DEPARTMENT OF PHARMACOLOGY

Unconfirmed Minutes of Teaching Committee meeting

held on Friday, 1st December 2017 at 09.15 a.m. in the Seminar Room

UNRESERVED BUSINESS

Attendees:  Dr Robert Henderson (RMH) – Chair
Prof M Edwardson (JME)
Dr Lesley MacFinish (LJM) – Secretary
Dr M Harper (MTH)
Dr G Ladds (GRL)
Dr E Smith (ESS)
Dr Hendrik van Veen (HvV)
Mrs Julie Boucher (JB)
Mr Roger Atance (RA)

Student representatives:  Anastasia Ershova (AE) (Part II)
Patel Abhishek (PA) (Part II)
Santana Sanghavi (SS) (BBS)

1. Apologies for Absence:
   Were received from Amparo Saez

2. Minutes of meeting held on 3rd October 2017:
   Accepted as a correct record.

3. Matters arising from the Minutes:
   TC.17.06 – Teaching Lab Budget: RA reported that the new supplier of animals will
   charge on average £160 – an increase of £30-£40 on last year’s costs.

   TC.17.10 – Peer Review: This has now been implemented and appears to be
   working with all UTOs complying.

4. Matters to report:

   4.1 Faculty Board:
   JME had nothing to report.

   4.2 MVST Committee Meeting:
   4.2.1 Part II allocation:
   A discussion took place comparing the merits of Scoring v Ranking to
   identify potential Part II Students. Every department appears to use
   different methods but it was agreed that ranking may be a better
   measure and should be considered in future.

   4.3 BSC Meeting:
   4.3.1 Mathematical biology:
This is a new Part 1A course with contributions from various departments. Pharmacology’s contribution to this course is currently delivered by a member of staff currently on soft-money – the Department’s contribution will have to continue irrespective of who delivers the course.

Nik Cunniffe from Plant Sciences has suggested that there should be a Part II Mathematical Biology Course. It was agreed that this matter should be discussed at the next Staff Meeting.

4.3.2 BBS issues:
Concerns about the poor feedback in the BBS. Participants of the course are made up of those who were not allocated a project and those who have elected to take the course. It was agreed that there needs to be a re-education campaign encouraging more students and DoSs to consider BBS as a viable Part II option.

Cath Lindon is the Department’s representative on this course.

5. Student Feedback NST Part IB Pharmacology:

GRL summed up the feelings amongst students that Lecture Capture is well liked - negating the need for handouts. It was apparent that students still appreciated two academics being available in practicals and they commented that the quality of demonstrating was exceptional. LJM feels that someone ought to be given responsibility for the Chick Biventer practical and suggested David Bulmer.

It was noted that some students had requested a debrief at the end of practicals (this was common in Part IA practicals). HvV pointed out the difficulties with this as students leave the room at different times.

There were compliments for the new structure of having an individual responsible for each practical. LJM was pleased with how things were progressing but felt that there were not enough demonstrators who were fully conversant with the course.

GRL requested a re-scheduled of some courses as some of the content was duplicated. LJM, GL, MH, ESS to discuss.

Overall Course Evaluation: meets the students’ expectations. They liked the structure and enjoyed it a lot.

6. Student Feedback MoDA:

Wide ranging comments that tended to be positive:
- Demonstrators wearing blue coats made them easy to identify.
- Suggestion to include a list of drugs used in the handout
- Include a comment box in the online feedback
7. **Student Feedback Part II/BBS:**

Forty-five out of fifty-one (88%) students attended the feedback meeting where it was obvious that comments arising in the meeting did not always reflect the comments made at the end of lectures.

Tech Talks were well received by the seven students that attended (despite attendance being required for all). It was suggested that, rather than a weekly Tech Talk, a few are held at the beginning of term to explain the techniques that students will read in papers would be beneficial - PA suggested that a single paper each week be selected to focus on. Also proposal to have TechTalks immediately prior to Tea Club – as happens for Case studies.

Some discussion Groups less popular that others. Students would like to choose the papers to present rather than having papers dictated by lecturers.

LJM registered her concern in regard to a couple of lectures that had resulted in students making comments and walking out. AE, PA, SS felt that, although the topic had been interesting, the lecturer had been poor.

8. **Online Feedback:**

It was agreed that online feedback should be made mandatory. Students are given some time at the beginning of the practical to logon and give feedback on the previous lecture.

9. **LTR Update:**

Documents are awaited for the following ToR:

5. Robert Henderson/Rik van Veen
6. Laura Itzhaki/Taufiq Rahman
7. Cath Lindon/Walid Khaled

The deadline has been extended to the 19th December – it is imperative that all submissions are returned by this date.

10. **Senior Examiner Report Moda 2nd MB:**

RvV reported on his tabled document.

11. **Any Other Business:** None

Dates of future meetings:

Friday, 16th March 2017 at 9.15 a.m.
Friday, 15th June 2017 at 9.15 a.m.

The unreserved section of the meeting ended at 10.33 a.m. – AE, PA, SS left the meeting.
DEPARTMENT OF PHARMACOLOGY

Unconfirmed Minutes of Teaching Committee Meeting

Held on Friday, 16th March 2018 at 9.15 a.m. in the Seminar Room

Attending:  
Dr R M Henderson (RMH) – Chair  
Prof J M Edwards (JME)  
Dr L MacVinish (LJM) – Secretary  
Dr G Ladds (GRL)  
Dr M T Harper (MTH)  
Dr E Smith (ES)  
Dr H van Veen (HVV)  
Mr R Atance (RA)  
Mrs J Boucher (JB)  
Student representatives:  
Mr P Abhishek (PART II)  
Ms A Ershova (PART II)  

UNRESERVED BUSINESS

TC.18.01  Apologies for Absence:
CWT – on sabbatical  

TC.18.02  Minutes of the meeting held on the 2nd December 2016:  
Were confirmed  

TC.18.03  Matters arising from the Minutes:  
None  

TC.18.04  Matters to report:  

4.1 Faculty Board meeting:  
JME reported on two points from the recent meeting:  

(a) Proposal for a new MPhil course for CATS to start in 2019. The Department will contribute with a few lectures and mini-projects. JME emphasized that the department will not be massively involve unless it is proved beneficial and a “cautious enthusiasm” is the feeling at the moment. JME to meet with Paula Frampton to discuss a way forward and what Pharmacology will receive through its involvement. Following approval at the Faculty Board, General Board approval is now being sought.  

MTH arrived  

(b) David Summers, Chair of the Faculty Board is pushing for a review of the maths provision with a request for a IB to follow on from IA. JME expressed reservations about extending the Department’s involvement further than IA. Ioanna Mela will continue to provide some lecturing (paid by Pharmacology) but the Department should not commit to any examination responsibilities or course organisation as this would put too much strain on resources – Sandra Fulton has been made aware.  

4.2 Biological Sciences Committee  
RHM reported that;
a) Working group to bring IB Math to fruition.

b) Selection of students for Part II: Difficulties have arisen due to changes in the marking of IB. There are differences between MVST and NST in respect of mark classification so, going forward there is a move to rank order, but this is not easy.

c) A review of SBS has resulted in some new subjects:
   - Human Evolution (a major subject)
   - Science communication (minor subject)
   - Enterprise Technology
   - Biological Science Part I

4.3 MVST Part I Committee Meeting

ESS reported on a change of times of examinations. There are benefits as there will no longer be Saturday afternoon examinations. This will result in a few less days for MoDA. Students are happy as it gives them longer between exams. RvV and GRL are happy with the changes. ESS will inform Chad Pillinger that the changes are acceptable.

ACTION: ESS send email to Chad

TC.18.05 Student Feedback

5.1 MODA (ESS)

ESS and JME reviewed the students’ feedback with the overall opinion being, “MODA is a very good course.” There is concern that not all Colleges offer support for re-sits. To help counter this:
   - ESS is planning to hold two classroom sessions for which he will be allocated teaching credits.
   - Collaborate with clinical colleagues to give clinical relevance to the studies. Propose to run two sessions in the 18/19 academic year possibly at the end of the MoDA course.

5.2 NST 1B Pharmacology (GRL)

GRL thanked AS and Bernadetta Spadera for their assistance in producing feedback documents.

GRL reviewed the students’ feedback and the overall course evaluation indicating that the NST 1B Pharmacology Course meets the students’ expectations. Students are happy to see how the Department is looking into the future of Pharmacology, i.e. In Silico Pharmacology.

There was disappointment from students at the poor turnout on the IB poster day and proposed a couple of ideas to improve this:
   - Making attendance mandatory for IB
   - Hold it in the Tea Room (once this is re-established)
   - Each PI to be in attendance when the Mini Projects introduction and each give a short 5-minute talk to introduce themselves. Student Reps would like this idea extended to Part II.

The Langerdorff Heart practical was well-received but some found it too noisy in the classroom. RA to re-locate the other practicals into a different lab.
5.3 Part II/BBS (MTH)

MTH surveyed students to ascertain how many Tea Clubs, Supervisions and discussion groups they had attended. Attendance was generally low at 50%. The Student Reps commented that this was because, although interesting these events were not seen as particularly useful, being very dependent on whether you were interested in the subject and, in some sessions they were less of a discussion and more of a presentation. It was agreed that there would be a shuffle of presenters next year.

5.4 Online feedback

Online feedback has shown that MVST students think that they have to learn the names of all of the drugs, which is a myth. It is the background and basics that need to be learnt.

TC.18.06 LTR Update (LJM/JB)

The LTR Committee Secretary had asked that we submit names that we would like them to meet whereas, in previous reviews, the Committee had nominated people. LJM and JB to draft a timetable including representatives from all Modules.

ACTION: LJM/JB

TC.18.07 Any Other Business

None

The Student Representatives thanked members for a good Part II Course before leaving the meeting.
DEPARTMENT OF PHARMACOLOGY

Unconfirmed Minutes of Teaching Committee Meeting

Held on Friday, 20th June 2018 at 9.15 a.m. in the Seminar Room

Attending:

Dr R M Henderson (RMH) – Chair
Prof J M Edwardson (JME)
Dr G Ladds (GRL)
Dr M T Harper (MTH)
Dr E Smith (ES)
Dr H van Veen (HVV)
Mr R Atance (RA)
Mrs J Boucher (JB)
Ms A Saez (AS)

Student representatives: None

UNRESERVED BUSINESS

TC.18.01 Apologies for Absence:
Dr L MacVinish, Professor C W Taylor – on sabbatical

TC.18.02 Minutes of the meeting held on the 16 March 2018:
Were confirmed

TC.18.03 Matters arising from the Minutes:

3.1 MVST Part I Committee Meeting

ESS had informed Chad Pillinger that the changes to exam timings (to interdigitate the timings of MVST/MedST/VST Part IA and IB examinations and hence distribute them over a three-week period) was acceptable.

TC.18.04 Matters to report:

4.1 Faculty Board meeting:
RMH reported that investigations were taking place into why UCAS application for the Biological Sciences option in NST had shown some decline in recent years.

4.2 Biological Sciences Committee
Meeting had not taken place.

4.3 MVST Part I Committee Meeting
Meeting due to take place on 3rd July 2018.

TC.18.05 Student Feedback

5.1 MODA (ESS)
ESS reported on two main points of the students’ feedback but considered that, overall the course went well:
- D Bulmer: Student Rep responses were positive but online feedback felt that delivery was slow. DB aware of problems and will change for next year. No major concerns.
- J Brearley: quite good although it has been agreed she will not be teaching on the topic of pain next year. She will continue with analgesia and sedation.

5.2 NST IB Pharmacology (GRL)

GRL reviewed the students’ feedback and reported:
- There was some concern at relatively low attendance and dissatisfaction by those who did attend Dr Fan’s lectures.
- J Elvin (Drug Discovery): good
- Dr P. Newham (AZ): did not appear to deliver his lecture and was uncontactable. He has been removed for next year.
- There was some concern with the Trace Analysis demonstration. This appeared to be due to the fact that some students were familiar with the question format from their supervisions, whilst others were not.
- Unknown Drug session was poorly attended/received.

Overall course evaluation indicated that the NST IB Pharmacology Course meets the students’ expectations, they liked the course and would highly recommend to future IB students.

5.3 Part II/BBS (MTH)

42% of the course completed the feedback survey with the majority of the responses achieving 4 out of 5. The overall impression of the course is favourable though with scope for improvement. There are a variety of divergent opinions, with some students highlighting the lecture content as one of the course’s best features, whereas others finding the course too focused on biochemistry or structural details. Discussions groups, supervisions and marked essays all require some attention.

Discussion groups: Good comments for one group in particular, less so for two of the others where students felt that the supervisors seemed unfocused and unclear. Students didn’t know what was expected from them or what they were meant to get from them.

Supervisions and marked essays: No student rated the supervisions as very useful. The meeting agreed that Supervisions need to be made useful or abandon them altogether. Various ideas were discussed such as only those submitting an essay to be offered a supervision. MTH will draw up guidelines for approval by this Committee.

ACTION: MTH

Post Meeting note - See RMH email:

“Following the discussion at TC, this is what we say for Part II [in “Supervision Norms” submitted by the Department to the Senior Tutors’ Committee and approved by that body]:

16 to 20 hrs/year.

8 project supervisions; 8 in discussion groups of 10, plus variable numbers of supervisions on request. The Department does not wish to prescribe the number of private study hours as student needs vary.

There is concern that students are dropping lecture courses as they feel that they are able to predict exam questions – hence discard portions of the course. It was agreed that one approach might be to set more in-depth questions, but this would mean dropping some lectures and/or changing the
structure of the exam papers. MTH to look at this issue over the coming months with Walid Khaled who is due to be Senior Part II Examiner in 2018/19.

ACTION: MTH/WTK

Another concern is the “closeness” between Biochemistry and Pharmacology subject matter. MTH to head a sub-committee to look at this issue in time for the new academic year.

ACTION: MTH

HvV arrived

5.4 Online feedback

Full details were circulated to attendees prior to the meeting.

TC.18.06 Curriculum Consultative Meetings

6.1 MoDA (ESS)

ESS informed the Committee that Clinical lectures were going ahead. Trace analysis will not be included next year. Information to be sent out late September. Vets are performing less well than Medics – possible reasons for this were discussed.

6.2 NST (GL)

GL reported that a group had met to discuss changes. Students enjoy the course so only minor improvements to be made:

- Bring In-silico forward.
- HWV will be on sabbatical - RMH/JME will cover
- ACL will be contributing to two new lectures on growth factors before the anticancer lecture from WTK.
- An AZ collaborator will be sought to deliver one lecture related to the drug industry.

JME informed the committee that LSI will not be lecturing next year as she will be on sabbatical during the Michaelmas and Lent terms. JME offered to cover LSI’s Pharmacokinetics lectures.

TC.18.06 LTR Update (LJM/JB)

JME reported that, although the outcome from the recent LTR was still awaited, he had received a comment that students felt safe and supported by the Department.

TC.18.07 Any Other Business

ESS informed the Committee that he will be taking Sabbatical leave in two years’ time. LJM will take over as MoDA course organiser for the duration of ESS’s leave. ESS intends to recruit someone to cover his 4xPDN lectures who, it is hoped, will continue in the.
DEPARTMENT OF PHARMACOLOGY

Unconfirmed Minutes of Teaching Committee Meeting

Held on Tuesday, 25 September 2018 at 9.15 a.m. in the Seminar Room

Attending: Dr R M Henderson (RMH) – Chair
Dr M T Harper (MTH)
Dr L J MacVinish
Dr E Smith (ES)
Mr R Atance (RA)
Mrs J Boucher (JB)
Ms A Saez (AS)

Student representatives: None

TC.9.18.01 Apologies for Absence:

Professor Edwardson, Dr Ladds and Dr van Veen

TC.9.18.02 Minutes of the meeting held on the 20 June 2018

Were confirmed

TC.9.18.03 Matters arising from the Minutes:

Part II changes dealt with under point TC.9.18.10.

Roger Atance arrived.

TC.9.18.04 Examiners’ Reports:

4.1 Senior Examiners’ Reports:

All reports positive.

4.2 External Examiners’ Reports:

Prof M Randall – should have written about all three papers before being sent to the Vice Chancellor. His concern that more vet students failed at 2nd MB than medics is noted. The results of the Second MB resit exam. 24 candidates. Two medics and one vet failed.

Prof K Dora – she has made suggestion regarding student vivas – however it was noted that this is at the discretion of the External Examiner and so this would be entirely within her role to decide who gets a viva and who does not.

TC.9.18.05 Allocation of examiners:

The timetable has now been distributed.

(a) James Hockley is training in examining in NST IB.
(b) Paul Miller has been included and will then be Senior Examiner for 2019/2020. ESS(Senior in 2018/19) will discuss with him.
(c) MTH will continue on NST IB when PM is Senior in order to provide advice and continuity.
(d) Walid Khaled will be Senior Part II Examiner.
(e) Taufiq Rahman will be Senior MoDA Examiner.
(f) Looking at Part II for 2019/20 – suggested that Cath Lindon as Senior Examiner. Discuss further during Easter Term 2019.

TC.9.18.06  Course Handbooks:
ESS has added FAQs which will include:
- Drug lists
- Feedback
- Removal of Trace Analysis

Helpful comments from Clinical Pharmacists at Addenbrookes and the WSH which confirms that our MoDA handouts while requiring some updating don’t need huge modification. All lecturers have been alerted to the modifications suggested by the prescribing leads and lecture handouts will be modified accordingly.

Clinical lectures. The intention is that the Clinical Lecturer should interact with the lecturer providing the core material. ESS will remind both of this fact prior to the lectures.

Part II and NST IB Course Handbooks have not changed much other than some minor updating.

67 have signed up for NST – an increase from the previous year.

TC.9.18.07  Peer Review:
This was changed in 2017-18 from previous years with UTOs divided into pairs. It is hoped that more people will take part in the future.

RMH commented that the PVC was keen on the appraisal procedure.

It was felt that Peer Review was a good foundation to build on.

TC.9.18.08  Lecture Capture:
Reference to Prof Virgo’s letter. It was agreed that the Department should agree to lecture capture following refurbishment as it was not sensible to capture just individual sessions.

TC.9.18.09  2nd MB revision sessions:
There were 24 students taking resits. 13-people turned up for the session after being informed in June and emailed directly.

The survey showed that it was worth organising and will be repeated next year.

The session focussed on the practical paper. Model answers needed for MoDA.
TC.9.18.10 Part II changes 2018-19

(a) MTH reported on changes to Discussion Groups. Notifications have not been sent yet but he has spoken to both David Bulmer and Paul Miller.

(b) Details of changes to supervisions and essay marking have been circulated with all lecturers having been advised of expectations.

(c) A Moodle site has been set up which will enable MTH see what students have signed up for in terms of supervisions and also which lecturers have offered supervisions.

(d) Supervisors should complete Camcorss Supervision Report.

(e) MTH has uploaded some pre-reading materials on Moodle and gives him the opportunity to see how many students have accessed the site (currently more than 50%).

(f) Projects offered have reduced from 35 to 32. MTH is still struggling to find enough external supervisors (one has already dropped out) a problem exacerbated by the number of staff on sabbatical in 2018/19. It was agreed that Senior Postdocs can cover some project supervisions and this should be encouraged for those senior enough to run, and supervise, the projects. PIs to be consulted in advance.

(g) There are substantial changes to the timetable which may cause issues with one BBS student who intermitted last year but has now been given approval to return in January. Her College are however confident that she will arrive in Michaelmas.

(h) Gavin Jarvis will continue to cover the Statistics Course. Losing use of the Library will cause a problem as computers in the Craik Marshall Building do not have the PRISM software. Abbi Abbioui is unhappy with loaning the Department’s computers. An alternative would be to buy a small number of one-year licences at a cost of £300-400 in total. It was agreed that this should go ahead for use on computers in the Teaching Lab.

(i) Case Studies have been arranged with five (male) speakers.

(j) Project allocation system:
   a. MTH to be provided students with project choices
   b. students can then decide on their favoured projects
   c. MTH runs an algorithm
   d. they are given a week when then can swop for a mutually agreeable project but they will need to email MTH to request this

TC.9.18.11 Project Hadar Update. Teaching implications:

(a) A delay in the start date for major works means that the Lecture Theatre, Library and Common Room will continue to be usable throughout the Michaelmas Term.

(b) The School has agreed to fund the upgrade of the network cabling in the Main Building.

(c) Case Studies have been arranged with five (male) speakers.

TC.9.18.12 LTR Update:

Still awaiting feedback.

TC.9.18.13 The Copyright Licensing Agency (CLA) Scanning Licence – implications for Part II Moodle Site:

A long discussion took place as to how to overcome issues that this will cause with two options being put forward:

Option 1: statement on the Moodle screen saying that documents must not be distributed
Option 2: statement on each document

MTH is investigating the feasibility of producing a Course Pack containing all documents required for the year however this only covers lecture material and not research papers posted on Moodle. Ensure that Library Skills covers the issue of accessing research documents.

When giving a lecture issue a reference list. If a student can’t find the document then they will be required to contact the lecturer who may then email them a copy of the PDF of published research paper(s).

**TC.9.18.14 Any Other Business**

None

**Date of next meeting**

Friday, 30 November 2018 at 11.00 a.m.

Meeting ended: 10.25 a.m.