

# Undergraduate Medical Studies Committee Meeting

**DATE** September 18, 2019  
**ROOM** M2M240

<b>CHAIR</b>	Dr. Sean Murphy
<b>MEMBERS:</b>	Student Representatives (2) <ul style="list-style-type: none"><li>• Mr. Lindsay Webster, Senior Student Representative</li><li>• Ms. Claire Skanes, Junior Student Representative</li></ul>
<b>2018-19</b>	Academic/Administrative Representatives (5) <ul style="list-style-type: none"><li>• <i>Vacant</i>, Faculty Representative</li><li>• Ms. Lindsay Alcock, Faculty Representative</li></ul>
	Permanent Members (13) <ul style="list-style-type: none"><li>• Dr. Margaret Steele, Dean of Medicine</li><li>• Dr. Tanis Adey, Associate Dean, Undergraduate Medical Education</li><li>• Ms. Elizabeth Hillman, Registrar’s Delegate</li><li>• Ms. Carla Peddle, UGME Coordinator</li><li>• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee</li><li>• Dr. Vernon Curran, Chair - Student Assessment Sub-Committee</li><li>• Mr. Stephen Pennell, Chair - Information Technology Advisory Committee</li><li>• Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator</li><li>• Dr. Amanda Pendergast, Phase 1 Lead</li><li>• Dr. Heather Jackman, Phase 2 Lead</li><li>• Dr. Jasbir Gill, Phase 3 Lead</li></ul>
	Corresponding Members (5) (Absence does not affect quorum) <ul style="list-style-type: none"><li>• Dr. Tod Lambert, Assistant Dean – New Brunswick</li><li>• <i>Vacant</i>, Assistant Dean – Rural Medical Education Network</li><li>• <i>Vacant</i>, Assistant Dean – Prince Edward Island</li><li>• <i>Vacant</i>, Assistant Dean – Yukon</li><li>• Dr. Taryn Hearn, Co-Interim Review Coordinator</li><li>• Dr. Alison Haynes, Faculty Content Lead</li><li>• Mr. Brian Kerr, UGME Curriculum &amp; Accreditation Advisor</li></ul>

<b>PARTICIPANTS</b>	S. Murphy, L. Alcock, T. Adey, E. Hillman, C. Peddle, A. Goodridge, V. Curran, A. Pendergast, H. Jackman, J. Gill, N. Duggan, C. Skanes, C. Campbell, T. Hearn, A. Haynes, B. Kerr		
<b>REGRETS</b>	M. Steele, S. Pennell, L. Webster, T. Lambert		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>	J. Reddigan, J. Allison (call in)		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME/REGRETS/COI DECLARATION		The meeting was called to order at 1604 hours. There were no COIs declared, and members introduced themselves.	
AGENDA APPROVAL		The Agenda was approved.	
APPROVAL OF MINUTES		<p>The minutes of June 19, 2019 meeting were reviewed. Peddle said a message from the COO office said they would like for minutes to be prepared and back to Committee members within 5 business days. Carol to email re distribution list that minutes are posted to website.</p> <p>It was <b>MOVED</b> by T. Adey and <b>SECONDED</b> by J. Gill to approve the minutes of the June 19, 2019 minutes as presented.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>	<b>ACTION: It was moved by T. Adey and seconded by J. Gill to approve the minutes of the June 19, 2019 minutes as presented. Motion carried.</b>
SERVICE LEARNING PROPOSAL		<p>Service Learning opportunities: J. Allison joined the meeting via teleconference and explained the concern that there is currently no formal experiential service learning program. She presented a framework developed by the Service Learning Committee regarding what is needed such as best practices, preparation (gateway), reflection, and opportunity for knowledge transfer. S. Murphy asked about the status of this, and J. Allison said it has been added to the model for DEIST, and the Dean has suggested presentation to UGMS for input. J. Allison said it is related to how we acknowledge participation and students get credit. T. Hearn said with regards to accreditation we have to explain how social accountability shapes our curriculum. Recognition of learner involvement in service learning was discussed in context of MSPR and/or CV. S. Murphy said it's good for us to know about this and offer support but not something we could approve. J. Allison will craft a policy including points raised today, bring it back to the Dean to start again, and she will keep the</p>	<b>ACTION: J. Allison will craft a policy including points</b>

		Committee posted. S. Murphy said the general consensus is the Committee is in agreement with the policy and in support of the general direction.	<b>raised today, bring it back to the Dean to start again, and she will keep the Committee posted.</b>
STANDING COMMITTEE REPORTS	PESC Report	<p>A. Goodridge updated</p> <ul style="list-style-type: none"> <li>Review and revised policies and procedures for next meeting for consideration and approval.</li> <li>Neuroscience teaching in Phase 3 of the new curriculum worked way better than in the past in his opinion. Thanked Alison and Brian. C. Skanes said it worked well and lined up well.</li> </ul>	
	SAS Report	<p>V. Curran updated regarding Phase 1 Assessment Plans. V. Curran asked A. Pendergast to review changes which delayed figuring out some topics, movement of assessments, curriculum review better established. The Assessment Plan is on the webpage now as “conditionally approved”.</p> <ul style="list-style-type: none"> <li><u>MED 5710 The Healthy Person</u>: C. Peddle noted the reassessment date January 9 for Block 3, and V. Curran will let D. Deacon know. After discussion, it was decided to call the course MED 5710 for this year to avoid confusion.</li> <li><u>MED 5720</u>: change of dates and professionalism language added</li> <li><u>MED 5730</u>: C. Peddle asked who would be grading the new epidemiology assignment as it has budget implications and asked to keep it in mind. A. Pendergast will check on this.</li> <li><u>MED 5740</u>: weighting has changed</li> </ul> <p>It was <b>MOVED</b> by A. Pendergast and <b>SECONDED</b> by V. Curran to approve Phase 1 Assessment Plans.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <p>V. Curran present assessment plan timeline and asked for comments/feedback/ thoughts. If any issues with dates, let him know. S. Murphy said this will be useful.</p> <p>First fall SAS meeting will be next week. They are monitoring assessment scores and grades over the past year and will bring any issues forward later.</p>	<p><b>ACTION: V. Curran will let D. Deacon know that the reassessment date is January 9 for Block 3.</b></p> <p><b>ACTION: A. Pendergast will check on who would be grading the new epidemiology assignment and let C. Peddle know.</b></p> <p><b>ACTION: It was moved by A. Pendergast and seconded by V. Curran to approve Phase 1 Assessment Plans. Motion carried.</b></p>

	iTac Report	S. Pennell not present to report. T. Adey met with S. O'Neill who said there are new computers in the computer labs and they are running Windows 10. L. Alcock said there are privacy blinds in computer labs now.	
	Curriculum Oversight	<p>A. Haynes reported:</p> <ul style="list-style-type: none"> <li>- Phase 1 started with theme based curriculum, Phase 3 is more loosely following it.</li> <li>- Presented communications plan which will be rolled out to faculty via email from her and S. Murphy, and will be meeting with clinical divisions to explain. B. Kerr is looking at having minutes being posted on UGMS webpage and documents added to UGME webpage.</li> <li>- Now giving UCL's objectives to review, and they are putting sessions in spreadsheet to identify gaps/ redundancies.</li> <li>- Course goals will be going out to Phase Management Teams from D. Stokes</li> <li>- Curriculum changes will now be made with a form for approval. E. Hillman suggested leaving out new course titles as the calendar is different, and S. Murphy suggested only using course numbers in infographic. Renaming of courses was discussed.</li> </ul>	
	PHASE 4-CLERKSHIP REPORT/ISSUES	N. Duggan said there was nothing to discuss at this time.	
	PHASE 3 REPORT/ISSUES	J. Gill said there was nothing to discuss today but there will be changes brought forward at the next meeting	
	PHASE 2 REPORT/ISSUES	H. Jackman said there nothing to discuss at this time.	
	PHASE 1 REPORT/ISSUES	<p>A. Pendergast asked about removing one of two identical lectures delivered by two different disciplines and is requesting to remove the Biomedical lecture and keep the Pediatrics one. As this is a major change in the curriculum it has been discussed with the Phase 1 team as well as the COWG.</p> <p>It was <b>MOVED</b> by A. Pendergast and <b>SECONDED</b> by S. Murphy to remove the duplicate Biomedical lecture as proposed.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>	<b>ACTION: It was moved by A. Pendergast and seconded by S. Murphy to remove the duplicate Biomedical lecture as proposed. Motion carried.</b>
	REPORT FROM NB	T. Lambert wasn't present to report.	
	SENATE, SCUGS, AND UNIVERSITY ISSUES	T. Adey updated on leadership positions that are still outstanding. The Dean would like to have a faculty co-chair named for the undergraduate Research Curriculum Working Group that is chaired by B. Kerr and K. Zipperlen, and T. Adey asked about	

	the procedure to nominate/appoint. After discussion, it was decided the research group will be asked how they want to proceed.	
SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES	Tabled for next meeting.	
UGME OFFICE REPORT AND ISSUES	Tabled for next meeting.	
ACCREDITATION ISSUES	Tabled for next meeting.	
MATTERS ARISING FROM THE MINUTES	Progress testing	
NEW BUSINESS	<p><u>Curriculum Change Guidelines</u>: J. Reddigan presented a document for approval that outlines the guidelines for curriculum changes. There was much discussion and feedback gathered, and J. Reddigan will bring this back to the Committee again.</p> <p><u>Proposed Calendar Changes</u>: J. Reddigan presented two documents regarding calendar change proposal form for both Courses and Regulations. S. Murphy to send out for an e-vote so this can be sorted out between now and October 1. More information on INTG 1000 course, and in particular whether it needs to be part of the proposed calendar changes, to follow.</p>	<b>ACTION: S. Murphy to send out an evote on proposed calendar changes.</b>
ADJOURNMENT	Meeting adjourned at 1812 hours.	
NEXT MEETING	October 16, 2019 in Room M2M240.	