

# UGMS Committee Minutes

Wednesday, 20 May 2020  
4:00 pm via Zoom

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

Regrets: T. Lambert

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 April 29, 2020 minutes	Minutes were reviewed and approved.	
1. Standing Committee Reports a) PESC	A. Goodridge had nothing to report today.	
b) SAS	V. Curran updated as follows: - still waiting on Clinical Skills assessment plans - he will bring Phase 2 assessment plans to next meeting for approval	
c) iTac	S. Pennell updated as follows: - WebEx will be new conferencing system and we can start transitioning. He will send link to everyone to apply for an account. They are looking at this system for curriculum delivery in the fall, and planning for faculty development around this. - still working on the imperial update for the histology slides for the UG program - inquired about NBMEs for progress testing. N. Duggan said they are still looking into this.	<b>ACTION: S. Pennell to send WebEx link to members to apply for their own accounts.</b>
d) COWG	A. Haynes had circulated documents previously and updated as follows: - UCL meeting last week was well attended - draft schedules sent to UCL's with 2 weeks to provide feedback for any major changes for Phase 1 and 2 for the Class of 2024, and Phase 3 for the Class of 2023 - major changes based on learner and UCL feedback will be reviewed by Phase Leads - continuing with objective review with UCLs for accreditation - in the UCL Meeting, there was concern about how to	

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	<p>transition material to remote and the technology available. Still waiting for final word on plan.</p> <ul style="list-style-type: none"> <li>- another concern was regarding copyright issues and intellectual property, and it was suggested Phase Leads could incorporate protocol to learners into their introduction to Phases 1 and 3. L. Alcock advised to get in touch with the MUN Libraries if you have copyright questions.</li> </ul>	
<p>2. Phase 4 report</p>	<p>N. Duggan reported:</p> <ul style="list-style-type: none"> <li>- Phase 4 committee meets tomorrow to work through the small details of what return to clerkship looks like for the Class of 2021 as well as the amended clerkship for Class of 2022</li> <li>- clerks can return July 6 at the earliest meaning they will have lost 19 weeks of the year</li> <li>- students must complete 75% of the rotation with core ending early October</li> <li>- Class of 2022 will start core clerkship early October instead of August.</li> </ul> <p>M. Steele advised to keep in mind to have a communications strategy for regional health authorities (including PEI and New Brunswick) and faculty once we have an approved return plan.</p>	
<p>3. Phase 3 report</p>	<p>J. Gill reported:</p> <ul style="list-style-type: none"> <li>- Clinical Skills: M. Goodridge has provided a summary of material completed and outstanding, and the Clinical Skills Committee has decided learners have completed enough to be adequately assessed. Days in Violence session has been converted to virtual, and they are looking for approval for a one-time change for Clinical Skills for the Class of 2022 to confirm that learners have completed what is required and change the date for the Days in Violence virtual session to May 27 and 28. Once approved, D. Deacon will complete the assessment plan changes that will come back to UGMS for final approval.</li> <li>- Phase 4 Prep: Proposing a one-time change for the current Phase 3 Class of 2022 to offer everything as an online presentation (pre-recorded/interactive). A. Anthony has put together a schedule highlighting the</li> </ul>	

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	<p>sessions and how they have been converted to online with some in-person sessions to be confirmed, and this has been reviewed with Drs Adey and Duggan.</p> <p>- Phase 3 Course Goals: A. Haynes said they reviewed course goals and program objectives to ensure they represented what was being taught and they were in line with CANMEDS and MCC terminology. Proposed changes were presented in a document for final approval and will be implemented in the fall with the Class of 2024. S. Pennell said this will require some remapping and assessment blueprinting, and his team will assess to see how much is involved.</p> <p>It was <b>MOVED</b> by J. Gill and <b>SECONDED</b> by A. Goodyear to approve the proposed changes as presented. All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: It was moved by J. Gill and seconded by A. Goodyear to approve the proposed changes as presented. Motion carried.</b></p>
<p>4. Phase 2 report</p>	<p>H. Jackman reported on the major curriculum changes for the Patient Course as discussed and passed at the last Phase 2 Team meeting.</p> <p>It was <b>MOVED</b> by H. Jackman and <b>SECONDED</b> by S. Murphy to approve the major curriculum changes as presented. All were in favour, and the <b>MOTION CARRIED.</b></p> <p>H. Jackman presented the proposal for Clinical Skills as per the summary provided by M. Goodridge.</p> <p>After discussion, it was agreed to approve the proposal for Clinical Skills as presented in principal with the final plan to come back to UGMS for final approval in June.</p> <p>Course Goals discussed at last Phase 2 meeting as per theme review and approved were presented and discussed.</p> <p>It was <b>MOVED</b> by H. Jackman and <b>SECONDED</b> by S. Murphy to approve the changes to course goals as presented. All were in favour, and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: It was moved by H. Jackman and seconded by S. Murphy to approve the Phase 2 major curriculum changes as presented. Motion carried.</b></p> <p><b>ACTION: It was moved by H. Jackman and seconded by S. Murphy to approve the Phase 2 course goals changes as presented. Motion carried.</b></p>
<p>5. Phase 1 report</p>	<p>A. Pendergast presented major curriculum changes resulting from learner feedback.</p>	<p><b>ACTION: It was moved by A. Pendergast and</b></p>

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	<p>It was <b>MOVED</b> by A. Pendergast and <b>SECONDED</b> by A. Goodridge to approve the Phase 1 major curriculum changes as presented.</p> <p style="text-align: center;">All were in favour, and the <b>MOTION CARRIED.</b></p> <p>Phase 1 Management Team has approved the revised assessment plans that will go to SAS then to UGMS.</p> <p>A. Pendergast will bring back course objectives for discussion at next meeting.</p>	<p><b>seconded by A. Goodridge to approve the Phase 1 major curriculum changes as presented. Motion carried.</b></p> <p><b>ACTION: A. Pendergast will bring back Phase 1 course objectives for discussion at next meeting.</b></p>
6. Report from NB	T. Lambert was not present to report.	
7. Accreditation matters	T. Hearn updated they are still working on their communication plan.	
8. Senate/SCUGS/University issues	M. Steele said the academic planning scenario document was approved at the last Senate meeting meaning we will decide when learners return to campus.	
9. Senior Management Committee/Policy	<p>T. Adey updated:</p> <ul style="list-style-type: none"> <li>- accreditation postponed due to pandemic</li> <li>- inaugural LIC rotation for two learners in Fredericton has been postponed</li> <li>- a letter has been drafted to CACMS to inform them of temporary changes in curriculum</li> <li>- Undergrad Deans are still meeting weekly</li> <li>- schools across the Country are preparing to have learners return to clerkship</li> <li>- all visiting electives cancelled until the end of September</li> <li>- when booking of visiting electives will open is being discussed, decision should be made soon</li> <li>- local electives previously booked have not been cancelled but this will be discussed further</li> <li>- a letter has been written to MCC regarding difficulties with the MCC Part I, and they are working out issues</li> <li>- COVID 19 Task Force is meeting twice a week</li> <li>- UGME updates go out once a week with attention-getting banner to ensure important information is being viewed by staff, learners and faculty</li> <li>- the latest update outlines Graduation events</li> </ul>	
10. UGME office report	C. Peddle updated that everything is going well for UGME staff with everyone working at home. No issues	

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	to report.	
11. Matters from minutes	Phase 1 Biostatistics: S. Murphy brought to B. Wilson (Associate Dean for Community Health) for discussion and will keep the Committee updated.	
12. New business	<p>i) P3 curriculum revisions (covered above)</p> <p>ii) P1 curriculum revisions (covered above)</p> <p>iii) deferred exam and assessment policy revision: J. Reddigan presented proposed changes. It was discussed and decided it would be brought back to next meeting for approval.</p> <p>iv) protected time and duty hours policy revision: J. Reddigan outlined suggested revisions to this policy based on discussion in February meeting.</p> <p>It was <b>MOVED</b> by S. Murphy and <b>SECONDED</b> by T. Adey to approve the changes to the Protected Time and Duty Hours Policy as presented. All were in favour, and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: J. Reddigan will bring back the revisions to the deferred assessment policy for review and approval at the next meeting.</b></p> <p><b>ACTION: It was moved by S. Murphy and seconded by T. Adey to approve the changes to the Protected Time and Duty Hours Policy as presented. Motion carried.</b></p>
Next Meeting	<p>June 17 20, 2020</p> <p>M. Steele expressed her thanks to everyone for all the work being done by this Committee.</p>	<p><b>Meeting adjourned at 5:45 pm.</b></p>