

**UGMS Committee
Minutes**

DATE & TIME: Wednesday, April 13, 2011, 4:00p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: G. Beckett (Acting Chair), S. Murphy, T. Adey, J. Farrell, J. McCarthy, E. Hillman, S. Pennell, J. McCarthy, J. Jackman, S. Moffatt, S. Mulay, S. Shah, W. MacDonald – observer, R. Ellis - guest

ABSENT: L. Gillespie, P. Richards, L. Glynn, M. Hogan, M. Wells

1. **Agenda** – Accepted
2. **Minutes of March 9, 2011** – Accepted
3. **Business Arising** - None

4. Copyright Implications for UGME Programs

G. Beckett introduced R. Ellis who is leading the copyright policy initiative for Memorial University. R. Ellis gave a brief presentation on issues around copyright and how they could affect current UGMS education programs. He recommended that everyone refer to the university copyright office web sites for more information about current changes in policy and procedures at Memorial.

Major potential impacts identified by R. Ellis were:

- Inability to copy paper copyrighted documents without clearance due to the termination of the former Access Copyright license
- Archiving of presentations in online systems such as D2L poses copyright problems if copyrighted materials are included in the archived presentations and appropriate permission for their use hasn't been obtained

Ellis recommended that ways to deal with copyright issues include:

- Using Memorial University licensed resources
- Obtaining textbook publisher permissions for use of materials
- Use of materials freely available on the Internet
- Use the university copyright office to obtain permissions from copyright holders

G. Beckett presented a draft statement on Copyright in the Faculty of Medicine Education Programs which is being developed through the Faculty's Senior Management Committee. There was general support for the draft and that the copyright issue posed serious potential problems for the UGMS program due to the extensive use of online resources. Beckett will forward the committee comments to the Dean of Medicine and the group working on the Faculty of Medicine statement.

5. **PESC Update** – A. Goodridge did not attend the meeting so this topic was postponed to the May meeting.

6. Requirement for Rural Training

G. Beckett presented a proposed statement on the need for students in the undergraduate and post-graduate programs to participate in education training rotations outside of the St. John's metropolitan area. This originated from concerns expressed by the Rural Family Medicine rotation coordinator in UGMS clerkship and staff involved in scheduling students for these experiences in the undergraduate and post-graduate medical programs. The statement is intended to be a calendar change and will need to be approved by Faculty Council and Post-Graduate Medical Education Committee. S. Moffatt spoke in support of the statement. The committee unanimously accepted the proposed calendar change.

7. Summative Assessment Policy for Pre-Clerkship

G. Beckett presented a revised draft of this policy based on comments at the March meeting of the committee. After some discussion the revised policy document was approved. G. Beckett was asked to contact the Student Assessment Sub-Committee to review two issues arising out of the revised policy and report back to the UGMS Committee: a) review exam review procedures with regard to security of the exam question band and b) with the assistance of S. Pennell develop policies and procedures for invigilation of summative exams delivered using online exams

8. Pre-Clerkship Examination Invigilation Policy

G. Beckett presented this draft new policy which has been extracted from the Pre-Clerkship Summative Assessment Policy. After discussion the committee approved the new policy in principle with the chair required to make certain corrections and recirculate to the committee for a final review before distribution.

9. Accreditation Review – ED 35 – postponed to May meeting

10. Topics for Future Meetings

- PESC Update - May
- LCME Standards Review – ongoing
- New policy standards and reviews – H. Coombs-Thorne – May
- Fourth Year Reorganization Proposal – September

11. Any Other Business

- J. McCarthy has been tasked by the Dean to lead a thorough review of the entire fourth year clerkship. G. Farrell has indicated willingness to assist in the process. The chair requested that the updated proposal for fourth year change be brought to the committee in September 2011 for review and approval.
- S. Pennell asked for direction from the committee on the length of time D2L course shells should be retained for UGMS courses. It was agreed that they should be kept for the duration of the student class undergraduate program and then deleted from D2L once they have graduated.

12. Next Meeting - The next meeting will be changed from the originally scheduled May 11 date to **May 18, 2011** in the PDCS Boardroom.

13. Adjournment – The meeting adjourned at 5:30 PM