

UGMS Committee

Minutes

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

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Ms. L. Glynn (Chair), Drs. D. McPhee, S. Peters, G. Farrell, V. Gadag, M. Wells, A. Goodridge, D. Boone, S. Shah, S. Moffatt, Ms. S. Ackerman and Mr. A. Kennedy (Student Representative)

APOLOGIES: Mr. C. Ryan (Student Representative)

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Minutes of March 21, 2007

The minutes were accepted as circulated.

Business Arising

Assessment Committee Terms of Reference

It was noted that the changes that were suggested to these terms of reference at the last meeting were not yet made but this would be taken care of shortly.

New Business

LCME Accreditation Site Visit Debrief

Dr. Wells noted that during the final meeting with the accreditation team, a list of strengths was provided and noted that they were particularly impressed with the amount of work that had been put into the preparation for the visit. There were no standards found to be non-compliant and there were only three that were considered to be “in transition” which included the operation of the new Promotions Committee which won’t come into effect until September for the class of 2011, funding for space issues that can’t be confirmed until the budget is announced at the end of

April, and the overall objectives have not been in place long enough to be assessed. There were no weaknesses noted. It was also noted that the students seemed to be happy with the school and with the processes here.

The report will now be sent to the LCME Committee who will apply their own interpretation so it is possible that there may be some changes to this information. Once this happens, the report will be returned to us for review and corrections. The budget issue could be included at that time if it has been confirmed. The final report and decision will be available sometime between June and October.

It was felt that this Committee should now begin looking at the standards that were passed over in order to ensure they reflect any changes that have occurred and this will be part of Ms. Ackerman's duties. There also needs to be a process in place where there is a review of the standards and a decision made as to who would be responsible for them.

It was agreed that every three months a standard would be reviewed and the policies and procedures related to it would be developed at that time.

Position Description – Assistant Dean, UGME

It was noted that the description for the position of Assistant Dean of UGME has been approved by the Board of Regents. Members reviewed it for information and it was noted that the Assistant Dean is also an ex-officio member of the Assessment Committee and this information should be added to the list of Committees.

Members agreed that it should be posted to the UGME website.

Standardizing Approved Documents

It was felt that standardization is needed for policy and procedure documents as well as terms of reference documents. Dr. McPhee agreed to take the lead on this issue and Ms. Ackerman and Dr. Gadag volunteered their assistance as well. Dr. Peters will forward the PDF files for their use. This would be applicable to approved as well as to draft documents.

Communication Strategy

The question was raised with regards to how best to communicate some of the new policies and procedures to students and faculty on a regular basis and in a standardized manner.

Discussion ensued and it was suggested that grand rounds and resident rounds may be a good way to reach a lot of people because clerks attend these sessions as well. It was also suggested that a tick sheet could be developed to ensure that all information is passed on as appropriate and it would be easier to keep track of things.

Dr. Wells agreed to bring a draft template for discussion and review at the next meeting.

Policies and Procedures

Curriculum Proposal Policy

The draft of the curriculum proposal policy was reviewed by members and it was pointed out that Dr. Peters has now met with Mr. Peddigrew and a process is now in place as noted in part II of the document, however, it is conditional until the budget is announced.

As well, item 6 will be changed to read *If approved, the UGMS Committee presents the proposal, in principle, to Faculty Council for ratification or information.* As well, the order of items 5 and 6 in part II will be reversed.

Protected Time

The draft policy for protected time was reviewed by members.

It was noted that if there is a snow day and the university is closed, the missed classes could be slotted in the protected time sections of the schedule, however, the Management Team would be responsible for monitoring this to ensure it isn't being over utilized. The first option though would be to use the unprotected time that is not already scheduled.

After some discussion, it was felt that the following changes should be made:

- Page 1 under preclerkship protected time on Tuesday will be from 12 noon and not from 12:30 pm.
- Under the deviations section, item "a" will read *by preference, identified free teaching time in schedule.*
- Under the deviations section, item "b" will read *failing this, protected time.*

With regards to Inter-Professional Education, Dr. Curran will be invited to attend a future meeting to discuss this matter because starting in September he will not be able to schedule evenings for this teaching as he is currently doing.

It should be kept in mind that this policy is for students to ensure they have enough time to meet their academic needs and also to allow them ample study time. It was pointed out that there will probably be a lot of issues that will have to be dealt with because of this policy and some course chairs will have to rework their material. It will also force lecturers to review the database and eliminate any overlap they may have with other courses. Ms. Ackerman and two instructional designers are available to help lecturers and course chairs find ways to decrease their material without compromising content.

It was suggested that members may want to consider the issue that one hour of virtual teaching time is still the same as one hour of in-class teaching time. Lecturers should be discouraged from thinking that a lecture is not considered in the teaching time because it is on-line. Members were asked to think about this issue and any others that may need to be addressed for discussion at a future meeting.

Template Change Flexibility

Dr. Peters noted that when she worked out a mock schedule to begin pre-clerkship after Labor Day and including all required lectures and clinical skills sessions, it was possible to fit everything in without extending the year.

As a result of this, effective for the upcoming academic year, the start date for pre-clerkship is now September 4 and students will finish on June 22, 2008.

New Business

Dr. McPhee noted that in the past there have been discussions regarding a template for patient care experiences that was improperly modified. If the files are changed to pdf format and sent this way, changes cannot be easily made by those who are not authorized to do so.

It was noted that free software for converting to pdf format is available at cutepdf.com.

Adjournment

At this point it was noted that Dr. Peters term would be up in May as Dr. Bandruck would be returning from maternity leave and members thanked her for all of her hard work and input into the committee over the past several months.

There being no further business, the meeting was adjourned.

Ms. L. Glynn
Chair

/mjm