

UGMS Committee Minutes

Wednesday, 17 June 2020
4:00 pm via Zoom

Attendees: T. Adey, C. Campbell, V. Curran, N. Duggan, J. Gill, A. Goodridge, A. Haynes, T. Hearn, E. Hillman, H. Jackman, B. Kerr, T. Lambert, S. Murphy, C. Peddle, A. Pendergast, S. Pennell, C. Pye (Vokey), J. Reddigan, C. Skanes, M. Steele, L. Webster

Regrets: L. Alcock

Invited guest: S. Shorlin (OPED)

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Murphy called the meeting to order at 4:10 pm.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed. Agenda was confirmed.	
Review and approval of May 20, 2020 minutes	Minutes were reviewed and approved. It was Moved by J. Gill and Seconded by T. Hearn to approve the minutes of the May 20, 2020 meeting as presented. All were in favour, and the MOTION CARRIED.	ACTION: It was moved by J. Gill and seconded by T. Hearn to approve the minutes of the May 20, 2020 meeting as presented. Motion carried.
1. OPED/Faculty Development	S. Shorlin presented a brief overview of OPED and faculty development and asked for feedback on what the needs are for the Undergrad curriculum. S. Murphy said distance/remote learning will be a permanent part of the curriculum from now on and suggested offering a longer program directed at distance learning technology. V. Curran suggested having a training session on WebEx, and S. Shorlin said there is a definite need for this. A. Goodridge said small meetings seem to work well, but not so much with teaching to a larger group. He feels recording a lecture to yourself causes a different way of thinking as you do not know how you are being received, and there is a need for more in-depth learning. S. Shorlin agreed there is a definite need for more training in this area. A. Pendergast asked for more ways the platform can facilitate a large group discussion and seeing everyone at the same time. A. Haynes said people do not really know how to start to transition material and teach remotely. S. Shorlin asked the Committee to send him feedback.	ACTION: Committee members to send feedback on needs for the Undergrad curriculum to S. Shorlin.

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<p>2. Standing Committee Reports a) PESC</p>	<p>A. Goodridge said he would present faculty reports at next meeting.</p>	
<p>b) SAS</p>	<p>V. Curran updated as follows: - assessment plans will be presented by Phase Leads - at last SAS meeting there was discussion on block exams and the plan for the fall regarding remote teaching, and they are recommending moving to closed book online invigilated exams in the fall. S. Pennell is researching possible platforms. T. Adey said Phase 1 will be doing exams remotely and they are still unsure about Phase 3 for the fall. S. Murphy said the Committee will accept this for information now and approve later.</p>	
<p>c) iTac</p>	<p>S. Pennell updated as follows: Teaching and Learning: - continuing to look at WebEx for the fall, working with ITS for resourced-based options for cohorts - looking at using a live stream for WebEx - looking at using WebEx for pre-recorded lectures but are leaving teleconference as a second option. They are working with S. Shorlin for faculty development on this - lectures will be recorded and stored in Brightspace - still working on NBME exams, CLSC using EMS cloud system, Clinical Sills using Zoom, as well as how HSIMs can moderate academic live stream sessions Assessment: - looking at 2 different options 1) WebEx for invigilation tool and 2) QuestionMark's invigilation system, S. Pennell has asked them for a summary document and quote to share with the Committee.</p>	
<p>d) COWG</p>	<p>A. Haynes had circulated documents previously and updated as follows: - striving to still follow Phase 1 and 3 schedules - it has been challenging to have received faculty preference so late, but they will try to stay on top of it - UCL meeting July 9 to discuss transition of material concerns</p>	

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	<p>- COWG and A. Pendergast met to discuss Phase 1 schedule, and have reached out to faculty members who are having difficulty</p> <p>- trying to keep material in Phase 1 due to possible storm days in Phase 2, but they have had to move White Coat Ceremony session and TB testing</p> <p>- program objectives course goals update: as circulated. T. Hearn asked about showing how program objectives drive the curriculum, and A. Haynes said B. Kerr will bring the spreadsheet he created to the next meeting showing how this will be mapped in CBlue.</p> <p>It was MOVED by A. Haynes and SECONDED by A. Goodridge to adopt the program objectives and course goals as presented.</p> <p>All were in favour and the MOTION CARRIED.</p> <p>M. Steele asked A. Haynes to talk about a request from learners to review questions and objectives to ensure they represent BIPOC (Black, Indigenous and People of Colour). B. Kerr has taken lead on this and has looked at where this terminology is and where it could be used. The content is already covered, but it needs to be better identified with key words. If using photographs of patients or exam questions, we need to look at what is being represented. B. Kerr suggested a working group to look at this as well as faculty development. COWG will look at this further and provide a recommendation. M. Steele said a response to learner request will be posted on the website in the next day or so and encouraged all to review. She anticipates a lot more emphasis on equity, diversity and inclusion on a national level.</p>	<p>ACTION: It was moved by A. Haynes and seconded by A. Goodridge to adopt the program objectives and course goals as presented. Motion carried.</p>
<p>3. Phase 4 report</p>	<p>N. Duggan reported that Phase 4 Class of 2021 will be returning July 6 to clinical rotations. She presented some amendments for approval as follows:</p> <p>MED 8710 Class of 2021:</p> <ul style="list-style-type: none"> - students will have completed academic components by June 30 via live or recorded sessions 	

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	<p>- adding re-orientation sessions like PPE and how to provide virtual care</p> <p>- learners have 13 weeks to finish clinical rotations and overall assessment plan will not change, but required clinic card numbers will be adjusted by D. Deacon</p> <p>- the next progress test has been difficult to schedule as they are waiting to hear back from NBME regarding if the exam must be proctored. They are hoping to have this confirmed soon and the exam completed prior to returning on July 6. If there are logistical issues, she recommends writing either July 17 or 24. The suggested date of the proctored summative progress test is October 1.</p> <p>It was MOVED by N. Duggan and SECONDED by A. Goodridge to approve the presented amendments to block rotations length for the Phase 4 assessment plan timeline.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p> <p>N. Duggan also presented a revision to the post-core timeline for approval and credited Kaitlyn Quinlan and Tyna Doyle for their work on it.</p> <p>It was MOVED by N. Duggan and SECONDED by T. Adey to approve the amended post core timeline as presented.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p> <p>N. Duggan said they are still working on amendments for the Class of 2022. This will be less disruption as they are not losing any actual time, but things must be reorganized. The amendments will be ready early next week for presentation for an e-vote.</p> <p>It was MOVED by N. Duggan and SECONDED by A. Goodridge to approve the date of July 3 for the next progress test with the ability to change this date if necessary.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: It was moved by N. Duggan and seconded by A. Goodridge to approve the presented amendments to block rotations length for the Phase 4 curriculum. Motion carried.</p> <p>ACTION: It was moved by N. Duggan and seconded by T. Adey to approve the amended post core timeline as presented. Motion carried.</p> <p>ACTION: It was moved by N. Duggan and seconded by A. Goodridge to approve the date of July 3 for the next progress test with the ability to change this date if necessary. Motion carried.</p>
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	<p>M. Steele asked when students will be notified of date of the exam, and N. Duggan said as soon as possible.</p> <p>T. Adey thanked N. Duggan, Tyna and Kaitlyn for their work on these revisions.</p> <p>A. Haynes asked to discuss course goals revisions for approval for Phase 4 Clinical Skills IV and Physician Competencies IV.</p> <p>It was MOVED by A. Haynes and SECONDED by N. Duggan to approve the revisions to the course goals for Clinical Skills IV and Physician Competencies IV as presented.</p> <p>All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: It was moved by A. Haynes and seconded by N. Duggan to approve the revisions to the course goals for Clinical Skills IV and Physician Competencies IV as presented. Motion carried.</p>
<p>4. Phase 3 report</p>	<p>V. Curran present changes to the Phase 3 assessment plan as follows:</p> <p>MED 7710 –</p> <ul style="list-style-type: none"> - 10 exams instead of 8 - removal of Peer Assessment and Lifelong Learning - new pass criteria - change of Hofstee wording - addition of language regarding fail grade <p>J. Reddigan asked why course descriptions in the assessment plans are different from those in calendar. E. Hillman said changes are a result of the change from spiral to theme-based curriculum, and A. Haynes said descriptions in assessment plans were taken course goals. After discussion it was decided to leave the descriptions as is.</p> <p>MED 7720 Clinical Skills III –</p> <ul style="list-style-type: none"> - revision of course description - addition of language regarding fail grade <p>MED 7730 –</p> <ul style="list-style-type: none"> - addition of some assignments moved from MED 7710 (Lifelong Learning and Peer Assessment, Patient Safety and Leadership Modules) - addition of language regarding fail grade 	

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	<p>- change in pass criteria</p> <p>MED 7740 – - addition of mode of delivery which applies to the course for this year only, and it has already started</p> <p>E. Hillman asked if there was an assessment plan for MED 7750, and V. Curran will follow up on that.</p> <p>It was MOVED by J. Gill and SECONDED by V. Curran to approve the proposed changes as presented. All were in favour and the MOTION CARRIED.</p> <p>Curriculum change forms for Phase 3 starting in fall to be approved via e-vote. S. Murphy will send out and call for e-vote in a few days.</p>	<p>ACTION: V. Curran will follow up on assessment plan for MED 7750.</p> <p>ACTION: It was moved by J. Gill and seconded by A. Goodyear to approve the proposed changes as presented. Motion carried.</p> <p>ACTION: Curriculum change forms for Phase 3 starting in fall to be approved via e-vote. S. Murphy will send out and call for e-vote in a few days.</p>
5. Phase 2 report	<p>V. Curran presented the following changes:</p> <p>MED 6760 Clinical Skills II - - removal of formative OSCE assessment - removal of formative evaluation interview - removal of OSCE I - pass criteria has changed</p> <p>It was MOVED by H. Jackman and SECONDED by V. Curran to approve the assessment plan changes as presented for MED 6760. All were in favour, and the MOTION CARRIED.</p> <p>Course goals changes for Phase 2 to be approved via e-vote. S. Murphy will send out and call for evote in a few days.</p>	<p>ACTION: It was moved by H. Jackman and seconded by S. Murphy to approve the Phase 2 assessment plan changes as presented. Motion carried.</p> <p>ACTION: Curriculum change forms for Phase 2 to be approved via e-vote. S. Murphy will send out and call for e-vote in a few days.</p>
6. Phase 1 report	<p>V. Curran and A. Pendergast presented assessment plan changes for MED 5710-5740:</p> <p>MED 5710 - - revised course description - removal of Emerging Infectious Diseases - 4 exams instead of 3 - Blood Flow and Oxygenation, I and II exams added - Infections and Fever moved out of Phase 1 - criteria for passing has been revised</p>	

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	<p>- added language around consequences of fail grade</p> <p>MED 5720 -</p> <ul style="list-style-type: none"> - revised course description - changes to assessment criteria - new statements added regarding fail grade <p>MED 5730 - A. Pendergast had met with COWG regarding the delivery of curriculum, and it was decided to move the session on the White Coat Ceremony to Phase 2 which affects assessment. As there was not time to get this approved by SAS, approval will be given with these changes in mind.</p> <ul style="list-style-type: none"> - course description change - new statements regarding passing this course - change in professionalism assignments and grade adjusted - change of two assignments to one with weightings to be determined, taken as amendment - Biostats course may change to an assignment <p>MED 5740:</p> <ul style="list-style-type: none"> - new course description - added language around fail grade - modify language for Early Clinical Experience. V. Curran will bring this one back to D. Deacon for revision with A. Pendergast and then approval via e-vote. <p>E. Hillman said it is too late to change course description for the courses above for the 2020-2021 Calendar.</p> <p>It was MOVED by A. Pendergast and SECONDED by V. Curran to approve the Phase 1 assessment plan changes as presented for 5710, 5720 and 5730. All were in favour, and the MOTION CARRIED.</p> <p>It was MOVED by A. Pendergast and SECONDED by A. Goodridge to approve the Phase 1 Course Goals as presented. All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: V. Curran to bring MED 5740 Early Clinical Experience changes back to D. Deacon for revision with A. Pendergast. Changes will then be approved via e-vote.</p> <p>ACTION: It was moved by A. Pendergast and seconded by A. Goodridge to approve the Phase 1 assessment plan changes as presented. Motion carried.</p> <p>ACTION: It was moved by A. Pendergast and seconded by A. Goodridge to approve the Phase 1</p>
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		Course Goals as presented. Motion carried.
7. Report from NB	T. Lambert updated they are ready for the revised Class of 2021 schedule. A small committee has been created to help place Class of 2021 selectives and electives. DMNB students started back to clerkship last week with no issues so far.	
8. Accreditation matters	T. Hearn updated that accreditation will be delayed until early April 2022, dates to be decided and circulated.	
9. Senate/SCUGS/University issues	<p>M. Steele said AMFC Board met yesterday and discussed the significant difficulty in taking the MCC exam. The AFMC is meeting regularly with MCC, and leaders will request the MCC to allow any learner to repeat the exam if failure at free of charge. It has also been recommended there be allowance to use a local site for testing, if possible. M. Steele said there has been much concern over what has been happening.</p> <p>M. Steele thanked everyone for their work and particularly S. Murphy who has been UGMS Chair for a decade. As this is the last meeting he will be Chairing, she expressed sincere appreciation from faculty and Undergrad. S. Murphy thanked everyone for their work and cooperation.</p>	
10. Senior Management Committee/Policy	<p>T. Adey updated:</p> <ul style="list-style-type: none"> - Task Force still meeting once a week - UGME and well-being updates go out weekly - email sent to RHAs with dates learners will be coming back with a one pager requesting feedback - no visiting electives for Class of 2021, looking at how to book local electives, more information coming soon 	
11. UGME office report	C. Peddle updated they are looking at alternatives to local elective/selective requests, as well as progress test logistics.	
12. Matters from minutes	UGME exam deferral policy to be discussed at next meeting. J. Reddigan asked E. Hillman if there was a time constraint on sending memo to Registrar requesting Calendar editorials to clarify Medicine's alignment with exam deferral regulations, and E. Hillman will check on this.	ACTION: J. Reddigan will bring back the revisions to the deferred assessment policy for review and approval at the next meeting.

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		ACTION: E. Hillman will see if there is a deadline to submit Calendar editorials to the Registrar and will get back to J. Reddigan on this.
13. New business	<p>i) assessment plans (6760, 7720, 7740, 5710-5740, 7710) – covered above</p> <p>ii) P4 rotation changes – covered above</p>	
Next Meeting	<p>July 15, 2020</p> <p>M. Steele expressed her thanks to everyone for all the work being done by this Committee.</p>	Meeting adjourned at 6:07 pm.