

<b>Undergraduate Medical Studies Committee Meeting</b>		<b>DATE</b>	February 20, 2019
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2018-19</b>	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Mr. Lindsay Webster, Senior Student Representative</li> <li>• Ms. Claire Skanes, Junior Student Representative</li> </ul> <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative</li> <li>• Ms. Lindsay Alcock, Faculty Representative</li> </ul> <p>Permanent Members (13)</p> <ul style="list-style-type: none"> <li>• Dr. Margaret Steele, Dean of Medicine</li> <li>• Dr. Tanis Adey, Associate Dean, Undergraduate Medical Education</li> <li>• Ms. Elizabeth Hillman, Registrar's Delegate</li> <li>• Ms. Carla Peddle, UGME Coordinator</li> <li>• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee</li> <li>• Dr. Vernon Curran, Chair - Student Assessment Sub-Committee</li> <li>• Mr. Stephen Pennell, Chair - Information Technology Advisory Committee</li> <li>• Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator</li> <li>• Dr. Amanda Pendergast, Phase 1 Lead</li> <li>• Dr. Heather Jackman, Phase 2 Lead</li> <li>• Dr. Jasbir Gill, Phase 3 Lead</li> </ul> <p>Corresponding Members (5) (Absence does not affect quorum)</p> <ul style="list-style-type: none"> <li>• Dr. Tom Laughlin, Assistant Dean – New Brunswick</li> <li>• <i>Vacant</i>, Assistant Dean – Rural Medical Education Network</li> <li>• <i>Vacant</i>, Assistant Dean – Prince Edward Island</li> <li>• <i>Vacant</i>, Assistant Dean – Yukon</li> <li>• Dr. Taryn Hearn, Co-Interim Review Coordinator</li> <li>• Dr. Alison Haynes, Faculty Content Lead</li> <li>• Mr. Brian Kerr, UGME Curriculum &amp; Accreditation Advisor</li> </ul>		
<b>PARTICIPANTS</b>	S. Murphy, L. Alcock (on line), T. Adey, E. Hillman, C. Peddle, A. Goodridge, V. Curran, A. Pendergast, H. Jackman, J. Gill, N. Duggan,		

	L. Webster, T. Laughlin (on line), A. Haynes, B. Kerr		
<b>REGRETS</b>	O. Heath, S. Pennell, C. Skanes, T. Hearn		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>			
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME		The meeting was called to order at 1610 hours. Introductions were made for H. Jackman who is the new Phase 2 Lead.	
AGENDA APPROVAL		The Agenda was approved as presented.	
APPROVAL OF MINUTES		The minutes of January 16, 2019 meeting were reviewed and approved.	
Accreditation		<p>T. Hearn presented the Interim Accreditation Report for the Committee and handouts were circulated highlighting the most relevant and important for curriculum management (8.1, 8.2 and 8.3). Discussion included:</p> <ul style="list-style-type: none"> <li>• March 2021 is the deadline to submit written material.</li> <li>• This review is stricter than CACMS.</li> <li>• SAS has reviewed some points of 8.4 Program Evaluation.</li> <li>• The IAR Committee had difficulty finding/proving things are being reported on and reviewed, and T. Hearn suggested adding written reports as addendums to minutes. A handout was circulated on the grading system for review which will be helpful in satisfying requirements of UGMS meetings.</li> <li>• Need clarity for faculty on process around how objectives are changed at UGMS level. J. Reddigan suggested devising schematics on things like approving objective changes, and T. Adey suggested short whiteboard videos to explain processes to faculty members.</li> <li>• In general, some faculty are not sure when something has to come to UGMS for approval. S. Murphy states that the processes are in place but clearly some clarification &amp; additional documentation is required to address this.</li> <li>• A. Goodridge said a lot of these issues have been addressed in their Curriculum Review including recommendations around reports and having a curriculum oversight group work with UGMS.</li> <li>• B. Kerr suggested a step back to explain the whole picture before defining the</li> </ul>	<p><b>ACTION: C. Vokey to discuss uploading of minutes with C. Peddle.</b></p>

		<p>process.</p> <ul style="list-style-type: none"> <li>How do we approach this now to answer the questions? By using the guide, we need to devise a project plan which will be addressed in smaller group meetings, and will be brought together for completion. A. Goodridge said there was a significant amount of overlap between the Curriculum Review and the Interim Accreditation Review. T. Hearn said we may be doing things right, but we need to be able to document what we are doing.</li> </ul>	
STANDING COMMITTEE REPORTS	PESC Report	A. Goodridge said the next step in moving forward for the Curriculum Report is to designate leadership on who will deal with specific aspects of the report with one working group to act on elements concerning curriculum integration. S. Murphy said we need to get this down to specific points. A. Haynes suggested appointing a curriculum oversight committee. A. Goodridge suggested a meeting with B. Kerr, A. Haynes, S. Murphy, T. Adey, and a student rep to discuss sooner rather than later the big changes that need to be in place by September. A. Goodridge will ask G. McGrath to coordinate a meeting.	<b>ACTION: A. Goodridge to ask G. McGrath to coordinate a meeting with him, B. Kerr, A. Haynes, S. Murphy, T. Adey, and a student rep to discuss changes to be made by September.</b>
	SAS Report	V. Curran had to leave the meeting early and was not able to report.	
	iTac Report	S. Pennell was not present to report.	
PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan updated that progress testing for 2 formatives has been completed, and they will decide if they will continue with them at tomorrow's Phase 4 meeting. Drs. Laughlin and McKay have been working with her to obtain LMCC practice exams to use in place of block exams.	
PHASE 3 REPORT/ISSUES		J. Gill updated by saying they are focusing on updating their membership. They have a new ILS lead and Research Lead, and are still looking for an Assessment Lead.	
PHASE 2 REPORT/ISSUES		S. Murphy suggested tabling Phase 2 Immunology objectives discussion until we have the Phase 2 Lead present to discuss the scheduling change.	<b>ACTION: Tabled until next meeting.</b>
PHASE 1 REPORT/ISSUES		A. Pendergast updated the Committee as follows: <ul style="list-style-type: none"> <li>New ILS lead is in place</li> <li>They are going over evaluations</li> <li>They will have a report to PESC soon</li> </ul>	
REPORT FROM NB		T. Laughlin updated: <ul style="list-style-type: none"> <li>LIC proposal has been sent to Fredericton, and there should be a response in the next 2 weeks</li> <li>T. Laughlin invited all to attend the MED Ed Forum in Fredericton May 2</li> </ul>	

SENATE, SCUGS, AND UNIVERSITY ISSUES	No issues reported.	
SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES	No issues reported.	
UGME OFFICE REPORT AND ISSUES	C. Peddle said UGME budget meetings have been conducted with the Dean, and the UGME Office has come in under budget. This allows CDC's to get to New Brunswick once per year, as well as providing funding for B. Kerr (UGME Advisor) to attend CCME in April.	
MATTERS ARISING FROM THE MINUTES	<u>P2 objectives (immunology)</u> : tabled for next meeting for Phase 2 Lead.	<b>ACTION: Tabled for next meeting.</b>
NEW BUSINESS	<ul style="list-style-type: none"> <li><u>Exam invigilation procedure</u>: J. Reddigan completely revised the Exam Invigilation Procedure, and it now accurately reflects the process. It has also been brought to SAS for discussion.</li> </ul> <p>It was <b>MOVED</b> by A. Goodridge and <b>SECONDED</b> by N. Duggan to approve the Exam Invigilation Procedure as presented.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <ul style="list-style-type: none"> <li><u>P2 clinical skills objectives</u>: M. Goodridge (Chair of Clinical Skills) requested a removal of an objective from MSK skills that is redundant and not being taught. The Committee discussed the request, and it was agreed the objective would be removed.</li> </ul> <p>It was <b>MOVED</b> by A. Goodridge and <b>SECONDED</b> by N. Duggan to approve the request to remove the objective as discussed.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <ul style="list-style-type: none"> <li><u>Proposal for theme based curriculum</u>: A. Haynes presented proposed theme-based curriculum recommendations taken from the recent Curriculum Review as well as the interim accreditation report for information and they will be discussed further in the smaller meeting as proposed by A. Goodridge. E. Hillman advised that Senate may need to be updated, and to keep timeline for calendar changes in mind. After discussing, the Committee agreed to move forward and explore further.</li> </ul>	<p><b>ACTION: It was moved by A. Goodridge and seconded by N. Duggan to approve the Exam Invigilation Procedure as presented. Motion carried.</b></p> <p><b>ACTION: It was moved by A. Goodridge and seconded by N. Duggan to approve the removal of an objective from MSK skills as presented. Motion carried.</b></p>

ADJOURNMENT	Meeting adjourned at 1755 hours.	
NEXT MEETING	March 20, 2019 in Room M2M240.	