Notes on Availability of Faculty Minutes and Faculty Agenda.
Faculty Agenda and Minutes sections; a non-confidential section normally printed on white paper; and a confidential section, the "Appendix", normally printed on green paper and containing matters not to be divulged (Reserved Business) which will be tabled. Copies of the non-confidential section of the Faculty Minutes are deposited in the Veterinary Branch Library and are available at: http://INFO.VET.GLA.AC.UK

Members of Faculty have discretion to make their copies of Agenda papers available to any member of the teaching staff of the University, on an undertaking, in the case of the confidential papers concerning individuals, to preserve their confidentiality.

*ITEMS STARRED WILL BE DISCUSSED AND ALL OTHER ITEMS WILL BE TAKEN AS MATTERS OF REPORT UNLESS ANY MEMBER WISHES THESE ITEMS TO BE STARRED BEFORE THE START OF THE MEETING.

AGENDA

1. APOLOGIES
2. CONGRATULATIONS & WELCOME
   To record congratulations to:
   
   Janis Hamilton, Ruth Wallace and colleagues in the Small Animal Hospital on the 100% pass rate in the recent veterinary nursing examinations.
   
   Richard Reardon and Jonathan Withers who were both successful in the recent ECVS Diploma examination.
   
   
   Archial Architects Ltd and all those on the Project Team, on the new Small Animal Hospital being named Scotland’s best new building and scooping the prestigious Andrew Doolan Prize, run by the Royal Incorporation of Architects in Scotland, just days after winning the supreme award from the Glasgow Institute of Architects.
   
   Alison Mather, who was awarded first prize for the graduate student oral presentation competition held by the Association for Veterinary Epidemiology and Preventive Medicine (AVEPM), at the Conference of Research Workers in Animal Diseases in Chicago in December 2009.
   
   Sema Nickbakhsh whose poster entitled ‘Exploring possible regional variation in the effective control of avian influenza in British poultry’, was awarded second prize at the biomedical open day and postgraduate poster session on 20 November 2009.
   
   Professor Stuart Reid, who has been invited to be the keynote speaker and deliver the Wooldridge Memorial Lecture at BVA Congress in September 2010.

3. *FMG REPORT
   Dean to report.

4. *RESTRUCTURING
   Update from the Dean.
5. REPORT FROM ASSOCIATE DEAN (CLINICAL OPERATIONS)  
Faculty is asked to note the update on clinical activity within the Faculty.  

6. REPORT FROM ASSOCIATE DEAN (RESEARCH)  
Faculty is asked to note the update on research activity within the Faculty.  

7. REPORT FROM ASSOCIATE DEAN (LEARNING & TEACHING)  
Faculty is asked to note the update on learning & teaching activity within the Faculty.  
- to follow  

8. MINUTES & MATTERS ARISING  
8.1 *Minutes of Meeting of Faculty held on 21 October 2009  
8.2 *Matters Arising from Faculty.  
8.3 *Minutes of the Meetings of the Veterinary Research Committee held on 16 November 2009 and 27 January 2010.  
8.4 *Minutes of the Meeting of the Veterinary Learning & Teaching Committee held on 3 February 2010.  
8.5 *Matters arising from the Veterinary Learning & Teaching Committee: BVMS III Vet Pathology – change to course  
8.7 Minutes of the Meeting of the Veterinary Information Services Committee held on 25 November 2009.  
8.8 Minutes of the Meeting of the Veterinary Staff Student Liaison Committee held on 27 January 2010.  
8.9 Minutes of the Meeting of the Veterinary Ethics & Welfare Committee held on 2 December 2009.  
8.10 Minutes of the Meeting of the Veterinary Safety Committee held on 18 November 2009.  

9. *FACULTY ANNUAL MONITORING REPORT  
Faculty is asked to approve the Faculty Annual Monitoring Report to allow submission for consideration by the University Faculty Quality Assurance and Enhancement Officers Committee (Subcommittee of Senate)  

9. APPOINTMENT OF EXTERNAL EXAMINER  
To note the appointment of the following external examiner for the period 1 October 2010 to 30 September 2014.  
Veterinary Anatomy (BVMS I & II)  
Professor Stephen Carrington BVMS PhD MRCVS  

10. VISIT BY PROFESSOR PETER DOHERTY  
To note that Professor Peter Doherty, Nobel Laureate, will deliver a seminar ‘From vet school to Stockholm – hooked on discovery’, in the Robertson Trust Lecture Theatre at the Beatson Institute for Cancer Research, Garscube Estate on Monday 1 March 2010. The seminar will commence at 4.30pm and will be followed by an informal drinks reception. The seminar is open to students in all years but students in second, third year and fourth year are particularly encouraged to attend. All staff are encouraged and welcome to attend.  

11. TALK BY THE VICE PRINCIPAL (STRATEGY & RESOURCES)
To note, Professor Neal Juster, Vice Principal (Strategy & Resources) will address the Faculty on Wednesday 17 March 2010 at 2.30pm in the Illy Lecture Theatre.

12. GRADUATION
To note the dates of the following Graduation ceremonies:
Monday 28 June 2010
Tuesday 30 November 2010

13. DATE OF NEXT MEETING
Wednesday 23 June 2010 - Jarrett Lecture Theatre
1 HR

1.1 P&DR 2009
FMG noted that there were still a number of outstanding P&DR Summary Review forms to be submitted.

1.2 Staffing
The following replacements were approved:
- Orthopaedic Surgeon
- Soft Tissue Surgeon
- Veterinary Support Nurse
- Clerical Assistant, Operations Unit

1.3 Line Management Document
A document outlining the line management arrangements across the Faculty had been discussed and was now available on the Faculty Information Server. FMG were hopeful that this would assist colleagues’ understanding of where they fitted into the Faculty structure, and requested that the document be checked periodically at divisional level to ensure it was kept up to date.

1.4 Staff Attitude Survey
The Dean noted that overall the Faculty had fared well with the main concerns to be addressed being provision of feedback on performance to staff and communications.

2 LEARNING AND TEACHING

2.1 NSS 2009
The Associate Dean (Learning & Teaching) provided a summary of the NSS 2009. FMG were very happy with the report and the Dean indicated that the feedback on student space in particular contributed to a strong case for the proposed new Teaching/Social facility.

2.2 Royal Veterinary College Gateway Programme
The Associate Dean (Learning & Teaching) visited the RVC on 7 September to sign the Accord formalising the Faculty’s relationship with the RVC Widening Participation Programme. He received a communication from the Scottish Widening Access Programme advising that there are three individuals on this year’s programme at Stow College with an interest in programmes run at the Faculty of Veterinary Medicine.

2.3 Editorship of Moodle
Discussions between the Associate Dean (Learning & Teaching) and Heads of Divisions to find an appropriate staff member who would adopt responsibility for the editorship of Moodle are ongoing.

2.4 Extra Mural Studies
The RCVS are proposing to become more proactive in the monitoring of student EMS including annual visits to the vet schools. A number of issues had been identified, and the Associate Dean (Learning & Teaching) undertook to discuss these with the BVMS
Programme Board and report back to FMG with resource implications in terms of support staff and academic staff time.

2.5 Scholarship
Dr Tan Hwa Luck (alumnus) has agreed to fund a student scholarship in memory of Sir William Weipers.

3 CLINICAL SERVICES

3.1 Remuneration for on call and out of hours attendance
A paper has been submitted to FMG for consideration in respect of a review of the remuneration for on call rota and out of hours attendance.

3.2 Clinical Services Committee
The Clinical Services Committee are preparing a new strategy document in preparation for the restructuring process. Further input is required by the Veterinary Diagnostic Service before submission to the Faculty Management Group.

4 RESEARCH

4.1 Research Strategy
A further review of the Faculty’s research strategy was underway in preparation for the restructuring process, although the operational elements of the document prepared by the Associate Dean (Research) were being implemented with the assistance of the new Research Manager.

4.2 Memorandum of Understanding with the Institute for Animal Health
A Memorandum of Understanding has been signed with the Institute for Animal Health.

4.3 DTG Studentships
FMG noted that the deadline for DTG studentships was 10 January with interviews scheduled for 12 February 2010.

4.4 Joint PhD Studentship with The Moredun Research Institute
The Moredun Research Institute and the Faculty of Veterinary Medicine have jointly invested in funding a PhD studentship. The deadline for applications was 15 January 2010.

4.5 PGR Recruitment Performance 2009/10
FMG noted that although the recruitment process was fairly ad hoc, there were plans to introduce systems to streamline this. In particular the incongruity between applications received and how this translates to places offered and ultimately taken up was observed.

A particular area the Graduate School Committee considered of key importance in postgraduate recruitment related to increased participation in industrial collaborations through CASE awards, and it was agreed that this was an area that should be considered for further development.

A dedicated local Induction Session had been held in early October, with an expanded programme from previous years including speakers providing advice to the new body of students in the areas of statistics and ethics.

The BBSRC-funded 4-year PhD Programme was now underway. Professor Love commended the work undertaken by Dr Lesley Nicolson, who was the Course Co-ordinator for the Programme.
FBLS were in the process of putting on a bespoke scientific language course, and there would be an opportunity for individuals from this Faculty to attend this. In addition, a Supervisors Training Session would be offered locally for supervisors of postgraduate students. Colleagues were reminded that all current and prospective supervisors must commit to participate in one of these sessions for official recognition as a graduate supervisor. Attendance on a 5-yearly basis was mandatory.

FMG noted that the University were now less flexible in how they interpret the guidelines constraining the use of Roberts funds and these funds could no longer be used for internal training courses or conference support.

4.6 PhD Submission Survey
Professor Love noted that the Faculty performed very well with regard to submission rates, with a submission rate of almost 100%.

5 PLANNING AND RESOURCES

5.1 Restructuring
FMG noted that discussions were ongoing regarding the nature and number of research institutes in the College.

5.2 I&E for Year End 2009/10
FMG noted the Faculty was facing a £650k shortfall in its contribution target and colleagues were asked to consider where savings could be made in the non-pay budget.

5.3 H1N1 Swine Flu Emergency Planning
FMG noted that the number of cases of swine flu had diminished during the severe weather spell.

5.4 Supported Desk Top Policy
FMG noted that Microsoft support for XP would be withdrawn and that only 50 of 500 machines in the Faculty could be upgraded; the remainder would require to be replaced to support the move to Windows 7. A 3-year timescale was considered realistic. IT Services were keen for the Faculty to move to the University SSD7 but success would depend on transfer of a significant proportion of desktop support activities to ITS. FMG gave in principle support to the proposal to move to the University SSD7, rather than a Faculty developed variant of it, noting that resources would require to be identified. All staff (including research staff) were requested to contact the IS team when replacing PCs to ensure that the appropriate specification was sought. It was noted that the institutional implications were also likely to be significant.

5.5 Vice Principal for Strategy and Budgeting
The Vice Principal for Strategy and Budgeting, Professor Neal Juster will address the Faculty on Friday 5 March 2010 at 2pm in the Ilay Lecture Theatre.

5.6 PI Indirects
As a result of the pressure on the Faculty’s budget, a decision had been taken that indirect funds would no longer be available for use by PIs. Normally these funds were used to cover expenses such as travel to meetings and conferences and consumables for postgraduates. Although it was noted that the Faculty has a budget for Conference & Research Support, the Associate Dean (Research) agreed to prepare a paper addressing some of the concerns arising from this new policy.

5.7 Cochno House
FMG noted that the current estimate for repairs at Cochno was approximately £1.5M and unfortunately, no budget was available to meet these costs. The process for repairing the long term damage at Cochno House had been halted.
5.8 **Budget 2010/11 to 2013/14**

The Dean reported that he had attended a series of meetings at the Centre regarding the restructure with the main theme being how to find efficiencies and savings across the board as the University would be facing a deficit in the future. This would have an impact on plans for investment in capital projects. The Principal has reiterated that the restructure is not to be confused with any efficiencies which have to be made.

The Dean reported that as at January 2010 the Faculty had met £1.2M of the £1.4M contribution expected for this year. There is a possibility that the Faculty will receive extra KTG funding.

The Deputy Dean advised that new appointments may have to be made on a fixed term contract basis.

5.9 **Student Lifecycle Project**

The Director of Student Services, Mrs Christine Lowther, attended FMG and provided an update on the Student Lifecycle Project, which will replace local systems and link into the new HR system, Agresso, Research systems, the University Room Booking and Timetabling systems and Moodle, and will provide a more robust and efficient management information source. SLP Co-ordinators for all departments in Faculties and University Services would be appointed to ensure that everyone is ready for ‘go live’ which is scheduled for September 2010. The Faculty Secretary would be the Faculty’s SLP Co-ordinator and would work closely with the Associate Dean (Learning & Teaching) to ensure appropriate academic input. A series of roadshows for senior academics, course leaders and senior administrators was being organised.

6 **ESTATES AND BUILDINGS**

6.1 **New Teaching/Social Facility**

Approval has been given for the design fees for the new building; however, a paper is awaited from the VP Strategy & Budgeting following the last Capex Committee Meeting before any further progress can be made with the proposal.

7 **EXTERNAL RELATIONS**

7.1 **Media Activity**

The new Small Animal Hospital was named Scotland’s best new building at an awards ceremony held at the Scottish Parliament on 20 November 2009 and scooped the prestigious Andrew Doolan Prize, run by the Royal Incorporation of Architects in Scotland, just days after winning the supreme award from the Glasgow Institute of Architects.

The Small Animal Hospital had featured in a comprehensive article in the Telegraph at the end of December, which had significantly raised the Faculty’s profile. This had led to a renewed series of enquiries from journalists and documentary makers.

7.2 **McCall Lecture 2010**

Professor Sandy Trees has agreed to deliver the McCall Lecture in 2010, with a date in October to be confirmed.
University of Glasgow
Faculty of Veterinary Medicine

Faculty
17 February 2010

Report from Associate Dean (Clinical Operations)

1. Building Projects

1(a) The installation of the linear accelerator into the new Small Animal Hospital is still causing some concern. Discussions between the University, the providers (Siemens) and the building contractors have been complex and prolonged. It is hoped that the installation will commence before the end of this month.

1(b) The official opening dates for both the Scottish Centre for Production Animal Health and Food Safety and the Small Animal Hospital are still being discussed.

2. Marketing and external relations

2(a) Sarah Hunter has been appointed as Development Officer for the Faculty of Veterinary Medicine. Her remit is to develop and implement an alumni programme and an effective fund-raising campaign for the Faculty of Veterinary Medicine. Sarah is based at the Development and Alumni Office in the main University.

2(b) Donations are still being received for the Small Animal Hospital and the Scottish Centre for Production Animal Health and Food Safety projects and a recent significant donation of £50,000 was received from Lady Clark, following a recent visit to the Hospital.

2(c) Media interest in the clinical activities of the Faculty continues.

3. Staffing

3(a) John Marshall has accepted a lectureship in Equine Surgery and starts on the 1 June 2010. Allison Haley has been offered the post of University Veterinary Clinician in Neurology and hopefully will start in September 2010. Ignacio (Nacho) Calvo has been appointed to University Veterinary Clinician in Small Animal Orthopaedics. Kinley Smith has accepted a residency in Small Animal Surgery and Caroline Kisielewicz has accepted a residency in Internal Medicine. It was not possible to fill the Chair in Small Animal Orthopaedics. Two posts in Small Animal Surgery have recently been advertised and interviews for a lectureship in Veterinary Pathology will take place later this month.

3(b) Dr Timothy Parkin has been appointed to Senior Fellow in Clinical Research and will take up this post on the 22 February 2010. Dr Parkin’s remit will be to drive forward the Faculty’s clinical research agenda. Dr Parkin will join the Clinical Services Committee and a mechanism will be put into place to help grow our clinical research contributions.

3(c) Clare Knottenbelt was appointed Acting Director of the Small Animal Hospital in October 2009. A new management structure for the hospital was introduced.

3(d) Professor Sandy Love was re-appointed as the Clinical Director of the Weipers Centre for Equine Welfare.
4. Finance

4(a) The Small Animal Hospital is slightly behind budget at the present time. There was a drop in case numbers following the move into the new Hospital. Case numbers have now, more or less, returned to last year’s level, although, total income is less than expected. Expenditure is still causing some concern, particularly locum and overtime payments. The Weipers Centre is slightly ahead of budget despite case numbers being less than this time last year. Veterinary Diagnostic Services are more or less on budget.

4(b) A number of courses have now been planned for the CPD Unit, for both this year and for 2010/11. This is a significant improvement on previous years. Ensuring that the courses are well attended is the next challenge.

5. Other

Initial discussions with SAC have been initiated to explore possible collaborations between VDS and their laboratory services. These discussions are very much in the early stages and no formal arrangements will be made without Faculty’s approval.

The Clinical Services Committee is currently discussing the strategic plan for the Faculty’s clinical service units, ahead of re-structuring.

Revision of out-of-hours payments for clinical staff is still under discussion.
University of Glasgow

Faculty of Veterinary Medicine Meeting – 17 February 2010

Research Update
Cover Sheet

Massimo Palmarini & Maria McPhillips

Brief Description of the Paper
Update on research activity within the Faculty

Action Requested
The Committee is asked to note the attached paper and the information presented therein
Faculty Meeting 17 February 2010: Research Update

- More than 20 grant applications, ranging from fellowships to large programmes, have been submitted by members of the Faculty since November 2009.

- Of particular note, Jim Neil and Ewan Cameron have submitted an application for renewal of their programme grant support to LRF and CRUK and a site visit from these funders is planned for 9 March 2010.

- In addition, Massimo Palmarini & Jim Neil recently submitted an application to the Wellcome/Wolfson Capital Award scheme in support of the ‘Laboratory of Comparative & Veterinary Virology’ to be located within the new Centre for Virus Research.

- Notable grant application successes include 2 BBSRC CASE PhD studentships awarded to David Eckersall. Rowland Kao has also recently secured a Lord Kelvin & Adam Smith fellowship to support a PhD studentship.

- Over the last few months, Sarah Cleaveland has been involved in a number of successful grant applications including:
  - ‘Understanding how a complex intervention works: designing large-scale vaccination programs’ - awarded by MRC to Dan Haydon, Sarah Cleaveland & Rowland Kao
  - ‘Towards the strategic control of endemic foot-and-mouth disease: new techniques for a neglected problem’ – awarded by BBSRC/DFID to Sarah Cleaveland, Dan Haydon & Richard Reeve
  - ‘Development of a vaccination strategy for the control of malignant cattarhal fever’ – awarded by BBSRC/DFID to a consortium including Sarah Cleaveland

- In November, the University received an award letter from the MRC to support the establishment of the MRC/University of Glasgow Centre for Virus Research. This award includes a contribution of £6 million towards the construction of a new building to be sited on the Garscube campus.

- A Funding Bulleting providing information on upcoming funding opportunities has recently been launched. This bulleting is currently circulated fortnightly via the ‘research-interests’ distribution list, anyone interested in receiving this bulleting should contact Maria McPhillips.

- A seminar series specifically aimed at post-grad students and post-docs in the Faculty of Veterinary Medicine has recently gotten underway. The purpose of this new research network seminar series is to enable postgrads and postdocs to showcase their work, develop new collaborations, and get to know each other. Meetings take place every fortnight on Thursdays from 4 to 5 pm in Ilay Lecture Theatre.
Minute of Meeting of FACULTY of VETERINARY MEDICINE held on
Wednesday 21 October 2009 at 3pm in the ILAY LECTURE THEATRE

Present: Professor SWJ Reid (Convener), Professor TJ Anderson, Mr D Barrett, Professor D Bennett, Professor ER Cameron, Ms SE Chiodetto, Mr S Crowe (GUVMA), Dr K Ellis, Professor N Evans, Professor I Jeffcoate, Dr R Kao, Ms C Knottenbelt, Dr C Loughrey, Professor S Love, Ms A Macrae, Ms A Mather (Postgraduate Representative), Dr M McLaughlin, Mr M McLaughlin, Professor D Mellor, Professor I Morgan, Mr B O’Neil, Professor M Palmarini, Dr T Parkin, Professor J Patterson-Kane, Dr A Philbey, Dr T Rich, Dr J Robinson, Mr K Ross, Dr F Scott-Park, Mrs P Sharp, Mr W Steele, Professor M Sullivan, Professor A Tait, Mrs J Wason, Professor B Willett and Dr T Wittek

Apologies: Mr A Auckburally, Mr R Bell, Dr S Cleaveland, Professor E Devaney, Professor PD Eckersall, Dr J Edgar, Dr M D Flaherty, Mr G Hammond, Mrs J Hammond, Dr M Hosie, Dr M Jackson, Professor R Jarrett, Professor D Logue, Dr D McKeegan, Dr L Nicolson, Professor J Parkins, Mr C Patterson, Mr P Pollock, Professor I Ramsey, Professor A Taylor, Professor DJ Taylor, Ms L Tracey (GUVMA), Mr L Voûte and Dr P Yam

Attending: Mrs CE Hutchinson (Clerk)  
By invitation: Ms M Boyd (SRC)

543. CONGRATULATIONS & WELCOME
On behalf of Faculty, the Dean recorded congratulations to:

Kathryn Ellis and Joachim Kleen on passing the European College of Bovine Health Management examination.

Thomas Wittek, on receiving the J & G Bruns Award for innovative veterinary research, which he would receive at the General Meeting of the German Veterinary Association on 23 October 2009.

Lisa Boden on passing the Diploma of the European College of Veterinary Public Health examination.

The Dean welcomed Ms Paula Sharp, Faculty Commercial Director, Ms Morven Boyd, Vice-President (Learning and Development), Students' Representative Council and Mr Steven Crowe (GUVMA President), to the meeting.

544. FMG REPORT
The Dean noted that FMG had dealt with a number of items of business that were not otherwise covered in the reports of the Associate Deans, and Faculty received the following report of meetings of FMG held between 1 July 2009 and 7 October 2009:

544.1 HR
544.1.1 P&DR Scheme Review
The Executive Summary of the P&DR Review conducted in November and December 2008 was discussed. The report outlined the details of the P&DR Review including information gathering techniques, results and recommendations. The inadequacy of the Staff Activity Profile was discussed; particularly the scoring and the requirement to review how the Faculty cross reference workload information. FMG and the Faculty HR Manager will take forward the recommendations for the next P&DR round.

The current P&DR round was to be completed by 30 September 2009. The last two years’ performance should be taken into account in the forthcoming Recognition & Reward round, given that the scheme did not run last year. The P&DR is now closely linked to the Professorial Review.

544.1.2 Staffing
The following were approved:
- University Clinician in Small Animal Oncology
- University Clinician or Lecturer in Equine Surgery
544.1.3 Process for Consideration of Vacant Posts
There is a new pro forma for post requests which can be found on the Faculty intranet at: http://info.vet.gla.ac.uk/faculties/vet/info/operations/humanresources/

544.1.4 Extra Holidays
The matter of extra holidays had been referred to the Senior Management Group to obtain an agreed position relative to the arrangements for academic leave given the net gain of 1.5 days for support staff in 2008.

544.2 LEARNING AND TEACHING
544.2.1 Veterinary Biosciences Leadership
Professor Mark Roberts would be taking over the leadership of BSc programme from Mr David Barrett.

544.2.2 Intercalated Degrees Champion
Faculty noted Dr Chris Loughrey had agreed to take an overview of this important opportunity for our BVMS undergraduates. He had updated Moodle and there would be a seminar for 3rd year students on 4 November 2009. It was noted that Dr Loughrey would be the point of contact for both students and staff who have queries regarding intercalated degrees.

The Dean commented that Glasgow had the lowest intercalated degree uptake of any of the other veterinary schools and hoped that Dr Loughrey would make improvements to this ranking.

544.2.3 National Student Survey (NSS)
The Dean was very happy with the NSS report and indicated that in particular the feedback on student space contributed to a strong case for the proposed new Teaching/Social facility. Faculty noted the results would be posted on the Faculty web page.

544.2.4 Royal Veterinary College (Gateway Programme)
Faculty noted the Associate Dean (Learning & Teaching) visited the RVC on 7 September to sign the Accord formalising the Faculty’s relationship with the RVC Widening Participation Programme. He received a communication from the Scottish Widening Access Programme advising there are three individuals on this year’s programme at Stow College with an interest in programmes run in the Faculty.

544.2.5 Editorship of Moodle
It had been agreed that the Associate Dean (Learning & Teaching) would consult with Heads of Divisions to find an appropriate staff member who would adopt responsibility for the editorship of Moodle.

544.2.6 Support for staff taking postgraduate degrees in the Faculty of Medicine, Centre for Educational Scholarship
FMG discussed the Masters Degree in Health Professions Education being offered by the Faculty of Medicine from September 2009. With the increasing emphasis on teaching quality in the HE sector by accrediting bodies, FMG were of the opinion that this was a worthwhile programme for teaching staff. The Associate Dean (Learning & Teaching) was asked to circulate an email to teaching staff inviting notes of interest. FMG would consider the applications and a decision would be made on the fee waiver based on strategic planning, P&DR and personal career progression.

544.3 CLINICAL SERVICES
544.3.1 New Small Animal Hospital
The Dean reported that the move into the new Small Animal Hospital had gone very smoothly and staff had settled in well. Colleagues involved in the move were thanked for the commendable team effort.

544.3.2 The Scottish Centre for Production Animal Health and Food Safety
The Dean confirmed the official opening of the Scottish Centre for Production Animal Health and Food Safety would be an entirely separate event from the opening of the new Small Animal Hospital.
544.3.3 Proposed CPD Fee Structure
Faculty noted the Associate Dean (Clinical Operations) was working closely with the new Commercial Director to formalise the levels of payment for CPD.

544.4 RESEARCH
544.4.1 Research Strategy
The Associate Dean (Research) was progressing well with meetings with Heads of Division to develop the strategic direction of research in the Faculty and where to best concentrate resources in terms of support.

544.4.2 BBSRC
The visit by the BBSRC Head of Training Programmes had been successful and he was very enthusiastic about the DTG programme. The Dean noted that this would put the Faculty in good stead when applying for renewal next year.

Four students would commence on 25 September, three veterinarians and one non-veterinarian. Novartis had agreed to fund two industrial CASE awards on animal health. In the first year of this four year programme 38 half day teaching sessions had already been organised.

544.4.3 Research Network Seminar Series /Prize Lecture
Faculty noted that a new research network seminar series was proposed and would commence in the new year. The Associate Dean (Research) would meet with the postgraduate students and post-docs to organise this and a committee would be set up, consisting of students and post-docs, to run the programme. Each year a prize lecture would form part of this series and an external speaker selected and invited to attend by the students and post-docs. The overall aim was to encourage a closer interaction between the two groups and foster an enhanced intellectual environment. Further information would be circulated in due course.

544.4.4 Institute for Animal Health
Professor Palmarini and Professor Tait were scheduled to visit the IAH on 2 November 2009 to have discussions with the Director and Deputy Director with a view to establishing formal links between GU and the IAH.

544.5 PLANNING AND RESOURCES
544.5.1 FMG Away Day
The Away Day discussions were focused on the future shape and direction of the Faculty and to identify areas for protection and future investment. A current challenge for the Faculty was how to ensure P&DR more directly supported Faculty's objectives and aspirations. However it was not possible to bring forward a detailed plan at present pending changes in REG (previously QR) resource allocation and the proposed restructuring of the University.

544.5.2 H1N1 Swine Flu Emergency Planning
The Clerk of Senate had written to Deans and Faculty Secretaries to report that an Emergency Planning Group had been set up at institutional level. Associate Deans, with assistance from unit managers, have been asked to look at what plans should be put in place with respect to teaching activity, clinical services, research and operations. FMG effectively would be the emergency planning group and Swine Flu Emergency Planning would be a standing item on the FMG agenda. Faculty noted that staff and students who experienced flu symptoms should be encouraged to stay at home.

544.5.3 Restructuring
Following the Dean's talk to staff on the proposed restructuring of the University, the Dean asked FMG to be proactive as a management team and to provide input into how the Faculty would merge with the Medical and Biomedical & Life Sciences faculties. He stressed the importance of retaining the Faculty's professional identity and of maximising opportunities. Outline plans were to be in place for the Senior Management Group Away Days on 28 and 29 October.
544.5.4 I&E for Year End 2008/09
The Dean reported that for the last five years, the Faculty had come in slightly ahead of budget and at the year end, would do likewise for 08/09. He stressed that next year would be particularly challenging as the Faculty contribution would increase by circa £1.3M.

544.5.5 Vice Principal for Strategy and Budgeting
The Vice Principal for Strategy and Budgeting, Professor Neal Juster, had expressed an interest in attending meetings of Faculty and Faculty Management Group. He would address the Faculty on Thursday 26 November at 11.30am in the McCall Lecture Theatre. (Clerk’s Note: rescheduled to Wednesday 17 March 2010 at 2.30pm in the Ilay Lecture Theatre)

544.6 ESTATES & BUILDINGS
544.6.1 New Teaching/Social Facility
An outline plan for the new teaching/social facility had been drawn up and meetings were taking place with architects. It was hoped this project would be completed before the next AVMA and RCVS/EAEVE visitations.

544.7 ADMINISTRATION
544.7.1 Convener of the Veterinary Safety Committee and Representative on the University Health, Safety and Environment Committee
The Dean confirmed that Professor Ian Ramsey had taken on the role of Faculty Safety Officer and convener of the Faculty Safety Committee.

544.7.2 Housekeeping
Colleagues were reminded to ensure their areas were kept tidy and free from obstructions.

544.8 EXTERNAL RELATIONS
544.8.1 Media Activity
The Dean recorded his thanks to all staff involved in the Faculty’s Media Day at the Small Animal Hospital on 9 September 2009. It was a huge success with television coverage by both BBC and STV news, local and national broadsheets, and local and international radio.

The Dean noted that the coverage had led to a whole new series of enquiries from journalists and documentary makers. He indicated that whilst the Faculty would explore any appropriate opportunities with colleagues in Corporate Communications, any decision to take the media interest forward would be taken following consultation with colleagues locally, with a view to creating as little disruption across the Faculty as possible. Colleagues were encouraged to submit any comments or views to the Dean’s Office.

545. NATIONAL STUDENT SURVEY
The Dean presented a summary of the NSS 2009, and noted that the University of Glasgow Faculty of Veterinary Medicine continued to have the highest response rate of the UK veterinary schools. Overall satisfaction expressed about the experience was 90% which again met the University’s KPI for this area. The main concerns were related to feedback and Professor Anderson proposed to engage with the GUVMA officers to seek clarification on exactly what expectations the students had. An update would be provided at the next meeting.

ACTION: TJA

546. RESTRUCTURING
The Dean delivered a presentation outlining the key elements of the proposed restructure of the University. Faculty were reminded that the Principal, Professor Muscatelli, with consultation, proposed to reshape the University to a college structure. It was anticipated there would be four colleges, each with a number of schools, in order that interdisciplinary interactions could occur more efficiently and budgetary flexibility be maximised. Although the precise details had not been decided, the Dean intimated it would not be unreasonable to suppose that the Faculty might well be a school in a college alongside Medicine and FBLS. He presented a number of proposed outline structures and invited comments.
There were a number of questions raised and concerns expressed including the requirement for some sort of substructure, and concerns regarding academic mentoring. It was also noted that the ‘clinical track’ was particular to the Vet Faculty. There was concern expressed regarding the need for the Faculty to retain its identity, as a school or faculty, which was acknowledged as being critical to accreditation and success. The Dean confirmed that this would not change, and that the RCVS/EAEVE and AVMA requirements would be unaltered.

The Dean noted that the Faculty already had much activity across the territory - research and teaching in shared projects and programmes – and suggested that a new management structure might well make these things easier. The Dean indicated that the restructure would impact in different ways on different groups, and that for some there might be very little change. Where there would be large changes would be in the senior management. The Dean again reiterated that this was not a cost cutting exercise, but an opportunity to maximise on future prospects in the context of the new Principal's vision. He intimated that student opinion would be sought through GUVMA and invited the President of GUVMA to feed any comments directly to the Dean’s Office.

ACTION: SWJR/CEH

The Dean concluded his presentation by reminding colleagues that the Principal would be delivering a series of staff talks during October (including 26 October 2009 in the Ilay Lecture Theatre) to outline his aims for the University and articulate his ambition for growth and development in the years ahead. He noted that all staff were encouraged and welcome to attend.

547. CORPORATE PLAN & BUDGET
Faculty noted that the current updated version of the Corporate Plan was available on the Faculty Information Server.

548. REPORT FROM ASSOCIATE DEAN (LEARNING & TEACHING)
The Associate Dean (Learning & Teaching), presented the following report:

548.1 Veterinary Biosciences MSci/BSc(Hons)/BSc
Faculty noted that the BSc programme had been extremely successful with 100% pass rate in all courses. The 2nd year courses were going well and Faculty were asked to approve the 3rd year courses in line with the Programme Information Process (PIP). Faculty approved these courses in principle, although the Learning & Teaching Committee’s concerns regarding resources for these courses in relation to teaching staff, support staff and accommodation were noted. The Associate Dean (Learning & Teaching) intimated that Professor Mark Roberts would take over as Programme Leader for the programme, although Mr Barrett would maintain some involvement in an advisory capacity to ensure a smooth transition. On behalf of Faculty, the Associate Dean (Learning & Teaching) thanked Mr Barrett for all his enthusiasm and hard work in connection with the development and implementation of the BSc programme.

548.2 Course Leader for Microbiology
Faculty noted that Dr Paul Everest would take over as Course Leader for Microbiology.

548.3 National Student Survey (NSS) 2009
The Associate Dean (Learning & Teaching) acknowledged the support of GUVMA in relation to the NSS 2009, and noted he was looking forward to working closely with Steven Crowe (GUVMA President) this year. He provided a summary of the survey, and noted that the University of Glasgow Faculty of Veterinary Medicine continued to have the highest response rate of the UK veterinary schools. As the Dean had indicated, overall satisfaction expressed about the experience was 90%, which exceeded the University’s KPI for this area. The main concerns highlighted were related to Assessment and Feedback, Management and Organisation and Learning Resources.

548.4 International Student Barometer (ISB) summer wave 2009
Faculty noted the ISB contained many affirmations of the quality of the teaching staff and the education experience. The issues identified in the NSS were generally
echoed and there were some more comments on general issues such as catering and the operation of the Registry.

548.5 Royal College of Veterinary Surgeons (RCVS) review of Extra Mural Studies (EMS)
Following the RCVS review of the guidelines and requirements for EMS, Faculty were awaiting their final report. This would not only inform how the Faculty managed EMS in the future, but might also impact on areas of the taught curriculum.

548.6 Enhancement Led Institutional Review (ELIR)
The Associate Dean (Learning & Teaching) noted that dates have now been confirmed for the University's ELIR Review. Part one was scheduled for 20-21 October 2009 and Part two for the week beginning 23 November 2009. Faculty were reminded that the review assesses the University’s performance in maintaining academic standards and maintaining and enhancing academic quality. This exercise was comparable, for Learning & Teaching activity, to the RAE. The review was conducted by the Quality Assurance Agency (QAA) for HE (Scotland).

548.7 Faculty Assessment Policy Framework Document
The Associate Dean (Learning & Teaching) noted that as an outcome of the assessment review process (June 2009) a framework document describing Faculty policies was proposed. A draft, primarily to illustrate the proposed structure had been circulated for discussion. The proposed overall framework would be a series of sections pertinent to the management of assessment within the Faculty. Each section would summarise current and past policies.

It was proposed that the Faculty adopt the principle of a framework document with the following sections:

- Scope and remit of Framework Document
- Maintenance of the Faculty Assessment Framework Document
- Tools of assessment used by the Faculty of Veterinary Medicine

Faculty agreed in principle to the proposal outlined above.

In light of the guiding principles for assessment that QAA (Scotland) identified and of the outcomes of the assessment review process, the following changes to assessment practice in the Faculty were proposed:

- **Cease the use of negative marking in multiple choice assessments**
  Faculty discussed this at length and, following a vote, agreed in principle to move away from negative marking (majority for; 5 against; 5 abstained)

- **Move rapidly towards adopting primarily single best answer multiple choice (SBA) – v- true/false choice assessments**
  Following discussion, Faculty agreed to adopt primarily single best answer multiple choice (SBA), restricting the use of true/false choice assessments

- **Remove choice of essays in assessments**
  Faculty debated this at length following which it was agreed that further discussion would be helpful to explore options further.

- **Award distinctions for overall performance in course assessments**
  Faculty debated this at length following which it was agreed that further discussion on how this change would be of importance before the implementation of this change in assessment.

  **ACTION: TJA**

- **Move rapidly away from the use of pass/fail oral assessments**
  Following lengthy debate, Faculty agreed to move away from the use of pass/fail oral assessments.
548.8 Intercalated Masters
The Associate Dean (Learning & Teaching) noted that the Dean was taking forward discussions for an intercalated masters programme with the Clerk of Senate. An update would be provided at the next meeting.

ACTION: SWJR

548.9 BVMS Curricular Review
The Associate Dean (Learning & Teaching) noted that an external review of current assessment practices in the BVMS programme had been undertaken and informed an ‘away day’ for course leaders on 26 June 2009. The external reviewer’s final report had been discussed by the BVMS Board and circulated to course leaders of both the BVMS and the BSc. A curriculum review ‘away day’ was being planned for the week commencing 14 December 2009. This would be led by Dr Bovill and colleagues from the Learning & Teaching Centre, and would result in a report early in 2010 with a summary of the outcomes of the exercise to be presented to Faculty in February 2010.

ACTION: TJA/AWM

549. REPORT FROM ASSOCIATE DEAN (RESEARCH)
The Associate Dean (Research), presented the following report:

549.1 Doctoral Training Grant in Comparative Medicine
The Associate Dean (Research) reported that the BBSRC-funded four year PhD Programme was now underway. Faculty noted four students have started the programme this year and they have almost completed the introductory phase and are about to commence the first laboratory rotation. The Handbook of the Programme had been circulated to Faculty with the Associate Dean (Research) report.

549.2 Research Manager
The Associate Dean (Research) reported that Dr Maria McPhillips had been appointed as the new Research Manager, and would take up her appointment on 23 October 2009. Faculty noted that Dr McPhillips had been working for the last four years at the Wellcome Trust as Science Portfolio Adviser, and worked previously for four years at the National Institute of Allergy and Infectious Diseases (NIH) in the United States. Dr McPhillips has a BSc (Hons) in Molecular Biology from the Queen's University in Belfast and a PhD in virology from the University of Glasgow.

549.3 Research Strategy
The Associate Dean (Research) reported that he and the Deputy Associate Dean (Research) had completed a document delineating the future research strategy of the Faculty. The document analyses the key performance indicators of the Faculty in the last 10 years, looks at the current research capabilities and offers some suggestions for future directions. The document had been shared with the Faculty Strategy Group, Heads of Divisions, and a number of colleagues across the Faculty. The Associate Dean (Research) had planned to present the document to Faculty; however, this would now merit reassessment following the recently announced proposed restructure of the University.

550. REPORT FROM ASSOCIATE DEAN, CLINICAL OPERATIONS
The Associate Dean (Clinical Operations), presented the following report:

550.1 Building Projects
Faculty noted the move from the old to the new Small Animal Hospital had taken place during the week beginning 24 August 2009. This had been a major undertaking which, mainly due to the immense efforts of colleagues, had been accomplished with relatively little pain. The new hospital opened its doors for business on 31 August 2009 and despite a degree of apprehension, this was achieved without major incident. All staff members were sincerely thanked for their willingness to help with this enormous project and to ensure that the transition from the old to the new went so smoothly. In particular Dr Mark Jackson and Calum Paterson were acknowledged
for their very significant contributions. Most of the new equipment had now been
installed, with discussions regarding the delivery of the linear accelerator ongoing.

The new farm animal teaching facility, the Scottish Centre for Production Animal
Health and Food Safety, was completed and has been in use since 18 September
2009. Again, thanks were due to the many staff involved in this project and in
particular to Professor David Logue for driving the project along with support from
Arlene Macrae.

It was anticipated that the official opening of the Scottish Centre for Production
Animal Health and Food Safety would be arranged in the coming months, with the
official opening of the Small Animal Hospital to be scheduled for 2010.

550.2 Marketing and External Relations
550.2.1 Media Coverage
The Associate Dean (Clinical Operations) noted that the opening of the new Small
Animal Hospital had attracted extensive media coverage. A ‘Media Day’ had taken
place on 9 September 2009 and had been well attended by radio, television and
newspaper representatives. There had been national and local television/radio
exposure, and coverage by both the general and veterinary press. The day had been
extremely successful and the Faculty and the University secured a great deal of very
positive publicity. The day had been co-ordinated by colleagues in Corporate
Communications and by the Faculty’s external relations group. In particular thanks
were due to Caroline Hutchinson and Philippa Yam for organising and co-ordinating
the day. The very positive media coverage had resulted in continued interest from
several television companies. Future television coverage was under consideration.

Faculty noted that the opening of the Small Animal Hospital had been welcomed in
the Scottish Parliament on 15 September 2009 by Robert Brown, MSP.

The extensive publicity surrounding the Small Animal Hospital had resulted in several
approaches from well-intentioned owners asking if their animal could be seen as a
‘charity’ case. Where appropriate, a number of cases had been accepted on a ‘cost-
recovery’ basis provided they were referred by the owner’s veterinary surgeon. It was
proposed that the Vet Development Board consider the establishment of a
benevolent fund to deal with any such deserving cases.

550.2.2 Donor Open Days
The Associate Dean (Clinical Operations) reported that on 2 and 3 October 2009 the
Small Animal Hospital had been opened to the many ‘donors’ who had bestowed
funds for the project. Official guided tours were provided and many staff were
involved including Professor Peter Holmes, (Chairman of the University of Glasgow
Veterinary Fund Advisory Board) and the Dean. The event also included an official
tour for staff from surrounding veterinary practices that refer cases to the Small
Animal Hospital. Both days had been well attended and visitors were extremely
impressed with the building and its facilities.

550.3 Staffing
Faculty noted that Ms Paula Sharp had commenced her post as Faculty Commercial
Director on 21 September 2009. The Associate Dean (Clinical Operations) indicated
that initially Ms Sharp would be concentrating on developing the commercial viability
of the Small Animal Hospital but that her remit covered other commercial activities
within the Faculty including the Weipers Centre, the Scottish Centre for Production
Animal Health and Food Safety, the CPD Unit and Veterinary Diagnostic Services.

The Associate Dean (Clinical Operations) reported that Dr David Sutton, Senior
Lecturer in Equine Medicine, would take up his post on 24 October 2009.

Faculty noted that interviews were scheduled for 17 November 2009 for the Chair in
Small Animal Orthopaedics.
Finance
The Associate Dean (Clinical Operations) reported that, with the exception of the CPD Unit, all areas within Clinical Services had performed well in 2008/09. The Small Animal Hospital, Weipers Centre for Equine Welfare and Veterinary Diagnostic Services had all reached, and in some cases surpassed, their budgetary targets. There were a number of issues facing the CPD Unit but an initial strategy was being developed to facilitate the growth of CPD provision by the Faculty. The Associate Dean (Clinical Operations) indicated that there were several members of staff who contribute regularly to Faculty CPD provision but noted it was imperative that more staff became involved.

Faculty noted that although the Small Animal Hospital was now open, fundraising was still very relevant and was ongoing; the identification of potential new donors was still to be encouraged.

Clinical Services Committee
The Associate Dean (Clinical Operations) reported that that Clinical Services Committee had been re-structured and given a slightly different remit which was:

- to deal with all issues relevant to the provision of clinical services within the Faculty
- to ensure that this provision is consistent with the Faculty’s core objectives
- to regularly report to Faculty management group and Faculty

Membership of the committee includes the Associate Dean (Clinical Operations) (Convener), Director of the Small Animal Hospital, Director of Weipers Centre for Equine Welfare, Director of Veterinary Diagnostic Services, representative of the Scottish Centre for Production Animal Health and Food Safety, Manager of the Small Animal Hospital, Manager of the Weipers Centre for Equine Welfare and one of the laboratory managers from Veterinary Diagnostic Services (on a rotating basis) and Faculty Commercial Director. Representatives of Faculty Human Resources, Finance and IT were in attendance when relevant.

MINUTES & MATTERS ARISING

Faculty
The minutes of the meeting of Faculty held on 17 June 2009 were approved.

Matters Arising from Faculty

BVMS Curricular Review (Minute 534.2 refers)
Minute 548.9 refers.

ACTION: TJA/AWM

Turnitin Software (Minute 518.4 refers)
Student training to be arranged.

ACTION: AWM

Post Management (Minute 521.2.1 refers)
The suggestion that students be encouraged to complete a (paper) questionnaire/assessment form as part of the probationary period of new members of ‘academic’ staff had been discussed with the HR Group. It was agreed, however, that there were already sufficient mechanisms in place to allow students to provide feedback on any lecturer or course.

MSc/BSc(Hons)/BSc Veterinary Biosciences (Minute 497.1 refers)
Faculty noted that discussions regarding student placements were ongoing and that an update would be provided in due course.

ACTION: DBa

Space Allocation (Minute 500.2.1 refers)
Constructive suggestions regarding the use of the space released on completion of the new Small Animal Hospital, to be submitted to the Associate Dean (Clinical Operations).
551.2.6 Social Facility, Resource Centre, Level 5, HWB (Minute 500.2.2 refers)
Comments or suggestions regarding the development of the informal bar/social area within the Resource Centre on Level 5 of the Henry Wellcome Building to be submitted to Caroline Hutchinson or Alison Mather.

ACTION: ALL

551.2.7 Intercalated Masters (Minute 500.2.7 refers)
Minute 548.11 refers

551.2.8 Student Summer Vacation Programme (Minute 500.2.8 refers)
The Associate Dean (Research) and the Associate Dean (Learning & Teaching) to consider the merits of reducing the number of Faculty scholarships offered and increasing both the stipend and the duration of the scholarship.

ACTION: MP/TJA

551.2.9 Committee Membership (Minute 521.5.1 refers)
Minute 544.7.1 refers. Action complete.

551.2.10 Use of Greyhounds (Minute 522 refers)
The use of kennelled staff pets to be discussed at the Faculty Ethics & Welfare Committee, with a recommendation to be brought back to Faculty.

ACTION: DMcK

551.2.11 Development of the BVMS Curriculum
Minute 548.12 refers.

551.3 Veterinary Graduate School Committee
Minutes of the Meeting of the Veterinary Graduate School Committee held on 2 September 2009 were noted.

551.4 Veterinary Information Services Committee
Minutes of the Meeting of the Veterinary Information Services Committee held on 24 June 2009 were noted.

551.5 Veterinary Safety Committee
Minutes of the Meetings of the Veterinary Safety Committee held on 15 June 2009 were noted.

551.6 Veterinary Learning & Teaching Committee
Minutes of the Meetings of the Veterinary Learning & Teaching Committee held on 7 October 2009 and 19 October 2009 were noted.

552. APPOINTMENT OF EXTERNAL EXAMINERS
Faculty endorsed the appointment of the following external examiners for the period 1 October 2009 to 30 September 2013 which had been considered and agreed by the Faculty Learning & Teaching Committee.

Large Animal Clinical Studies (BVMS V)
Mr Carl Padgett BVMS CertCHP MRCVS

Companion Animal Sciences (BVMS IV)
Professor Alistair Barr MA VetMB PhD CertSAO DEO DVR DiplECVS MRCVS

553. FACULTY DATES FOR SESSION 2009/2010
The following dates for Faculty meetings were noted:

Wednesday 17 February 2010 – Jarrett Lecture Theatre
Wednesday 23 June 2010 - Jarrett Lecture Theatre
554. **TALK BY THE PRINCIPAL**
The Dean reminded colleagues of the forthcoming opportunity to hear a talk by the Principal, Professor Anton Muscatelli on Monday 26 October 2009 at 12 noon in the McCall Lecture Theatre.

555. **TALK BY THE VICE PRINCIPAL (STRATEGY & RESOURCES)**
Minute 544.5.5 refers.

556. **VETERINARY ALUMNI EVENT**
Faculty were reminded that the Fourth Annual Veterinary Alumni Reunion Event would be held on Saturday 31 October 2009.

557. **GRADUATION**
Faculty were reminded that the winter Graduation Ceremony would be held in the Bute Hall at 11am on Friday 4 December 2009.

558. **ESTATES & BUILDINGS**
Professor Sullivan raised the issue of the general untidiness on the estate and in buildings and colleagues agreed that this was unacceptable. Those present noted that all staff had a collective responsibility day to day for their local areas. Heads of Division and the Faculty Secretary would continue to encourage vigilance and notification to Cleaning Services and/or Estates and Buildings of any matters requiring attention.

**ACTION: ALL**

559. **DEGREE OF DOCTOR OF VETERINARY MEDICINE (DVM)**
The Head of the Graduate School, Professor Sandy Love, reported that the Faculty Graduate School Committee had deemed the thesis submitted by Professor David Bennett, ‘Studies on the aetiopathogenesis of bone and joint pathology in animals’, worthy of the award of the degree of Doctor of Veterinary Medicine. On behalf of the Faculty, the Dean congratulated Professor Bennett.

The information in this document, and accompanying papers, is confidential information of the University of Glasgow. The information must not be released in response to any request without first seeking advice from the DP/FoI Office.
Matters arising from the minute of the meeting held on 21 October 2009

<table>
<thead>
<tr>
<th>No.</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>DUE</th>
</tr>
</thead>
</table>
| 1.  | National Student Survey *(Minute 545 refers)*  
Associate Dean (Learning & Teaching) to engage with GUVMA officers regarding student expectations. | TJA | |
| 2.  | Royal College of Veterinary Surgeons (RCVS) review of Extra Mural Studies (EMS) *(Minute 548.5 refers)*  
Following the RCVS review of the guidelines and requirements for EMS, there would be a visit to the School by the RCVS in Spring 2010. |  | |
| 3.  | Intercalated Masters *(Minute 548.11 refers)*  
The Dean to take forward discussions for an intercalated masters programme. | SWJR | Ongoing |
| 4.  | BVMS Curricular Review *(Minute 548.12 refers)*  
Summary of outcomes to be presented to Faculty. | TJA | 17/02/2010 |
| 5.  | Building Projects (Official Opening of SCPAHFS) *(Minute 550.1 refers)*  
Date to be arranged. | SWJR/CEH | Ongoing |
| 6.  | Turnitin Software *(Minute 551.2.2 refers)*  
Student training to be arranged. | AWM |  |
| 7.  | MSci/BSc(Hons)/BSc Veterinary Biosciences *(Minute 551.2.4 refers)*  
Faculty noted that discussions regarding student placements were ongoing and an update would be provided in due course. | DB | Ongoing |
| 8.  | Space Allocation *(Minute 551.2.5 refers)*  
Constructive suggestions regarding the use of the space that would be released on completion of the new Small Animal Hospital, to be submitted to the Acting Associate Dean (Clinical Services). | ALL | Ongoing |
| 9.  | Social Facility, Resource Centre, Level 5, HWB *(Minute 551.2.6 refers)*  
Comments or suggestions regarding the development of the informal bar/social area within the Resource Centre on Level 5 of the Henry Wellcome Building to be submitted to Caroline Hutchinson or Alison Mather. | ALL | Ongoing |
| 10. | Student Summer Vacation Programme *(Minute 551.2.8 refers)*  
The Associate Dean (Research) and the Associate Dean (Learning & Teaching) to consider the merits of reducing the number of Faculty scholarships offered and increasing both the stipend and the duration of the scholarship. | MP/TJA |  |
## 10. Use of kennelled staff pets

*(Minute 551.2.10 refers)*  
For discussion at Faculty Ethics & Welfare Committee, with a recommendation to be brought back to Faculty.

<table>
<thead>
<tr>
<th>DMcK</th>
<th>17/02/2010</th>
</tr>
</thead>
</table>

---
Minute of a Meeting of **FACULTY RESEARCH SUBCOMMITTEE** held on  
**Tuesday 16 November 2009 @ 4.00 p.m.** in the Urquhart Room, HW Building

**Present:** Prof M Palmarini (Convenor); E Devaney; R Jarrett; I Morgan; P O’Shaughnessy; S Reid; A Tait; B Willett; Dr M McPhillips

**Minutes:** Ms L Dinning (Clerk)

1.0 **INTRODUCTION**
The Meeting opened with a short introduction by Professor Palmarini who advised that the normal Committee representation had been extended given the number of interested parties who may wish to make a contribution to the discussions.

2.0 **MATTERS ARISING**

2.1  **Restructure – How will we deliver our research activities in the new College System?**
Professor Palmarini advised given the recently announced GU restructure plans both in terms of research and support to a College model, that it was timely to formulate a strategy on how current research activities should be delivered and how this will align with the proposed new structure.

2.2  **Priorities for the next 12 months**
Given the uncertainty in terms of the exact research profile of the Faculty over the forthcoming 12 months and how the proposed research strategy will be applied, Professor Palmarini considered a number of key short-term priority areas must be established to capture any areas of concern at the earliest stage. It was agreed that there was a need to communicate specific requirements for incorporation into the design of the new structure.

Of key importance would be how to retain the School’s identity within the restructuring exercise along with how the research groups will align with the management structure.

Other areas which would require considerable preparatory work would be fiscal and budgetary control, impact on RAE and its successor REF and retention of accreditation.

2.2.1  **Need to increase research contribution and technical recoups**
Professor Palmarini advised that current technical recoups rates were not sustainable given the current financial climate. Dr McPhillips advised that there was a pressing need to consider mechanisms for increasing technical salary recoup levels. Specifically it was envisaged that as part of the new grant application strategy which has been created for future application that the Research Committee will reserve the right to refuse any potential application which does not include technical salary recoup.

It was agreed that this targeted approach would ensure a future robust technical skills pool which can be drawn upon as a central resource. Professor Palmarini requested group feedback on how this process could be developed.

**ACTION: ALL**
2.2.2 Introduction of a new PAF procedure

Dr McPhillips circulated her suggested mechanism for PAF management as component of the revised process pathway for grant application. Essentially PI's preparatory timetable would be extended to a 4 week period to allow for submission of the PAF and subsequent dialogues with both PIs and R&E colleagues.

The Committee were cautiously optimistic that the application of this would produce a more streamlined and accurate system.

ACTION: MM

2.2.3 Alert system for funding opportunities

Dr McPhillips advised that she was currently creating a Research Funding Bulletin as a mechanism to collate information about new funding opportunities and to provide updates on deadlines and research areas which can be developed. It was envisaged that this would become a valued tool in assisting both institutional and individual grant seekers to identify funding streams and stimulate financial growth.

2.2.4 Collecting infos on "impact" for REF

Professor Tait advised that the Research Excellence Framework (REF), which will replace RAE as the system for assessing research quality, would focus heavily on impact value in terms of demonstrable knowledge transfer, industrial development potential or other achievements which have proved to have a sustainable long term influence on economic or public policy.

The Committee were informed as part of this exercise that these impacts would be assessed through a personalised case-study format that would form part of a pilot exercise. Consequently there would be a requirement to identify suitable candidates to offer at earliest opportunity. Suggestions should be submitted to Professors Palmarini and Tait

ACTION: MP/AT

2.2.5 Webpages

Due to time constraints this Item was deferred to the next meeting.

2.3 Change of funding policy by Wellcome Trust

Dr McPhillips advised members that following a recent announcement by Wellcome Trust HQ concerning their future funding strategy, they should be aware that this is likely to significantly impact on how research will be financed across all disciplines.

It was noted that from February 2010 the Trust would move to more flexible and longer terms awards with an emphasis on supporting the most successful and preeminent researchers. This would be a significant departure from previous funding policy with both Project and Programme grants no longer being available.
Minute of a Meeting of **FACULTY RESEARCH SUBCOMMITTEE** held on
**Wednesday 27 January @ 4.00 p.m.** in the Urquhart Room, HW Building

**Present:** Profs M Palmarini (Convenor); E Devaney; P O'Shaughnessy; A Tait; B Willett; Dr M McPhillips; J Penderis

**Apologies:** Profs I Morgan, J Neil

**Minutes:** Ms L Dinning (Clerk)

Professor Palmarini welcomed the representatives to this Committee. Given the current important issues surrounding the University restructure an extended membership was noted.

1. **University Restructure**

Following Professor Beaumont’s Consultation Paper, which has been disseminated to key stakeholders, Professor Palmarini thought it was timely for a concerted approach to the development needs of the new College.

Subsequent to the recently produced paper by Professor Beaumont on the Institutional definition and the planned landscape and identity of research post restructure, Professor Palmarini suggested it was timely to consider the management of this process in terms of how the maximisation of key strengths can be achieved. Given the recognised requirement for each Institute to achieve financial stability as a long term goal, it would be prudent for potential fiscal performance to be taken into account when the Institutional profile is formalised.

It was clear that a single Graduate School structure would be adopted across the College; however the exact mechanism for a Research Centre within an Institute or School concept was not yet fully established.

The Committee agreed that Research Institutes were likely to evolve however it was hoped that an initial durable foundation with a robust and influential identity could be achieved.

A series of dialogues had already taken place with Professor Palmarini reporting that colleagues within DEEB have been enthusiastic with the notion of aligning themselves and engaging in future interactions with Vet researchers with the ultimate goal being the formation of a single Institute. Consequently, to inform this process, Professor Palmarini proposed to discuss with Dr Pat Monaghan the collection of named staff and research areas who are likely to be included within this structure. Clearly the already established links between colleagues should be exploited in terms of striving to establish some common ground and pooling of strengths.

A number of options were considered to fully maximise the Institute's financial and research potential. Professor Palmarini would pursue further the concept of Infection, Populations, Ecology/Ecosystems as an Institutional alignment with recognised Centres representing those individual Research Identities. It was recognised that this Institute would make a lot of sense from the research point of view but there may be risks if the Institute is too small, as resource allocation and internal identity could prove problematic.

One area of concern voiced by the Committee was the potential that some groups and individuals will not easily transfer into the established Institutional structure. The assumption would be for those groups affected to remain within Centres within the School structure.
The Committee were informed that it was unclear what lines of responsibility and management would be established however a number of administrative working groups had devolved responsibility to consider this key area. These Groups would however have limited academic representation.

2. **AVTRW 2010**
The Committee were advised that following recent announcements on the forthcoming AVTRW, which would be held on 29-31 March 2010, all supervisors were requested to encourage student representation at this prestigious event.

**ACTION: ALL**

3. **Indirect Cost Allocations**
Dr McPhillips advised that due to a significant reduction in research income, and reduction in research budgets allocation, those Indirect allocation normally provided to Principle Investigators would most likely not be available in the current financial year.

It was noted however that there was an attempt to increase the travel budget in order to compensate partially for the loss of revenue.

**ACTION: McMP**

4. **European Research Investigators Award**
Dr McPhillips highlighted and encouraged applications to the ERC's announcement of this funding scheme which targets both junior and senior researchers and is project focussed.

The Committee agreed that it would be useful to profile potential candidates by identification of previous awardees.

Dr McPhillips agreed to take this forward.

**ACTION: McMP**

5. **Scottish Crucible**
The Committee were informed of the forthcoming Scottish Crucible 2010 Event. This Programme aims to provide mid career research with the opportunity to attend a number of Workshops in Spring/Summer 2010.

Members were encouraged to identify suitable candidates for application.

**ACTION: ALL**
FACULTY OF VETERINARY MEDICINE
Minutes of the meeting of the Learning and Teaching Committee
held on Wednesday 3 February 2010 at 2.00 pm in the Dumgoyne Room, McCall Building.

Present: Professor(s) T.J. Anderson (Convener), N. Evans; Ms S. Chiodetto, Ms A Macrae, Mrs Joyce Wason

Apologies: Prof M Roberts, Mr W Steele, Mr DC Barrett, Mr S Crowe (GUVMA President)

Clerk: Mrs L Chirwa

80 Apologies
Apologies noted.

81 Minutes from previous meetings (07/10/09)
The minutes of 7 October 2009 were approved.

82 Matters arising & actions
82.1 Electrical sockets for laptops in Library & Lecture theatres (minute 62.1 refers)
Further to the consideration to install power sockets in lecture theatres, the students have requested extension leads for use in the Library to power laptops. As this is a Health and Safety issue with regards to trailing cables this has been referred to the Faculty Safety Committee to discuss and progress appropriately. The committee suggested that student should ensure that the laptop batteries are fully charged before use in lectures. Action: AWM

82.2 Award of a Degree of Bachelor of Animal Health (minute 63 refers)
NE reported that advice from Senate confirmed it is acceptable to award this degree against different ILOs to those of the BVMS programme and as such statement describing the award would be required in the CID's.
NE will contact other Faculties to determine their practices. Action: NE

82.3 Common Entry System for Veterinary Schools (minute 78.3 refers)
JW reported views had been collected from members of the Admission Committee but more information required before progressing any further. Action: JW

83 Report from BVMS Programme Board
Minutes of the BVMS Programme Board held on 20 January 2010 circulated to committee.
TJA noted a special thanks to the University Learning & Teaching Centre for facilitating the Curriculum Review meeting on 16 and 17 Dec 2009 and the Teaching Unit for their administrative support throughout.
Due to unexpected weather condition in the USA, Dr Jennifer Hodgson’s visit to carry out an external review of the curriculum has been tentatively rescheduled to week commencing 22 February 2010. As such the BVMS Programme Board and student discussions of these reports will not occur until after the Faculty meeting in February 2010 and as such will not be presented to Faculty at this time.
TJA noted that the LTDF 2010-11 bids had been sent to course leaders for expression of interest and that one area being proposed is for further development of Moodle and considered investment in dedicated support to progress this.
TJA also noted continual heating issues in the Ilay & Jarrett lecture theatre and requested that thermometers are purchase to monitor the temperature on a regular basis to enable quantitative reports to E&B.
Reporting process for AV and E&B faults in lecture theatres is being progressed by Paul McLaughlin and Arlene Macrae.

Action: AWM

84 Report from BSc Programme Board
The BSc Programme Board will meet on Wednesday 10 February 2010.

85 Report from PGT Programme Board
No report

86 Report from FQAEO
86.1 Draft FAMR
NE circulated the draft FAMR for comment. The committee reflected on a number of issues and points mentioned in the document and requested that minor amendments be made before submission to Faculty. Action: NE
The committee thanked Neil for compiling the document in such a short timeframe.

87 BVMS Curriculum Review
87.1 DPTLA 2006 update & response for ASC 19-02-10
TJA circulated response document for information.

88 Accrediting Bodies
88.1 RCVS & AVMA
TJA noted that both visitations are likely to be in 2012. Documentation for 2010/11 requires changes to be included by autumn 2010.

89 University Restructuring
TJA reported that at this stage of the restructuring no firm decision has been made with regard to Teaching. TJA invited the committee to forward suggestion/comments to him with relation to this. Concern was expressed with respect to preserving the expertise of academic staff and administrative support staff within the Teaching Unit and also with the number of forthcoming changes over the next couple of years i.e. curriculum changes, accreditation visitations in 2012, preparation, development of the next 3 years of the BSc programme, implementation of new timetabling software and the Student Lifecycle Project and new teaching facilities.

90 Progress Committee
JW circulated confidential document on student appeals and outcomes. In summary, in 1st Year, six students were liable for exclusion with the exception of one student, have been given one final attempt in June 2010. In 2nd Year, all students who were liable for exclusion were excluded by the Progress committee. In 3rd Year, 4 students were liable for exclusion, three students submitted medical/evidence of difficult personal circumstances and they have been permitted one final attempt at the next diet, the other student was excluded.
In 4th Year, one student liable for exclusion but submitted evidence of medical/personal circumstances and was permitted one final attempt at the next diet. In Final Year, one student liable for exclusion submitted evidence of medical information and has been given the opportunity of one final attempt at the next diet.
It was noted that the excluded students in 2nd year represented the first cohort of students admitted to the programme following the changes related to the number of attempts allowed at assessment.
91 Admissions – all programmes
JW reported that UCAS (UK) applications were up on last year and that UK interviews were completed in December 2009 with the UK Graduate interviews will taking place in March 2010. Of the 908 UCAS applications, 109 offers have been made for 72 places. 211 VMCAS (US) applications were received and expect to interview approximately 160. There are 13 offers for overseas applications in Singapore/Hong Kong. The BSc has had 138 applications with 63 offers made for 25 places.

92 Programme Information Process (PIP)
70.1 BSc Level 4 courses
AWM noted that the course specification documents for the BSc Veterinary Bioscience level 4 courses will be progressed for submission to Senate in October 2010. Action: AWM

70.2 BVMS Vet Pathology – change to existing course
Course specification, course support document and consultation documents were presented to the committee for approval. NE asked for reassurance that adequate levels of staff would be available to teach on this course. TJA assured the committee that the requirements for staffing were being considered in the context of the Faculty staff planning. The committee asked that the Vet Pathology course leader respond to the external examiner’s remark in the last paragraph for clarification and that this response be inserted in section A5 of the course support document. The committee approved in principle the changes to the BVMS III Vet Pathology course. Proposal to be submitted to Faculty on 17 February 2010. Action: AWM

93 AOCB
93.1 4th Yr CAS Degree Examination
For note: From 2010-11 session onwards, the CAS exam will cease to use distinction orals for paediological reasons. The committee noted that this move had also been proposed independently by the external examiner following the 2009 diet of examinations.

93.2 University Calendar 2010-11
AWM informed the committee that in light of the University Restructuring a meeting is scheduled for Wednesday 17 February 2010 to discuss the new format.

Clerk’s note:
Following the meeting, AWM circulated for approval the following:
93.3 Appointment of external examiner for BVMS I & II Anatomy
Nomination form for Prof Stephen Carrington as external examiner from 2010 – 2014 was circulated by e-mail for approval. Committee supported the application.

94 Dates of next meetings
Wed 16 June 2010, 1pm, Dumgoyne Room
PAPER I

Item for Faculty Meeting

17 February 2010

BVMS III Vet Pathology – change to course

Proposal
The proposed changes are to increase the focus on instilling a problem solving approach to prepare students for applying their understanding of pathology in the clinical context.

Background
(1) The proposed changes are to increase the focus on instilling a problem solving approach to prepare students for applying their understanding of pathology in the clinical context. In practice, both pathologists and clinicians who adopt a problem-solving approach to diagnosis, will identify the process or processes occurring first before generating lists of differential diagnoses. For this reason we propose to revise the formal teaching so that common and important diseases are introduced in the context of the disease process e.g. neoplasia, granulomatous inflammation, chronic wound healing. In this way the diseases will also be used to reinforce basic concepts, and students will learn how to think about possible different causes of particular types of lesion e.g. granulomas, pathological fractures, inflammatory processes indicating immune-mediated disease. This approach is consistent with life long learning, which is an emerging theme for the providers of tertiary education.

(2) Historically in this Faculty there has been a strong tradition of anatomic pathology i.e. post-mortem and histopathology reflecting in part, the staffing levels of anatomical (n=4) versus clinical pathologists (n=2). The change in focus will address the needs of the majority of practicing veterinarians where the major skills revolve around the need to assess and analyse clinical pathology samples (i.e. body fluid samples and tissue smears) and results on a daily basis; whilst proficiency in histopathology is more applicable to the individuals who pursue a career in research and/or pathology, at which time they will receive appropriate training.

(3) Focus on the integration of pathophysiology of disease. The aims of the proposed practical classes are to focus on an integrated, problem-solving approach using (where relevant) case-based materials and involvement of clinicians. This is proposed to encourage active engagement with the material and is a common modern approach to teaching clinical thinking in both medical and veterinary schools. We also propose to increase our focus on the practicalities of sample collection and interaction with pathologists and pathology laboratories, as competence in this area is an explicit outcome identified by the RCVS (B5).

(4) We propose to provide both histological and cytological samples to students using virtual microscopy software (in addition to classes using microscopes), so that further examples may be studied in the students’ own time in conjunction with other case material as in the practical classes. This approach has been proven to increase student engagement by using a computer-based interface with which they are familiar. It will also allow annotation of "slides" and use of specimens for which we may only be able to generate small numbers of glass slides.
(5) The Royal College of Veterinary Surgeons (2002 visitation) perceive that there is a tendency towards “over-teaching” in our faculty, in particular within the years BVMS III and BVMS IV. Faculty is required to address this problem by 2012 and the material in all BVMS III and BVMS IV courses is being reviewed. In the context of staff involved in the area of pathology the need to staff large numbers of lectures and practical classes has resulted in significant problems in delivering an efficient diagnostic service to the internal hospitals, which in turn has a direct negative effect on clinical teaching.

**Action requested**

Faculty is invited to comment on this change.

**Further information**

Under the University’s revised programme and course approval process this proposal constitutes a course change which formally requires the approval of the Associate Dean (Learning & Teaching) and the Dean. Consultation has taken place with students, external examiners, course leaders and the Learning & Teaching Committee. Full documentation follows.
<table>
<thead>
<tr>
<th><strong>1. Course Code:</strong> Do not complete. This field is auto-populated.</th>
<th>1HRW</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. Course Title:</strong> ** Please insert the name of the course and level identifier eg French 1 or French 2 etc. (Refer to course naming guidelines on the web at <a href="http://www.gla.ac.uk/services/it/projects/pi/aboutthesystem/userguides/">http://www.gla.ac.uk/services/it/projects/pi/aboutthesystem/userguides/</a>).</td>
<td>VETERINARY PATHOLOGY</td>
</tr>
<tr>
<td><strong>3. Academic Session:</strong> ** Please select the academic session in which this new course / changed course will start from the list.</td>
<td>2010-11</td>
</tr>
<tr>
<td><strong>4. Level:</strong> ** Please select the level at which this course is taught from the list. Note: Levels 4 &amp; 5 are used by the Vet and Medical Faculties only.</td>
<td>Level 3 (Non Honours)</td>
</tr>
<tr>
<td><strong>5. Credits:</strong> ** Please enter the no of credits allocated to this course from the list.</td>
<td>0</td>
</tr>
<tr>
<td><strong>6. Faculty:</strong> ** Please select the faculty with responsibility for approving the course.</td>
<td>Faculty of Veterinary Medicine</td>
</tr>
<tr>
<td><strong>7. Lead Department:</strong> ** Please select the department to which the course belongs from the list. If more than one department is involved in the delivery of the course, then please record only the lead department.</td>
<td>VETERINARY LEARNING AND TEACHING UNIT [REG866]</td>
</tr>
<tr>
<td><strong>8. Course Coordinator:</strong> ** Please enter the name of the course coordinator.</td>
<td>Dr Pamela Johnston</td>
</tr>
<tr>
<td><strong>9. Collaborative:</strong> ** Is this course collaborative with any other Institutions? Please select either Yes or No from the list.</td>
<td>No</td>
</tr>
<tr>
<td><strong>9.1. Teaching Institutions:</strong> If yes, then please enter the names of the other teaching institutions.</td>
<td>**</td>
</tr>
</tbody>
</table>

---

1 This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if full advantage is taken of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each course can be found in course handbooks and other course documentation and online at [http://www.gla.ac.uk](http://www.gla.ac.uk)
10. Short Description: **Please enter a short description for this course (no more than two sentences).**
A course in the aetiopathogenesis of disease in domestic and relevant wild animal species.

11. Requirements of Entry: **Please enter the pre-requisites for this course, both mandatory and optional. If none, enter “None”.**
Students must have successfully passed all second year BVMS examinations in Veterinary Anatomy, Veterinary Physiology, Veterinary Biomolecular Sciences and Veterinary Animal Husbandry.

12. Co-requisites: Please enter the courses that must be taken in conjunction with this course.
Veterinary Microbiology, Veterinary Pharmacology, Veterinary Parasitology.

13. Excluded Courses: Please enter courses that are mutually exclusive to this course.
Not applicable.

14. Honours Year Prescription: Honours year only. Please enter the Honours courses that can be taken in order to satisfy the requirements for the Honours year concerned.
Not applicable.

15. Associated Programmes: **Please enter the main degree programme(s) for which this is a compulsory course. If none, enter “None”**
V32D100 DPGR PROGRAMME (UGFT) B.V.M.S.
V32D300 DPGR PROGRAMME (UGFT) B.V.M.S.
V32D199 DPGR PROGRAMME (UGFT) B.V.M.S.(CLIN VET MEDICINE)
V33D199 DPGR PROGRAMME (UGFT) B.V.M.S.(CLIN VET MEDICINE)

16. Offered in alternate sessions: **Is the course taught in alternate sessions? Please select either Yes or No from the list.**
No

17. When Taught: **Please select from the list the proportion of the session when the course is taught.**
Full Session (September - June)

18. Timetable: **Please enter times and days (if known) and length and frequency of teaching sessions (weekly, fortnightly etc). If none, enter "None".**
| Three 1-hour lectures per week first term  
| Two lectures per week second term  
| One lecture per week third term  
| Term 1: One 2-hour laboratory-based practical session per week and four 1 hour post mortem room practical sessions.  
| Term 2: Four 2-hour laboratory-based practical sessions, four 1 hour post mortem room practical sessions, two 1.5 hour clinical pathology / clinical skills practicals.  
| One 2-hour clinical pathology / clinician seminar.  
| Term 3: Three 2 hour laboratory based practicals (revision) and three post mortem room practicals (revision).  
| One 2 hour clinical pathology / clinician seminar.  
| (i) integration of clinical information (with attendance of a veterinary clinician), clinical pathology data, cytological examination, gross pathology images and histopathology (as appropriate) for cases of common diseases in a range of animal species resulting in generation of a diagnosis or list of differential diagnoses.  
| (ii) development of practical skills for interacting with pathologists and diagnostic laboratories i.e. lesion description, sample-taking, fixation/storage/packaging of specimens, and completion of appropriate submission forms.  

19. Examination Diet: ** Please specify the diet in which formal exams take place using the list. (The diet should also be specified where a result based on continuous assessment or a dissertation rather than an actual examination is returned by way of an examination candidate list to the Registry.)

April/May

20. Resit Examination Diet: ** Please select from the list. (Must be consistent with "When Taught" and "Examination Diet").

August

21. Duration of Examinations: ** Please select from the list (in minutes). See Exam Duration Policy http://www.gla.ac.uk/services/senateoffice/academic/policies/examinations-duration/.

150 minutes

21.1. Non-Standard Duration: ** Is this the duration prescribed by the assessment weight of the examination(s) and the course's level and credit value?

No

21.2. Non-Standard Rationale: Where the duration entered in field 21 is not the prescribed duration, please explain.

Will have an additional 60 minute practical examination

24. Minimum Requirement for Award of Credits: ** The minimum requirement for the award of credit applicable to all courses is detailed in the Code of Assessment. Please enter here any additional requirements, e.g. attendance. If none, enter "None".

None

25. Available to Visiting Students: ** Can this course be taken by visiting students? Please select either Yes or No from the list.

No
26. Distance Learning: ** Are all the students on the course taught wholly by distance learning? Please select either Yes or No from the list.

No

27. DACE Credit Bearing: ** Is this course part of DACE CertHE or language programmes? Please select either Yes or No from the list.

No

28. Placement Flag: ** Does this course represent a work placement or year of study abroad? Please select either Yes or No from the list.

No

29. Course Aims: ** Please specify the aims of the course. Guidelines are available on the Senate Office website at http://senate.gla.ac.uk/academic/ilo/guide.html.

1. To provide an overview of the aetiopathogenesis of the major disease processes (inclusive of zoonotic disease) in domestic and relevant wild animal species including systemic, organ or tissue-specific, and cellular responses that may promote, limit or prevent pathological change.
2. To explain how an understanding of these basic pathological principles allows recognition of anatomic (gross), microscopic and biochemical lesions and formulation of differential diagnoses including those of significance in veterinary public health.
3. To support the development of skills necessary for determining when to request laboratory investigations, and for obtaining and submitting appropriate samples.
4. To promote understanding of how to interpret laboratory results or reports including identification and explanation of significant findings.

30. Intended Learning Outcomes of Course: ** Please specify the ILOs of the course. Guidelines are available on the Senate Office website at http://www.gla.ac.uk/services/senateoffice/qae/progdesignapproval/progdesign/ilosguidelines/

By the end of this course students will be able to:

1. Recall and explain the aetiology and pathogenesis of basic disease processes in domestic and relevant wild animal species at anatomical, microscopic/cellular and biochemical levels, with reference to common systemic and organ or tissue-specific examples.
2. Describe and recognise limitations and abnormalities of immune-mediated, other inflammatory and healing responses by animals to disease, including infection.
3. Identify and describe basic disease processes on the basis of haematological, cytological, gross and/or histological examination, and formulate differential diagnoses appropriate for the animal species affected.
4. Identify when to request laboratory investigations, and which tests are required.
5. Safely collect, preserve, package and submit appropriate samples from live or dead animals (i.e. at post mortem) for selected tests including haematology, biochemistry, cytological examinations and histopathology.
6. Formulate and work through a list of differential diagnoses to identify the most likely diagnosis for a pathological lesion or process by interpreting and understanding laboratory data and reports.

31. Summative Assessment Methods: ** Please indicate the assessment methods contributing towards the final grade / classification by including a short text description in the first box and by completing the table.

Two computer-based MCQ papers in Term 1 + Practical workbook (7.5%).
MCQs + essays + Practical spot exam in Term 2 (7.5%).
MCQ + essays + Practical spot exam in Term 3 (85%)
<table>
<thead>
<tr>
<th>Method</th>
<th>When Submitted</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework practical workbook</td>
<td>week 12</td>
<td>2.50%</td>
</tr>
<tr>
<td>Examination</td>
<td>approximately week 5</td>
<td>2.50%</td>
</tr>
<tr>
<td>Examination</td>
<td>approximately week 12</td>
<td>2.50%</td>
</tr>
<tr>
<td>Examination</td>
<td>approximately week 21</td>
<td>7.50%</td>
</tr>
<tr>
<td>Examination</td>
<td>approximately week 27</td>
<td>85.00%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Description of “Other” Summative Assessment Method:** Please explain below why the "Other" summative assessment method does not fit in to one of the standard categories.

32. **Formative Assessment:** **Please describe briefly the assessment methods used to provide feedback to the student but not contributing towards the final grade / classification. If none, enter "None".**

Students have computer-based MCQ tests approximately 5 weeks into the course and again at approximately 12 weeks and 22 weeks, but these all contribute to the final mark.

33. **Learning and Teaching Methods:** **Please indicate the number of formal contact hours for each learning and teaching method listed below as well as the estimated notional learning hours associated with each method. Note that 100 notional learning hours correspond to 10 credits (an average student should devote approximately 100 hours in total to a 10-credit course).**

<table>
<thead>
<tr>
<th>Method</th>
<th>Formal Contact Hours</th>
<th>Notional Learning Hours (including formal contact hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>49.00</td>
<td>490.00</td>
</tr>
<tr>
<td>Seminar / Presentation / PBL</td>
<td>4.00</td>
<td>40.00</td>
</tr>
<tr>
<td>Tutorial</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Laboratory work</td>
<td>48.00</td>
<td>240.00</td>
</tr>
<tr>
<td>Project work</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Field work / Clinical work</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>E-learning / Distance Learning</td>
<td>10.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Placement</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Examination</td>
<td>0.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Essay</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Private study</td>
<td>Not Applicable</td>
<td>0.00</td>
</tr>
<tr>
<td>Other (please specify below)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>111</td>
<td>828</td>
</tr>
</tbody>
</table>

**Description of “Other” Teaching and Learning Methods:** Please explain below why the "Other" learning methods above do not fit in to one of the standard categories.

34. **Texts:** Please indicate the books students are expected to buy or consult.
35. Additional Relevant Information: Please record any further explanatory information relevant to the course.

<table>
<thead>
<tr>
<th>36. Intended Student Numbers—Max:</th>
<th>130</th>
</tr>
</thead>
<tbody>
<tr>
<td>** Please enter the maximum class numbers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>37. Intended Student Numbers—Min:</th>
<th>120</th>
</tr>
</thead>
<tbody>
<tr>
<td>** Please enter the minimum class numbers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>38. Intended Student Numbers—Target:</th>
<th>130</th>
</tr>
</thead>
<tbody>
<tr>
<td>** Please enter the target class numbers.</td>
<td></td>
</tr>
</tbody>
</table>

Date of production / revision: 12/02/2010
Proposal Support Document C1

For New Courses and Changes to Courses

Section A — to be completed by the proposer

A1. List of Proposed Courses:  *This field will be automatically populated when this document is entered into PIP.*

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
</table>

A2. Rationale for the proposal: **Please explain the reason for introducing the new course(s) or making the changes.**

(1) The proposed changes are to increase the focus on instilling a problem solving approach to prepare students for applying their understanding of pathology in the clinical context. In practice, both pathologists and clinicians who adopt a problem-solving approach to diagnosis, will identify the process or processes occurring first before generating lists of differential diagnoses. For this reason we propose to revise the formal teaching so that common and important diseases are introduced in the context of the disease process e.g. neoplasia, granulomatous inflammation, chronic wound healing. In this way the diseases will also be used to reinforce basic concepts, and students will learn how to think about possible different causes of particular types of lesion e.g. granulomas, pathological fractures, inflammatory processes indicating immune-mediated disease. This approach is consistent with life long learning, which is an emerging theme for the providers of tertiary education.

(2) Historically in this Faculty there has been a strong tradition of anatomic pathology i.e. post-mortem and histopathology reflecting in part, the staffing levels of anatomical (n=4) versus clinical pathologists (n=2). The change in focus will address the needs of the majority of practicing veterinarians where the major skills revolve around the need to assess and analyse clinical pathology samples (i.e. body fluid samples and tissue smears) and results on a daily basis; whilst proficiency in histopathology is more applicable to the individuals who pursue a career in research and/or pathology, at which time they will receive appropriate training.

(3) **Focus on the integration of pathophysiology of disease.** The aims of the proposed practical classes are to focus on an integrated, problem-solving approach using (where relevant) case-based materials and involvement of clinicians. This is proposed to encourage active engagement with the material and is a common modern approach to teaching clinical thinking in both medical and veterinary schools. We also propose to increase our focus on the practicalities of sample collection and interaction with pathologists and pathology laboratories, as competence in this area is an explicit outcome identified by the RCVS (B5).

(4) We propose to provide both histological and cytological samples to students using virtual microscopy software (in addition to classes using microscopes), so that further examples may be studied in the students’ own time in conjunction with other case material as in the practical classes. This approach has been proven to increase student engagement by using a computer-based interface with which they are familiar. It will also allow annotation of “slides” and use of specimens for which we may only be able to generate small numbers of glass slides.

(5) The Royal College of Veterinary Surgeons (2002 visitation) perceive that there is a tendency towards “over-teaching” in our faculty, in particular within the years BVMS III and BVMS IV. Faculty is required to address this problem by 2012 and the material in all BVMS III and BVMS IV courses is being reviewed. In the context of staff involved in the area of pathology the need to staff large numbers of lectures and practical classes has resulted in significant problems in delivering an efficient diagnostic service to the internal hospitals, which in turn has a direct negative effect on clinical teaching.
A3. Additional Resources: **Please identify the resources required for this proposal that are in addition to the resources already available to the department, e.g. teaching staff, support staff, accommodation, equipment, consumables, library, computing or audio visual. In no additional resources are required, enter “None”.

There is an urgent need for a third clinical pathologist, as the clinical pathology diagnostic service is extremely busy and allows only minimal release of clinical pathologists for teaching. A partial business case can be made for this extra position in terms of the diagnostic component, but some of this case must be made in terms of teaching to allow the situation of another clinical pathologist who cannot devote the necessary time to teaching.

If extra resources are required, please check the box to confirm that there has been agreement with budget controller regarding the extra resources required:

If extra resources are required, please indicate the name of the budget controller:

A4. Consultations: Please enter details of the consultation undertaken regarding this proposal, if any. Guidance on the consultations required can be found on the Senate Office website (http://senate.gla.ac.uk/qa/approval/consultations.html) because not all consultations are appropriate to every proposal.

<table>
<thead>
<tr>
<th>Consultation</th>
<th>File Names: Please enter the name of any file containing consultation details.</th>
<th>Optional Comment: e.g. status of the consultant, or reason why consultation details are not available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 External Academic:</td>
<td>E-mailed and written comment from Prof Anja Kipar, External Examiner</td>
<td></td>
</tr>
<tr>
<td>4.2 Students:</td>
<td>Written comments from SSLC &amp; Focus Group of BVMS IV &amp; V students</td>
<td></td>
</tr>
<tr>
<td>4.3 Central Room Bookings:</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>4.4 Academic Services:</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>4.5 Other GU Departments:</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>4.6 Potential Employers:</td>
<td>Not applicable</td>
<td></td>
</tr>
<tr>
<td>4.7 Learning &amp; Teaching Centre:</td>
<td>Consultation with Dr Catherine Bovill</td>
<td></td>
</tr>
<tr>
<td>4.8 Other:</td>
<td>Written comments from consultation with teaching colleagues in pathology and all other related courses in BVMS</td>
<td></td>
</tr>
</tbody>
</table>

A5. Additional Information: Please enter any additional information relevant to this proposal.
I appreciate Professor Kipar’s comments positive comments on our proposals. With respect to her final paragraph:

“The proposal support document states that "proficiency in histopathology is more applicable to the individuals who pursue a career in research and/or pathology, at which time they will receive appropriate training”; which is certainly true. I just wish to emphasise at this point that the (clinical) pathologists teaching on the course may wish to closely monitor within the next few years whether the new course will render the graduates capable to successfully embark on the intensive 36-month required (and often not funded beyond this point) postgraduate training in their field (veterinary pathology/clinical pathology) that will make a candidate eligible to sit the certifying examination of the European College of Veterinary (Clinical) Pathology, since a further one-year basic training prior to a 3-year residency training might not be in the best interest of the field of specialisation, considering the overall shortage of veterinary pathologists.”

I would like to say:

In my opinion a professional veterinary degree programme should provide our graduates with the skills to pursue a wide range of career options and we cannot, within the scope of the 5 year undergraduate course, expect to equip our students with specialist skills more suited to the postgraduate setting. Our intention is to provide a sound foundation in pathology encompassing knowledge of the underpinning processes and the skills for life long learning that will alight an interest, in a proportion of the students, in the fields of clinical pathology and or anatomical pathology. In essence this course should equip graduates to pursue pathology as a career path but importantly have a grounding in the subject that will enhance their ability to excel in whatever career path they follow after graduation.

Pamela Johnston
Course Coordinator

Please check the box to confirm that there has been consideration of equal opportunity and employability together with matters relevant to disability and ethnic issues: ☒

Date of production/revision: 08/02/2010
**Section B — to be completed on behalf of the Board of Studies or Higher Degrees Committee**

<table>
<thead>
<tr>
<th>B1. Is the proposal in accordance with the current University guidelines (<a href="http://senate.gla.ac.uk/qa/approval/index.html">http://senate.gla.ac.uk/qa/approval/index.html</a>)?</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2. Is the proposal clear and consistent?</td>
<td>Yes</td>
</tr>
<tr>
<td>B3. Is the proposal compliant with the Scottish Credit and Qualifications Framework?</td>
<td>Yes</td>
</tr>
<tr>
<td>B4. Are notional learning hours and assessment methods appropriate to the level of, and number of credits assigned to, the course(s)?</td>
<td>Yes</td>
</tr>
<tr>
<td>B5. Are examination durations consistent with Senate prescriptions set out in the Code of Assessment? [Faculties have limited discretion to allow examinations to exceed the normal prescription, and the rationale for such an extension should be indicated in field B8 below.]</td>
<td>Yes</td>
</tr>
<tr>
<td>B6. Are Intended Learning Outcomes written according to the guidelines?</td>
<td>Yes</td>
</tr>
<tr>
<td>B7. Is there adequate provision for, and monitoring of, the external supervision of project work, work placement, etc., where this is an integral part of the course(s)?</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**B8. Comments on any “No” answers:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>

**B9. Date of Board of Studies / Higher Degrees Committee Approval:**

**B10. Name of Convener of above:**
University of Glasgow
Course/Programme Approval Process
External Examiner* Consultation Proforma

Course/Programme Name: Veterinary Pathology

Principal Department: Veterinary Learning & Teaching Unit [REG 866]

Faculty: Veterinary Medicine

(Note to proposed course/programme co-ordinator: The external examiner should be given a copy of the completed CCIMS proposal form. They should then be asked to complete this form.)

*If the course or programme is new and there is no External Examiner, consultation should take place with an external representative whom the department would normally approach to become an External Examiner for the course.

Are the following aspects of the proposed course or programme appropriate? Please comment as necessary.

1. Aims
2. Intended Learning Outcomes
3. Methods of assessment
4. Level of the course or courses comprising the programme
5. The credit rating of the course or courses comprising the programme

Consultation – External Examiner
Comments on new course in Veterinary Pathology (Level 3), 2010-11
The course director, Dr. Pamela Johnson has provided me with both the new Course Specification and the Proposal Support Document. From these I have gained a good picture of the planned course, which is intended as a "course in the aetiopathogenesis of disease in domestic and relevant wild animal species".

The course is planned for a total of 130 students per year and represents a combination of formal lectures, laboratory-based and post mortem room practical sessions, clinical skills practicals and clinical pathology/clinician seminars.

Course aims and intended learning outcomes are ambitious and intend to provide the graduate with the necessary skills and appropriate knowledge on the pathogenesis of clinical findings, the basic differential diagnoses and potential aetiologies to approach a clinical case with a range of tools to allow for an appropriate diagnosis and evaluation, with assistance of appropriate laboratory tests. The focus is on the guidance towards a problem solving approach, leading to integration between pathology and the clinical setting and to competence in the interaction with diagnostic laboratories. An emphasis will be put on self-directed learning, also by means of virtual microscopy.

In my opinion, the proposed course, in its combination of different teaching and learning approaches is well thought through, innovative and directed to the requirements of the RCVS and the everyday life of veterinarians working in a clinical environment. It will likely initiate a lot of interest in the students, due to its closer link to the clinical situation.

The proposal support document states that "proficiency in histopathology is more applicable to the individuals who pursue a career in research and/or pathology, at which time they will receive appropriate training", which is certainly true. I just wish to emphasise at this point that the (clinical) pathologists teaching on the course may wish to closely monitor within the next

20/10/2004
few years whether the new course will render the graduates capable to successfully embark on the intensive 36-month required (and often not funded beyond this point) postgraduate training in their field (veterinary pathology/clinical pathology) that will make a candidate eligible to sit the certifying examination of the European College of Veterinary (Clinical) Pathology, since a further one-year basic training prior to a 3-year residency training might not be in the best interest of the field of specialisation, considering the overall shortage of veterinary pathologists.

Anja Kipar

28.01.2010

Name of External Examiner ……Dr Anja Kipar………………………………………………

Signature ………………………………………………………………………………………

Date ……28/01/10………………………………
University of Glasgow
Course/Programme Approval Process
Student Consultation Proforma

Course/Programme Name: Veterinary Pathology

Principal Department: Veterinary Learning & Teaching Unit [REG 866]

Faculty: Veterinary Medicine

1. Please describe which students were consulted and when, i.e. class(es) and number consulted.
   If an entire class was consulted indicate which class was involved.
   • At Staff/Student Liaison Committee, class representatives from all 5 years of the BVMS programme were in attendance – 7 students consulted.
   • At meeting held for BVMS IV & V students, only 6 BVMS IV students attended, no BVMS V students were in attendance.

2. How was the information presented to the students?
   Course leader orally presented the background to the proposed changes

3. Summary of student feedback.

Extract of Minutes of the Faculty Staff/Student Liaison Committee
held on Wednesday 27 January in the Allander Room at 1.30pm.

287c) PJ outlined the proposals for changes to the Pathology course for next year. The number of lectures is to be greatly reduced and there will be integrated practicals. The final details will be presented to the SSLC in due course but this information was received favourably by the students.

Notes from meeting held with BVMS IV students on Wednesday 3 February 2010 in SCAPHFS Seminar Room 2 at 10.30am.

Consultation with Students to discuss Pathology Teaching: current and proposed

Attending: Dr Pamela Johnston, Prof Janet Paterson-Kane, Lorna Hislop (BVMS4), Sarah M Gardner (BVMS4), Jen Campbell (BVMS4), Jen MacIndoe (BVMS4), Dawn Rogerson (BVMS4), Christy McKenzie (BVMS4).

Absent: Final year students were invited but did not attend.

Background:
PJ gave background to the meeting and introduced JPK to the students. Explained that changing to a “pathophysiology “ approach with more integration of clinical pathology (haematology, cytology, clinical chemistry) with anatomic pathology. Virtual microscopy

20/10/2004
Student opinions on current course:
Too much detail (morphological diagnoses). First term built up slowly, second term too much. Enjoyed PMs, could see the relevance of PMs and specimen classes to prepare for fourth year. Information on sample submission useful. Liked interactive material online. Found histopathology difficult – felt unprepared. Too much emphasis on histopathological tumour diagnosis – would prefer more cytology. Clinical pathology in short sharp bursts, not obviously related to anatomic pathology. Some students found McGavin useful, others just used the powerpoints. Database of powerpoints on Moodle useful – good reference point. Overall students felt their approach had been “Study to pass exams, not to learn.”

Experience so far on clinical EMS (about 6 weeks):
Students unable to interpret blood results or clinical chemistries at this stage. Would like to be able to do this!

Student opinions on proposed changes:
Like pathogenesis basis versus systems and a more integrated approach to clinical pathology /anatomic pathology. Would like to be able to competently do basic haematology / cytology when go into practice. Want to link pathology to clinical skills. Interested in Virtual Microscopy. Very interested in having clinicians involved and discussing management of real cases. Like the idea of less lectures.

Head of Department’s Name …………………………………………………………………

Head of Department’s Signature ……………………………………………………………..

Date: ………………………………………………………

Guidelines

1. Consult more junior students who might take the proposed course or programme in future years (this will not apply to Level 1 courses).

   And/or consult senior students who have already taken courses at the level of the proposed course. If there is no similar course on offer, consult with a group of students closest to the proposal.

2. Students should be asked specifically about:
   
   • whether the course would be challenging
   • whether the course would be stimulating
   • whether the course would meet their expectations
   • the proposed workload
   • methods of teaching, learning and assessment

20/10/2004
Consultation – Academic (course leaders)

Minutes of PIP COURSE meeting with course leaders

Tuesday 26th January 2010

Attending: Pamela Johnston, Janet Patterson-Kane, Nick Jonsson, Mark Roberts (for Paul Everest), Clare Knottenbelt (for Ian Ramsey), Ian Jeffcoate, Thomas Wittek, Lesley Nicolson, David Barrett (also for Jim Parkins), Billy Steele, Neil Evans, Fiona Dowell (for Karen MacEachern), Eileen Devaney and Hayley Haining.

Apologies: Maureen Bain, Martin Sullivan, Ian Ramsey.

JPK gave reasons for proposed changes to course (overloaded third year students, RCVS Day One Competencies, students entering clinical years “unprepared” and explained that a pathophysiological approach will be taken with much more integration of the clinical and anatomic aspects of pathology. JPK pointed out the historical emphasis on anatomical pathology and the desperate need for a further clinical pathology lecturer/senior lecturer.
Also added that a final year rotation in pathology will start next year.

PJ gave an outline of plan of action re number of lectures, practicals, use of virtual microscopy and self-directed learning.

Neil Evans: New Course not just Major change.
PJ confirmed that timescale – still on track for September 2010-2011.

David Barrett: Concerned that clinical staff not sufficient to cover increased workload.
PJ/JPK explained that the increased workload will involve clinical pathologists primarily – not clinicians.

Concern re loss of “PM dems” (David Barrett) was addressed by pointing out that reduction in 3rd year teaching would allow us to take 5th year students in the final year rotations and that they would present PM cases in those sessions.

Nick Jonsson and Billy Steele were enthusiastic about having a combined approach by pathology and large animal for a longer pathology rotation than currently offered from the small animal course (i.e. a part week).

Clare was in agreement that it could be covered by the large animal; course and it was pointed out (JPK and Billy Steele) that post-mortems conducted by the students will be whatever is available on the day including large animal, small animal and wildlife cases.

Billy Steele: Needs students to recognise lesions and within reason know diagnoses.
PJ explained this will still be covered in specimen classes. Billy agreed that gross post mortem technique not essential to feed in to his courses (VPH and APPH).

Fiona Dowell: concerned that with self-directed learning actual student time may not decrease.
PJ confirmed that there will definitely be a decrease in bulk given to students and hence they will have more time.
Fiona also keen to time courses more appropriately, Eileen also agreed.
PJ will have meetings with course leaders as appropriate to maximise across-course integration.

Eileen Devaney concerned that students will have no more time than before PJ as above

Mark Roberts: Keen to look at scanning of microbiological material and to have microbiological input into the final year rotation.

Thomas Wittek: welcomed the pathophysiology approach, thought this would benefit students as they approach the clinical years.

Ian Jeffcoate concerned that rescheduling pathology teaching time will be problematic due to heavy use of Teaching Lab 2 by all third year courses as well as second year and the new BSc course. Mark and Eileen also concerned about this. Arlene is currently trying to juggle the timetables, will hopefully report on feasibility next week.

Billy is concerned about PM room availability if pathology teaching is rescheduled.

Clare Knottenbelt supports the proposed changes to the pathology course.

There was general concern re this needing to be re-written when the curriculum changes PJ JPK response: we are re-writing with that in mind, and that organising teaching by pathophysiology topics gives greater flexibility and can be shifted into other years if thought appropriate with minimal change e.g. Introducing neoplasia and inflammation earlier in the course. Also this material will always need to be taught as it is key to progression from basic sciences to clinical work. There was also general concern about repetition and we agreed to show our specific plans on what is intended to be covered to relevant course leaders, which is likely to result in further reduction of our material.

Martin (by email) supports the changes with a few provisos:

1] that the PIP is not completed in such a way that prevents refinement at the end of the first year of the course – PJ happy that this will be possible  
2] that the methods of assessment meet wishes of the Associate Dean in terms of best practice – assessment will involve MCQs (no negative marking), essays and practical assessment including OSCE’s  
3] that OSCE or similar is introduced as a component of the degree assessments – see above  
4] that the number of lecture hours is reduced to meet the crit of the last RCVS report – 77 is being reduced to 49.

The issues raised were discussed and overall the consensus is that the changes are a step forward. All present were concerned with whether or not the changes would mesh with the curricular review – PJ and JPK intend that they will.
Minutes of Meeting of the CLINICAL SERVICES COMMITTEE held on

**WEDNESDAY 28 October 2009** at 2pm in the **LOMOND ROOM**

**Present:** Prof. D Bennett (Convener), Prof. D Logue, Prof. S Love, Mr M McDonald, Ms P Sharp,

**Apologies:** Dr M Jackson, Mr B O’Neil, Prof. J Paterson-Kane, Mr C Paterson

**Attending:** Mrs M Wallace

2. **Minute**
The minute of the meeting held on the 25 September 2009 was accepted.

2a Matters Arising

**Sample Delivery**
No permanent solution has yet been identified and it is causing increasing problems with Oncology results. Prof. Bennett has spoken to Prof. Cameron about the possibility of using the Anatomy van but has had no response. At present the PM Room van is picking up samples when it passes and also staff are collecting as they pass but this is not a permanent solution. Prof. Bennett is going to speak with Prof. Cameron again.

**Action:** DB

**Temporary Stockworker**
Alistair Mercer is now covering this post. He would be a good candidate for the permanent job as he has a degree in agriculture.

3. **FMG Matters**
Prof. Bennett reported to faculty on the Clinical Services finances over the previous financial year. The Small Animal Hospital and Diagnostic Services both made a higher contribution than was budgeted while Equine came in around budget. Prof. Logue is to have discussions with Ms Raju regarding the Farm Animal Budget.

**Action:** DL

4. **Out of hours payments (report of working group circulated)**
The main proposals from the working group were:
- have a 3 tier retainer system
  - Tier 1 £3000/annum – to be used for people who are likely to have to attend to patients more than twice a week when on call.
  - Tier 2 £2000/annum – to be used for staff likely to be called to patients when on call but less than twice a week.
  - Tier 3 £500/annum – generally only called upon to give telephone advice when on call.
- increase hourly rate for 1st hr to £125/hr and remain at £75/hr for subsequent hours with no limit on the number of hours

Prof. Bennett however felt this too complex and suggests:
- continue to use the 2 tier retainer system (£2,000 and £500 although there was some support to remove the latter)
- increase the hourly rate to £150/hr to a maximum of 4hrs **per case**

It is also likely that radiographers will need to be included in the scheme in some way as it is imperative to be able to offer MRI scans out of hours. A proposal needs to be made and an hourly rate defined.

**Action DB**
5. CPD Unit
Ms Paula Sharp is now administratively responsible for the CPD unit and Dr Paul Wotton is the convenor of the CPD committee. Staff are encouraged to participate in courses and consider the possibility for new courses as it is hoped to increase the number of yearly courses from 6 to around 12 to 14.

6. Small Animal Hospital Director’s comments/issues
Professor Bennett reported that the Linear Accelerator has now been signed off.

7. Weipers Centre for Equine Welfare Director’s comments/issues
Prof. Love reported that Dr David Sutton had started this week and they are interviewing on the 13 November for a replacement surgeon. Currently 14% adrift of the budget but this is an improvement on the same period last year and case numbers have increase.

8. Scottish Centre for Production Animal Health and Food Safety comments/issues
Prof. Logue reported a problem with security within the new facility as a second power cleaner has gone missing. There are cameras but no locks on the new building. There are a few continuing snagging issues which have been raised with John Gillies in Estates and Buildings. It is planned to hold the official opening of the new building within the next 2 months but no date has been finalised as yet.

9. Veterinary Diagnostic Services Director's comments/issues
Mr McDonald reported that there is currently a review ongoing of sample pricing in bacteriology which will have an impact on Farm Animal. There is also a possibility of collaboration with SAC and a meeting has been arranged to discuss.

10. Financial comments/issues
There were none relevant at this time.

11. Human Resource issues and post requests
Prof. Logue reported that the RCVS are no longer offering support for Clinical Scholar Studentships. This will have a major impact on Farm Animal as RCVS have supported a number of Clinical Scholars in the past.

12. Clinical Services strategy document reminder
Prof. Bennett reminded all the Clinical Directors that they have to produce a strategy document. He asked if these could be provided to him by the 20 November to allow discussion at the next meeting.

13. AOB
Graduate School
Prof. Love reported he has attended a meeting with other Heads of Graduate School within the Biomed territory to discuss the proposed University re-structuring. It has been agreed there should be a single graduate school for the new College but a satellite office will remain at Garscuche. They do not want the Clinical Scholars to be incorporated within the graduate school.

Swine Flu
Clinical Directors have been asked to provide information on their strategic plans for continuing the service if a number of staff become ill with swine flu. Collaboration with Edinburgh is the likely solution. This information should be returned to Professor Bennett to allow him to inform FMG.

Farm Animal teaching
It was reported that an approach has been made to Prof. Sullivan by a practice expressing an interest in tendering for the Farm Animal teaching contract when it finishes next year.

14. Date of Next Meeting
The next meeting will be held on Wednesday 25 November at 2pm in the Lomond Room.
Minutes of Meeting of the CLINICAL SERVICES COMMITTEE held on

WEDNESDAY 25 November 2009 at 2pm in the LOMOND ROOM

Present: Prof. D Bennett (Convener), Ms M Gatherer, Ms C Knottenbelt, Mr I MacMillan, Mr C Paterson, Ms P Sharp,

Apologies: Dr M Jackson, Prof. D Logue, Prof. S Love, Mr B O’Neil, Prof. J Paterson-Kane,

Attending: Mrs M Wallace

2. Minute
The minute of the meeting held on the 28 October 2009 was accepted.

2a Matters Arising
Sample Delivery
This has still not been resolved and Prof. Bennett will speak again to Prof. Cameron regarding the use of the Anatomy van. Ms Knottenbelt suggested that a trade off could be made with the teaching unit. The Small Animal Hospital could provide an ACA 2 hours per day to help care for the exotics and in exchange the Anatomy van could be used for collecting and delivering samples between the SAH and VDS.

Action: DB

CPD Unit
A programme has now been devised for the coming year. There is still a problem relating to the level of payment for staff members delivering the courses.

3. FMG Matters
A replacement soft-tissue surgeon position was approved at FMG but still requires university approval.

Complaints have been received regarding the standard of the pavement between the Small Animal Hospital and the McCall Building. It is hoped that this can be re-surfaced and Prof. Bennett will raise at the next FMG meeting.

Action: DB

4. Market research proposal
Ms Sharp presented a proposal for market research for the hospitals. This would be carried out by an external company and would mainly be in the form of telephone interviews. The cost for this would be approximately £3,000 and it was agreed that the clinical services committee should have sight of the questionnaire prior to its use. The full proposal is to be circulated to the committee and any comments passed to Ms Sharp.

Action: PS

5. Paper free pathology reporting system
Prof. Paterson-Kane is proposing that results should no longer be faxed to the hospitals and that results should be stored on the k drive for clinicians to access. It was agreed that this would only be useful if the results were stored by hospital number. Access to the required folders also needs addressed to ensure that everyone who requires access has access to the relevant folder.

6. Current problems with turnaround time on PM and biopsy cases
Prof. Paterson-Kane has met with the pathologists and agreed that all biopsies should be reported within 24hrs. Gross post mortem findings should be reported within 48hrs and full reports within 1 month. Prof. Paterson-Kane apologised for the continuing problems.
7. Small Animal Hospital Director's comments/issues
Ms Knottenbelt has been appointed acting hospital director while Dr Jackson is on sick leave. She provided the SAH update.

Staffing
- Ms Jenny Helm has been appointed as a University Clinician in Oncology & Radiotherapy
- Interviews have taken place for a Chair in Orthopaedics and the outcome of this will be known shortly
- FMG have approved the replacement of Don Sheahan in Soft Tissue Surgery
- Successful nursing interviews with appointments made to all the day time posts.
- Locum and Bank nurses will continue to be required especially over the Christmas period.
- Additional radiographic support may be required for MRI delivery. Out of Hours support has been identified for MRI.
- Reviews of the job descriptions for the nursing staff are currently underway and this should be completed by mid January.
- Roles & responsibilities document being prepared for Service Leaders

Linear Accelerator
The tendering has now been completed and Siemens have been awarded the contract. Agreement needs to be reached quickly with Estates & Buildings as to who has ultimate responsibility for the installation of the linear accelerator. Siemens are not prepared to accept the responsibility and unless an agreement is reached quickly this will delay the installation further. Expected income from the linear accelerator is already appearing in the budget but it is unlikely that the equipment will be installed before at least April of next year.

Action DB

Awards
The Small Animal Hospital has been awarded two architectural awards:
Andrew Doolan Award which is the UK’s richest architectural award and given for the best new building in Scotland.
Supreme Award by the Glasgow Institute of Architects for the best new building in Scotland

8. Weipers Centre for Equine Welfare Director’s comments/issues
The reception is currently being re-fitted and Ms Gatherer reported continuing problems with maintenance of the flooring. It was suggested that she should discuss these problems with Liz Kinning, Manager, Cleaning Services.

Professor Bennett reported on successful interviews for an equine surgeon and hopefully an appointment will be made shortly.

9. Scottish Centre for Production Animal Health and Food Safety Director’s comments/issues
The official opening of the new building is now likely to take place in the new year.

10. Veterinary Diagnostic Services Director's comments/issues
There was nothing to report under this item.

11. Financial comments/issues
Prof. Bennett reported that posts across the university have been frozen and for any posts to be released approval needs to be granted from the university.
12. Human Resources issues and post requests

*SAH Receptionist 0.6FTE*

Mr Paterson has submitted a case to the Dean for replacement of this post but as yet has had no response. Mrs Wallace will look into this.

**Action:** MW

*Residents/Interns*

An advert is to appear in the Vet Record for replacement interns and residents in Small Animal Medicine and Surgery to start in March 2010. A request has also been made to replace the current externally funded imaging resident and it was advised that a business case would need to be prepared for this.

13. AOB

*Strategic Plans*

Prof. Bennett has requested copies of the strategic plans from the clinical directors within the next 2 weeks. Mrs Wallace will e-mail a reminder.

**Action:** MW

*Externally funded Imaging Resident*

It was agreed that this resident should benefit from the CPD funds available to other residents.

14. Date of Next Meeting

The next meeting is scheduled for Wednesday 23 December at 2pm in the Lomond Room.
WEDNESDAY 23 DECEMBER 2009 at 2pm in the LOMOND ROOM

Present: Prof. D Bennett (Convener), Dr K Ellis, Ms M Gatherer, Prof. N Jonsson, Mr. B O’Neil, Mr C Paterson, Prof. J Paterson-Kane, Prof. I Ramsey. Ms P Sharp,

Apologies: Ms C Knottenbelt, Prof. D Logue, Prof. S Love

Attending: Mrs M Wallace

2. Minute
The minute of the meeting held on the 25 November 2009 was accepted.

2a Matters Arising
Sample delivery
This has now been resolved. There will be pick-ups from the Small Animal Hospital at 10.30, 13.30 and 15.30 each day. In return for the use of the Anatomy van the Small Animal Hospital have provided an ACA for 2hrs/day to look after the reptiles.

Paper free pathology reporting system
This appears to be working well but still investigating how to export into the EPR system. The hospital case number needs to be the first part of the title and needs to be consistent. It was suggested that the VDS office staff should receive training in the EPR system to allow them to upload results directly into the EPR system.

Action: IR

3. FMG Matters
The university restructuring has been the main topic recently at FMG. Every effort should be made to fill vacant posts by the 1st August 2010 otherwise they may be lost. Temporary contracts may become more common as funding within Higher Education is tight.

The Dean is setting high targets for the 2010/11 budget; an extra £1.5million is to be found.

4. Market Research Proposal
The sample questionnaire was circulated prior to the meeting. The focus has been on the Small Animal Hospital to avoid confusion although some VDS questions have been included. Prof. Ramsey suggested giving the vets some warning about the questions as cold calling may get knee jerk reactions. Any comments or suggestion should be passed to Ms Sharp.

5. Collaboration with SAC
Prof. Paterson-Kane reported that SAC had approached her regarding the possibility of some collaboration. A group of VDS staff visited SAC to discuss and agreements were made regarding testing. SAC will send virology testing to VDS and VDS will send Bacteriology and Parasitology testing to SAC.

6. Christmas Postal Arrangements
Prof. Paterson-Kane reported that she has arranged, at a cost, for someone to sort mail over the Christmas period. This arrangement only covers VDS and the Small Animal Hospital may need to make similar arrangements. Prof. Ramsey is going to speak with Mrs Hutchinson regarding this.

Action: IR

7. Delivery of Parasitology Samples
Parasitology samples should be delivered to the main laboratory and should not go direct to Parasitology. If there are any problems with this, then Dr Libby Archer should be contacted.
8. Small Animal Hospital Director's comments/issues
Dr Jackson’s absence has left a hole in management and teaching within the Small Animal Hospital. Ms Knottenbelt has formed a management team (Kathryn Pratschke, Gawain Hammond, Clare Knottenbelt, Ian Ramsey, Paula Sharp, Calum Paterson, Pamela McComb) who are dealing with all the on-going issues.

The business in the first 2 months was poor but November and December have been busier. There is a continuing problem with insurance claims and this is beginning to cause bad feeling with the clients. It was agreed that clear targets need to be set for the new member of staff employed to deal with Insurance Claims. Prof. Ramsey believes that there is a need to expand the range of services offered if income is to be increased. Consumable costs have increased since the move to the new hospital which is partly due to the size of the hospital and the introduction of the new stock control system.

There is a meeting to discuss the Linear Accelerator on the 8th January and more information should be available after this meeting.

Interviews were held for the post of Neurology clinician and the post has been accepted with a start date of 1st August 2010.

9. Weipers Centre for Equine Welfare Director's comments/issues
John Marshall has accepted the post as Equine Surgeon and is due to start on the 1 June 2010.

10. Scottish Centre for Production Animal Health and Food Safety comments/issues
It has been agreed that phone calls can be routed through the Weipers reception. Dr Ellis is to meet with Ms Gatherer to ensure that the receptionists have all the required information.

Action: KE, MG

The current interns are due to finish at the end of July 2010 and it is essential that these positions are replaced. They are currently funded from the Clinical Scholar budget although originally were funded from a separate general funds budget.

11. Veterinary Diagnostic Services Director's comments/issues
Prof. Paterson-Kane has requested the support of a locum to allow current staff more time to develop the curriculum.

12. Financial comments/issues
The OOH proposal was presented to FMG but the Dean would like more time to think about this. Academic staff covering the MRI can be paid from the old system in the short-term and will receive £2,000/annum for being on the rota.

13. Human Resource issues and post requests
FMG approved the replacement of an orthopaedic surgeon. This was previously advertised a professorial level but will now be advertised at Level 8/9. The replacement for Fiona McCallum has been approved.

Flexible Working Request
A request has been received by Ms Janis Hamilton for flexible working. She would like to reduce her hours by 0.1FTE and work over 4 days. This request was rejected as the nursing school require cover 5 days per week and it would not be possible to appoint to 0.1FTE.

14. AOB
Strategy Documents
Prof. Bennett has received strategy documents as follows:
- Farm Animal (telephones, secretarial support, storage, isolation unit, upgrading of surgery facilities, develop referral service, protection of Cochno farm, support staff)
- Small Animal (OOH resident, anaesthetist, radiographer, 8 nurses, develop pain & rehab service, OOH 1st opinion clinic, restructure intensive care unit, renal dialysis unit, hospital status)
- Equine (hospital status, remedial work on new stable block, web site, preferred provider with insurance companies, telemedicine)

_Ethylene oxide steriliser_
This is currently shared by the Weipers and SAH and can’t be used at present as the building (old large animal surgery) is too cold. Estates and Buildings are looking at re-instating the heating and Mr Paterson has identified a possible area within the Small Animal Hospital but would require approval from E&B and Safety Office. The safety issues and costs in moving would need to be established.

**Action: CP**

_RCVS Spencer Hill_
Funding is available for equipment with some teaching relationship. Farm Animal are considering an application for an additional Ultrasound Scanner, Small Animal a portable ultrasound scanner and Equine anaesthesia monitoring equipment.

_{Health & Safety Committee}_
Prof. Ramsey is now chair of the faculty Health & Safety Committee. The committee was informed that it is likely that safety within the faculty will now be organised by clinical, research and teaching rather than the current geographic organisation. Prof. Ramsey will be discussing this with relevant people.

**15. Date of Next Meeting**
The next meeting is scheduled for Wednesday 20 January 2010 at 2pm in the Dumgoyne Room.
Minutes of Meeting of the CLINICAL SERVICES COMMITTEE held on

WEDNESDAY 20 JANUARY 2010 at 2pm in the DUMGOYNE ROOM

Present: Prof. D Bennett (Convener), Mr R Barron, Ms M Gatherer, Prof. D Logue, Prof. S Love, Mr. B O’Neil, Mr C Paterson, Prof. J Paterson-Kane, Ms P Sharp

Apologies: Ms C Knottenbelt, Prof. N Jonsson

Attending: Mrs M Wallace

2. Minute
The minute of the meeting held on the 23 December 2009 was accepted with a minor alteration.

2a Matters arising
VDS Collaboration with SAC
The committee were informed that no firm agreements have been made and discussions are still ongoing.

3. FMG matters
There were no matters to report.

4. Clinical Services Strategy
Professor Bennett reported that he is meeting with the Dean on Friday 22 January 2010 to discuss the proposed strategies for Farm Animal and Equine.

Farm Animal
The FA strategy includes:
- LA operating theatre
- Isolation Unit – this can be shared with Equine
- Additional Storage (for feed etc.)
- Farm Midden
- Cochno Farm – a farm is an AVMA requirement. Proposal to run as a 200 herd dairy farm.
- Additional liaison with FA practices
- Additional staff particularly support staff and interns/residents

Equine
The equine strategy includes:
- Building work – mostly things that have been removed from previous builds as a cost saving.
- Telemedicine Service – this requires IT support and would be intended as a clinical service.
- Additional staff

5. Small Animal Hospital Director’s comments/issues
There has been some delays and problems with the Linear Accelerator, however, work is still scheduled to commence on the 1 February 2010. The proposed changes to the Out of Hours Payments are still ongoing.

6. Weipers Centre for Equine Welfare Director’s comments/issues
Professor Love reported that John Marshall has accepted the position of Equine Surgeon and will commence on 1st June 2010.

7. Scottish Centre for Production Animal Health and Food Safety comments/issues
Professor Logue reported that they have experienced some problems with frozen and burst pipes in the new building. One of the interns has broken her arm and Prof. Logue congratulated the remaining intern on providing the additional cover.
8. Veterinary Diagnostic Services Director's comments/issues
Professor Paterson-Kane reported that interviews have been arranged for the Lecturer in Pathology. It is hoped that an appointment will be made this time. A locum is starting on 1 February.

9. Financial comments/issues
The VDS financial position is not as bad as it first appeared as they are still awaiting invoiced funds. Equine are ahead of budget.

10 Human Resource issues and post requests
The orthopaedic and soft tissue surgery posts are still awaiting sign off in Human Resources.

Mr O'Neil asked the committee, when dealing with HR issues/conflicts/requests to be wary of raising expectations of staff and requested that any potential solutions should be discussed with himself or Mrs Wallace to ascertain feasibility before discussing with the staff members concerned. There were several recent examples of where this had caused unnecessary difficulties.

11. AOB

Road Gritting
The committee asked that commercial areas are given priority when the internal roads are being gritted.

FA Intern CPD
The committee agreed that Professor Logue could utilise some of his clinical income to support the CPD of one of the interns.

Visit by University College Dublin
While the committee are happy to meet with visitors they asked if in future more notice could be given. The convenor explained that details from the visitors were late in arriving.

Clinical Scholar Document
Mrs Wallace is going to re-circulate the clinical scholar document to the committee for agreement at the next meeting. There is a suggestion that the graduate school within the new college structure will not be responsible for the clinical scholars and an alternative management structure will be necessary.

Action: MW

Spencer Hill
Applications are currently being approved by the Dean.

12. Date of Next Meeting
The next meeting is scheduled for Wednesday 17 February 2010 at 2pm in the Lomond Room.
 Minute of a Meeting of the VETERINARY INFORMATION SERVICES COMMITTEE
held on WEDNESDAY 25 November 2009 in the Henry Wellcome Level 4 Meeting Room

Present: Ms S Ashworth, Mr Zeeshan Durrani, Mr P McLaughlin, Mrs Maureen McGovern, Mrs Jackie Mackay, Mr Peter Mitchell, Dr L Nicolson (Convener), Mrs J Norden (Clerk), Mr William Weir

Apologies: Mr Gawain Hammond

203 New Committee Members
Dr Nicolson opened the meeting by officially welcoming Mr Paul McLaughlin the new Faculty IT manager.

204 Minutes
The minutes of the meeting held on Wednesday 24 June 2009 were accepted.

205 Actions
Minute 197 refers – Mrs Mackay to produce instructions for the use of AV equipment in the Jarrett Lecture Theatre and also to check equipment in all lecture theatres.
COMPLETED
Minute 198 refers – Dr Nicolson to meet with Ms Macrae and Prof Anderson to discuss if finance is available for the upgrade to the Ilay Lecture Theatre.
PROGRESSING – Further details to follow
Minute 199 refers – Mrs Norden to identify Undergraduate representative to join committee
ONGOING

206 ISU Issues
Mr McLaughlin has identified some areas that need to be addressed:
• Printers – Student and Staff Replacements
• Computers – Replacement and Rebuilds, Storage and Archiving
• AV Support
• Desktop Support
• Computer Provision in new SAH

Currently looking at £15k for hard drive space. University provided top tier storage. Looking to provide storage locally so 10GB storage each for Researchers/Academics to be made available. Currently Research staff hold data on personal PC’s or hard drives, should be stored off site and encrypted. Academic staff should not have to do this themselves, service should be provided by ISU.

Mr Mitchell indicated the figure of £15k was set by the University Court for multi site storage a few years ago but are currently piloting a multi tiered storage system at present. There will need to be a change to the standard desktop to support multi tiered storage. The University needs to provide a cost effective and mutually agreeable system.

Mr McLaughlin also indicated that there are problems with the server room in respect of power supplies for the EPR system and computer cluster.

207 Library Issues
207.1 Student Printer
Mrs McGovern reported that the small printer in the library cannot cope with the amount of notes students are printing. Currently using a box of paper a week and a toner cartridge per month. Mr McLaughlin to cost a larger machine.

ACTION PMcL

207.2 Self Service Prints
Students are currently purchasing print credits at the library desk but this creates problems after 5.00pm and at weekends. The central library will not sell credits over the weekend. Could be resolved with online payments or by installing small machines to existing system for self service, swipe system or coin operated.
207.3 Library Budget
Ms Ashworth had circulated a paper to the committee prior to the meeting. Budgets are on track and should be able make all required purchases. Still a problem with the exchange rates against the dollar and euro as fluctuations can affect budgets.

VAT is also due to increase in January. If raised above 17.5 this will have a major impact.

208 Matters of Undergraduate Student Concern
Printing in the computer cluster is still a problem. Due to the volume of printing, paper runs out quickly. Paper jams also causing problems. Remote printers could be an option as companies are mandated to repair problems with printers jamming etc.

209 Matters of Postgraduate Student Concern
Nothing to report.

210 AOCB
There was no other business.

211 Date of Next Meeting
Wednesday 3rd February 2010
UNIVERSITY OF GLASGOW

FACULTY OF VETERINARY MEDICINE

Minutes of the Faculty Staff/Student Liaison Committee held on

Wednesday 27 January 2010 in the Allander Room at 1.30pm.

Present: Prof M Sullivan (Convener), Prof T J Anderson, Prof M Roberts, Dr T Wittek, Dr Pamela Johnston, Dr Fiona Dowell, Dr Ian Jeffcoate, Mr D Barrett, Miss A MacRae, Mrs M McGovern, AVindenes, B Horricks, (1st yr reps) J Edwards, L Moorman (2nd yr reps), N Hillary, B Quayle (3rd yr Reps), S Ruxton, (4th yr rep), Antonia Bomba (Final yr rep).

Attending: Mrs J Kerr

Apologies:
Dr M Bain, Prof S Love, Prof E Devaney, Prof J Parkins, Sophia Bowerman (4th Yr), Imogyn Comyn (5th Yr), Lorna Tracey (GUVMA), Steven Crowe (GUVMA)
283 Minutes of the meeting held on Wednesday 4 November 2009 were approved.

284 Matters Arising:
255: Peer Assisted Learning
This has been organised by upper years.

259c: Rodeo
It was reported that the Rodeo will take place on 17 April 2010. Staff involvement has been arranged to assist with the organisation of this event.

268: Refectory and Keeping Campus Tidy
It was reported that there had been an improvement of tidiness in all areas of the campus. MMcG reported that she has had to speak to students leaving a mess in the library and also has an issue with the cleaner which has been taken up with the cleaning services supervisor.

269. Fly Posting
Fly posting is still an issue around the campus. It was reported that the re-instatement of the notice board on the 1st floor landing of the refectory would not be a possibility as this creates a fire hazard in the stairwell. Extra notice boards have been placed in the GUVMA Hut and in the corridor of the Islay Lecture Theatre. Students were not happy with this arrangement as people do not observe notice boards in these areas. MS suggested that a powerpoint slide of weekly events could be displayed before the start of a lecture.

272a: Tours of Small Animal Hospital & Farm Animal Facilities
Year reps to contact Caroline Hutchinson to arrange group tours for each year beginning with 4th year.

272b: Computer Centre Printers
The IT Manager has been investigating the problem of the printers not working and has been unable to establish a specific cause as yet. On going investigations continue but they are also investigating the possibility of purchasing new printers or relocating other printers into the computer centre. It was also reported that money was being deducted from accounts with no
print job received. Students also requested that a standard Monday morning check of printers be made. MS to discuss with IT manager.

**ACTION MS**

**272c: Islay Lecture Theatre**
Ongoing investigations continue to try to solve the problem of inconsistent temperatures. AM to discuss again with Heating Engineers.

**ACTION AM**

**275b: Lectures on Moodle**
It was reported that some lectures are still not going onto moodle until the morning of the lecture. MS advised class reps to report this to course leaders to rectify. It was also noted that PDF files are not always the appropriate format but MS stated this should be taken to the Programme Board.

**ACTION MS**

**276b, 278i, 279: Security**
TJA and SC, Faculty Secretary, are to meet with Neil Campbell, Director of Campus Services to discuss various issues including lighting, CCTV and the issue of security staff recourses out of hours. It was reported that work has already begun to upgrade the path and will be completed in the next few days. MS commented on the length of time taken to address these issues as they have been raised several times before over the years.

**ACTION TJA**

**277:** **McCall Lecture Theatre**
Lights in the McCall lecture theatre have now been fixed.

**278b:** **Print Credits**
It was reported that final year receive less print credits as this is a lecture free year therefore requiring less printed notes.

**278d, f:** **Student Lockers**
Additional lockers will be installed in February. New and existing lockers will be secured properly.

**278g:** **Rubbish Bins**
Additional bins have now been provided in the Farm Animal facility and Small Animal Hospital.

**278j:** **Ladies Toilets**
The issue of extra sanitary bins is still being investigated by AM as an outside company is required to provide this service. Broken locks have been reported in the toilets near the refectory. AM to report to E&B.

**ACTION AM**

**285**

**GUVMa Hut Events**
Following meeting with the Dean and President of GUVMA it has been reported future Hut events will be limited to 150 for health and safety reasons. Events must be BYOB and ticked sales only. Students expressed concerns for future events and asked this be taken into account when new facility is built.

**286**

**Undergraduate Student Items:**

**287**

**Third Year:**
FD requested to commence with third year as she had to leave the meeting early.

a) Third year stated it was difficult to find lectures on the Pharmacology website FD replied that due staffing issues the website had not been kept up to date but this should be resolved shortly.
b) Third Year requested a change of venue for Friday lecture. FD noted their point and indicated this may be a possibility in the future.

c) PJ outlined the proposals for changes to the Pathology course for next year. The number of lectures is to be greatly reduced and there will be integrated practicals. The final details will be presented to the SSLC in due course but this information was received favourably by the students.

288 & 289 BSc. Veterinary Biosciences First Year & Second Year:
The student rep for this course was not in attendance but it was noted they attend lectures on Wednesday afternoons so the SSLC meetings may have to change to a different day in the future.

290 First Year:
First Year asked when printer would be available in the Library. MMcG reported this had been ordered but will contact the finance manager today for an update.

ACTION MMcG

a) First year asked how to deal with books left open on desks in the Library where no-one appeared to be using them. MMcG advised they should remove them or ask library staff to do so. She also stated that more study space will be created after renovation of the old hospital takes place.

ACTION MS

b) First Year requested that the timetable be amended so that when they attended the main campus, all lectures would be on the one day instead of it being split over two mornings. They also requested clearer guidance on moodle to the location of exams and more notice given. MS to discuss.

ACTION MS

291 Second Year:
a) Second year reported that many of the computers were not working in the computer cluster. MS to discuss with IT manager.

ACTION MS

b) Second year asked for name badges to be issued for EMS. MS to look into this.

ACTION MS

Second year reported that notes were late going onto moodle before lectures. MS advised reps to mention to course leader. They also mentioned that notes were often amended just before lectures which meant printing them off again using up print credits. MS stated it would be unlikely lecturers would agree to not having the ability to amend notes before lectures.

292 Fourth Year:

a) Fourth Year mentioned the ongoing printer problems which are being still under investigation. MS will discuss with IT Manager.

ACTION MS

b) Fourth year mentioned the heating in the Islay Lecture Theatre which is still under investigation.

ACTION AM

c) Fourth year requested recycling bins for cardboard due to the excess pizza boxes from clinical club. MS to discuss with AMc.

ACTION MS

d) Fourth year mentioned the lack of study space which will be resolved when the old hospital is renovated. In the mean time MS has asked rep to speak to AM about arrangements previously provided in the refectory during the exam period. It was suggested by that students should have access to view the room booking system but not have the ability to book rooms.
Final Year:

a) Final year requested adequate access to EPR system. MS to discuss with Ian Ramsay.

ACTION MS

b) Final year asked if it would be possible for more involvement in cases and being able to follow them through. MS to discuss with Ian Ramsay.

GUVMA President to Report:

GUVMA president was not in attendance but sent an email. All issues mentioned in the email were covered in the course of the meeting.

AOB:

a) TJA reported that Peter Doherty from Welcome Trust will be giving a lecture in the Beatson on the 1st March. Due to research opportunities the Welcome Trust offers to undergraduate veterinary students, TJA has asked class reps to encourage all students to attend in particular 3rd & 4th year.

b) Students asked why no access was allowed to the roof of the new Small Animal Hospital. MS stated the probable reason was due to the new grass which has been laid. Students asked why no signs had been placed indicating that access was not allowed.

c) MS stated that when issues are resolved they should be reported immediately rather than wait until the next meeting to report.

Date of Next Meeting: TBC
Minutes of a Meeting of Faculty Ethics & Welfare Committee held on 
Wednesday 2 December 2009 in the Dumgoyne Meeting Room

Present :  
Dr D McKeegan (Convener); Dr J Ferguson, Professor Ruth Jarrett, 
Dr G Fishwick.

Apologies :  
Professor Neil Evans, Dr J Morris, Dr Karen Spencer, Mr Colin 
Macaldowie.

Attending :  
Mrs L Fallon (Minutes)

MINUTES
The Minutes of the meeting held on 25 February 2009 were approved.

MATTERS ARISING
166.2 As previously reported, Dr McKeegan had spoken briefly with 
newly arrived Professor Janet Patterson-Kane (Pathology) regarding 
the issue of owners’ consent to carry out post-mortem examinations. 
The committee felt this is an important topic and in everyone’s 
interests to establish guidelines that were fair to all parties. Dr 
McKeegan said she would endeavour to gain sight of the current forms 
used for owners’ consent. With this in mind she agreed to go back to 
Professor Patterson-Kane in a bid to establish guidelines for obtaining 
consent, where appropriate, for PM material.

166.3 Dr McKeegan and Dr Ferguson had recently set up and 
attended a Clinical Club Seminar for staff applying for licences for 
studies under the Animals (Scientific Procedures) Act. It had proved a 
great success and it was envisaged that this might become an annual 
event.

UNIVERSITY OF GLASGOW ETHICS COMMITTEE

There was no business to report.

AOB

179.1 Dr McKeegan commented on four pending applications to the 
committee. Three of these applications were submitted by Mr Derek 
Flaherty. Mr Flaherty’s applications concerned carrying out 
procedures on animals whilst under anaesthetic. Whilst the procedures 
themselves were not a problem, the committee discussed the need for 
specific owner consent for the studies described. Dr McKeegan agreed
to meet with Mr Flaherty to discuss the consent issues with him and assure him the committee was not being obstructive. She promised those present to look at the levels of consent currently in place.

180  **The future of Ethics committees**

Dr McKeegan read a statement from Professor Jacqueline Atkinson (Chair of the University Ethics Committee) regarding the future make-up of Ethics committees within the University, in the light of the forthcoming restructuring process. It was possible that Faculty Ethics committees may continue relatively unchanged or may develop into fewer, much bigger committees, at College Level. At this stage no decisions had been made about future ethics committee structures, and Dr McKeegan promised to inform the members of any changes, as they became known.

181  **Using staff dogs for teaching purposes**

Dr McKeegan reported that greyhounds were no longer used for teaching purposes. This meant that there was no supply of ‘stock’ dogs available for teaching. Staff had been asked to register their dogs with the Teaching Unit, giving consent to use them for teaching purposes. It was felt basic guidelines to protect dog welfare during teaching sessions would be useful and Dr McKeegan agreed to produce draft guidelines and circulate them to the committee.

182  **Bird ringing**

Dr McKeegan had been approached to give consent to a professional licence holder to carry out bird ringing within the grounds of the Veterinary Faculty. It was unanimously agreed that the committee had no ethical objections to this work.

183  **Daily Mail article**

Dr McKeegan highlighted an emotive article that had appeared in the 1 December 2009 issue of the Daily Mail. The article was written by a veterinary surgeon and concerned, in his opinion, unnecessary remedial work being carried out by vets on companion animals. The article was noted as ‘of interest’ for committee members.

184  **DATE OF NEXT MEETING**

TBA
FACULTY OF VETERINARY MEDICINE

Minute of Meeting of FACULTY SAFETY COMMITTEE held on
Wednesday 18 November 2009 in the Allander Room, McCall Building.

Present: Professor I Ramsey (convener); Dr P Everest; Mr C Paterson, Mr R Osborne

Not present: Professor J Parkins

Apologies: Professor S Love; Dr Bain; Mr W Steele; Ms A Mackay

Clerk: Ms Arlene Macrae

1 APOLOGIES
Apologies noted

2 MINUTES
Minute of meeting held on 15 June 2009.

3 MATTERS ARISING
09-06-15 Minute 5 – OFFICE RISK ASSESSMENT
Office risk assessment form to be distributed to Area Safety Groups and upload to Faculty Intranet.
Action: AWM

4 COMMITTEE MEMBERSHIP
Ian Ramsey appointed new convener of the Faculty Safety Committee and Faculty Safety Officer. IR noted his concern regarding the past attendance to this committee and proposed that a written report or a deputy attends the meetings. IR to speak to individual committee members regarding this plan.
Action: IR

5 REPORTS from AREA SAFETY GROUPS
5.1 ICM Area Group
- Meeting 16 Sept 09
- Clinical waste & developer at the back of the ICM building posed a hazard as it was not secure, this is currently being addressed by the installation of a cage and make arrangement for more frequent uplifts. The developer will also be caged and uplifts organised.
- Fire training for staff and postgraduate students was raised. (see item 10)

5.2 SA Hospital Area Group
- No meeting since moving into new building however one was planned before the end of the year
- Changes have been implemented as follows:
  - new area fire officers identified and training received from University
  - H&S personnel identified for various areas in the hospital
  - updating of SA Hospital safety policy in progress
  - review of all SOP’s & Risk procedures
  - MRI unit currently has restricted access and this is being reviewed
  - Linear accelerator safety procedure and personnel responsible will be identified.
  - Aiming toward Tier 3 hospital status for the hospital which will include a safety review. The convener asked that the area group consider the safety aspects associated with the grass roof and its current open access.

5.3 Weipers & AHTC Area Group (including BiOpta)
- No report

5.4 Main Area Group
- Meeting held on 7 October
- No report
5.5 Cochno Group  
- No report

5.6 Wellcome Centre for Molecular Parasitology (WCMP)  
- No report.

5.7 GM  
- No meeting  
- Changes to new generic GM forms in progress.

6 REPORT FROM UNIVERSITY SAFETY COMMITTEE  
IR reported that following discussions, the University Safety Committee was undergoing a review at present and had been advised not to attend until the review is completed.

7 SAFETY DOCUMENTATION  
IR noted that the existing documentation requires reviewed and updated in light of building changes etc. All documents should have the old logo updated and all groups should review their respective documents and update annually. IR to write to Safety Group conveners.  
Action: IR

All documents should be on the Faculty Intranet under the H&S link including minutes.  
Action: AWM

Weipers Safety Policy to be uploaded to Intranet, CP to progress this with Mary Gatherer.  
Action: CP

IR to review current area responsibilities including a discussion on pathology safety organisation with Pathology staff.  
Action: IR

8 ESTATE/FACILITIES MANAGEMENT  
AWM reported that the old isolation unit will be demolished shortly with the need for the stored decayed Iodine 131 to be removed at the end of November to allow asbestos inspection to be carried out before demolition. IR to organise the disposal of this radioactive waste.  
Action: IR

RO enquired about the new MRC Virology building with regard to containment level and safety issues, PE noted nothing to report at present but will keep the committee abreast of any developments.  
Action: IR

9 ACCIDENT REPORTS  
AWM reviewed the incidents since the last meeting. Discussions regarding the number of copies submitted to University and Faculty raised the issue of the level of reporting and recording Injury & Dangerous Occurrence forms. IR proposed that in order to measure our control measures a database should be created to provide data on frequency and types of occurrences. IR to speak to main University (Ann Galbraith) to see what data is stored and if a database is needed then with CEH regarding administrative support for this activity.  
Action: IR

RO noted that Cochno was now submitting Injury & Dangerous Occurrence forms to SEPS. RO also noted that some recent major reported accidents in the Faculty have been addressed and procedures now being either written or implemented.

10 SECURITY REPORTS  
AWM reviewed recent security incidents since the last meeting.

11 FIRE REPORTS  
AWM reviewed recent fire incidents since the last meeting. It was noted that the SA Hospital had already embarked on fire training for staff. AWM informed the committee that following discussions with John McGinley (University Fire Officer) training for Area Fire officers, Deputies and Fire Wardens will be given in due course and that a session on fire safety will be organised for all staff in Spring/Summer 2010.  
Action: AWM

12 AOCB  
12.1 Deterioration of path on main drive  
CP requested that the path on the main drive be replaced as staff & students are avoiding walking on it and walking on the road. AWM informed the committee that there has been correspondence between the Faculty and E&B on numerous occasions but with no outcome.

12.2 Pedestrian crossing at main gate
CP noted concern regarding staff & students crossing Bearsden Road at the main entrance to the estate and the lack of pavement for them to walk on. The committee agreed to approach Faculty with the recommendation that a request be sent to the relevant council for a pedestrian crossing and that a pavement to be installed. Convener to discuss remit of this committee with regard to estate facilities with Senior Faculty Management. Action: IR

12.3 Old SAHosp
AWM requested that the clinical waste left during the vacating of the old SAH be uplifted and offices cleared of items requiring to be dumped. AWM will organise a skip. CP & IR will action the clean up with the staff responsible. Action: IP/CP/AWM
Old radiation pots to be removed from old out of hours lab, Ian Gibson to be contacted for disposal.
AWM noted that there were reports of staff from the SAH removing fixed items from the old SAH, AWM requested staff do not remove any items without consultation.

12.4 Single Regulatory Framework
RO reported that the Regulations for Biosafety are in the process of being revamped and will follow the format of the current GM Regulations for Human Pathogens. This will come into effect 1st October 2010.
RO will issue to Principal Managers a summary but transitional arrangements will require to be observed. RO also noted that a committee will have to be established to look at wild-type level 3 & 4 pathogens. RO to update the committee. Action: RO

13 DATES OF NEXT MEETINGS
TBC
Summary of Faculty mechanisms for reviewing and responding to issues raised through annual monitoring

The course leaders compile and create the AMRs for each of the courses run within the faculty. This is done using information collect from the students (questionnaires, focus group meeting, interactions during tutorials, and the SSLC) and from staff (teaching team and divisional meetings) and the external examiners. The AMRs are reviewed by the FQAO who reports back to the BVMS and BSc programme boards and the Faculty Learning and Teaching committee. The L&T will consider the FAMRs (under and post graduate) and approve them prior to transmission to Faculty for approval before transmission to Senate. Issues raised by the AMRs and FAMR will be reported to the relevant committees within Faculty (BVMS and BSc programme board, CLs for individual courses, Estates and Buildings etc) and the main university. Changes made as a result of feedback will be communicated to the external examiners via The Senate, the staff by the relevant CLs and the students via focus group meeting and the CIDs.

In this report, actions taken by CLs/Faculty or specific responses to items raised are given in italics.

Progress in addressing key issues from previous Annual Monitoring Report including whether Departments concerned have been advised of progress

Necessity of oral examinations and formulation of strategies to prevent cherry picking of subjects in professional examinations - These issues were discussed at BVMS programme board meetings and an assessment ‘away day’ organised by the Associate Dean for Learning and Teaching, thus under active review pending revisions to the BVMS curriculum.

Policy on the provision of practice orals for students for the 2nd diet of the professional assessments - No change

Provision of demonstrators for Anatomy and Animal Husbandry courses – This was addressed for session 2008-09

A policy document relating to access to staff pets for live animal demonstrations e.g. in anatomy was published. The need for live animals was exacerbated at the start of session 2009-10 due to the loss of the greyhounds from the Small Animal Hospital. A review of ethical use of staff/student pets and guidelines for their use is being prepared by the Faculty Ethics committee.

The job description of one member of the Faculty IT staff was amended to include support of AV equipment within teaching spaces.

Development of the anatomy teaching space, to accommodate the increase in student numbers was included in the capital budget plan for 08-09.
Relevant course leaders were asked to put forward the specifics of the case for enlarging the post-mortem facilities by the FQAOE, but no further details were forthcoming.

Provision of increased teaching space for clinical skills and provision of a budget for equipment for the CSL and the provision of more small group teaching spaces. These issues are currently under consideration as part of the review of the future use of the ‘old’ small animal hospital site and the proposal for the building and development of a new teaching facility.

Reassessment of the time required for teaching preparation in assessment tools such as the SAP. The use and utility of the SAP has been discussed by the Faculty Management group.

The teaching unit is making headway in assessing the true costs associated with teaching but this exercise is not complete.

Faculty is working within the current financial constraints to develop solutions to possible gaps in teaching provision that will be formed with known retirements.

The Associate Dean for Learning and Teaching was working with the IT group within the Faculty to identify a staff member who would be able to address IT/Moodle support but due to other commitments this was not achieved in session 08-09.

The move to the new Small animal hospital was achieved prior to the start of session 09-10 with minimal disruption to teaching for either session 08-09 and 09-10.

Relevant course leaders were asked, by the FQAOE, to put forward their specifics requirements for support staff e.g. stockmen and secretarial staff, which were not currently being met, but none were forthcoming.

The lack of facilities at Cochno was superseded during spring/summer 09 by the need for extensive repairs to Cochno house. This meant that temporary arrangements had to be made for teaching and associated activities at Cochno.

Plans were submitted by the Faculty for the development of teaching and social facilities at Garscube, in the form of a new building. The design fees for the new building have been approved by the university.

**Number of reports reviewed**
16 (all courses in BVMS programme and level 1 courses provided for the BSc Vet Bioscience)

**Number of departments that did not submit a report of the scrutiny of their Annual Monitoring reports**
N/A

**Action taken in relation to missing reports** (where applicable)
Not required

**Feedback from students** – summary of key issues, including any correlations with the findings of other surveys (eg First Year Student Learning Experience Questionnaire, National Student Survey, International Student Barometer)
**Areas of satisfaction**
The students on both the BVMS and BSc (Vet Biosci) programmes exhibited general satisfaction with the courses and the teaching provided. It was reported that within the BVMS programme they specifically liked Moodle (many courses), the use of revision tutorials (Physiol 2), increased feedback on written work (Anatomy 1 and 2), drop in feedback sessions (Biomolecular Sci), integration of clinical and basic science and increased emphasis on practical aspects of pharmacology (pharmacology), Critical assessment exercise (Parasitology), PBL and practicals (CAS), Clyde vet group rotation. Within the BSc courses it was specifically noted that the students like the ability to choose specific essay titles for assessments.

**Matters requiring attention**
While the students were generally satisfies they also identified some areas in which they felt that courses could be improved. Specifically within the BVMS programme this included,

- Greater exposure to clinical anatomy (Anatomy 2). The CL has asked for clinical input at the end of lectures/subject blocks.
- Movement of teaching material from the short term 3 to term 2 so less new material was supplied near assessments (physiology 1, pharmacology). This is difficult to achieve within the current timetable but has been accommodated where possible.
- Access to MCQ questions (Biomolecular Science). This is not practical as questions are used from a limited bank.
- Smaller drop in feedback sessions (Biomolecular Science). Arranged for next academic session.
- While lectures by clinicians were welcomed by anatomy 1 students, it was seen as important that basic anatomical information still be taught. CL has worked with relevant clinical staff and the ILOs and teaching timetable changed in the light of student comment.
- Greater use of Moodle for delivery of sample assessment questions and pictures of cultures (microbiology). Included for session 09-10.
- Inclusion of scheduled tutorials for students on equine rotations. By definition clinical work cannot be scheduled and students are made aware of this, tutorials are provided and the teaching team has increased the provision of self directed learning resources to empower student learning during these periods.
- More farm exposure. The teaching teams are working to achieve this.
- More consistent staff involvement with clinicopathological seminars and grant rounds.
- Decrease the workload in third year.
- Increased clinical input in third year subjects has resulted in increased work load for students.
- Shorter 5th year Small animal course and increased choice between food animal, equine and small animal and possible externships in certain areas e.g. ophthalmology.
- Improved timetabling of lectures and assessments.
- Student timekeeping.

Specifically within the BSc courses

- Some adjustments to the 'level' lecture material, as too great a jump from secondary education. Addressed by relevant staff.
• Some adjustments to assessments, contained too much. Addressed by relevant staff.
• Better coordination of in class assessments between subjects at FVM and BLS.

None of the specific issues that had received lower scores in the First Year Student Learning Experience Questionnaire, National Student Survey, International Student Barometer NSS were reported to have been raised by the students in the QA feedback. However it was evident that staff on a variety of courses had taken measures to increase feedback, written drop in sessions, debrief lectures and to educate students as to the many ways in which feedback is given. That said it was noted by staff that not all students avail themselves of the feedback even when it is provided. Biomolecular sciences 1 involved the effective learning advisor in their feedback sessions, allowing students to be aware of the help provided by the university and this was successful with a 60% increase in the number of students seeking help from the effective learning advisor.

Feedback from teaching staff - summary of key issues

Areas of satisfaction
Staff were satisfied that increased feedback mechanisms had a positive effect on later performance
Staff noted that the new large animal teaching accommodation would be beneficial to the delivery of relevant courses in session 09-10 and beyond but that teaching had been difficult during construction.

Staff were generally very pleased with the new level 1 BSc courses but admitted that it had been a learning experience

Matters requiring attention
Staff in some subjects reported that lecture attendance remained an issue and also noted that 'latecomers’ were disruptive.
Major concerns were expressed by many course leaders relating to staffing specifically
• The number of teaching staff available (positions not being replaced following staff losses or retrial or increased clinical workload).
• Teaching load for remaining teaching staff (new BSc courses)
• Ability to cover absences when teaching cover is ‘one deep’
• Increased assessment load for remaining teaching staff (new BSc courses, increased provision of feedback on essays, exams and rotations).
• Reliance on retired staff to provide teaching, this being unsustainable in the long term.
• Lack of demonstrators/support staff for practical classes.

Course leaders also expressed concern regarding
• Increased demand for teaching spaces, gross anatomy and histology lab means less preparation and clean up time which can be detrimental.
• Size of teaching laboratories and class sizes, relative to teaching sessions and assessments. Staff are already double teaching and running assessments multiple times (security and safety issues).
• AV support at Garscube was still lacking
• Timetabling of lectures (clashes) and assessments (other staff commitments e.g. external examining).
• Staffing of assessments, OSCEs require increased staff numbers.

Feedback from External Examiners

Overview, including identified good practice and any particular concerns

The external examiners were generally very pleased with the courses offered, the increased clinical relevance of courses earlier in the programme and the standard and breadth of assessment methods used. However, it was noted that there was a need to make first year assessments more rigorous, in light of the ‘decoupling’ and a suggestion that the Faculty should be moving towards greater integration of assessment ‘across courses within each year’. The format of the first year assessments have been changed following decoupling. The Associate Dean for Learning and teaching noted that the ILOs for the courses had not changed as a result of decoupling and thus there was no need for any change to the rigour of the assessment. He also noted that the university assessment policy does not readily facilitate assessment across courses.

It was noted that there was a ‘tail’ of poor students in many subjects, which often comprised students who had been allowed to resit previously or who had done consistently poorly in earlier assessments and surprise at the number of students who are allowed to resit years. The current progression rules (apply for years 1 and 2) provide for exclusion after 2 failed diets of the professional assessment which could address these concerns if utilised.

External examiners also noted concern over falling staff numbers and the lack of staff in some areas making courses vulnerable to staff absences. Recruitment of veterinary experts was suggested for some areas e.g. a veterinary microbiologist

Externals supported the move to only see pass fail candidates but some recommended that provisional oral lists be posted by the course team prior to scrutiny. The Associate Dean for Learning and Teaching has defined the policy in this areas and it is important that a consistent approach is taken by all courses.

External examiners commented that some courses should ensure that the whole marking range is used when grading assessments; others expressed concern over the use of the marking descriptors present within the Code of assessment (schedule B), the completeness of testing of day one competencies and the need to increase the methods of assessment in courses such as final year Large Animal course.

Concern was again raised about one set of spreadsheets used for a professional examination. This issue was under review by the associate Dean for Learning and Teaching but could be addressed by the Student lifecycle project.

Relative to the BSc courses, it was noted that the Body systems physiology course provided lower marks than other subjects. The course team agreed to reassess their marking schemes for this course.

Results
Overview of results (identifying any area where results are above or below the Faculty norm, or which give rise to concern for any reason); prevalence of non-completion of results section

The results in most courses were similar to previous years. A decrease was seen in grades in anatomy 1, which the course team explained occurred as a result of changes in teachers setting questions and the new questions not matching student expectations based on previously published questions, however, overall pass rate was not affected. The third year subjects all reported a general decrease in grades which was therefore ascribed to a ‘year effect’ as there had not been any significant changes in either teaching or assessment. A significant increase in students achieving grades A and B was seen in 4th years CAS (from 19% to 66%) but no explanation was put forward by the teaching team.

Quality Enhancement

General overview of departments’ engagement with reflection on good practice (There is a separate section for reporting practice identified for dissemination.)

Course teams are clearly updating teaching material and resources such as to maintain and enhance teaching quality. As is always the case within the AMRs generated in the Faculty, they tend to concentrate on more negative aspects of performance, as it is hoped that the AMRs provide a means by which to bring attention to any deficits or shortcomings that need to be addressed by the Faculty or University. However, in listing the areas for improvements it is clear that teaching teams are, where possible, often addressing the concerns raised and thus are engaged with ‘reflection on good practice’.

Contributions of Support Staff (points of note)

This was one of the most populated areas of the AMRs, the teaching teams across the FVM clearly appreciate the support they receive and welcomed the opportunity to note their appreciation.

Numerous courses praised the support they received from the teaching unit staff in general and it was noted that support from the unit for course leaders had improved compared to previous academic sessions. A number of courses specifically commented on the support provided to them by Mrs Clarice Scott and Mrs Fiona Denman and expressed some worries as to how work will be handled during peak times, such as the professional assessments, as these two very experienced members of staff have gone part time and now job share one position. Mrs Wason was also specifically commended for her help with student affairs, and Mrs Bruce for help with assessments involving staff at Cochno.

Technical staff from within the Divisions, as well as the teaching unit, was also commended and it was noted that many practical classes would not be possible without their continued support. It was noted that demands on this staff group were increasing as the BSc courses come on line, as they also involve hands on practical teaching. Specifically mentioned were technical staff from the Division of Cell Sciences and by name James McGoldrick,
Staff within the post mortem room, in particular Richard Irvine, were commended for provision of high quality teaching, preparation of post mortem powerpoints and maintenance of the post mortem images data base which is widely used by staff and students.

Ute Barrett (TLS) was commended for her support in the redevelopment of one of the Faculty moodle sites (Pharmacology)

Lissane Wolfe was specifically commended for her development of practical skills teaching in a variety of courses within the BVMS programme.

Topics of current importance (points of note – bullet list sufficient)

Feedback on Assessment
Teaching teams have made a concerted effort to increase the feedback provided to students on assessment. This has involved increased written feedback in formative assessments, lecture based debrief sessions, drop in sessions, use of moodle to provide electronic feedback. These methods supplement the open door policy operated by most staff for discussion of results with students. Students also have an allocated mentor with whom they can get additional feedback on their assessments. A significant proportion of students, who could benefit from feedback, do not access the feedback provided which is frustrating for staff given the time commitment in ‘feedback provision’, but it was noted in a number of AMRs that there was evidence of improved performance in students who avail themselves of the feedback.

Obtaining and Responding to Feedback from Students
Feedback is obtained via questionnaires and focus group meetings. Best completion rates for questionnaires are achieved when students are canvassed in compulsory elements of the courses such as after practical exams. This practice is frowned upon by some but generally provide high quality feedback which due to its coverage is representative of class views. In addition to the above feedback is often obtained through more informal means, e.g. a chat at after a tutorial etc. Responses to feedback are provided by posted minutes and actions resulting from meetings, noted changes in course information documents and speaking with the class.

First Year Progression
This is not a large issue within the BVMS programme as it is in some faculties. Biomolecular Sciences included the effective learning advisor in their assessment feedback session, to make students aware of assistance available to them within the University. This resulted in a 60% increase in student referring for help with study techniques etc and it is hoped that this could have a positive effect on first year performance.

Equality and Diversity
The course leaders receive notification of any special requirements via the faculties TU. Any special requirements are dealt with on a one to one basis through liaison
and recommendation received via the appropriate services e.g. taping of lectures, access and provision of extra time and or individual rooms during examinations etc.

**Overview of the standard of reports submitted, identifying any areas for improvement**

The reports were generally of a good standard.

**Overview of staff comments on the AMR form**

Some saw the AMRs as too long and complicated, but most did not comment.

**Practice identified for dissemination** (bullet points and name of department sufficient)

*For dissemination within the Faculty*

Structured essays with feedback in 1st year anatomy class exams were very well received by students, but it was noted that they were staff time intensive.

Structured revision programme delivered via Moodle was introduced for the second diet of assessment in Anatomy 2 (as previously used in pharmacology) very well received by students but again takes staff time. Amanda Sykes highlighted this as a good practice.

Redesign of Moodle with Teaching and Learning service. This has been showcased to the Faculty and University

Inclusion of a single concise recommended supplementary reading for each lecture (where appropriate)

*For dissemination within the wider University*

Redesign of Moodle with Teaching and learning service. This has been showcased to the Faculty and University

Structured revision programme delivered via Moodle was introduced for the second diet of assessment in Anatomy 2 (as previously used in pharmacology) very well received by students but again takes staff time. Amanda Sykes highlighted this as a good practice.

**Required action identified from reports** (bullet points and name of department sufficient)

Actions comments indicated in italics.

*For the attention of the Faculty*

Teaching unit

Development of a more proactive rather than reactive stance by the TU.

Action - AMcR

Coordination of invigilators by the TU to save academic time.
Invigilation of assessments is being reviewed at a university level but in the interim the TU will attempt to coordinate where possible.

Improvements in timetabling to avoid lecture clashes

The Faculty is moving to a new system which with the SLP will hopefully address this issue.

Room booking system for training rooms in SAH.

This has been addressed.

Physical/estates

Maintenance of teaching spaces/AV equipment at Garscube.

Projection system in teaching lab 2 is not adequate for use with ‘live’ slides.

A new system is being investigated

Enlargement of Anatomy teaching space.

In progress

Increased small group teaching spaces

In progress with the reuse of the old SAH and the new teaching block.

AHTC light levels not conducive to projection of pathology images

Should be addressed by E and B

Mcall lecture theatre electronic blinds systems

The windows are not suitable for electric blinds.

Room dividers for training spaces in SAH.

Support staff

Expert assistance in development of E learning resources.

The university is conducting a review of e learning, thus it makes sense to wait the outcome of this review.

Additional support for moodle.

An L and T award bid will be submitted in Spring 2010 for Moodle support

Provide access to EPR to all students

Academic staff - Low staff numbers limits ability for small group teaching despite its popularity with students

Clinical pathologist to allow greater integration of clinical and anatomical aspects of pathology (one senior member of staff will retire in 2010)
Recruitment of clinical parasitologist (Lack of a clinical staff member has been a limitation and the impending retrial of the Prof of Veterinary Parasitology is a grave concern.

*Action - FMG*

Replacement of clinically qualified staff to teach in pig, poultry and Microbiology.

*Action - FMG*

Recognition of time spent preparing students for 2nd diet of exams

*Action - FMG*

Teaching courses for staff not on the NLTP.

The associate Dean for Learning and Teaching is currently working on a policy that will address this issue.

*Action - TJA*

*For the attention of the University*

CRB to provide small group teaching spaces when requested, rather than lecture halls.

Facilities in teaching venues at Gilmorehill can be variable.

Repair of Cochno house essential as a teaching and demo base for practical sessions. Temporary facilities are just adequate and are not ideal.

Neil Evans 3/2/10