IIs at least have access and the expertise “in house” to save reinventing the wheel each year. Approve by TC.
  Action. LJM to speak to Adam Truelove and IT team

7. Online feedback (TC041215.06)
The response rate for online feedback was poor compared with was expected. Students point out that they had IT problems when given the feedback.

LJM asked why they didn’t report the problem before the meeting but student’s reps mentioned that they were advised about it by their colleagues last minute.

Action: Roger contact Moodle coordinator to look into it.
8. AOB
None

Dates of future meetings

Friday 11\textsuperscript{th} March 2016 at 9.15am
Friday 10\textsuperscript{th} June 2016 at 9.15am
Department of Pharmacology
Unconfirmed Minutes of Teaching Committee meeting
held on Friday 11 March 2016 at 9.15 am in the Seminar Room

Attendees: Dr Robert Henderson (RMH) – Chair, Dr Lesley MacVinish (LJM) – Secretary, Prof Colin Taylor (CWT), Dr Hendrik van Veen (HWvV), Roger Atance (RA), notes – Dina Pereira (DP)

Student representatives: Jessica Berry and Stephen Woodmansey (Part II).

UNRESERVED BUSINESS

1. Apologies for absence: Jessica Dunne (JMD)

2. Minutes of the meeting held on 4th December 2015: Approved

3. Matters arising from the minutes

   3.1 WTK was reminded but still did not hand out a written narrative for the anti-cancer drug lecture. CWT recommended that it would be beneficial to demonstrate what is expected by providing examples from other lecturers. RMH suggested the issue be raised at Staff Meeting as a general reminder.
   Action: HWvV will continue reminding WTK. JMD add to Staff Meeting agenda.

   3.2 Students swapping of the practical were looked and resolved.

   3.3 Online feedback. The IT problems on Moodle when students gave the feedback was solved.

4. Matters to report

   4.1 Faculty Board meeting(s) (RMH)
   RMH mentioned that the central University would like to change the name of the Faculty Board however after much discussion the name remained the same. The reason given was that other Faculty Boards are essentially teaching committees while the Faculty Board of Biology is a committee which draws together a diverse range of Departments.

   Is was pointed out there will be changes in the regulations for the MODA examination for the next year to take into account the change in structure of multiple choices examinations from negatively marked MCQs to single best answer. In addition and changes the length of the Paper I exam will change due to the different nature of the paper.

   4.2 Biological Sciences Committee (RMH)
   RMH informed the meeting that Part II Neuroscience has been reorganised. It will be reformulated as Psychology, Neuroscience & Behaviour (PNB). CWT raised concerns that the chaotic nature of the reorganisation would have impacts on other departments’ Part II courses. These concerns were shared by the committee, particularly around the number of available projects for students. CWT agreed to write to Chad Pillinger to express our concerns.
Action CWT to formally express committee’s concerns and reiterate the maximum number of projects available in Pharmacology Part II

4.3 MVST Part I Committee meeting (LJM)
LJM advised that Head & Neck Anatomy exams will be held at the beginning of Lent term from 2017. This is in response to students missing teaching sessions at the end of Lent to concentrate on this Tripos examination. Our MoDA course will be spread a bit longer for the next academic year so this change means there should be less impact on student attendance at our additional lectures.

5. Student Feedback
5.1 MoDA (LJM) (TC110316.01)
LJM has reported that the MoDA course had generally good feedback however the Pharmacokinetics’ lectures received feedback that needs to be addressed.
Action: LJM and RMH will report to Dr Laura Itzhaki about this feedback in order to make some improvements.

5.2 NST IB Pharmacology (HWvV) (TC110316.02)
HWvV stated that the course was generally well received, with one main issue to flag up in regards to CNS lectures:

Students would appreciate an introduction that summarises basics concepts as the lectures were too detailed and focused on neuroscience and not much on pharmacology.
Action: RMH to suggest that Dr David Belin attends Dr Henderson and Dr Harper’s lectures to better understand the level of the students.

The practical course was well received, however students were not impressed with the simulated heart and would have preferred live tissue. There were complications around data analysis within the software which RA is investigating how to address.

5.3 Part II/BBS (LJM) (TC110316.03)
Noted by the Committee.

Student representatives informed the meeting about several aspects commented on in the feedback that they considered relevant. This was also provided to the meeting in a separate paper.

Student representatives brought to the attention of the committee that some project supervisors are not aware of how much work students have and how overwhelmed they are. Student representatives requested it be reiterated to supervisors that they cannot be expected to carry out routine lab tasks every day as part of their projects. This was supported by the committee along with the discouragement of working unsociable hours and will be mentioned to supervisors.
Action: Reps to encourage individuals to approach course organiser with specific concerns (HoD if course organiser is supervisor)

5.4 Online Feedback (TC110316.04)
Noted by the Committee.

6. Proposal to inform students of marking criteria for Pharmacology Part II/BBS Projects and Dissertations (TC110316.05)
LJM presented a proposed format for further guidance on the marking criteria of projects as student representatives had mentioned that students are not clear about how they are going to be marked.

RHM noted that there is a marking criteria published by the Faculty and it can be found in the Faculty website CWT noted that there is no need to have a descriptive form with such detailed criteria, as it would be too restrictive to students and give less room for imaginative tackling of the project write-up, as will be required in scientific careers.

It was noted that the marking criteria for the projects and dissertations are the same as those for essays more generally, LJM proposed that this was highlighted in the essay writing skills seminar to general agreement from the committee. **Action: LJM to ensure that marking criteria for projects and dissertations is covered in future essay writing skills workshops.**

7. **AOB**

None

**Dates of future meetings**

Friday 10th June 2016 at 2 pm
Monday 19th September 2016 at 9.15am
Department of Pharmacology
Unconfirmed Minutes of Teaching Committee meeting
held on Friday 10 June 2016 at 14.00 in the Seminar Room

Attendees: Dr Robert Henderson (RMH) – Chair, Dr Lesley MacVinish (LJM) – Secretary, Prof Colin Taylor (CWT), Dr Hendrik van Veen (HWvV), Roger Atance (RA), notes – Dina Pereira (DP)

Student representatives: Jessica Berry (Part II), Stephen Woodmansey (Part II), Cameron Jenkins (BBS), and Kayani Kayani (BBS).

UNRESERVED BUSINESS

1. Apologies for absence: Jessica Dunne (JMD)

2. Minutes of the meeting held on 16th March 2016: Approved

3. Matters arising from the minutes: None

4. Matters to report

   4.1 Faculty Board meeting(s) (RMH)
   David Good has resigned as director of Biological Sciences.

   4.2 Biological Sciences Committee (RMH)
   There had been no meeting since March 2016.

   4.3 MVST Part I Committee meeting (LJM)
   There had been no meeting since March 2016.

5. MoDA

5.1 MoDA Pharmacology: Proposed Lecture List 2016/17

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drug interactions with receptors and ion channels (5 lectures)</td>
<td>Prof JM Edwardson</td>
</tr>
<tr>
<td>Pharmacology of peripheral neural transmission (5 lectures)</td>
<td>Dr T Rahman</td>
</tr>
<tr>
<td>Cardiovascular and renal pharmacology (10 lectures)</td>
<td>Dr R Henderson</td>
</tr>
<tr>
<td>Aspects of Veterinary Pharmacology (2 lectures)</td>
<td>Dr G Jarvis</td>
</tr>
<tr>
<td>Pharmacokinetics, drug metabolism and general anaesthetics (5 lectures)</td>
<td>Dr L Itzhaki</td>
</tr>
<tr>
<td>Chemotherapy (7 lectures)</td>
<td>Dr HW van Veen</td>
</tr>
<tr>
<td>Anthelmintic (2 lectures)</td>
<td>Dr J W van Veen</td>
</tr>
<tr>
<td>Pharmacology of inflammation and Immunosuppression (6 lectures)</td>
<td>Dr E Smith</td>
</tr>
<tr>
<td>Neuropharmacology Medics (6 lectures)</td>
<td>TBD</td>
</tr>
<tr>
<td>Neuropharmacology Vets (3 lectures)</td>
<td>Dr Jackie Brearley</td>
</tr>
<tr>
<td>Ectoparasite pharmacology Vets (1 lecture)</td>
<td>Prof Alum Williams</td>
</tr>
</tbody>
</table>
Noted by the TC Committee.

The Neuropharmacology Medics lectures will be delivered by Robert Henderson replacing Dr David Belin that has moved to the Department of Psychology. Dr Brearley will carry on doing Neuropharmacology for Vets.

At the Curriculum Consultative Committee meeting the possibility of Prof Alum Williams delivering the Ectoparasite pharmacology lecture for Vets was discussed. This lecture would be picked up from excess in the NAB lectures to vets.

**Action:** LJM to follow up with Fiona Russel to make sure this lecture addition will happen.

### 5.2 Reintroduction of Antibiotic Practical.

The addition of neuropharmacology lectures for medics and vets in the MoDA course has allowed for the reintroduction of the antibiotic practical for medics and vets. It was proposed to allocate these practicals in Lent term.

**Action:** RA to confirm if it’s possible in terms of logistics and equipment.

### 6. NST IB Pharmacology: Proposed Lecture List 2016/17

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure &amp; function of receptors (9 lectures)</td>
<td>Prof. C W Taylor</td>
</tr>
<tr>
<td>Receptor Tyrosine kinases, diabetes mellitus &amp; obesity (3 lectures)</td>
<td>Dr G Ladds</td>
</tr>
<tr>
<td>Synaptic pharmacology (4 lectures)</td>
<td>Dr E Smith</td>
</tr>
<tr>
<td>Antimicrobial &amp; antiviral drugs (6 lectures)</td>
<td>Dr H W van Veen</td>
</tr>
<tr>
<td>Anticancer drugs (3 lectures)</td>
<td>Dr W Khaled</td>
</tr>
<tr>
<td>Pharmacokinetics, drug metabolism &amp; general anaesthetics (5 lectures)</td>
<td>Dr S B Hladky</td>
</tr>
<tr>
<td>Central nervous system (7 lectures)</td>
<td>Dr E Smith</td>
</tr>
<tr>
<td>Cardiovascular and renal pharmacology (10 lectures)</td>
<td>Dr M Harper</td>
</tr>
<tr>
<td>Inflammation, pain &amp; immunopharmacology (8 lectures)</td>
<td>Dr T P Fan</td>
</tr>
<tr>
<td>Drug discovery</td>
<td>TBD</td>
</tr>
<tr>
<td>Drug discovery</td>
<td>Dr J Elvin</td>
</tr>
</tbody>
</table>

Noted by the TC Committee.

CWT pointed out that Catherine Lindon is not allocated any teaching lectures and HWvV suggested that she could be allocated other activities. RMH agreed to look into this in the near future.

### 7. Student Feedback from NST Part IB Pharmacology (HWvV) (TC0616.1)

Students mentioned in the feedback that it would be beneficial to have the Drug Discovery lecture at the end of Lent term in order to help decide on Part II choices.
Other matters brought to the attention of the committee were the feedback on the Experimental Interpretation lecture, where students would like to have a more detailed data analyses, and the Unknown Drug practical where students mentioned the importance of a brief sheet at the end of practical.

The overall feedback was positive and the course met students’ expectations although the necessity for more supervisors was noted by students. Jessica Berry volunteered to act as a supervisor next academic year.

8. AOB

Student Feedback from Part II/BBS
Student representatives informed the meeting about several aspects that they considered relevant:

- Students expressed their concern about the uncertainty of presenting their viva as they would like to know well in advance who will be expected to attend. RMH mentioned that it’s the responsibility of the external examiners to decide who they would like to see at a viva.

- Essay structure issues and the exam marking scheme was brought to the attention of the committee and RMH mentioned that the majority of the Pharmacology examiners were more concerned about the content than the structure itself.

- Students noted that the project presentation had a rigid number of slides and commented that they would like to have more flexibility. CWT mentioned that in a 10 minute presentation 6 slides is enough and they will face this challenge in their professional life.

Dates of future meetings

Monday 21st September 2016 at 9.15am
Friday 2nd December 2016 at 9.15am