

UGMS Committee

Minutes

DATE & TIME: Wednesday, April 18, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Dr. D. MacPhee (Acting Chair), Drs. G. Farrell, V. Gadag, N. Bandrauk, S. Moffatt, A. Goodridge, D. Boone, Mr. G. Beckett, Ms. S. Ackerman and Mr. A. Kennedy (Student Representative)

APOLOGIES: Drs. S. Shah, S. Peters, M. Wells and Ms. E. Hillman

Dr. Bandrauk was introduced to the Committee.

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Minutes of April 4, 2007

A quorum was not reached in order to pass the minutes so they will be posted on the UGMS Committee homepage for electronic voting.

Agenda Additions

Curriculum Needs Assessment

Members were advised that the Dean is appointing people to the task force for the curriculum needs assessment, which is the first step of the major curriculum review. The terms of reference will be created by this task force once they are appointed and Dr. Wells will be able to provide further information on this at the next meeting.

Dr. Boone advised that various themes are now being assessed throughout the curriculum and the theme leaders have been presenting their findings at the Clerkship Committee meetings. This review is being conducted to look at how the curriculum is being delivered around the specific areas that do not have their own subject area in the curriculum. He felt it would be worthwhile to pass this information on to the new committee for curriculum needs assessment once it has been established.

It was also noted that clarification will be required with regards to what the relationship of this new committee would be to the UGMS Committee.

Reporting Schedule

Concern has been expressed in the past regarding the need to schedule and keep track the items that need to be reported to or discussed with this Committee. A follow-up list has been posted on the home page which will allow for better tracking of items that have been assigned, when they are expected to be completed and the actual completion date. The chair and vice-chair will be responsible for maintaining the list and doing appropriate follow-up.

The current agenda template has specific items which are only in bold print if they are to be discussed at the next meeting. The template could be revised so there would be a specific agenda template for each month of the year with specific dates for discussion of the various items. This will be considered with Ms. Moss.

Objectives Database Follow-Up

It was pointed out that if the system is to be kept current, the information will need to be verified each year to ensure that changes have been made as required. As well, some of the information should be tracked to make sure the objectives are being followed for each section.

The proposal from Mr. Beckett was reviewed.

Various things were noted including the following:

- Objectives are required for the scientific basis of disease states as there is nothing currently available and MCC doesn't document this very clearly.
- It might be appropriate to ask that the objectives be reviewed by a specific deadline every year because people tend not to look at them until it is time to present their course.
- The learning objectives in WebCT don't match those in the database and this should be corrected.
- Each year's database should be copied and saved in order to show the changes that have occurred over a period of time. Faculty will also have to be notified when changes have been made.
- Only the current year's database will be available for public viewing.

After some further discussion it was decided that this document would be discussed again at the next meeting with a view to providing some direction to Mr. Beckett.

Policies and Procedures

Protected Time Policy

Dr. MacPhee noted that the changes recommended at the last meeting had been incorporated into the document with the exception of one which he would add.

After some discussion it was decided that the following changes would also be made:

- Under the Pre-Clerkship Policy section, the second bullet would be changed to read: Monday, Wednesday, Thursday, and Friday *lunch will be scheduled for one hour between 12 and 2 pm.*
- Under the same section, the third bullet would be changed to read: All *classroom, lab and tutorial teaching* must finish by 4:00 pm.

It was also agreed that the policy would become effective for September 2007. If necessary, this policy can be revisited as necessary.

The document will be presented at Faculty Council for information purposes only.

Because there was no quorum, Mr. Beckett was asked to arrange for an electronic vote on approving this policy.

Standardizing of Policies, Terms of Reference, Procedures

It was noted that at the last meeting, Drs. MacPhee and Gadag and Ms. Ackerman were assigned the task of standardizing the policies, procedures and terms of reference and a report will be made at the next meeting.

Professionalism Policy

It was noted that this is still being developed and a report will be available at the May 16 meeting.

Reports

Pre-Clerkship Coordinator

Dr. Farrell asked the Committee to consider making a directive to have the schedules for pre-clerkship set for all courses a year in advance. In order for it to be effective, the directive needs to come from this Committee as soon as possible and it will also require a big commitment from several people.

The chair and vice-chair will discuss this matter and it will be raised again at the next meeting.

Dr. Farrell also noted that he has received reports from Basic Science of Medicine I for Biochemistry and Anatomy. Some problems were identified in Biochemistry but the report is acceptable. The report from Anatomy will need to be discussed with PESC because the response may not satisfy the requirements.

The reports were reviewed at this time.

Other Business

Mr. Beckett advised that Dr. Kibble, as chair of the Assessment Committee, has requested access to the UGMS Committee site.

Members had no objections to this and Mr. Beckett will make the appropriate arrangements.

Adjournment

Members were reminded to complete the evaluation of the meeting on the UGMS Committee homepage and as there being no further business, the meeting was adjourned at 5:20 pm.

Dr. D. MacPhee
Vice-Chair

/mjm