

UGMS Committee Minutes

Wednesday, 15 January 2020
4:00 pm, Room M2M240

Attendees: L. Alcock, V. Curran, N. Duggan, J. Gill (call in), A. Haynes, T. Hearn, E. Hillman, H. Jackman, B. Kerr, T. Lambert, S. Murphy, C. Peddle, A. Pendergast, C. Skanes, L. Webster

Regrets: T. Adey, C. Campbell, A. Goodridge, S. Pennell, J. Reddigan

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Murphy called the meeting to order at 4:15 pm.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed. No additions to Agenda.	
Review and approval of prior minutes Review of action items from previous meeting	Minutes were reviewed, and S. Murphy asked members to advise him of any additions/changes. It was MOVED by N. Duggan and SECONDED by A. Pendergast to approve the minutes of the December 18, 2019 meeting as presented. All were in favour and the MOTION CARRIED . <u>Action Items from December 18 minutes:</u> A. Pendergast to compile some statistics on Phase 2 issues such as poor attendance and late assignments for discussion within the Committee over the next few months.	ACTION: It was moved by N. Duggan and seconded by A. Pendergast to approve the minutes of the December 18, 2019 meeting. Motion carried. ACTION: Ongoing. A. Pendergast will inform S. Murphy when complete.
1. Standing Committee Reports	a) PESc: A. Goodridge not present. No one aware of issues to bring forward. b) SAS: V. Curran said nothing pressing to report at this time. c) iTac: S. Pennell was not present to report and had not forwarded any discussion items. d) COWG: A. Haynes submitted a spreadsheet showing minor curriculum changes as a result of rewording of objectives and MCC linkage. H. Pendergast will present 2 major changes. COWG is working with the ILS group to reschedule sessions so they are not too close to exams, and there is no repetition. A call of expression will be sent out for UCLs for Research, ILS and Career Planning and Wellness as well as renewing terms that	

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	<p>have expired. They are revising course goals that will come back to this committee for final approval. They are looking at space on the FOM website to post minutes under the UGME section. C. Skanes asked if ILS changes would take affect right away, and A. Haynes said they are for the current Phase 3 class.</p>	
2. Phase 4 Report	<p>N. Duggan said there was nothing to report. They have just finished the lottery for rotation streams for the Phase 4 learners.</p>	
3. Phase 3 Report	<p>J. Gill said the Phase 4 Prep Course Lead (Dr. Amanda Fowler) will soon finish her term. She will meet with her on January 23, and C. Peddle has prepared the job description for this position for the Dean's Office who will circulate a call for interest.</p>	<p>ACTION: J. Gill to meet with outgoing Phase 4 Prep Course Lead on January 23, and call for interest will be circulated by the Dean's Office.</p>
4. Phase 2 Report	<p>H. Jackman presented 2 major curricular changes:</p> <p>1. Pharmacology – proposal to add an objective to Cardiac Drugs to satisfy an accreditation requirement around having to teach translational research.</p> <p>It was MOVED by H. Jackman and SECONDED by A. Haynes to add an objective to Cardiac Drugs as presented. All were in favour and the MOTION CARRIED.</p> <p>2. Infectious diseases: Approach to Tuberculosis – objectives moved from Phase 2 to Phase 1 as a result of reformatting for the theme-based curriculum. S. Murphy cautioned on overuse of objectives.</p> <p>It was MOVED by H. Jackman and SECONDED by S. Murphy to move Infectious Diseases objectives between Phases 1 and 2 as presented. All were in favour and the MOTION CARRIED.</p>	<p>ACTION: It was moved by H. Jackman and seconded by A. Haynes to add an objective to Cardiac Drugs as presented. Motion carried.</p> <p>ACTION: It was moved by H. Jackman and seconded by S. Murphy to move Infectious Diseases objectives between Phases 1 and 2 as presented. Motion carried.</p>
5. Phase 1 Report	<p>A. Pendergast said nothing pressing to report, and she attended the Promotions Committee meeting yesterday.</p>	
6. Report from NB	<p>T. Lambert said he met with Dean Steele today to review development of Fredericton LIC site. They are reviewing the template, a site director has been hired, and the group met this morning and are now looking for</p>	<p>ACTION: T. Lambert and S. Murphy to follow up on Clerkship issues in Fredericton.</p>

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	preceptors. They are also starting faculty development for those interested in preparing the site for the first clerkship track in August. At a meeting with clerks this month, they discussed the ongoing issue of how the formal curriculum is delivered in NB. They hope to address this issue with the Phase 4 Committee and the people suggested by the Dean. Lecture series delivery is not consistent, and work needs to be done in this area. Students are in the middle of clerkship and are anxious about the elective process for 4th year. They are also anxious to see how they did in the lottery match. S. Murphy said we will follow up on these issues at a later time.	
7. Accreditation	T. Hearn said nothing specific to discuss. DCI will be going out soon for completion. Follow up meetings associated with DCI will go into higher gear in February.	
7. Senate/SCUGS/University Issues	S. Murphy said there have been no meetings since our last UGMS meeting. Reminder that Workplace violence training needs to be completed, and there is a Meetings workshop taking place on January 23. T. Lambert asked if he can participate via video conference, and S. Murphy will follow up on this. The Dean's Office sent an email about mistreatment survey responses being distributed in Faculty Council and SMC.	ACTION: S. Murphy to see if T. Lambert can participate via video conference in the Meetings Workshop.
8. Senior Management Committee / Policy	Nothing to report.	
9. UGME Office Report	C. Peddle said the UGME Office budget was submitted next week and meeting at the end of month. Electives APA moved into Phase 4, and new Electives APA has been hired, making the office fully staffed.	
10. Matters arising from the minutes	a) Class Attendance – will be discussed at a later date when statistics are compiled.	ACTION: tabled for a future meeting.
11. New Business	None	
Next Meeting	February 19 2020 Room M2M240	Adjourned at 4:30 pm