

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

Attendees: T. Adey, C. Campbell, V. Curran, N. Duggan, J. Gill, A. Goodridge, A. Haynes, T. Hearn, E. Hillman, H. Jackman, T. Lambert, S. Murphy, C. Peddle, A. Pendergast, S. Pennell, C. Skanes, L. Webster

Invited Guests: D. Deacon

Regrets: L. Alcock, B. Kerr, J. Reddigan

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Murphy called the meeting to order at 11:05 am.	
1. Agenda review	No conflict of interest expressed.	
- Review for Conflict of Interest		
- Confirmation of Agenda	No additions to Agenda.	
2. Review and approval of March 16, 2020 minutes		
3. Update from AD UGME	<p>T. Adey updated the committee as follows:</p> <ul style="list-style-type: none"> - she is attending the Dean's daily COVID-19 Task Force meeting as well as a weekly national meeting - they will transfer to remote learning for academic ½ day - Clinical Skills has been suspended - Phase 2 Community Visit has been cancelled, but Phase 3 Community Visit isn't until May 19 and a decision on that is pending - Clerkship has been suspended here as well as across Canada, and learners were told to go home - information has been sent to our learners on how to contact UGME staff, and C. Peddle will be Phase 4 admin support as A. Anthony has limited access from home - a letter was sent to Canadian medical learners on Friday outlining the collaborative approach upon return to learning - AFMC has closed the electives portal, and there will be no visiting electives. Local electives are being booked by their own schools, and T. Adey will bring student suggestions to the next UG Dean teleconference. - T. Adey has spoken with A. Miller, UGME Electives APA, regarding booking local electives for August. - N. Duggan will provide an update on suggestions for the Class of 2020 curriculum 	<p>ACTION: T. Adey to bring student suggestions on electives to the next UG Dean teleconference.</p>

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

<p>4. Update from HSIMS/iTac</p>	<p>S. Pennell updated as follows:</p> <ul style="list-style-type: none"> - faculty's recorded lectures are coming in as well as them adding extra material - the first recorded lecture is being presented at 2:00 pm today - after reviewing a new proctoring product for exams, it was found to have privacy issues and learners would have to restart exam if they had to stop it for any reason. Open book MCQ exams can use regular software. - S. Pennell and D. Stokes teleconferenced with M. Goodridge regarding Clinical Skills. T. Adey said it is hard to make plans to run Clinical Skills at this time as a return to in-person teaching date is not known. - the ELearning team is supporting all of the Faculty of Medicine, especially UGME, to maintain the curriculum - T. Adey had received an email from a learner over the weekend regarding lecture capture. S. Pennell said he is working with J. Reddigan on editing the policy around lecture capture. 	
<p>5. Update from COWG</p>	<p>A. Haynes updated as follows:</p> <ul style="list-style-type: none"> - Vivian has contacted faculty scheduled to present next week to receive their preferred method for transitioning their material. If faculty have used lecture capture for a Phase 3 session that is now being delivered in Phase 2, there is the option of simply using this recording for the Phase 2 class. This option is already being used by several of the faculty members. - they will continue to follow the Phase 2 and 3 schedules as much as possible. Their goal is to have teaching materials transitioned to an online format at least 24-hours before faculty were originally scheduled to present. - Vivian is updating the schedule daily at 4pm to include the method of delivery for each session. - learners are asked to submit questions for individual faculty on google doc sheets. A. Haynes will collect the questions and forward to the faculty member in an attempt to prevent faculty from receiving multiple emails from multiple learners. 	

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

	<p>- communications have been sent to faculty teaching in the upcoming weeks, UCLs and learners outlining these points.</p> <p>S. Pennell thanked A. Haynes and her team for the excellent job they were doing. S. Murphy asked if a discussion board could be used for lectures, and S. Pennell said it is an option in Brightspace. A. Haynes said she couldn't say how often faculty would be checking for questions so emailing her would work best.</p>	
<p>6. SAS – Revised Assessment Plans</p>	<p>V. Curran said D. Deacon has reviewed all assessment plans for all courses affected, but suggested changes have not been approved by SAS yet. S. Murphy asked how much time we have, and D. Deacon said next exam affected is scheduled for April 8.</p> <p>D. Deacon reviewed proposed changes to assessment plans as follows:</p> <p><u>MED 6750:</u> D. Deacon suggested adding the language that examinations will be open book MCQ. S. Murphy asked if anyone had concerns about taking questions from the question bank as they cannot be used again, and S. Pennell said that they will be reaching out for new questions. T. Adey said the Task Force approved this at last Friday's meeting.</p> <p><u>Clinical Skills Phases 2 and 3:</u> D. Deacon said nothing changed with this one as she understood it has been suspended.</p> <p><u>MED 6770:</u> - removed "peer assessment" and related assignment and adjusted percentages. - assessment based on face-to-face sessions was discussed, and will be further discussed in Phase 2 meeting tomorrow for decision and will be brought to SAS meeting on Wednesday.</p>	

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

MED 6780:

- cancellation of Community Visit and reweighting of assessments will be discussed in Phase 2 tomorrow for decision

MED 7710:

- deleted second completion of forms regarding second peer assessment formative process
- added language regarding open book MCQ exam. S. Pennell said Fatima/Michelle will be available for help during exam
- second assignment due in June will be based on a COVID-19 stem instead of ILS stem for Phase 2 and 3 lifelong learning assignments. S. Shorlin working on development of the COVID-19 stem and the assessment plan will be updated that an alternate stem is being developed. Phase leads to bring back to UGMS and SAS
- ready to be approved.

MED 7730:

- research curriculum will depend on if we are back by June and should go to Phase 3 meeting first. A. Haynes asked about research being cancelled campus wide, and if it applies here. A. Pendergast said ethics can still be submitted at this point. This item to be included on Phase 2 agenda for tomorrow.

MED 7750:

- keep on hold as not yet determined if community visits will be going ahead

Phase 4, Class of 2020

MED 8720:

- no onsite component so remove section regarding assessment of procedures and OSCE. N. Duggan outlined options suggested by Phase 4 Committee for the OSCE to accept success in obtaining entrustability of all EPAs and for mandatory procedures accept that learners have indicated they have reviewed the procedure by logging it in TRes. If some have not seen a procedure, they could view an online video.

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

	<p>- D. Deacon will make revisions for N. Duggan's review.</p> <p><u>MED 8750:</u></p> <ul style="list-style-type: none"> - change Research Day presentation to a voice over power point presentation - proof of knowledge translation deadline extended to April 2 - power point presentation to replace oral presentation of poster. D. Deacon to talk to K. Zipperlen to determine if review of the power point presentation is feasible online. S. Pennell said UCU could also be used. - it was decided to send this back to the Phase 4 Committee for discussion with Research Lead, T. Hierlihy, for a more defined plan. - S. Pennell cautioned file size of power point presentations may be an issue, and proposed using a drop box with instructions to be sent to learners - D. Deacon said a rubric is in place for guidance for people who will be assessing the presentations - C. Peddle said K. Zipperlen can verify if faculty have been set up to assess presentations - D. Deacon to send revisions to N. Duggan and T. Hierlihy for review. <p>S. Murphy summarized that the assessment plans for MED 6770, 6780, 7730 and 7750 need further amendments.</p> <p>It was MOVED by V. Curran and SECONDED by S. Murphy the assessment plans for courses 6750, 7710, 8720 and 8750 be approved with amendments. All were in favour, and the MOTION CARRIED.</p> <p>H. Jackman asked about the reassessment for Phase 2 that didn't happen last week due to the closure of the labs and if it would be ok to have that exam completed as an open book MCQ. V. Curran said using a different format in the reassessment than was used in the original exam would not violate rules. S. Murphy asked if there would be enough questions in the question bank, and D. Deacon will check with Michelle in HSIMs.</p>	<p>ACTION: D. Deacon to make agreed upon revisions to the Phase 4 assessment plans for N. Duggan's review, and revisions affecting the Research curriculum will also be sent to Research Lead, T. Hierlihy.</p> <p>ACTION: It was moved by V. Curran and seconded by S. Murphy the assessment plans for courses 6750, 7710, 8720 and 8750 be approved with amendments. Motion carried.</p> <p>ACTION: D. Deacon to check with Michelle in HSIMs re quantity of questions in the question bank.</p> <p>ACTION: H. Jackman will follow up with D. Deacon regarding giving learners sufficient notice of the Phase 2 reassessment.</p>
--	---	---

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

	<p>H. Jackman will follow up with D. Deacon regarding giving the learners sufficient notice of the exam.</p> <p>It was MOVED by H. Jackman and SECONDED by N. Duggan to run the Phase 2 reassessment exam as an open book MCQ.</p> <p>All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: It was moved by H. Jackman and seconded by N. Duggan to run the Phase 2 reassessment exam as an open book MCQ. Motion carried.</p>
<p>7. Phase reports/plans</p>	<p>Phase 4: N. Duggan updated as follows:</p> <p><u>Class of 2020:</u></p> <ul style="list-style-type: none"> - APC's mandatory aspects, BCLS and ACLS, have been cancelled, and formative lectures will be recorded (EKG, prescribing) - LMCC prep is cancelled as LMCC was cancelled, and A. Anthony will be asking instructors if they will record their sessions. <p><u>Class of 2021:</u></p> <ul style="list-style-type: none"> - CDCs are trying to compress academic sessions (to the end of core) into the coming weeks - Online MedEd offers free access to case-based discussions for learners to keep up on their clinical thinking. Another company, Insinu, offers online free cases for one month requiring some faculty input needed for guidance - something to keep in mind - a CDC asked if it is acceptable for learners to upload power point presentations instead of clinical sessions. Quality may not be there but clinicians may become too busy to do lecture capture. It was agreed this would be acceptable. - some disciplines are adding links to online resources for learners. - progress testing is suspended and will be looked at again once learners return. Same number of exams intended, but timeline will be altered. - research team suggested learners should work on their knowledge translation now <p>It was MOVED by N. Duggan and SECONDED by S. Murphy to approve the presented Phase 4 assessment plan amendments with discussed changes.</p>	<p>ACTION: It was moved by N. Duggan and seconded by S. Murphy to approve the presented Phase 4 assessment plan</p>

UGMS Committee Minutes

Monday, 23 March 2020
11:00 am via teleconference

	<p>All were in favour, and the MOTION CARRIED.</p> <p><u>Phase 1:</u> A. Pendergast had nothing to report.</p> <p><u>Phase 2:</u> H. Jackman had nothing to report at this time.</p> <p><u>Phase 3:</u> J. Gill said the Phase 4 prep course was scheduled for June 10, and N. Duggan and A. Anthony will work to develop a proposal for this.</p>	<p>amendments with discussed changes. Motion carried.</p> <p>ACTION: J. Gill, N. Duggan and A. Anthony will work on developing a proposal for the Phase 4 Prep Course.</p>
8. Report from NB	<p>T. Lambert updated as follows:</p> <ul style="list-style-type: none"> - 17 cases of COVID-19 in New Brunswick - the Medical Education Forum scheduled for April has been cancelled - clerks from away have gone home or have asked to stay and those from New Brunswick are staying home and all are awaiting word on what is happening - learners have been reminded that the local Student Affairs Office and Lisa Russell are available resources - hiring of the admin support person for the Fredericton LIC has been suspended so there will be a delay in site director help for the LIC scheduled to start in August 	
9. Other Business	No other business to discuss.	
Next Meeting	S. Murphy will check into having a better way to share documents for meeting. Reminder to send reports to Carol for inclusion in minutes.	<p>ACTION: S. Murphy to check on alternatives for document sharing.</p> <p>Adjourned at 12:34 pm</p>