

UGMS Committee Minutes

Wednesday, 16 October 2019
4:00 pm, Room M2M240

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

Guests: S. Shorlin

Regrets (in alphabetical order): L. Alcock, C. Campbell, B. Kerr, V. Curran

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed. Addition of item on curriculum Changes made by J. Gill.	
Review and approval of prior minutes - Review of action items from previous meeting	Revision to the September 18 2019 minutes from T. Adey re Social Justice. C. Vokey will update. Evote on calendar changes indicated approval by Committee members, and proposal has since been approved at Faculty Council.	C. Vokey to revise September 18 minutes as discussed.
1. Standing Committee Reports	a) <u>PESC</u> : A. Goodridge updated: - revision of policies is ongoing - PESC still doesn't have a replacement for O. Heath, Member at Large. S. Murphy said there has been difficulty with recruiting faculty, but he will look into it. - curriculum review recommendations are happening but there are some loose ends in SAS regarding CDC questions, 4 th year committee on Professionalism and the Research group. J. Reddigan said the online professionalism module being launched by OPED may address the recommendation. A. Haynes explained the pilot project on professionalism in Practice Continuum Course. 2 sessions one December, one in March. Ethics case call for volunteers from phase 4 core with evaluation and feedback. Committee was in approval to move forward. - S. Murphy said process of finding an admin support person for this committee has been more complicated than anticipated. b) <u>SAS</u> : V. Curran not present to report.	S. Murphy to look into replacement for O. Heath on PESC.

UGMS Committee Minutes

Wednesday, 16 October 2019
4:00 pm, Room M2M240

	<p>c) iTac: next meeting tomorrow</p> <ul style="list-style-type: none"> - S. Pennell noted change to September 18 2019 minutes that Classrooms A and B have new blinds not glass (C. Vokey to make change in minutes). - One45's shutdown over the weekend was caused by another system. - Planning continues with NLCHI. - Lecture theatre computer has presenter mode, default mode changed to option as some faculty members like to use presenter mode. - Students are asked to remind other students of Board Vitals to help students practice answering exam questions. - Next year will see the redesign of two learning rooms, large theatre and auditorium with new audio/visual equipment. - Power in 102, some possible solutions to be looked at. - Flood caused loss of use of 4 – 6 rooms, and people are encouraged to contact Room Bookings for their booking status. <p>d) COWG: UCL meeting was held last week, and the next project is to look at session objectives and how they relate to the MCC Objectives for accreditation issues. UCLs have received the objectives to check for gaps and correct linkage to MCC objectives. They will be meeting with individual UCLs over the next month. They are working on a Practice Continuum pilot, the Communications team will be rolling out a theme-based curriculum update, and B. Kerr is working on space on the website.</p>	<p>C. Vokey to change September 18 minutes re Classroom A & B having new blinds not glass.</p>
<p>2. Phase 4 Report</p>	<p>N. Duggan said they are reviewing all their curriculum content with B. Kerr and A. Haynes to identify and correct any gaps. They are also reviewing workflow of Phase 4, and there are still looking for an APC and Assessment Lead.</p>	
<p>3. Phase 3 Report</p>	<p>J. Gill explained the request for curriculum changes as follows:</p> <ul style="list-style-type: none"> - Surgery Clinical Skills has requested to decrease the amount of time by two hours as they are actually just shadowing. After discussion, the Committee asked for 	<p>J. Gill to obtain further details on Surgery Clinical Skills request to decrease by two hours.</p>

UGMS Committee Minutes

Wednesday, 16 October 2019
4:00 pm, Room M2M240

	<p>further details before making a decision. J. Gill to bring back for further discussion.</p> <p>- Revision of the Aboriginal Health Curriculum – it is currently 3 hours and they are proposing to reformat with no change in the objectives, add Aboriginal Health 4 to the winter session, and bring in elders and healers. They would also like to add to Clinical Skills a three-hour session in a block for next year with breakout sessions to allow students to develop communication skills. S. Murphy said this is an extensive proposal involving budget implications and suggested the proposal be directed through COWG. All agreed.</p>	<p>J. Gill to direct Aboriginal Health Curriculum change proposal through COWG.</p>
<p>4. Phase 2 Report</p>	<p>H. Jackman said they are having their first meeting on November 4 to discuss current assessment plan.</p>	
<p>5. Phase 1 Report</p>	<p>A. Pendergast discussed:</p> <p>- <u>Research curriculum Phases 1-3</u> - working group met over the summer and decided a project started in Phase 1 could not be a replication of a previous project. This was discussed in Phase 1 and it was decided to bring it up here for feedback. After discussion, it was MOVED by A. Pendergast and SECONDED by S. Murphy that medical students in Phases 1 – 3 starting the Research Curriculum are not permitted to use the exact same previous research project but can build on a previous one. All were in favour and the MOTION CARRIED.</p> <p>- The following curriculum change proposals have been approved by the Phase 1 Committee and vetted through COWG were presented and discussed as follows:</p> <p>It was MOVED by A. Pendergast and SECONDED by A. Pendergast to change Immunology Lab from 4 hour session to 2 2-hour sessions. All were in favour and the MOTION CARRIED.</p> <p>It was MOVED by A. Haynes and SECONDED by A. Pendergast to change Microbiology content, title and objectives as presented. All were in favour and the MOTION CARRIED.</p> <p>It was MOVED by A. Haynes and SECONDED by A. Pendergast to modify some Biochemistry sessions to</p>	

UGMS Committee Minutes

Wednesday, 16 October 2019
4:00 pm, Room M2M240

	<p>line up with theme based curriculum. They have found some sessions can be combined (Gycogen Metabolism and Gluco Neogenesis) reducing 2 hours to 1. Carbohydrate Metabolism 2 and 3 could be combined into one session reducing 3 hours into 1. All were in favour and the MOTION CARRIED.</p> <p>It was MOVED by A. Haynes and SECONDED by A. Pendergast to have once session on Neophasia in Phase 1 and the other one moved to Phases 2 and 3. All were in favour and the MOTION CARRIED.</p>	
6. Report from NB	<p>T. Lambert attended the meeting in person as he was here with the NB team. He reported they have been meeting productively with different groups to address some ongoing issues. The posting for LIC Director at the Fredericton site is ready and it offers two more tracts for LIC for the next students totaling 4 LIC in NB and 6 Block based in NB in 2020-2021.</p>	
7. Accreditation	<p>T. Hearn said the Workshop held October 1 was successful, and you can contact her if you missed it and would like the information. They are trying to meet with everyone in the fall to update and give data collection instrument for completion early spring. MSS (Medical School Self-Study) Committee starts up in the new year to review data collected. Information sessions and communications will be rolling out soon.</p>	
7. Senate/SCUGS/University Issues	<p>S. Murphy said the evote on calendar changes was approved by this Committee, and it was approved yesterday at Faculty Council.</p>	
8. Senior Management Committee / Policy	<p>T. Adey said the Unit Assessment Update and the results of the survey will be communicated soon. Survey results will probably go out to those who completed it first. J. Reddigan said they will be doing sessions with faculty, students and staff.</p> <p>S. Murphy reiterated the Dean's Office request that only mun.ca email addresses for professional work be used.</p> <p>T. Adey said the template for agenda and minutes has been released.</p>	

UGMS Committee Minutes

Wednesday, 16 October 2019
4:00 pm, Room M2M240

9. UGME Office Report	C. Peddle said S. Williamson has left the position of Phase 4 APA, and A. Anthony, who was the Electives APA, has moved into that position. Interviews have been conducted for the Phase 4 APA, and they are hoping to have someone in place within a week or two.	
10. Matters arising from the minutes	<p>a) Curriculum changes policy: J. Reddigan and A. Haynes presented and reviewed this policy, and it was discussed by the Committee.</p> <p>It was MOVED by A. Haynes and SECONDED by S. Murphy to approve this policy as presented. All were in favour and the MOTION CARRIED.</p> <p>b) Academic Integrity Course (INTG 1000): E. Hillman explained how this committee had previously approved the change from a one-hour lecture by L. Alcock in Phase 1 to an online module, and she asked for clarification on how this applies to medical students. S. Murphy said he will follow up on this in a future meeting.</p>	S. Murphy will provide clarification on how the Academic Integrity Course applies to medical Students in a future meeting.
11. New Business	<p>a) Phase 1 Curriculum Change Proposals: covered above in Phase 1 update.</p> <p>b) Research Curriculum: Tabled for next meeting.</p> <p>c) Academic Skills Resources: S. Shorlin presented and discussed this proposal for students that is not content based but centers around skills for academic success in an effort to align with CACMS Accreditation Standard 11.1 on Academic Advising which ensures we have an equitable share of academic advising for students. This proposes online academic skills resources and modules to work through in Bright Space. A. Pendergast said it was brought up at the last Phase 1 meeting that students struggle with learning how to take MCQ exams and offered to forward to S. Shorlin information from the Blundon Centre on study techniques. S. Pennell said the Library has resources on exam taking called Board Vitals. A. Haynes and T. Adey will meet to discuss having the UCLs head this. S. Shorlin invited feedback and will keep the Committee updated.</p>	A. Haynes and T. Adey will meet to discuss having the UCLs involved in providing Academic Skills Resources.
Next Meeting	November 20, 2019 Room M2M240	