

UGMS Committee

Minutes

DATE & TIME: Monday, December 4, 2006 at 4:00 p.m.

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Dr. S. Peters (Chair), Drs. M. Wells, V. Gadag, S. Moffatt, S. Shah, D. McPhee, Ms. S. Ackerman and Mr. G. Beckett.

APOLOGIES: Dr. G. Farrell, Ms. E. Hillman, Ms. L. Glynn and Mr. A. Grant

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Minutes of November 20, 2006

Because there was no quorum, the minutes of the last meeting will be approved via electronic voting once the policy has passed.

Agenda Additions

Informatics Sub-Committee Terms of Reference

The responsibilities of the Informatics Sub-Committee were outlined and a list of members was provided which include Mr. Beckett, Ms. Glynn, Dr. Farrell and Dr. MacPhee.

As well, it was noted that the Informatics Sub-Committee will have contact with the Management Committee. This is an operational committee of the UGME Office to deal with the daily running of the medical school and includes Ms. Kent, Coordinator of the UGME Office, Dr. Wells, Assistant Dean, Dr. Boone, Clerkship Coordinator and Dr. Farrell, Pre-Clerkship Coordinator. It is not a formal committee of the UGMS Committee but it will report to it and will also provide a link between clerkship and pre-clerkship.

It was also suggested that Dr. Alan Goodridge, Chair of the Program Evaluations Sub-Committee, should be invited to become an ex-officio member of the UGMS Committee.

After some discussion and because there was no quorum, the following motion was made:

GADAG/WELLS

THAT the terms of reference should be changed as discussed and posted to the committee website for review and electronic voting.

Non-Cognitive Document

It was noted that there have been a lot of complaints regarding behavior of faculty and students in the classroom. The document previously circulated was obtained from an LCME accreditation visit in the US, however before this process can be used, a decision needs to be made on what is unprofessional and what is just bad manners. There will have to be similar processes for both faculty and students.

After some discussion it was decided that the code that Family Medicine currently uses would be reviewed and students will be asked to review their current code of conduct and also provide input into what they think should be included. The intimidation and harassment policy will also be reviewed for possible incorporation. Dr. Peters will contact the Medical Student's Society for their input and the Management Committee will be asked to make the modifications once all information has been received. The document will be presented to this Committee for review.

Teaching Time

Dr. Peters reviewed three years worth of various statistics on lecture, tutorial and lab time and noted that teaching time has not increased over and above what was originally assigned when the curriculum changed except in subjects like cardiovascular.

It was suggested that it may be useful to have a policy on protected time that states for example lunch from 12 to 1 pm and Tuesday afternoons should be free, without exception.

Policies and Procedures

Promotion Policy

Dr. Peters noted that she has forwarded information to Dr. Boone regarding weighting, etc. for promotions purposes and would also like it to be discussed with the Management Committee. She expected to have a report for this Committee soon.

Course Evaluation Policy

The procedure portion may change with the One45 program so after some review and discussion the following motion was made:

MOFFATT/SHAH

THAT the course evaluation policy for clerkship be accepted as amended.

Curriculum Additions

It was noted that several years ago when the second year rural visit was discussed at Faculty Council, there was no consideration given to how much this curriculum addition would cost, who would do the scheduling and other relevant information.

As well, the IPE modules are currently being done at night and are suppose to replace relevant portions of the curriculum, not add extra hours for the students.

It was felt that some rules and guidelines need to be developed for introducing new items into the curriculum to avoid these kinds of problems. The Management Committee will be asked to develop some guidelines for a policy on how things can be dealt with if it adds hours, requires resources, and replaces something that currently exists. Evidence must be provided that there has been discussion with the course/subject chair and it must also be ensured that the material meets the required standards.

Members were asked to forward any comments to Dr. Wells or Dr. Farrell.

New Proposals

UGME Program Web Page

Dr. Peters advised that she has a meeting regarding the UGME Office web page and requested feedback with regards to what should be included. A decision will also have to be made with regards to what should be in the included in the public domain.

After some discussion it was felt that the site should at least include:

- Introduction to UGME Office
- Minutes from UGMS Committee meetings
- Policies and Procedures
- Curriculum Objectives
- Course Flow Chart

The matter will be referred to the Informatics Sub-Committee for further development.

Adjournment

It was noted that the following items would be referred to on-line voting through the UGMS Committee website:

- Electronic Voting Policy
- Minutes of November 20, 2006
- Course Evaluation Policy
- UGMS committee membership

As well, the meeting scheduled for December 18 would be cancelled and the next meeting would be held in January 2007. Members would be notified of the date at a later time.

There being no further business, the meeting was adjourned at 5:35 p.m.