

<b>Undergraduate Medical Studies Committee Meeting</b>		<b>DATE</b>	June 19, 2019
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>	Student Representatives (2)		
<b>2018-19</b>	<ul style="list-style-type: none"> <li>• Mr. Lindsay Webster, Senior Student Representative</li> <li>• Ms. Claire Skanes, Junior Student Representative</li> </ul>		
	Academic/Administrative Representatives (5)		
	<ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative</li> <li>• Ms. Lindsay Alcock, Faculty Representative</li> </ul>		
	Permanent Members (13)		
	<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>		
	Corresponding Members (5) (Absence does not affect quorum)		
	<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>	M. Steele, S. Murphy, L. Alcock, T. Adey, E. Hillman, C. Peddle, A. Goodridge, V. Curran, S. Pennell, A. Pendergast, H. Jackman, J. Gill, L. Webster, C. Skanes, T. Laughlin, T. Hearn, A. Haynes, B. Kerr		
<b>REGRETS</b>	O. Heath, N. Duggan		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>	J. Reddigan, G. Fox re immunology objectives		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME/REGRETS/COI DECLARATION		The meeting was called to order at 1605 hours. There were no COIs declared, and members introduced themselves for M. Steele, Dean of Medicine.	
AGENDA APPROVAL		The Agenda was approved.	
APPROVAL OF MINUTES		The minutes of May 15, 2019 meeting were reviewed and approved.	
STANDING COMMITTEE REPORTS	PESC Report	<p>A. Goodridge updated with interim reports on Core Experiences for Phase 4 saying overall assessment for all courses are good and have been stable over the last few years. Specific issues include:</p> <ul style="list-style-type: none"> <li>• EPAs have seen an improvement in ratings over past years, however, “EPAs contribute to my learning” is consistently low.</li> <li>• One to one formative feedback – highest ratings for Psychiatry then Rural Family Medicine. Emergency Medicine’s rating is low, Anesthesia has improved, and everything else has stayed the same. T. Hearn asked if anything would be done about Emergency’s low rating, and A. Goodridge said the feedback would go back to the disciplines for their review/action.</li> </ul>	
	SAS Report	<p>V. Curran said the Phase 3 and 4 Assessment Plans were reviewed in detail and approved at the last SAS meeting and are now ready to be reviewed by UGMS. T. Adey explained new professionalism language that was added to all assessment plans. E. Hillman suggested linking the language on professionalism to the University Calendar regulation regarding Promotion. T. Adey will follow up with D. Deacon. Clinical Skills 3 has changed how they are determining whether or not someone gets an “exemplary” rating.</p> <p>It was <b>MOVED</b> by V. Curran and <b>SECONDED</b> by T. Adey to approve the assessment plans for Phases 3 and 4 as presented.</p>	<p><b>ACTION: T. Adey will follow up with D. Deacon regarding linking the language on professionalism to the University Calendar regulation regarding Promotion.</b></p> <p><b>ACTION: It was moved by V. Curran and seconded by T.</b></p>

		<p>All were in favour and the <b>MOTION CARRIED</b>. M. Steele abstained.</p> <p>V. Curran brought up issue of an instructor changing their assessment methods for teaching in an ongoing course which isn't acceptable and suggested this be highlighted at Phase level. C. Peddle suggested sending the instructor the calendar link regarding this.</p>	<p><b>Adey to approve the assessment plans for Phases 3 and 4 as presented. Motion carried.</b></p> <p><b>ACTION:</b> C. Peddle or B. Kerr to send instructor the applicable calendar link.</p>
	iTac Report	<p>S. Pennell updated:</p> <ul style="list-style-type: none"> <li>• One45 cloud discussions continue with OCIO/MUN Lawyer and one45.</li> <li>• Not sure if we will host Prometric MCC exams in the fall. He will keep us posted.</li> <li>• Engaging with NLCHI and working with Dr. Adams (cardiologist) to look at HEALTHe NL/informatics curriculum integration; along with continued use of the Meditech and PACS online modules. Meeting Friday to plan.</li> <li>• Installing the new lecture capture box is for the main auditorium this summer.</li> <li>• A request from iTac was to beta test a <b>Challenge Cards Box</b> within QuestionMark instead of the usual Challenge Cards. There were just under 200 challenges for an 81 question exam. There are 2 more exams before the end of June that should give us a better idea of the impact. D. Deacon is also comparing to the cards.</li> <li>• Team member attended InfoComm to suss out relevant tech, and they are in discovery mode right now to upgrade most of the AV systems in MEC as they are all past middle age. Focus on wireless and ease of use for all spaces...even having a wall dedicated as a white board using dry erase paint.</li> <li>• Working with Paulette Jones and Facilities regarding getting power for 1M102. Meeting with several local company electricians tomorrow as well to get recommendations.</li> <li>• The MELSS lab new 3D anatomy table has arrived</li> </ul>	
PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan wasn't present to report. S. Pennell said NBME baseline exam was written today for new clerks starting in August and the final NBME exam is July 19 for the current Phase 4s.	
PHASE 3 REPORT/ISSUES		<p>J. Gill reported on the following:</p> <ul style="list-style-type: none"> <li>• Theme based curriculum has been a major thing as well as the assessment plans</li> </ul>	

	<ul style="list-style-type: none"> <li>• New proposal to replace the content of the existing 3 hour session of the Aboriginal curriculum and add an additional 2 hours to Community Engagement III to add more content to this topic area. At their phase meeting, it was agreed that it was a good proposal and J. Gill is now seeking approval. A. Goodridge said this was also a recommendation from the curriculum review, and A. Haynes said it would fit into the incoming Phase 3 curriculum in anticipation of it being approved. S. Murphy asked how the cost would be covered, and T. Adey said the funds would be requested. S. Murphy said we could approve contingent upon funding being available. S. Pennell said the objectives would have to be linked properly.</li> </ul> <p>It was <b>MOVED</b> by J. Gill and <b>SECONDED</b> by A. Goodridge to approve the addition of 2 hours of Aboriginal curriculum into Community Engagement III pending budgetary approval.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: It was moved by J. Gill and seconded by A. Goodridge to approve the addition of 2 hours of Aboriginal curriculum into Community Engagement III pending budgetary approval. Motion carried.</b></p>
PHASE 2 REPORT/ISSUES	<p>H. Jackman updated:</p> <ul style="list-style-type: none"> <li>• Phase has ended and they are still waiting on receiving some assignments</li> <li>• Microbiology changes should be ready for presentation at next meeting</li> <li>• Looking at eliminating a lecture in Community Field Prep</li> </ul>	
PHASE 1 REPORT/ISSUES	<p>A. Pendergast updated:</p> <ul style="list-style-type: none"> <li>• She is still off after surgery and catching up</li> <li>• A. Haynes is working on theme based curriculum</li> </ul>	
REPORT FROM NB	<p>T. Laughlin updated that the Fredericton LIC has been accepted by faculty there starting next year for two students. He thanked everyone for their help with this. As this is T. Laughlin's last meeting, S. Murphy thanked him on behalf of the Committee for his hard work over the years.</p>	
SENATE, SCUGS, AND UNIVERSITY ISSUES	<p>Update will be covered in Matters Arising from Minutes.</p>	
SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES	<p>S. Murphy wasn't aware of any issues, and T. Adey said she presented the electives diversification policy at SMC and OSCE dates were presented to Clinical Chairs with the request for faculty numbers for those dates. She said we still don't have the</p>	

	course lead for APC and Phase 4 assessment, and Dr. Bautista is working on getting someone for Anesthesia.	
UGME OFFICE REPORT AND ISSUES	C. Peddle reiterated they are still looking for APC Lead and the draft curriculum schedule is available and will be covered later in the meeting.	
ACCREDITATION ISSUES	<p>M. Steele thanked the committee members for their work and putting in extra hours to run the undergraduate curriculum. She updated on accreditation issues and the huge amount of work that needs to be done on the unsatisfactory ratings received on Standard 8 and encouraged attendance at the upcoming accreditation workshop on October 1 being held to explain and review the process and structure of the accreditation visit. T. Hearn will ask the workshop organizers if the session can address the problem areas specific to our Medical School. One issue recognized by the interim accreditation review was the lack of minutes for UGMS which were, in fact, completed but they were just not uploaded onto the website or sent to M. Steele. She suggested the Committee may need more administrative support in order to accomplish distribution of minutes and asked to be given the requirements of such support. An Organizational Review discovered minutes are generally not done properly in the Faculty of Medicine and a template will be developed and training will be provided those involved in doing minutes to ensure consistency. G. McGrath is now the full-time project manager for accreditation standards as well as for the Undergraduate curriculum review process. A. Goodridge asked how G. McGrath fits into the project manager position, and M. Steele said she will provide partial administrative support (ensuring minutes, notes and agenda are done), help the committee set up a project plan with B. Kerr and T. Hearn around the accreditation issues that need to be addressed and then going over the review. S. Murphy said the only administrative support for the committee is that the minutes are typed and it's been that way for the last 10 years. M. Steele asked S. Murphy to review support provided to other committees and email her with suggestions in the next week for her to take it further. C. Peddle said the UGME Office can post the minutes to the website if S. Murphy sends them along. T. Hearn received an email from Shannon re CACMS workshop saying that smaller group sessions can be arranged, and to email her with questions. T. Hearn asked that questions be forwarded to her and she will send them to Shannon.</p>	<p><b>ACTION: S. Murphy to email administrative support requirements to Dean Steele within the next week.</b></p> <p><b>ACTION: Committee members to email accreditation questions to T. Hearn for contact with CACMS for answers.</b></p>
MATTERS ARISING FROM THE MINUTES	<u>Theme based curriculum</u> – A. Haynes said the Curriculum Oversight Working Group has been working on the new theme based curriculum schedule, and she presented documentation regarding same. There was much discussion, and S. Murphy thanked	<b>ACTION: A. Haynes to contact the Communications Office to develop a</b>

	<p>the group for getting it all done in such a short time. M. Steele suggested A. Haynes contact the Communications Office to develop a roll-out plan.</p> <p>It was <b>MOVED</b> by A. Haynes and <b>SECONDED</b> by A. Goodridge to adopt the schedules of the theme based curriculum as presented.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p> <p><u>Professional suitability document</u> – T. Adey said the Undergrad Deans are looking for feedback on documents circulated regarding professional misconduct. Upon review, the Undergrad Deans agreed that “unsuitability” should replace “misconduct”, the Regulations for professional unsuitability need to be separate from academic misconduct, and that SCUGS is not suitable to process allegations of professional unsuitability. C. Skanes said only feedback from MedSoc regarded “physical or mental condition” which has been removed as requested. C. Peddle asked if there was any mention of social media behaviours, and V. Curran said the new Professionalism Module will have a section on digital professionalism. After discussion, it was decided that T. Adey will bring them back the suggestion to include a general preamble saying the regulations apply to all activities including social media.</p> <p><u>COWG TOR</u> – recent comments from G. McGrath have been incorporated into document. The Group has already started and have been quite productive. A. Haynes said they have been working on a curriculum change form that they’d like to have in place by September, and S. Murphy said as the form reflects what should be happening they can go ahead. T. Adey said the form is a good idea and it should be included in the communication plan to faculty. M. Steele suggested putting a date approved and a date to be reviewed to the document. S. Pennell asked how recommended changes get to Cblue (or relative platforms), and S. Murphy said that will be included in the procedure not the Terms of Reference.</p> <p>It was <b>MOVED</b> by S. Murphy and <b>SECONDED</b> by A. Goodridge to approve the Terms of Reference for COWG as presented.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>roll-out plan for the new theme based curriculum.</b></p> <p><b>ACTION: It was moved by A. Haynes and seconded by A. Goodridge to adopt the schedules of the theme based curriculum as presented. Motion carried.</b></p> <p><b>ACTION: T. Adey will bring the suggestion to include a general preamble including mention of social media to the Undergrad Deans regarding the proposed Professional Suitability document.</b></p> <p><b>ACTION: It was moved by S. Murphy and seconded by A. Goodridge to approve the Terms of Reference for COWG as presented. Motion carried.</b></p>
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	<u>Progress Testing</u> – tabled for next meeting	<b>ACTION: Tabled for next meeting.</b>
NEW BUSINESS	<ul style="list-style-type: none"> <li>• P3 &amp; P4 assessment plans – addressed above.</li> <li>• <u>UGMS TOR</u> – J. Reddigan said the curriculum review made recommendations for the UGMS TOR regarding membership. M. Steele will provide J. Reddigan with TOR's for other schools for comparison. After discussion, it was decided J. Reddigan would use information and suggestions obtained today to rework the document and bring back for further discussion. Keep on agenda.</li> </ul>	<b>ACTION: Item to be kept on agenda for further discussion.</b>
ADJOURNMENT	Meeting adjourned at 1753 hours.	
NEXT MEETING	September 18, 2019 in Room M2M240. July meeting not happening so any urgent issues can be dealt with via evote.	