Department of Pharmacology  
Unconfirmed Minutes of Teaching Committee meeting  
held on Friday 2\textsuperscript{nd} December 2016 at 9.15 am in the Seminar Room

Attendees: Prof Mike Edwardson (JME) – Chair, Dr Lesley MacVinish (LJM) – Secretary, Prof Colin Taylor (CWT), Dr Matthew Harper (MTH), Dr Ewan Smith (ES), Dr Hendrik van Veen (HVW), Roger Atance (RA) and Amparo Saez- notes (ACS)

Student representatives: Timothy Rajaratnam (Part II Student BBS)

UNRESERVED BUSINESS

1. Apologies for absence: Dr Robert Henderson and Dr Graham Ladds.

2. Minutes of the meeting held on 10\textsuperscript{th} June 2016: Approved

3. Matters arising from the minutes: None

4. Matters to report

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

   4.2 MVST Committee meeting (LJM)
   LJM pointed out Meds and Vets will be separated in two Tripos and that any reorganisation could have some limited impact on some timetabling and examining aspects. In general the level of impact will be low because much of the teaching will still be common (as it is at present).

5 Senior Examiner’ Report

   Noted by the Committee.

6. External Examiners’ Reports and replies

   Noted by the Committee.

   6.1 The MoDA External suggested that the Department should provide a mark scheme for the practical exam papers so that students would know how much each question/section is worth within the examination. The Cttee felt that this was unnecessary, as examiners should have flexibility in their marking schemes. Student reps said that they, and supervisors, would find useful if the Department marking schemes for previous exams were shared. LJM suggested we the marks apportioned to each section (marking scheme) on past exam papers stored in Moodle.

Student Feedback

7 NST IB Pharmacology (HWVV)
The course was generally well received. The main issue presented by the students was they were slightly disappointed with Chick Bivento Practical as those doing NB and Pharmacology had some similarity in these practicals. Since we will no longer be contributing to NB going forward this is now a non-issue.

Further to students’ feedback suggestions, it was agreed that:

**Action:** RA will update windows in order to avoid the computers freezing.
**Action:** RA will get colour coats for demonstrators in the practicals.

8. **MODA (LJM)**
   The course was generally well received however there were some areas which required addressing
   - Demonstrators are not as helpful as they could be. It would be appreciated if they provide more assistance and guidance. Advice – UTOs running practicals should ensure that they have met with demonstrators in advance of a practical session to discuss. (Item further discussed under Reserved Business)
   - Heart Practical: issues with getting computer set up – clear advice in hand out on how to switch between screens plus the programme comments of poor design (having to drag tubes etc.) and especially difficult to record results, but students understood issue of 3Rs and why we have resorted to computer aided learning.
   - Clarification across course of how “key” drugs are listed in slides/hand outs, i.e. use of bold text. Consistency required.
   - Bring back the comments sections at the end of the feedback form.

9. **Part II/BBS (CWT)**
   The course was generally well received.
   There were a few comments:
   - Notify students ahead of lectures when hand out will not be printed.
   - Unsolicited offering of supervisions, but ideally not immediately after lectures.
   - Synopsis of why references are interesting/relevant is useful.

10. **Online feedback**
    The response rate for online feedback was poor compared with was expected and therefore views expressed in this context not representative

**Action:** Roger will ask Abbi to advise on more effective gathering of feedback

8. **AOB**

None
DEPARTMENT OF PHARMACOLOGY

Unconfirmed Minutes of Teaching Committee Meeting

Held on Friday, 17th March 2017 at 9.15 a.m. in the Seminar Room

Attending:  
Dr R M Henderson (RMH) – Chair  
Prof J M Edwardson (JME)  
Prof C W Taylor (CWT)  
Dr L MacVinish (LJM) – Secretary  
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 R Braggins (RB)  
Mr T Rajaratnam (TR)

UNRESERVED BUSINESS

TC.17.01 Apologies for Absence:

Received from Graham Ladds.

TC.17.02 Minutes of the meeting held on the 2nd December 2016:

Were accepted as a correct record.

TC.17.03 Matters arising from the Minutes:

(a) Feedback is now requested at the end of each practical session using the laptops. It is intended to extend this provision to cover lecture courses. A discussion took place as to when is the best time for this feedback to be requested to ensure the highest participation. It was decided that 10 minutes be allocated at the beginning of the following lecture to enable students to enter their feedback.

(b) Blue labcoats have been purchased for the use of demonstrators.

TC.17.04 Matters to report:

4.1 Faculty Board meeting:

RMH reported on points from the recent meeting:

(a) National Student Survey – need to encourage students to participate. Results from last year show that BBS students are more negative – is this because they would prefer project-based work, which is more embedded within the Department?

(b) A review of the degree classification has been carried out as some members feel that too much emphasis is placed on the 3rd year results. Various options were put forward but the final decision favoured keeping the existing formula. Following this decision support was given for the publishing of the rank order within the transcript and there was some support within this Committee as it was felt that there were too many students achieving 2:1 making it difficult to differentiate between them.

4.2 Biological Sciences Committee

RMH reported that there was nothing on the Agenda relevant to Pharmacology.
4.3 MVST Part I Committee Meeting

4.3.1 A decision was made last year to move the HNA exam to the beginning of Lent thus enabling students to focus on other elements of the IB course. This did not happen because of problems encountered with the PFP visits which could not be moved. The new option is to hold the exam in June along with other exams. Nothing will change in the immediate future and it therefore remains the responsibility of subject supervisors to motivate their students and to ensure that they don’t “dump” MoDA in favour of HNA.

4.3.2 A new MVST Committee has been convened (of which LJM is a member) to look at the reorganisation of exams within the Vet and Medics Tripos. LJM would be keen to see the exams within the 1A and 1B less compressed so that there could be a breathing space between them.

TC.17.05 Student Feedback

5.1 MODA

LJM reviewed the students’ feedback with the overall opinion being, “MODA is a very good course.” Suggestions:

- Useful to have revision seminars in Easter Term for ligand binding, trace analysis and pharmacokinetics.
- Helpful to have a PK simulator to go along with the seminar.
- Add information into the handbook for how to perform drug concentration dilutions.

5.2 NST 1B Pharmacology

HvV reviewed the students’ feedback with the overall course evaluation showing, “The NST 1B Pharmacology Course meets the students’ expectations. Students are happy with the structure – 3 main lecture courses each with good depth.” Suggestions:

- Issue worksheets for PK and binding practicals. This already in place on Moodle but perhaps make more explicit by incorporating core questions and providing more specimen answers.
- Would like more information on drug concentrations.
- Students would like some basic applied maths training even though this is already covered within the MIMS course.
- Student feedback was positive.
- MH does not feel that this course requires the 8 lectures assigned to him. Would be happy to reduce to 7 lectures, thereby allocating an additional lecture to ES.
- The Langendorff Heart/SimHeart Virtual Lab practicals were well received although there was some duplication within the subject matter. This needs to be removed.

5.3 Part II/BBS

- Feedback was positive.
- Students have asked for consistency in respect of handouts. It is preferable to receive these before the lectures.
- MH to find out from Gavin Jarvis whether he is prepared to deliver the Statistics module. If not, someone else will have to be approached. LJM has a contact.

ACTION: MH
- It is important that projects are tailored to the needs of the student such that all students have same research experience
- MH suggested that projects should be organised to make Friday a “non-project” day.

5.4 Online feedback (practicals):
- Endeavour to get feedback at the end of every practical.
- All practicals seem to have worked well with better responses than for lectures.
- Demonstrators have been praised as being helpful and knowledgeable.
- Thanks were given to RA for setting up and organising the practical classroom
- It was suggested that posters be produced, similar to the Athena SWAN, identifying what has been achieved as a result of the questionnaires. LJM to get template and will arrange to display on the teaching lab doors.

ACTION: LJM

5.5 Online feedback (lectures):
- RA reported that the comments reflected those of the practicals.
- Respondents are currently 10-20% - it would be good if this could be increased.

TC.17.06 Any Other Business

There was none.
DEPARTMENT OF PHARMACOLOGY

Unconfirmed Minutes of Teaching Committee meeting

held on Friday 16 June 2017 at 09.15 in the Seminar Room

Attendees:  Dr Robert Henderson (RMH) – Chair
           Prof M Edwardson (JME)
           Prof Colin Taylor (CWT)
           Dr Lesley MacVinish (LJM) – Secretary
           Dr M Harper (MTH)
           Dr G Ladds(GL)
           Dr E Smith (ES)
           Dr Hendrik van Veen (HWV)
           Mrs Julie Boucher (JB)
           Mr Roger Atance 09:25 (RA)
           Ms Amparo Saez (AS) - notes

Student representatives:  Mr R. Braggins (Part II NST)
                        Mr T. Rajaratnam (Part II BBS)

UNRESERVED BUSINESS

TC.17.07-Apologies for absence:
None

TC.17.08-Minutes of the meeting held on 17th March 2017:
Were approved

TC.17.09-Matters arising from the minutes:

TC.17.05.3  Dr Gavin Jarvis - teaching commitments for Pharmacology
Dr Gavin Jarvis has confirmed that he will possibly continue to teach MODA but he is not offering a Part II Project. The committee proposed Prof Alun Williams to take over GJ’s MoDA lectures - and Dr Anne Segonds-Pichon the Part II statistics workshops - if required.
Action: ES will contact Gavin Jarvis

TC.17.05.5  Online Feedback
This has been successfully instigated by RA at the end of practical blocks and will be continued throughout the next academic year.

TC.17.10-Matters to report
(a)  Faculty Board meeting(s) (RMH/JME)
    JME reported on the proposal that each Department should administer one of the combined courses – the suggestion being Maths for this Department. JME and LJM will meet with Sandra Fulton to explain the difficulties the Department would have due to its restricted administrative support. Action: JME and LJM to meet Sandra Fulton

(b)  Biological Sciences Committee (RMH)
RHM was unable to attend due to a clash in dates.

(c) MVST Part I Committee meeting (LJM)
There had been no meeting since March 2017.

**TC.17.11-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 inc 4 medics specific)</td>
<td>Dr R Henderson</td>
</tr>
<tr>
<td>Anthelmintic (2 lectures)</td>
<td>Dr J Gibson</td>
</tr>
<tr>
<td>Aspects of Veterinary Pharmacology (2 lectures)</td>
<td>Dr G Jarvis</td>
</tr>
<tr>
<td>Ectoparasite drugs (1 lecture vets)</td>
<td>Prof A Williams</td>
</tr>
<tr>
<td>Pharmacokinetics, drug metabolism and general anaesthetics (5 lectures)</td>
<td>Dr M Harper</td>
</tr>
<tr>
<td>Chemotherapy and anthelmintics (7 lectures)</td>
<td>Dr H W van Veen</td>
</tr>
<tr>
<td>Pharmacology of inflammation and Immunosuppression (6 lectures)</td>
<td>Dr E Smith</td>
</tr>
<tr>
<td>Neuropharmacology (5 lectures)</td>
<td>Dr D Bulmer</td>
</tr>
<tr>
<td>Veterinary neuropharmacology (3 lectures)</td>
<td>Dr J Brearly</td>
</tr>
</tbody>
</table>

Noted by the TC Committee.
**Action:** LJM and ESS to follow up with Dr Brearly to clarify her lectures with the suggestion of a change in focus.

**TC.17.12-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 (8 lectures)</td>
<td>Dr G Ladds</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 L Itzhaki</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>In silico drug design (2 lectures)</td>
<td>Dr T Rahman</td>
</tr>
<tr>
<td>Drug discovery</td>
<td>Dr P Newham</td>
</tr>
<tr>
<td>Drug discovery</td>
<td>Dr J Elvin</td>
</tr>
</tbody>
</table>
Noted by the TC Committee.

**TC.17.13 Student Feedback from NST Part IB Pharmacology (HWvV) (TC0616.1)**

HWV reported that the feedback was mixed but positive about the practicals. It was felt that the Exam Questions on Paper 1 were very broad and could have been essay questions. The Discovery Lectures were well received, helping students to identify the direction that they could take post-degree – students asked if these could be held earlier in the course.

NST Review Committee to be held before end-July.

**Action:** GL/LJM to discuss timing of Discovery Lectures

**TC.17.14 Student feedback MoDA (LJM/ES)**

LJM reported that no feedback had been received even though it had been suggested that emails would be acceptable. As there would be a new lecturer for 2017/18 it was important that feedback is received next year.

The introduction of on-line feedback at the end of practicals is working well.

**TC.17.15 Curriculum Consultative Committee Minutes**

The Minutes were reviewed.

**TC.17.16 Examining and CO duties 2017/2018**

The Committee commended Steven Hladky and Margery Barrand for their hard work – JME will write to thank them. A new Part II external examiner is required for the next academic year and the committee agreed that Kim Dora (Oxford) should be approached.

**Action:** JME to thank SH and MB. Also, contact Kim Dora

**TC.17.17 Any Other Business**

(a) Student Reps commented on a last minute supervision/seminar that had been led by Dr Fanwhich included new material. They asked that future last minute supervisions be tailored to student questions as new material at this late stage confuses and leads them to think that the material will be examined when, in this case, it was not. The Committee agreed on answering students’ questions but no new material should introduced.

(b) It was agreed that external lecturers are invited to the Curriculum Consultative Committee to assist them in understanding the course content. It was also suggested external lecturers receive information on the popularity of their questions. This might then allow them to tailor their lectures going forward.

(c) LJM suggested the instigation of a Curriculum Consultative Review Committee for Part II. **Action LJM and MH to discuss and arrange**

**End of Unreserved Minutes – Messrs Braggins and Rajaratnam leave**

The Department will revise guidelines about the revisions sessions held close to the exams.

**Dates of future meetings:**

Monday, 25th September 2017 at 9.15am (note change of date)
Friday, 1st December 2017 at 9.15am
Friday, 16th March 2017 at 9.15am
UNRESERVED BUSINESS

TC.17.01 Apologies for Absence:

Received from Mrs Julie Boucher.

TC.17.02 Minutes of the meeting held on the 2nd December 2016:

Were accepted as a correct record.

TC.17.03 Matters arising from the Minutes:

3.1 MoDA Neuropharmacology lectures for vets.

ESS informed the committee that after several contacts with Jackie the handout would be ready on time.

3.2 External Examiner for Part II.

LJM confirmed that Kim Dora has agreed to act as External Examiner for three years.

TC.17.04 Matters to report:

4.1 External examiner’s reports and replies.

The Committee looked at the reports. LJM informed the committee that the reports had been updated online.

MTH asked the Committee whether or not the department is going to break up practical questions (trace analysis, ligand and PK) into sub questions as was suggested in the report. The Committee discussed which would be the best way to allocate the marks if that happened. RMH suggested allocating a maximum total of 20 marks for these three practical questions, to include a maximum of four marks for “interpretation “and creating a statement at the top of the question explaining the mark scheme.

GRL suggested applying that scheme for NST too.

MTH on the other hand suggested including all three practical questions in one all-inclusive question.

The item will be discussed at the next meeting due nothing will be happening this year.

4.2 Senior examiner’s reports.

Noted by the Committee.
TC.17.05 Allocation of examiners 2017-2018 (LJM)

GRL suggested extending allocation for Senior examiner for more than one year. Nothing was agreed.

TC.17.06 Teaching lab budget (RA)

RA reported that the animal supplier from UK no longer existed and the new supplier come from Netherlands therefore there will be an increase in the price. At the moment, this is not a concern.

ACTION: RA

TC.17.07 Course Handbooks 2017-2018

GRL and MTH reported that the handbooks were ready and uploaded.

TC.17.08 Update on NST IB curriculum review (GRL)

GRL stated that after the meetings held by the Committee NST IB Curriculum Review, it was agreed that the structure of the new course would be split into 10 blocks of 5 lectures each and to include practical classes.

MTH pointed out moving PK back into Michaelmas term could be a problem.

It was agreed by the Committee that RA will be included in the next meeting to talk about feasibility of introducing the new practical for the next academic year

TC.17.09 Learning and Teaching Review update (LJM)

To note arrangements and proposed timetable:

1. It was agreed that the Visit of the Department of Pharmacology will take place during the First Week of Easter Term 2018. Liz MacRae (Pharmacology LTR Secretary) will be in contact with Pharmacology and the review panel to finalise the date.

2. Proposed deadline for ToRs end of November to give LJM and JB time to collate and get final document in order.

3. Submission of the documentation from the Department will be by the beginning of Lent Term and Should be sent to Liz (em430@cam.ac.uk).

TC.17.10 Peer review

LJM mentioned the relevance of continuing with the revisions with the new lecturers but also with the existing ones.

RHM brought up “Cambridge Centre Teaching and Learning” as a source of information.

GRL proposed creating 360-degree peer reviews with lecturers in pairs, reviewing each other (new/current lecturers with senior lecturers). LJM liked the idea and will put in place.

ACTION: LJM

TC.17.11 AOB

LJM informed the Committee that Gavin will continue with Part II Statistics workshops and PDN will be having these jointly with Pharmacology. Also, PDN will run a practical in our Teaching Lab.

MTH has already been contact with the PDN course organiser.