

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	May 15th, 2013, Room H2990-PDCS, Meeting Room 4		
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		
PARTICIPANTS	Attendees: S. Murphy, O. Heath, S. Drover, L. Glynn, E. Hillman, C. Morris–Larkin, C. Malone, M. Marshall Guest(s):		
REGRETS	D. McKay		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> S. Murphy opened meeting 	<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 with the addition: <ul style="list-style-type: none"> update from MEDiTac by L. Glynn 	
REVIEW / APPROVAL OF MINUTES #2	Item #2 Review / Approval of Minutes – February 20 th , 2013 and March 20 th , 2013	<ul style="list-style-type: none"> Minutes from April 17th approved with the following edits: <ul style="list-style-type: none"> L. Glynn included as attendees deletion of statement in PESC Report Item 6.a. Motion Seconded by S. Murphy Minutes from April 24th approved with minor edit - noting it was a Special Meeting of the UGMS Committee with focus on Accreditation. 	ACTION: Minutes Approved with noted edits
STANDING ITEMS #3	Item 3(a) Curriculum Revision	<ul style="list-style-type: none"> Meeting of Phase Oversight Committee held on May 2, 2013 Phase 1 Schedule largely complete however “final schedule” not yet approved It was suggested by members that a schedule would optimally be available to faculty by the first week of June. Course Chairs and Management Teams are not yet named but in progress 	

	<p>Item 3(b) Pre-Clerkship</p>	<ul style="list-style-type: none"> • Dr. Murphy explained that historically the Clerkship Preparation Course was not specifically designated as either Clerkship or Pre-Clerkship. This year it was designated as a part Pre-Clerkship. • Dr. Jennifer Harris is the Course Chair for this year’s Clerkship Preparation Course. Dr. Harris has reviewed the course. She has submitted proposals for changes, including a revision of course objectives and some content changes. These changes are a response to the course evaluation from PESC, a survey of the current 3rd and 4th year clerks and a review of literature. • The committee discussed the proposals. These largely concerned a clarification of objectives for existing session and the connection of objectives to revised sessions. • The committee agreed that Dr. Harris’s proposal was appropriate and the revisions did address concerns identified through evaluation. No problems were identified and no changes were felt to be required. • MOTION: approve the Course Objectives and Course schedule as presented. 	<p>MOTION: S. Drover SECONDED: L Glynn</p> <p>CARRIED</p>
<p>New Business #4</p>	<p>Item 4</p> <ul style="list-style-type: none"> • MediTAC 	<ul style="list-style-type: none"> • Ms. L. Glynn, as the UGMS representative on MediTAC, reported the committee had its first meeting; the student and Eastern Health representatives were in place and in attendance for this meeting. • Ms. Glynn confirmed the Terms of Reference to be followed by the Committee. • Ms. Glynn also reported the committee expressed interest in changing its name given its similarity to Eastern Health’s MediTEC system; no objection was cited. 	
		<ul style="list-style-type: none"> • 	
<p>ADJOURNMENT</p>	<p>Adjournment / Next Meeting</p>	<ul style="list-style-type: none"> • Meeting adjourned at 4:30 • Next Meeting: June 19th, 2013 	

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