

UGMS Committee Minutes

Monday, 30 March 2020
10:30 am via teleconference

Attendees: T. Adey, L. Alcock, C. Campbell, V. Curran, N. Duggan, J. Gill, A. Haynes, T. Hearn, H. Jackman, T. Lambert, S. Murphy, S. Pennell, J. Reddigan, C. Skanes, L. Webster

Regrets: A. Goodridge, E. Hillman, Kerr, C. Peddle, A. Pendergast,

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Murphy called the meeting to order at 10:35 am.	
1. Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed. Additions to agenda include: - Assessment plan updates - Exam dates	
2. Review and approval of March 23, 2020 minutes	T. Adey noted correction to the first action item to indicate that she is to bring elective issue to the Undergrad Deans' teleconference, not the task force and additional small edits which she will forward.	ACTION: C. Pye to make suggested edits to the March 23 2020 minutes.
3. Update from AD UGME	T. Adey updated: - She brought the issue regarding electives to UG Deans' meeting and was advised that all visiting, national and international electives as well as the portal are closed and there is no date to resume. Local electives that are not booked through the portal and are still being booked for the fall. A national approach on electives is being looked at. - as some students can't attend live lectures, faculty will be reminded by the Task Force that lecture capture was an option. - she is attending the weekly Undergraduate Deans' teleconference and National Deans' teleconference, and reports that there is a desire to have a common approach to restructuring the MD program. They recognize there will be difficulties for all learners to resume clinical work on the same date across the country, but they are working towards an equitable approach for all schools. - in consultation with Dr. Cathy Donovan, Phase 2 and 3 community visits have now been cancelled. - learners are looking for regular Task Force updates so now regular updates will be sent in a memo late afternoon to learners on Monday, Wednesday and Friday.	

UGMS Committee Minutes

Monday, 30 March 2020
10:30 am via teleconference

	<ul style="list-style-type: none"> - there is a lot of information circulating via email, and as a result, Virginia in Communications is collating everything for a FAQ document on UGME website, to be available soon. - wellness is also a focus of the Task Force, and they will be sending out a wellness update on Tuesdays and Thursdays 	
4. Update from HSIMS/iTac	<p>S. Pennell updated:</p> <ul style="list-style-type: none"> - join beeps are disabled again for teleconferencing. D. Stokes and S. Pennell have been looking at the numbers and found that 90%+ of lectures are being prerecorded. - he asked about having an exam during Easter break. <p>S. Murphy said he did a teleconference for the clerks' academic ½ day last week, and it worked well. S. Pennell asked that anyone doing a teleconference recording let d2l know and who it's for.</p> <p>N. Duggan had an email from a student on Friday that academic ½ days done by conference call presents issues for them re cell phone plans. S. Pennell said students can still use RPD or UCU, and the teleconference number is also sent for back up. He explained that teleconferencing is being used as it's a low tech tool that runs without support in conjunction with Brightspace, although it's not an ideal solution. Another reason to use teleconferencing is that there are network bandwidth concerns, and if the HSIMS/E-learning team start getting sick there will be no support for the other methods of delivery. S. Murphy said students need to have reasonable expectations. N. Duggan will forward that feedback to the students.</p>	<p>ACTION: N. Duggan will bring information on academic ½ days issues back to students to answer their concerns.</p>
5. Update from COWG	<p>A. Haynes had no updates. They are working on schedules and have most of Phase 2 straightened out for the next two weeks. The Phase 3 schedule is going day by day, and they have managed to have a full schedule every day.</p>	
6. SAS	<p>V. Curran updated:</p> <ul style="list-style-type: none"> - T. Adey consulted with Registrar's office re extending the exam date, and SAS is ok with the extension date proposed. 	

UGMS Committee Minutes

Monday, 30 March 2020
10:30 am via teleconference

	<p>- he said the University has recommended that a declaration statement be added to the first page of exams where students could click on a button to submit, and S. Pennell said this would be no problem.</p> <p>- 3 assessment plans for today's discussion: 6750: reviewed last week, date for exam has been moved to April 16, and the reassessment date to be determined.</p> <p>6770: reviewed last week, some additions including instructors keeping date as is for submission of Health Ethics and Law assignments in Brightspace; Life Long Learning assignment in Physician Competencies Block 2 has changed to one instead of 2, however weighting remains the same. A. Haynes said there will be another stem for ILS assignment and they can remove the statement "stem to be provided". IPST reflections assignment due date changed to March 27. H. Jackman said peer assessment is going ahead and information should go out shortly with due date of May 8; Ethics Law and Medicine assignment was supposed to be in-class assignments, and Dr. Pullman felt this could be done online in small group discussion. They will have information by June 10 and will have to coordinate a time to do small group discussions with assignment due June 24. H. Jackman asked S. Pennell is that doable, and S. Pennell said it was. V. Curran will remove stem verbiage.</p> <p>7710: no changes. April 15 and 16 acceptable dates even though it's supposed to be Easter break. T. Adey updated that the Registrar's Office asked about final mark, details of exams and how much they were worth, as well as if the Easter break would be shortened or eliminated. A. Haynes said the break could be delayed. Would a student be disadvantaged, and could they be accommodated if needed regarding date change? HSIMS said they could do the exam at another time if need be for those requiring accommodation. She noticed in Best Practices for Exams, it stated that students should have a 24 hour window and 1:00 exam</p>	<p>ACTION: V. Curran to remove verbiage around "stem to be provided" from the 6770 Assessment Plan.</p>
--	---	--

UGMS Committee Minutes

Monday, 30 March 2020
10:30 am via teleconference

	<p>start to accommodate all students. After discussion, it was decided that all exams would have a start time of 1:00 NL time, and that HSIMS would add 30 minutes before and 30 minutes after in case there were technical issues. T. Adey said an email went to students last week letting them know to notify Student Affairs know if accommodation is required. S. Pennell said E. Winter has sent HSIMS a list of accommodations, and T. Adey said there may be more now since the email went out. Students were in agreement with the new exam dates.</p> <p>It was MOVED by S. Murphy and SECONDED by T. Adey that above assessment plans to be approved with edits. All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: It was moved by S. Murphy and seconded by T. Adey that above assessment plans to be approved with edits. Motion carried.</p>
<p>7. Phase reports/plans</p>	<p>Phase 1: nothing to update</p> <p>Phase 2: nothing to update</p> <p>Phase 3: J. Gill said they met last Thursday and reviewed other assessment plans for the phase, and there was agreement with proposed changes and further discussion regarding research curriculum. All changes discussed will go to SAS before going to UGMS.</p> <p>Phase 4: N. Duggan updated regarding Research Day presentation and that it was approved by SAS to accept a voice over power point for the knowledge translation piece, and the document from last week was fine to go ahead. Still working out logistics of the Class of 2021 completing academic piece by the end of May so they can focus on clinical when students return. T. Lambert asked for clarification for Class of 2021 for Memorial as DMNB has said May 19 is the earliest they will consider that class will be returning to core clerkship. T. Adey said Task Force hasn't set a date and that some Ontario schools are not returning until July 6. N. Duggan said the AFMC Clerkship group has received emails with many potential dates, but no one is in a position to make a prediction. She feels they could return by the end of May but that depends if clerks are going to be helping out with 811 line. T. Lambert DMNB wants to</p>	<p>ACTION: T. Lambert to forward DMNB memo to T. Adey for her to bring</p>

UGMS Committee Minutes

Monday, 30 March 2020
10:30 am via teleconference

	<p>know stance before sending out one memo to ensure the message is consistent. T. Lambert to forward memo to T. Adey for her to bring to today's Task Force meeting and then she will get back to him. N. Duggan asked if the timeline for the academic portion (academic ½ days all done before returning) needed to be approved by UGMS, and S. Murphy asked her to bring it back here for approval S. Murphy said this needs to be communicated to all involved. T. Adey said providing more frequent small group sessions may become a human resources issue if faculty need to present more sessions, and S. Murphy agreed. T. Hearn said most faculty aren't aware they need to do anything for another month so decision needs to be made soon. S. Pennell reminded that prerecording at home or lecturing to an empty room using lecture capture are also options for academic ½ days.</p>	<p>to the next Task Force meeting. She will get back to him on their discussion.</p>
8. Report from NB	T. Lambert had no updates.	
9. New Business	Exam dates covered above.	
10. Any other business	A. Haynes said Vivian has lost power and asked C. Skanes to send an email to the Phase 3 class that the live teleconference lecture by Dr. Gill is taking place at 1:30 today and that Dr. Hearn's prerecorded lecture will be held on a different date.	<p>ACTION: C. Skanes to send an email to Phase 3 class regarding Dr. Gill's and Dr. Hearn's lectures.</p>
Next Meeting	Hold the same time for next week.	Adjourned at 11:25 am