



UGMS Meeting Minutes

Wednesday, March 17, 2021
4:00-5:00 p.m. via Webex

Members (in alphabetical order):

Dr. Tanis Adey (chair), Associate Dean UGME	voting	Dr. Taryn Hearn, Accreditation Lead	voting
Lindsay Alcock, Librarian & Head of Public Services HSL	voting	Elizabeth Hillman, Assistant Registrar Faculty of Medicine	voting
Craig Campbell, Learner representative Class of 2022	voting	Dr. Heather Jackman, Phase 2 Lead	voting
Dr. Vernon Curran, SAS Chair	voting	Brian Kerr, Curriculum & Accreditation Advisor	corresponding
Dr. Norah Duggan, Phase 4 Lead	voting	Dr. Todd Lambert, Assistant Dean NB	voting
Dr. Jasbir Gill, Phase 3 Lead	voting	Carla Peddle, Manager UGME	voting
Dr. Alan Goodridge, PESC Chair	voting	Dr. Amanda Pendergast, Phase 1 Lead	voting
Melanie Greene, Policy Analyst	corresponding	Stephen Pennell, Chair iTac	voting
Yaswanta Gummadi, Learner representative Class of 2023 – may be late	voting	Michelle Simms, UGME Administrator	recording secretary
Dr. Alison Haynes, Curriculum Lead	voting	Dr. Margaret Steele, Dean of Medicine	ex officio (non-voting)

Present (in alphabetical order): T. Adey; L. Alcock; C. Campbell; V. Curran; N. Duggan; J. Gill; A. Goodridge; M. Greene; T. Hearn; E. Hillman; H. Jackman; B. Kerr; T. Lambert; C. Peddle; A. Pendergast; M. Simms (recording secretary)

Regrets (in alphabetical order): Y. Gummadi; A. Haynes; S. Pennell; M. Steele

Absent (in alphabetical order):

Topic	Action
Welcome	
Agenda review <ul style="list-style-type: none"> • Review for Conflict of Interest – none reported • Confirmation of Agenda 	Motion to approve the agenda. Moved: A. Pendergast Second: N. Duggan In Favour: all Opposed: none Abstained: none APPROVED

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<p>Review and approval of prior minutes – February 17, 2021</p>	<p>Motion to approve Minutes from the previous meeting. Moved: J. Gill Second: A. Pendergast</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p>
<p>1. Matters arising from the minutes</p> <p>1.1. Inclusion of relevant accreditation elements within faculty orientation.</p> <ul style="list-style-type: none"> • Information from Dr. Adey included program objectives, protected time and duty hours policy, blood borne pathogens policy, and accreditation has been recorded and is available to faculty and for accreditation. Completed. <p>1.2. Thank–you email to G. Barnes for thoughtful solution for virtual session moderation has been sent. Completed.</p> <p>1.3. Review of the EHS Report regarding CLSC capacity for late March (if no longer in Alert Level 5). Pending.</p> <p>1.4. Confirmation of process for making COWG permanent.</p> <ul style="list-style-type: none"> • Dr. Adey brought it to Faculty Council on Tuesday, Mar. 16 and COWG is now Curriculum Oversight Subcommittee (COS). Completed. <p>1.5. Review of new Curriculum Oversight Subcommittee (COS) ToR and develop proposal. Pending.</p> <ul style="list-style-type: none"> • There is a draft that was started in 2019. However, waiting until UGMS ToR is finalized before proceeding to allow for consistency in ToR. 	<p>ACTION: T. Adey to bring to Task Force in late March asking for a review of the EHS Report regarding CLSC capacity (if no longer in Alert Level 5).</p> <p>ACTION: A. Haynes, B. Kerr and D. Stokes to review COWG ToR and develop proposal.</p>
<p>2. New business</p> <ul style="list-style-type: none"> • Pre-recorded live lectures. <ul style="list-style-type: none"> ○ Learners are still having some concern with live lecture capture from previous years. Learners are unable to hear questions being asked. ○ This will not be an issue for questions voiced within live Webex recordings. 	<p>Motion: Faculty shall normally pre-record a new lecture or use lecture capture of a new live lecture each year. Previously recorded lectures may be considered in some circumstances where there</p>



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<ul style="list-style-type: none"> ○ Prior to the pandemic lectures captured from a previous cohort were only used under exceptional circumstances. ○ Faculty are not required to record a live lecture. ○ There may be changes to objectives that necessitate new lectures. ○ Recording or lecture capture can be a useful option in certain situations, such as storms, etc. <ul style="list-style-type: none"> ● UGMS ToR <ul style="list-style-type: none"> ○ Preamble should note source of authority which may be related to University bylaws. ○ COS Chair will act as UGMS Vice Chair. ○ Assistant Dean, New Brunswick, Assistant Dean, Distributed Medical Education, and HPEI Medical Education Coordinator membership discussion. <ul style="list-style-type: none"> ▪ The positions add leadership and variety to the committee. ▪ MOU with New Brunswick suggests that the Assistant Dean, New Brunswick provides input on the MD Program. ○ Compared to others across the country our UGMS Committee has a fairly small membership. ○ Discussion about the need for other at-large faculty members on UGMS (representative of the education process and improving diversity). <ul style="list-style-type: none"> ▪ This will be considered after our 2022 Accreditation Site Visit. ○ Discussion about the Associate Dean of Learner Well-Being and Success as a non-voting member. There are varied practices across the country with respect to Student Affairs being represented on the curriculum committee. 	<p>have been no changes to lecture objectives or materials.</p> <p>Moved: T. Adey Second: N. Duggan</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p> <p>ACTION: B. Kerr to update ToR with Faculty Council bylaw reference.</p> <p>ACTION: Circulate revised ToR with items for consideration by Friday, Mar. 19. Members to provide feedback by Thursday, Mar. 25.</p> <p>ACTION: Finalized ToR to be circulated for approval.</p> <p>ACTION: If approved, T. Adey to bring revised UGMS ToR to April Faculty Council.</p>
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3. Standing Committee reports	
a) PESC (see attached report) <ul style="list-style-type: none">No action required from UGMS.	ACTION: M. Simms / B. Kerr to include extra time for PESC Report on April UGMS Agenda.
b) SAS (see attached report) <ul style="list-style-type: none">No action required from UGMS.	
c) iTac <ul style="list-style-type: none">No report. S. Pennell sent regrets.	
d) COWG (see attached report) <ul style="list-style-type: none">No action required from UGMS.	ACTION: M. Simms / B. Kerr to change "COWG" to "COS" for April UGMS Agenda.
4. Phase 4 report <ul style="list-style-type: none">Dr. Duggan thanked the committee on e-voting to pass the clinical skills amendment.	



UGMS Meeting Minutes

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<p>5. Phase 3 report (see attached document)</p> <ul style="list-style-type: none"> • Two major changes to curriculum for the purposes for improving the opioid crisis content and proposed by Dr. Flusk: <ul style="list-style-type: none"> ○ Opioid crisis content delivered by Dr. Flusk. <ul style="list-style-type: none"> ▪ Add a 50 minute lecture. There is time in the schedule. ▪ Adding /removing objectives for session. No need for additional time. ○ Approved at Phase meeting. 	<p>Motion 1: Addition of new Phase 3 “Response to the Opioid Crisis: Public Health Perspective: session (50 minutes). Moved: J. Gill Second: N. Duggan</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p> <p>Motion 2: Replace existing Phase 3 “Opioids” (1 hour session) and “Treatment of Neuropathic Pain” (1 hour session) with new “Core Concepts in Pain” session (2 hours). Moved: J. Gill Second: N. Duggan</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p>
<p>6. Phase 2 report</p> <ul style="list-style-type: none"> • Use of pre-recorded live lectures to previous cohorts is still a concern. • Block 2 exam complete. <ul style="list-style-type: none"> ○ 4 re-assessments • Extra QI session scheduled for the week of March 22, 2021. 	
<p>7. Phase 1 report</p> <ul style="list-style-type: none"> • PESC evaluation reports will be discussed at next Phase 1 meeting. 	

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<p>8. Report from NB</p> <ul style="list-style-type: none"> • G. Duguay working to make minor adjustments to assessment for LIC. 	
<p>9. Accreditation matters</p> <ul style="list-style-type: none"> • Working with the Communications Office on the publication and launch of the Accreditation 2022 website. It should be available soon. • Completion of DCIs by mid-May, 2021. • Working to assemble Independent Student Analysis (ISA) committee. 	
<p>10. Learner issues</p> <ul style="list-style-type: none"> • Class of 2022: no concerns in addition to those already discussed in the meeting. 	
<p>11. Associate Dean Update (see attached report)</p> <ul style="list-style-type: none"> • Vaccination for learners <ul style="list-style-type: none"> ○ Learners will be vaccinated regardless of province of residence. ○ 2nd dose can be received in home province. ○ Dr. Adey thanked Todd, Jason, and Eastern Health. • Visiting electives for Class of 2022 <ul style="list-style-type: none"> ○ Dr. Adey communicated to National UG deans committee that Memorial Class of 2022 want visiting electives and this is supported by Memorial FoM leadership. ○ At the last national undergraduate deans meeting, undergraduate deans recommended to the standing committee on education that visiting electives be open for limited capacity in the fall of 2021. Details not yet worked out but will be communicated once available. • COWG is now a subcommittee of UGMS. 	



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<p>12. Policy</p> <ul style="list-style-type: none"> • Working on UGMS ToR. • For accreditation the following needs to be reviewed: <ul style="list-style-type: none"> ○ Medical withdrawal policy ○ Hazard exposure policy ○ Blood borne pathogens policy • H. Jackman asked a question on intellectual freedom at MUN. • T. Hearn inquired about a policy relating to learner seeking accommodation. <ul style="list-style-type: none"> ○ N. Duggan indicated that the policy is available online and provided a link. 	<p>ACTION: M. Greene to provide H. Jackman with available policies relating to Academic Freedom.</p> <p>ACTION: T. Adey and C. Peddle to include the link to the policy in the relevant portion of the DCI.</p>
<p>13. UGME office report (see attached report)</p> <ul style="list-style-type: none"> • Process for s/electives and visiting electives will soon be available. 	
<p>Next Meeting April 21, 2021 Adjourned: 5:21 p.m.</p>	
Keep in View	Exam deferral policy



UGMS Summary Report

March 2021

Phase Team or Sub-Committee: Program Evaluation Subcommittee (PESC)

Liaison to the UGMS: Dr. Alan Goodridge, Chair of PESC

Date of Last Phase Team or Sub-Committee Meeting: 16 / March / 2021

Date of Next Phase Team or Sub-Committee Meeting: 20 / April / 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
MED5710: Students from a non-science background may have been at a disadvantage without in-person peer-to-peer support.	A. Pendergast to inform the incoming class in the fall that if they feel they are struggling, to come to her early and they will find a mentor for them.	Forthcoming
MED5730: Biostatistics continued to be an issue despite changes made last year.	A. Pendergast to establish methods to further improve Biostatistics.	In Progress
MED5730: Assignment questions did not always encompass everything in the rubric, making it difficult to meet the requirements of the rubric.	A. Pendergast & K. Zipperlen to review the MED5730 rubrics.	In Progress
Integrated Learning Sessions (ILS): Only 25% of students were group leaders, so most students could not answer that item on the evaluation form.	H. Coombs to revise the ILS evaluation form for Phase 1 in the fall.	Completed
Research Workshop: Students felt it was offered too late in the Phase and expectations were unclear.	A. Pendergast to discuss the scheduling and expectations of the Research Workshop with A. Haynes and B. Kerr.	Forthcoming
MED5740: The debrief for the Early Community Experience (ECEs) was valuable.	H. Coombs to note that a debrief took place and was valuable.	Completed
MED5740: A comment in the report referenced a decision made about Phase 2 and was not relevant to Phase 1.	H. Coombs to remove the comment related to Phase 2.	Completed

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UGMS Summary Report

March 2021

SAS: K. Zipperlen presented a Summary Report for Action Plans for Course Assessment (2019-20), providing an overview of the main issues identified related to assessment and outlining action plans for addressing those issues.	H. Coombs to retain the report as reference material for accreditation.	Completed
Lecturers going over time.	A. Goodridge & H. Coombs to meet with T. Adey to develop guiding principles related to lecturers going overtime.	Forthcoming

Agenda Items Requiring UGMS Action:

1.
2.
3.

Additional Comments, Suggestions, New or Pending Business:

1.
2.
3.



UGMS Summary Report

March 2021

Phase Team or Sub-Committee: Student Assessment Subcommittee

Liaison to the UGMS: Dr. Vernon Curran

Date of Last Phase Team or Sub-Committee Meeting: 24/February/2021

Date of Next Phase Team or Sub-Committee Meeting: 24/March/2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
Recommendations from curricular review	Reviewed by SAS and action items identified (see summary document); update at SAS meeting in March	Ongoing
Accreditation update	Review of accreditation standards, monitoring and deficiencies. Discussed onboarding for new SAS members.	Ongoing
Update re exam deferral policy	Discussion regarding deferrals. Update about review of current policy, SAS represented in working group.	Done
Update on EPA assessment working group	Group is meeting monthly; has drafted questionnaire for interviews with clerkship discipline coordinators to determine use of EPA assessment & clinic cards; working on recommendations from curricular review and faculty development needs	Ongoing

Agenda Items Requiring UGMS Action:

Additional Comments, Suggestions, New or Pending Business:

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Recommendations from Curricular Review 2018

“Consistent with the Faculty of Medicine’s Undergraduate Curriculum Review Policy, the Program Evaluation Sub Committee (PESC) was asked to conduct a curriculum review by the Undergraduate Medical Studies Committee (UGMS). [...] In conducting the review, the team considered existing evaluation data from external and internal sources, and solicited input from various stakeholder groups and individuals. Our investigation was broad in the sense that we focused primarily on finding general areas of strength, areas for improvement, and gaps in the curriculum. Based on our findings, we have made a series of recommendations aimed at the overall governance and management of the curriculum as well as more tactical recommendations around courses and content.” (final Curricular Review Report)

The following recommendations were made regarding assessment:

- The Student Assessment Sub Committee (SAS) investigate the feasibility of having faculty who are submitting questions for **formative quizzes in phases 1-3 provide an explanation of the answers and, where possible, direction towards resources that enhance learner understanding of the objective.**
 - **Action item: get feedback from faculty regarding feasibility**
- To better prepare learners for realistic assessments throughout their careers, the Undergraduate Medical Studies Committee (UGMS) task the Student Assessment Sub Committee (SAS) with overseeing the **introduction of some clinical decision making (CDM) questions in phase 1-3 in the 2019-2020 academic year.**
 - **Action item: review process of generating CDM questions and aspects of implementation**
- The current assessment system is aimed at monitoring learner progress within each particular phase or segment of the curriculum but lacks a robust, customizable support system available to all learners should be developed, such that learners can identify their strengths and weaknesses, develop personalized learning plans, identify career directions, and know exactly where they stand academically at all points in their undergraduate careers. To provide better support to learners, the review team recommends:
 - The UGMS task the Student Assessment Sub Committee with **developing a progress review/periodic review system across all four phases.**
 - **Action item: determine if learner support tool used on main campus (Navigate) is suitable**
- That a robust suite of **faculty development tools** be developed and then promoted by the phase 4 management team and disciplines to clinical preceptors, to promote better understanding of EPAs in terms of desired learner outcomes and processes around completion of clinic cards.
- **Revising the examples provided in the learner handbook regarding achieving entrustability.** Current examples are either very specific or very general yet some faculty use those examples as checklists for assessing learner entrustability rather than as examples of how entrustability might be achieved. Therefore, a series of milestones, similar to those in place at the postgraduate level, should be developed for phase 4.
 - **Action item: discuss at Phase 4 Management Team meeting and with Phase 4 Lead**



UGMS Summary Report

March 2021

Phase Team or Sub-Committee: Curriculum Oversight Working Group (COWG)

Liaison to the UGMS: Alison Haynes / Brian Kerr

Date of Last Phase Team or Sub-Committee Meeting: February 2021

Date of Next Phase Team or Sub-Committee Meeting: March 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1. Addition of new Phase 3 "Response to the Opioid Crisis: Public Health Perspective" session (50-minutes).
2. Replace existing Phase 3 "Opioids" and "Treatment of Neuropathic Pain" sessions (2-hours) with new "Core Concepts in Pain" session (2-hours).

Additional Comments, Suggestions, New or Pending Business:
1. Status of in-person sessions still dependent on Public Health guidelines and Faculty of Medicine Task Force recommendations. Discussions ongoing.
2. Principles document pertaining to the curriculum and mandatory attendance still in development.
3. Large amounts of time being spent dealing with schedules, getting teaching material(s), as well as addressing learner concerns / requests in reference to curriculum and delivery.

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UGMS Summary Report

March 2021

Phase Team or Sub-Committee: Phase 3 Management Team

Liaison to the UGMS: Dr. Jasbir Gill

Date of Last Phase Team or Sub-Committee Meeting: 03/03/2021

Date of Next Phase Team or Sub-Committee Meeting: 07/04/2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
Addition of 50-minute session on Opioid Crisis	SAS to review assessment plan if approved by UGMS	IP
Review of Exam Deferral Policy	Meeting held on March 12 to review	IP
Next QI Session	April	IP
In Person Clinical Skills	Continuing discussion	IP

Agenda Items Requiring UGMS Action:
1. Major Change (see attached) – addition and replacement of content re Opioid Crisis Dr. David Flusk. Request to add 50-minute lecture Dr. Flusk will replace core concepts in pain modules
2.

Additional Comments, Suggestions, New or Pending Business:
1.

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Curriculum Change Request

dflusk@gmail.com

Thu 2021-01-28 8:16 PM

To: David.Stokes@med.mun.ca <David.Stokes@med.mun.ca>; Haynes, Alison Theresa <a.haynes@mun.ca>;
ugme.advisor@med.mun.ca <ugme.advisor@med.mun.ca>;

Curriculum Change Form

Your Name: Dr. David Flusk

Your Email: dflusk@gmail.com

Your Discipline: Anesthesia/Pain Medicine

Select Phase: Phase 3

Session Title: Response to the Opioid Crisis: Public Health Perspective

Curriculum content change type: Major Changes

Session title modification:

Please provide the existing session title followed by the new proposed title:

Re-wording of session objectives:

Please outline the current objective including Blueprint number followed by the proposed change in objectives:

Change in teaching and learning method for session:

Please outline the current teaching and learning method(s) followed by the proposed change in method(s):

Splitting a session into multiple sessions, or merging multiple sessions into one:

Please outline how session is currently delivered followed by the proposed change in timing of delivery:

Change type(s):

Adding or removing a session

Proposal:

The AFMC undertook the development and subsequent launch of an evidence based, comprehensive curriculum in response to the opioid crisis. The curriculum development was funded and supported by Health Canada. I was an appointed subject matter expert on the project as well as 1 of 3 overall reviewers on the project. I propose that Topic 1: The Public Health Perspective be incorporated into the phase 3 curriculum.

Academic Rationale:

This module will review the epidemiology of pain and associated opioid prescribing in Canada. It will describe the "opioid epidemic", including the overlap between pain and opioid use disorder. The impacts of pain and problematic opioid use on psychosocial functioning at an individual and population level will be explored. Health-related and social costs of chronic pain and opioid use in Canada will be discussed. Finally, the module will explore the role of medical students and physicians in advocating for community interventions.

Learning Objectives:

By the end of the Public Health module, students will be able to: Describe the epidemiology of Chronic Pain in Canada Describe the epidemiology of, and opioid prescribing for, pain Describe the epidemiology of the "opioid epidemic" including the overlap between pain and opioid misuse. Assess the impacts of pain and opioid use disorder on psychosocial functioning Identify interventions at the community level Describe

the role of medical students and physicians in advocating for community interventions Describe the health-related and social costs of chronic pain and opioid use in Canada

Delivery of Proposed Change:

Lecture and small group sessions

Assessment:

This content is now incorporated into both the MMC 1 and 2 exams.

Curriculum Change Request

dflusk@gmail.com

Thu 2021-01-28 8:34 PM

To: David.Stokes@med.mun.ca <David.Stokes@med.mun.ca>; Haynes, Alison Theresa <a.haynes@mun.ca>;
ugme.advisor@med.mun.ca <ugme.advisor@med.mun.ca>;

Curriculum Change Form

Your Name: Dr. David Flusk

Your Email: dflusk@gmail.com

Your Discipline: Anesthesia and Pain Medicine

Select Phase: Phase 3

Session Title: Core Concepts in Pain

Curriculum content change type: Major Changes

Session title modification:

Please provide the existing session title followed by the new proposed title:

Re-wording of session objectives:

Please outline the current objective including Blueprint number followed by the proposed change in objectives:

Change in teaching and learning method for

session:

Please outline the current teaching and learning method(s) followed by the proposed change in method(s):

Splitting a session into multiple sessions, or merging multiple sessions into one:

Please outline how session is currently delivered followed by the proposed change in timing of delivery:

Change type(s):

Adding or removing objectives for a session
Adding or removing time for a session

Proposal:

I propose that the current phase 3 lectures on opioids and drugs to treat neuropathic pain be changed to a more balanced offering on core concepts in chronic pain. The learners require an introduction to the science, assessment and management of chronic non cancer pain.

Academic Rationale:

The current modules do not address current clinical practice guidelines and best practices. The proposed change will bring the MUN curriculum up to date and in line with the national curriculum recently launched in early 2021 by the AFMC. I am the author of the core concepts module as well as an overall reviewer of the national curriculum. The content was developed by me but reviewed and approved by a panel of national experts.

Learning Objectives:

In the Core Concepts in Pain module, learners will be introduced to the differences between acute and chronic pain. The module then focuses on the mechanisms underlying each phase of the nociceptive pathway: transduction, conduction, transmission, modulation, and perception. Chronic pain is discussed not only as a disease, but also as an illness. The prevalence of chronic pain is not evenly distributed across populations. Some people may be more at risk. This module will discuss the risk factors, and influence of other factors on the development, assessment, and treatment of chronic pain.

Delivery of Proposed Change:

Lecture

Assessment:

As this module is part of the national curriculum launched by the AFMC, the content and its objectives are assessed on the MCC Part 1 and 2 Exams.



UGMS Summary Report

March 2021

Phase Team or Sub-Committee: Associate Dean Update

Liaison to the UGMS: Dr. Tanis Adey

Date of Last Phase Team or Sub-Committee Meeting: February 2021

Date of Next Phase Team or Sub-Committee Meeting: April 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1.
2.

Additional Comments, Suggestions, New or Pending Business:
1. COVID 19 Task Force meeting decreased biweekly to weekly
2. Eastern Health will be vaccinating MD Program learners
3. Update on visiting electives for the Class of 2022
4. Phase 2 and 3 Learners requested to be prepared for in-person sessions when province at Public Health Alert Level 2.
5. Request to make Curriculum Oversight Working Group a Subcommittee of UGMS brought to Faculty Council.

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UGMS Summary Report

March 2021

Phase Team or Sub-Committee: UGME Staff

Liaison to the UGMS: Carla Peddle

Date of Last Phase Team or Sub-Committee Meeting: 23 February, 2021

Date of Next Phase Team or Sub-Committee Meeting: 23 March, 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
S/Electives application windows for class of 2022	One application window for the whole elective year or two large application windows.	In-progress

Agenda Items Requiring UGMS Action: None
1.
2.

Additional Comments, Suggestions, New or Pending Business:
1.
2.

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