

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	Dr. Sean Murphy		
DATE	March 20 th 2013, PDCS Room 4, 4:00-5:30pm		
MEMBERS	Members: S. Murphy, Chair, D. McKay, O. Heath, S. Drover, L. Glynn, C. Morris-Larkin, J. Campbell-teleconference, E. Hillman, C. Malone, M. Marshall, (Secretary – (Minutes taped)		
PARTICIPANTS	Attendees: S. Murphy, O. Heath, S. Drover, E. Hillman, C. Morris –Larkin, D. McKay, & M. Marshall (Minutes taped) Guest:		
REGRETS			
AGENDA	ITEM	DISCUSSION	ACTION
Welcome / Meeting Start Time	Dr. S. Murphy opened meeting at 1600h.	<ul style="list-style-type: none"> • Call to Order • Quorum was in Attendance 	
Additions To The Agenda #1	Item #1 Agenda Approval	<ul style="list-style-type: none"> • Agenda Approved 	
Review / Approval Of Minutes #2	Item #2 Review / Approval of Minutes	<ul style="list-style-type: none"> • Minutes from previous meeting were not available and will be prepared and circulated for approval at a later meeting. 	
#3 Standing Items	Item 3 (a) Curriculum Revision Update	<ul style="list-style-type: none"> • The draft schedule for Phase 1 from MELT was released. • Phase 2 schedule is still pending. Names of faculty members associated with various positions and management are required • UGMS to develop governance structure to replace the pre-clerkship committee with Phase 1, 2 and 3 committees respectively. • Dr. McKay is reviewing Terms of Reference for Clerkship; for possible adaptation as Phase 4 Committee • UGMS may need extra meetings to deal with new curriculum implementation <ul style="list-style-type: none"> ○ Faculty will need to be told 3 months in advance (by June 4th) of their teaching assignments for Fall ○ The UGMS committee has authority to determine course 	ACTION: Dr. McKay will devise Terms of Reference for phase management committees

		objectives, class times, length of lectures etc.	
#4 Business Arising	Item 4 (a) Revised Breach of Professionalism Procedure	<ul style="list-style-type: none"> • Document received from Dr. Scott Moffatt, Assistant Dean of Student Affairs • After discussion, suggestions for minor edits were made. The document was approved, excluding the attached reporting form. 	MOTION: SECONDED
	Item 4 (b) MediTac – Appointment of Members	<ul style="list-style-type: none"> • Chair: Mr. S. Pennell • Members: <ul style="list-style-type: none"> ○ Dr. James Valcor ○ Mr. Sean O’Neil ○ Dr. George Fox ○ Mr. Steve Green (Non-faculty) ○ Ms. Lindsay Glynn ○ Student member to be selected by MSS 	MOTION: S. Drover SECONDED: O. Heath
New Business #5	Item 5 (a) Revised Formative Assessment Policy	<ul style="list-style-type: none"> • Document was received from SAS. • Approved as circulated with the minor edit to reflect upcoming changes in the curriculum. Specifically the section on Pre-Clerkship will include reference to Phases 1 – 3 and the Clerkship section will also refer to Phase 4. 	MOTION: S. Drover SECONDED: L. Glynn
	Item 5 (b) Below standard Faculty Evaluation Procedure (New)	<ul style="list-style-type: none"> • Document was received from PESC • After discussion, a number of minor changes were made: <ul style="list-style-type: none"> ○ Name was changed to “Faculty Evaluation Follow-up”. ○ The scope of the policy was revised. • Document was approved as amended. • In follow-up discussion it was generally agreed that PESC be asked to develop a companion cut-off policy to identify outstanding teachers 	MOTION: O. Heath SECONDED: S. Drover
	Item 5 (c) Draft Protected Time & Duty Hours Policy	<ul style="list-style-type: none"> • Document presented by Dr. Donald McKay, Associate Dean of UGME • Revisions to the policy were intended to codify current practice as outlined in the handbook and to revise existing policy so that it is consistent with accreditation standard ED-38 • After discussion the policy was approved as circulated. 	MOTION: D. McKay SECONDED: S. Drover
#6 Any other Business	Accreditation update	<ul style="list-style-type: none"> • Dr. McKay reviewed a number of issues related to the upcoming accreditation survey visit. <ul style="list-style-type: none"> ○ Location of overarching objectives (ED-1) on MUN Med 	

		<p>website and D2L</p> <ul style="list-style-type: none"> ○ Accreditation submission documents <ul style="list-style-type: none"> ▪ Available on FoM website under Leadership ▪ Username and password were provided for access. ○ UGMS members were encouraged to review Institutional Self-study and updates regarding action plans. ○ UGME curriculum Map was demonstrated showing links to objectives and other features. ○ Discussed concept of active (i.e., student initiated) learning. ○ Discussed implications of protected time policy on active learning. ○ Reviewed aspects of the CGQ (Canadian Graduation Questionnaire) 	
<p>#9 Adjournment</p>	<p>Adjournment / Next Meeting</p>	<ul style="list-style-type: none"> ● Next Meeting: Wednesday April 17th, 2013 	

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