



UGMS Meeting Minutes

Wednesday, January 18, 2023
4:00-5:30 p.m.

Members (in alphabetical order):

Dr. Jason Chan, Undergraduate Medical Education Coordinator, PEI	voting	Elizabeth Hillman, Assistant Registrar Faculty of Medicine	voting
Dr. Sandra Cooke-Hubley, Phase 1 Lead	voting	Dr. Andrew Hunt, Assistant Dean DME	voting
Dr. Vernon Curran, SAS Chair	voting	Brian Kerr, Curriculum & Accreditation Advisor	corresponding
Dr. Norah Duggan, Phase 4 Lead	voting	Dr. Todd Lambert, Assistant Dean NB	voting
Alison Farrell, Librarian & Interim Head of Public Services HSL	voting	Dr. Dolores McKeen, Vice Dean, Education and Faculty Affairs	ex officio (non-voting)
Dr. Amanda Fowler, Phase 2 Lead	voting	Dr. Boluwaji Ogunyemi, Assistant Dean, Social Accountability	voting
Dr. Jasbir Gill, Phase 3 Lead	voting	Carla Peddle, Manager UGME	voting
Dr. Alan Goodridge, PESC Chair	voting	Stephen Pennell, Chair iTac	voting
Yaswanta Gummadi, Learner representative Class of 2023	voting	Nathan Pitts, Learner Representative Class of 2026	voting
Dr. Alison Haynes, Curriculum Lead	voting	Michelle Simms, UGME Administrator	recording secretary
Dr. Taryn Hearn (chair), Associate Dean / UGME Accreditation Lead	voting	Dr. Margaret Steele, Dean of Medicine	ex officio (non-voting)
Tina Hickey, Policy Analyst	corresponding		

Present (in alphabetical order): S. Cooke-Hubley; A. Farrell; J. Gill; A. Goodridge; Y. Gummadi; A. Haynes; T. Hearn; T. Hickey; E. Hillman; A. Hunt; T. Lambert; C. Peddle; S. Pennell; N. Pitts; M. Simms

Regrets (in alphabetical order): J. Chan; V. Curran; N. Duggan; A. Fowler; B. Kerr; M. Steele

Absent (in alphabetical order): D. McKeen; B. Ogunyemi

Guest: G. McGrath; C. Vardy

Topic	Action
Welcome	
Agenda review <ul style="list-style-type: none"> • Review for Conflict of Interest <ul style="list-style-type: none"> ○ None declared 	<p>Motion: To approve the agenda for the January 18, 2023 meeting.</p> <p>Moved: J. Gill</p> <p>Second: A. Hunt</p> <p>In favour: all</p> <p>Opposed: none</p> <p>Abstained: none</p>



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	APPROVED
<p>Review and approval of prior minutes – December 21, 2022</p>	<p>Motion: to approve the minutes from the December 21, 2022 meeting. Moved: A. Farrell Second: C. Peddle</p> <p>In favour: all Opposed: none Abstained: A. Hunt; S. Pennell; N. Pitts APPROVED</p>
<p>1. Matters arising from the minutes</p> <ol style="list-style-type: none"> 1.1. G. McGrath to present a planning document and timeline for the Memorial-UPEI collaboration for distribution to UGMS. <ul style="list-style-type: none"> • In process 1.2. T. Hearn to provide information regarding the change in assessment for Physician Competency IV and the possibility of accommodation to MedSoc and the Class of 2024 (related to the addition of the module on "Providing Culturally Safe Health Care for Indigenous Patients in Newfoundland and Labrador"). <ul style="list-style-type: none"> • To be discussed at the January 31, 2023 MedSoc meeting. 1.3. A. Haynes to provide update on material and objectives for the undetermined new session on Indigenous Health being planned for Phase 2. <ul style="list-style-type: none"> • Completed. • Dr. Jennifer Shea is preparing a session on urban Indigenous Health. Objectives will be provided to the Phase 2 Management team in February 2023 for consideration prior to presentation at UGMS. 1.4. S. Cooke-Hubley to meet with COS in 2023 to discuss next steps in reviewing material and current objectives for Biochemistry content for Phase 1. <ul style="list-style-type: none"> • Completed. • Clinical, biochemistry, and genetic faculty are reviewing material to provide a more curated and clinically focused biochemistry curriculum. 	<p>Action Item: G. McGrath to present a planning document for the Memorial-UPEI collaboration for distribution to UGMS.</p> <p>Action Item: T. Hearn to provide information regarding the change in assessment for Physician Competency IV and the possibility of accommodation to MedSoc and the Class of 2024.</p>
<p>2. E-Votes</p> <ul style="list-style-type: none"> • None 	



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<p>3. Memorial-UPEI medical school collaboration</p> <ul style="list-style-type: none"> • Update provided by C. Vardy and G. McGrath. • PEI building construction has begun. • Candidates shortlisted for both senior management positions (Associate Dean of the UPEI medical school campus and the Dean on Medicine of the future joint program). • Steering committee has met to review documents relevant to admissions, student assessment and program evaluation. • More information regarding timelines will be available spring 2023. • Documents to incorporate the PEI campus under Memorial's accreditation will be submitted to CACMS in February 2023. • Policies and procedures related to functioning of multiple campuses are under development. • Discussion around curriculum delivery, comparable experience, residency, and specialty training. 	
<p>4. New business</p> <ul style="list-style-type: none"> • None 	
<p>5. Standing Committee reports</p>	
<p>a) PESC (see attached report)</p> <ul style="list-style-type: none"> • The addition of a COS member to PESC will help further improve communication between the two sub-committees. 	<p>Motion: to approve PESC terms of reference be modified to include one representative from COS in an ex-officio capacity. Moved: A. Goodridge Second: J. Gill</p> <p>In favour: all Opposed: none Abstained: none APPROVED</p>
<p>b) SAS (see attached report)</p> <ul style="list-style-type: none"> • No action items. 	
<p>c) iTac (see attached report)</p> <ul style="list-style-type: none"> • Engineering Harmonics team visit anticipated in February 2023 related to redesign of 1M101 and 1M102. • Instructional design team will be short-staffed. To minimize impact, tasks related to undergraduate exams 	

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<p>may be assigned to other HSIMS members as recruitment efforts and onboarding occur.</p> <ul style="list-style-type: none"> • Microsoft teams may be useful tool for UGMS in the future once more information about features is determined. 	
<p>d) COS (see attached report)</p> <ul style="list-style-type: none"> • One minor curriculum change was brought forward. Further details in attached documents. 	<p>Motion: To approve the addition and rewording of objectives for the Phase 3 Radiology Boot camp. Moved: A. Haynes Second: J. Gill</p> <p>In favour: all Opposed: none Abstained: none APPROVED</p>
<p>6. Phase 4 report</p> <ul style="list-style-type: none"> • No report. 	
<p>7. Phase 3 report</p> <ul style="list-style-type: none"> • No action items. 	
<p>8. Phase 2 report</p> <ul style="list-style-type: none"> • No report. 	
<p>9. Phase 1 report</p> <ul style="list-style-type: none"> • See 1.4 in Matters Arising from the Minutes. 	
<p>10. Report from NB</p> <ul style="list-style-type: none"> • No action items. • Searches ongoing for LIC administrative positions. • Planning ongoing for the 2023 Medical Education Forum taking place May 11 – 12. May 12th will have a theme of workplace and professionalism in medical education. A formal agenda will be available soon. • Some travel funds may be available in the NB unit budget. Reach out to T. Lambert if interested. 	
<p>11. Report from DME</p> <ul style="list-style-type: none"> • Development of LIC ongoing. Awaiting government feedback of submitted proposal. • Community Visit planning: <ul style="list-style-type: none"> ○ Workbook is being updated. 	



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<ul style="list-style-type: none"> ○ Changing to “generalist” definition to better reflect purpose of experience and to broaden pool of available faculty. ● Planning DME learner Town Hall for mid-late February to garner feedback. 	
<p>12. Social Accountability Report</p> <ul style="list-style-type: none"> ● No report. 	
<p>13. Accreditation matters</p> <ul style="list-style-type: none"> ● Accreditation article will be published in the Gazette soon. ● The FUAL position is not yet filled. T. Hearn is currently supporting the position. ● International Congress on Academic Medicine (ICAM) will have an accreditation symposium. ● CACMS has made significant edits to their materials. Review of information on the website prior to providing data for the interim report in 2024 is advised. 	
<p>14. Learner issues</p> <ul style="list-style-type: none"> ● No action items. 	
<p>15. Associate Dean Update</p> <ul style="list-style-type: none"> ● Recruitment efforts, including reaching out the discipline chairs, for the following positions is ongoing: <ul style="list-style-type: none"> ○ Research Lead Phase 3 ○ Clinical Skills IV Lead ○ Phase 4 Preparation Lead ● The Faculty Undergraduate Accreditation Lead position is also still available through the Dean’s Office. ● Improved learner promotion process guidelines are being developed. ● Regarding possible MUNFA strike: <ul style="list-style-type: none"> ○ University wide communication will be provided from central campus. ○ Contingency plan is being developed. If necessary, sessions led by MUNFA faculty will be rescheduled. The library will remain open but librarians will not be available. ○ Brightspace will still be supported. ● A workshop about learner accommodation in medical education will take place on Tuesday, February 21, 2023 for UGME leadership and staff. 	



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<ul style="list-style-type: none">Professional suitability regulation is now approved for the university calendar; UGME will be updating its professionalism procedure to align.	
16. Policy <ul style="list-style-type: none">Housing policy has been approved by the Senior Executive Committee.Respectful Learning Environment and revised Student Code of Rights and Responsibilities policies will go to the President's Advisory Team in February and then expected to go forward to the Board of Regents for approval in March 2023.Some discussion occurred around AI, professionalism, and policy.	
17. UGME office report <ul style="list-style-type: none">Anticipated date to fill position of Secretary to the Associate Dean will be February 2023.	
Next Meeting February 15, 2023 Adjourned: 4:54 p.m.	



UGMS Summary Report

[January 2023]

Phase Team or Sub-Committee: Program Evaluation Subcommittee (PESC)

Liaison to the UGMS: Dr. Alan Goodridge, Chair of PESC

Date of Last Phase Team or Sub-Committee Meeting: (20 / December / 2022)

Date of Next Phase Team or Sub-Committee Meeting: (17 / January / 2023)

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
Business Arising	H. Coombs bring the evaluation forms to the January meeting for review.	Forthcoming
Learner Representation	N. Duggan to follow up with psychiatry about clinic cards.	Forthcoming
New Business	H. Coombs to contact COS about their possible representation on PESC.	Completed

Agenda Items Requiring UGMS Action:
1. Dr. Goodridge to present the revised Terms of Reference
2.
3.

Additional Comments, Suggestions, New or Pending Business:
1.
2.
3.

Our Vision: *Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*

PURPOSE

In accordance with the Committee on Accreditation of Canadian Medical Schools (CACMS) Standards:

- **8.3 Curricular Design, Review, Revision/Content Monitoring**

The faculty of a medical school are responsible for the detailed development, design, and implementation of all components of the medical education program, including the medical education program objectives, the learning objectives for each required learning experience, and instructional and assessment methods appropriate for the achievement of those objectives.

The curriculum committee oversees content and content sequencing, ongoing review and updating of content, and evaluation of required learning experiences, and teacher quality.

The medical education program objectives, learning objectives, content, and instructional and assessment methods are subject to ongoing monitoring, review, and revision by the curriculum committee to ensure that the curriculum functions effectively as a whole such that medical students achieve the medical education program objectives.

- **8.4 Program Evaluation**

A medical school collects and uses a variety of outcome data, including national norms of accomplishment, to demonstrate the extent to which medical students are achieving the medical education program objectives and to enhance the quality of the medical education program. These data are collected during program enrollment and after program completion.

- **8.5 Use of Student Evaluation Data in Program Improvement**

In evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their required learning experiences, teachers, and other relevant aspects of the medical education program.

The Undergraduate Medical Studies (UGMS) Committee has established a standing subcommittee to address these standards.

MEMBERSHIP

The UGMS Committee will appoint the voting academic staff Subcommittee members and Chair. The Medical Students Society will appoint the undergraduate medical student members. PARNL will appoint the resident member. Persons selected will have expertise or an interest in medical education and/or program evaluation.

Voting members will be:

- The Chair (a faculty member at large).
- One faculty member appointed from each of the Phase Management Teams for Phases 1-4. Normally this will be the Phase Lead.
- One medical student not yet in Phase 4.
- One medical student in Phase 4.
- One PGY1 or PGY2 resident (normally a graduate of Memorial University)
- One or two faculty members at large who have a special interest in medical education and/or program evaluation, at least one of whom will be a non-clinician.

Ex-officio members (non-voting) will be:

- Associate Dean, UGME.
- One representative from the Curriculum Oversight Subcommittee (COS).
- Education Specialist, Program Evaluation.
- One representative from the Student Assessment Subcommittee (SAS).
- Support staff as deemed necessary by the PESC Chair.

Voting members are expected to attend at least 75% of the meetings.

OPERATIONS

- The quorum for meetings is 50% of voting members and must include at least one learner (either a medical student or resident). Delegates may be sent to represent members of the committee with prior approval of and at the discretion of the Chair.
- The Subcommittee will meet monthly from September to June with additional ad hoc meetings as needed at the call of the Chair.
- Membership of the committee will be reviewed annually and agreed upon by the individual, subcommittee members, and UGMS.
- The Chair will serve a three year term renewable in three year intervals by mutual agreement of the individual, the subcommittee, and UGMS.
- The Chair will be a member of the UGMS committee.

RESPONSIBILITIES

The Subcommittee:

- Reviews and develops the overall framework of program evaluation for the curriculum leading to the M.D. degree.
- Advises the UGMS Committee on program evaluation policy.
- Collects and monitors data / metrics pertinent to accreditation standards on program quality.
- Evaluates all aspects of the program including examinations and student assessments, curriculum planning, curriculum delivery, instructor performance, student performance, and defined outcome measures. Specific duties include:
 - Design and administer course evaluation tools for the undergraduate medical education program.
 - Distribute course evaluation survey results to the UGMS Committee, the Associate Dean (UGME), and the Phase Leads.
 - Recommend overall methods for program/curriculum evaluation to the UGMS Committee and oversee the administration of these evaluations.
 - Review outcome measures of the curriculum and demonstrate the extent to which program and curricular objectives have been met.
 - Design and administer faculty and resident teaching evaluation tools for the undergraduate medical education program and establish processes to ensure appropriate dissemination and follow-up.



UGMS Summary Report

[January 2023]

Phase Team or Sub-Committee: Student Assessment Subcommittee

Liaison to the UGMS: Dr. Vernon Curran

Date of Last Phase Team or Sub-Committee Meeting: 23/November/2022

Date of Next Phase Team or Sub-Committee Meeting: 25/January /2023

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
No SAS meeting in December 2022. No further updates at this time.		

Agenda Items Requiring UGMS Action:
1.
2.
3.
4.

Additional Comments, Suggestions, New or Pending Business:
1.
2.
3.

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UGMS Summary Report

Jan 11, 2023

Phase Team or Sub-Committee: iTac
Liaison to the UGMS: Steve Pennell
Date of Last Phase Team or Sub-Committee Meeting: Oct 13, 2022
Date of Next Phase Team or Sub-Committee Meeting: Jan 19, 2023

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1.
2.
3.

Additional Comments, Suggestions, New or Pending Business:
1. EH Wifi now available to all clerks for 2 years with 2 devices
2. UPEI – Design RFP awarded to Engineering Harmonics. We are working with facilities engineering. Impact: 1M101 and 1M102
3. HSIMS Instructional Design team changes
4. MS Teams now available – all medicine requests for Teams sites must go through HSIMS based on request from ITS

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UGMS Summary Report

Jan 11, 2023

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UGMS Summary Report

January 2023

Phase Team or Sub-Committee: Curriculum Oversight Subcommittee

Liaison to the UGMS: Alison Haynes / Brian Kerr

Date of Last Phase Team or Sub-Committee Meeting: 19/12/2022

Date of Next Phase Team or Sub-Committee Meeting: 17/01/2023

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
Indigenous Health session Phase 2	Update to UGMS committee	Ongoing

Agenda Items Requiring UGMS Action:
1. Minor curriculum change: Add and reword objectives for Phase 3 Radiology Boot camp session

Additional Comments, Suggestions, New or Pending Business:
1. Ongoing curriculum monitoring
2. Developing a UCL Handbook
3. Member of COS will join PESC as non-voting member

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