



# Curriculum Oversight Subcommittee Minutes

Friday September 15, 2023  
10:00 a.m.  
Via WebEx

Attendees: Alison Haynes, Brian Kerr, David Stokes.

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts No additions to the agenda	
Review and approval of prior minutes and action items		Minutes approved.
Matters Arising from the Minutes	<ol style="list-style-type: none"> <li>1. COS to collect resources to develop the UCL Handbook.</li> <li>2. Brian to explore scheduling options.</li> <li>3. Brian to follow up with Dr. MacDonald about objective change requests.</li> <li>4. David to prepare a recommendation for tutorial descriptions.</li> <li>5. Alison to confirm faculty for introduction videos.</li> <li>6. David to follow up with Faculty to create short introductory videos</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing.</li> <li>2. Ongoing.</li> <li>3. Ongoing.</li> <li>4. Ongoing. To present at next UCL meeting.</li> <li>5. Ongoing.</li> <li>6. Ongoing.</li> </ol>

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



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	7. David to follow up with Steve about the status of lecture capture recordings and policy.	7. Ongoing
1. Phase 1 Curriculum	No curriculum changes to discuss.	
2. Phase 2 Curriculum	No curriculum changes to discuss.	
3. Phase 3 Curriculum	No curriculum changes to discuss.	
4. Phase 4 Curriculum	<p>A Major Curriculum Change regarding adding an independent learning module to Phase 4 (Rural Family Med Core) regarding Transgendered Health was discussed and supported.</p> <p>A new Major Curriculum Change regarding adding a session in Clinical Skill IV on Documentation. It was discussed that it probably better placed in Phase 4 Prep.</p>	<p>Change supported by COS, David to present to Phase 4 Management Teams and UGMS.</p> <p>David to follow up with the leads for Clinical Skill IV and Phase 4 Prep.</p>
5. PESC Update	No PESC update.	Brian will attend the next meeting.
6. Biochemistry Working Group	Student feedback has been very positive, in particular to Mike Wahl's first session.	Brian to report back from the meetings.
7. Curriculum Review	Nothing new to discuss. The report and recommendations are being worked on by the various sub-groups.	

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8. Planetary Health Content Integration	The new session "Introduction to Planetary Health" is scheduled for the following week.	David will attend the session to both offer tech support and review from a curriculum perspective.
9. Professionalism Content	The team is working on an agreed definition of professionalism and set of guidelines.	Brian to report back from the meetings.
10. CMPA Modules	The CMPA has made some changes to their website resources and therefore we will have to modify the module for Phase 2.	Brian to follow up with Dr. Quinlan, Physician Competencies Lead.
11. UCL Meeting	Discussed the upcoming meeting and agenda items.	Alison to invite Heidi to the meeting to present highlights from course and faculty evaluations.
12. Next Meeting	October 20, 10AM	