UGMS Committee

Minutes

DATE & TIME: Monday, November 20, 2006 at 4:00 p.m.

PLACE: Undergraduate Medical Education Boardroom

PRESENT: Ms. L. Glynn (Acting Chair), Drs G. Farrell, D. McPhee, M. Wells,
                    V. Gadag, C. Mann, A. Mohammed, S. Moffatt, Mr. G. Beckett,
                    Ms. E. Hillman, Ms. S. Ackerman, and Dr. D.W. McKay (Invited Guest)

APOLOGIES: Dr. S. Peters, Dr. S. Shah and Mr. A. Kennedy (Student Representative)

Review of Minutes of November 6, 2006

After review of the minutes the following corrections were noted:

Page 1 in the opening header under those in attendance, Mr. A. Ackerman should read Mr. A
Kennedy.

Page 2 under Policies and Procedures the second bullet should read *Formative assessment is
mandatory and counts for **up to** 5% of the summative* ……….

Page 4, the topic of Lecture Room Utilization listed under the deferred section was not included
on today's agenda.

MCPHEE/GADAG

THAT the minutes be approved as amended.

CARRIED

Agenda Additions

One45 Demonstration

Mr. Beckett provided a brief demonstration of the One45 program and explained that it is strictly
an administrative program which is being implemented to deal with scheduling and web based
evaluations for the undergraduate clerkship and postgraduate education. He also noted that it has
procedural log capabilities similar to T-Clerk and can be directly linked to T-Clerk similar to
what is currently being done for the surgery residents.

Mr. Beckett is meeting with the Program Evaluations Subcommittee in order to discuss the possibility of moving forward with using this program for evaluations in the pre-clerkship.

Standard ED1 – Objectives Database

Mr. Beckett continued with the demonstration of the curriculum database for the learning objectives. He noted that the program will break things down according to year, by course and also in some cases by topic depending on how the information was provided on the matrix.

He noted that this information would be available to faculty and students but they will not be able to make changes to anything. Reports, which can be exported to Excel, will also be available as necessary and users will be able decide what is useful and what isn't. As well, the database also has the capability to search on a particular topic to provide information on where it is taught or demonstrated in the curriculum.

Members were advised that as more of the database gets completed this Committee will need to decide where to go with the information and how it will be used.

Survey Tool

Members were advised that this is the UGMS Committee site that will be used for posting minutes, agendas, etc. It has the capability to administer surveys such as the meeting evaluation tool and can also provide the setting for a discussion forum. Members can customize the site to suit their preferences and can also request alerts when something new has been added to the site.

Mr. Beckett advised that he was available to provide assistance if necessary to anyone who needed it.

Meeting Evaluation Tool

Members were advised that Dr. Peters has initiated this tool to help ensure that meetings are run as efficiently and as effectively as possible, and to help identify any issues that should be addressed. The survey can be completed after each meeting either electronically or on paper. It is one of the ways that to show that this committee is functional and the results of the feedback would be made available to LCME.

It was agreed that the survey would be done electronically and would begin after the next meeting.

Request for Curriculum Additions

It was noted that if there are any changes to courses, etc. guidelines should be established with regards to what information is needed for the proposed changes how it will be assessed. Members were advised that there is an item on the discussion board in the Sharepoint website and everyone should make an effort to review it and post their comments. A summary will be provided at the next meeting.

Review of Teaching Hours and Type

Dr. Farrell noted that Dr. Goodridge has provided the original documents regarding number of teaching hours, etc. for the pre-clerkship. These were established when the new curriculum came into effect. The Pre-clerkship Committee will be advised that they must begin following these guidelines but this Committee should begin thinking about putting in place a policy regarding the maximum number of teaching hours, etc. because currently there is no definite cut off. The purpose of this would be to give students time for self directed learning which is becoming an LCME requirement.

Dr. Farrell agreed to post the documentation regarding the teaching hours, etc. on the Sharepoint system where members can review the information and begin thinking about a policy.

Policies and Procedures

Formative Assessment

The changes that were discussed at the last meeting regarding this policy were highlighted.

MANN/MOFFATT

THAT the policy be approved as amended.

CARRIED

Course Evaluation Policy

Decision deferred to next meeting.

Promotion Policy

Update deferred to next meeting.

Electronic Voting Policy

Decision deferred to next meeting.

LCME Standards

ED 2 Update

Ms. Ackerman advised that for each of the six core rotation in clerkship, the patient types have been identified and a system for monitoring has been developed. These patient types need objectives for the presenting problem. Psychiatry and Surgery has been completed and work will begin on the others based on the information that is currently available on WebCT. Ms. Ackerman will need to meet with individuals as well because some of the objectives are very broad. A copy of the patient types template has been forwarded to each discipline coordinator in clerkship.

New Standards

Dr. McKay advised that he had recently attended the AAMC meeting in Seattle and at that time he attended a session on the impending changes to the existing accreditation standards. These changes fall into two categories – those that will take effect immediately and the medical school will have to comply with for April, and those that will take effect in one year.

At this time Dr. McKay provided a copy of the revised standards and reviewed them with the Committee. He noted that the standards that will affect Memorial immediately are ED-l, ED-1-A and ED-2 and will be applied to the accreditation review in April.

The remaining changes will be enforced one year from February 2007 and are new standards. They include:

- *Medical schools must ensure that the learning environment for medical students promotes the development of explicit and appropriate professional attributes (attitudes, behaviors, and identity) in their medical students.*

- *Medical schools should make available sufficient opportunities for medical students to participate in service-learning activities and should encourage and support student participation.*

- *The curriculum must introduce students to the basic principles of clinical and translational research, including how such research is conducted, evaluated, explained to patients, and applied to patient care.*

Professionalism

There was a brief discussion regarding professionalism or lack of professionalism in the classroom. Members felt that it was necessary to create a policy which would address issues of inappropriate behavior in the classroom such as use of cell phones, surfing the web, playing card games, etc.

Dr. Farrell advised that he has a sample policy document from another institution and would pass it along to members, via Sharepoint, their consideration and discussion at the next meeting.

Adjournment

There being no further business, the meeting was adjourned at 5:30 pm

Lindsay Glynn
Acting Chair

/mjm