

Minutes / Action Items – Undergraduate Medical Education Committee Meeting

MEETING	UNDERGRADUATE MEDICAL EDUCATION COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	June 28, 2012, Thursday, Room 2990-PDCS, 4:00pm -5:30pm		
MEMBERS AS OF February 2012	Attendees: S. Murphy, D. McKay, O. Heath, R. Gendron, L. Glynn, J. Campbell, C. Morris-Larkin Students: H. Coffey UGME Rep: P. Mullins Richards, B. Furey (Secretary – Minutes)		
PARTICIPANTS	Attendees: S. Murphy (Chair), D. McKay, O. Heath, R. Gendron, L. Glynn, J. Campbell (teleconference) UGME Office: P. Mullins Richards		
REGRETS	H. Coffey, B. Furey		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> S. Murphy opened meeting at 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum was in Attendance 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> An addition was made to the Agenda. 	ACTION: Add topic - How UGMS Committee functions over summer.
REVIEW / APPROVAL OF MINUTES #2	<ul style="list-style-type: none"> Item #1 Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes from May, 2012 meeting were approved with no changes. 	ACTION: Minutes were approved.
Business Arising #3	<ul style="list-style-type: none"> Item 3.a. MD PhD program status (S. Murphy) 	<p>MD PhD program status</p> <ul style="list-style-type: none"> D. McKay informed the committee that the MD / Ph.D. Program still exists <ul style="list-style-type: none"> Only ever had three (3) students with one (1) having completed the program. Funding has been an issue and is currently not available through CIHR Oversight is at the level of the Graduate Studies; coordination 	

		<p>with UGME has been limited</p> <ul style="list-style-type: none"> • R. Gendron spoke in support of continuing to develop and support the program if a student was interested • Dr. McKay stated that there are opportunities for MD students to pursue Ph.D. studies. The MD / Ph.D. Program will remain in the calendar. 	
New Business #4	<ul style="list-style-type: none"> • Item #4.a. LCME Database (D. McKay) 	<p>LCME Database:</p> <ul style="list-style-type: none"> • Dr. McKay explained the LCME database with respect to accreditation the faculty must send in a database of exam questions. A number of questions is needed along with the ED standards could be answered best by this committee. Dr. McKay and Ms. Ackerman have reviewed all ED standards and have identified questions best addressed by the UGMS Committee. 	<p>ACTION:</p> <ul style="list-style-type: none"> • D. McKay will forward to S. Murphy for review and completion. • S. Murphy to prepare draft and will circulate.
	<ul style="list-style-type: none"> • Item #4.b. Revisions to Summative Assessment Policy (S. Murphy) 	<p>Revisions to Summative Assessment Policy:</p> <ul style="list-style-type: none"> • SAS Committee has reviewed the policy and have provided feedback. • The latest revisions mainly concern Clinical Skills course grading • Some discussion ensued but no major issue were identified. Multiple minor edits were suggested. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Motion: Approval of the document pending changes discussed. <p>Moved: R. Gendron Seconded: L. Glynn Motion Carried.</p>
	<ul style="list-style-type: none"> • Item #4.c. Clinical Skills scheduling (S. Murphy) 	<p>Clinical Skills scheduling:</p> <ul style="list-style-type: none"> • Dr. M. Goodridge is requesting tutors as options for teaching including a 4-6 pm time slot. • UGMS Committee asked to review email request to allow Clinical Skills the flexibility to move time around to ensure Clinical Skills can be offered. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Motion: Approval of the 4-6 pm time slot for clinical skills for the upcoming year <p>Moved: L. Glynn Seconded: O. Heath</p>

			Motion Carried.
	<ul style="list-style-type: none"> Item #4.d. Humanities Ethics and Law Teaching (S. Murphy) 	<p>Humanities Ethics and Law Teaching:</p> <ul style="list-style-type: none"> Clinical Skills are asking for an 18 hour increase in the new curriculum This will require UGMS / UGME to review the plan in more detail S. Murphy will contact Clinical Skills Committee to investigate. 	<p>ACTION:</p> <ul style="list-style-type: none"> S. Murphy will contact Clinical Skills Committee to follow-up.
OTHER BUSINESS #5	<ul style="list-style-type: none"> Item #5.a. Decision – Promotions Policy 	<ul style="list-style-type: none"> The committee was informed of Faculty Council’s decision regarding Promotions Policy: 	
	<ul style="list-style-type: none"> Item #5.b. Summer Issues 	<p>Issues occurring over the summer:</p> <ul style="list-style-type: none"> D. McKay suggested that there may need to be a mechanism to allow committee to function without meeting face There was agreement to email Committee and deal with issues as they arise. 	
Topics Future Meetings #6	<ul style="list-style-type: none"> Item #6.a. Topics for future meetings 	<p>Topics for future meetings</p> <ul style="list-style-type: none"> Deferred exam policy revisions 	
ADJOURNMENT #7	<ul style="list-style-type: none"> Item #7 Adjournment 	<ul style="list-style-type: none"> Meeting adjourned at 5:30pm <u>Next Meeting date is Wednesday, September 19, 2012 (3rd Wed)</u> 	

UGMS Committee

Meeting of Thursday, June 28-12

Approved September 28th, 2012

Minutes: Ms. P. Mullins Richards
Typed: Ms. B. Furey
Edited: Dr. S. Murphy