(Minutes / Action Items – _Undergraduate Medical Studies Committee Meeting_

MEETING	_UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES_		
CHAIR	DR. SEAN MURPHY		
DATE	October 17, 2012, Thursday, Room 2990-PDCS, 4:00pm -5:30pm		
Sept 2012 MEMBERS	Members: S. Murphy, Chair, D. McKay, O. Heath, L. Glynn, C. Morris-Larkin, J. Campbell, E. Hillman, C. Malone, M. Marshall, B. Furey (Secretary – Minutes)		
PARTICIPANTS	**Attendees: S. Murphy, D. McKay, O. Heath, L. Glynn, E. Hillman, M. Marshall, C. Malone**		
REGRETS	J. Campbell, L. Morris-Larkin		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	• S. Murphy opened meeting at 4:00 pm	• Call to Order • Quorum was in Attendance	
ADDITIONS TO THE AGENDA	• Agenda	• No additions were made to the Agenda	
REVIEW / APPROVAL OF MINUTES #2	• Item #1 Review / Approval of Minutes	• Minutes from September 19th's meeting were approved without amendments.	**ACTION:** **Minutes were approved.** **Moved: D. McKay** **Seconded: E. Hillman** **Carried.**
Business Arising #3	• Item 3.a. Scheduling of additional UGMS meetings (S. Murphy)	• MELT has requested a special meeting to present calendar changes to UGMS prior to the November Faculty Council meeting • Given the high probability of additional calendar changes and accreditation issues, a second additional meeting may be required in December. • The committee agreed to meet on November 7th (with MELT) and December 5th, 2012	**ACTION:** • **Rooms to be booked** • **MELT to be notified**

#3	• Item 3.b. UGMS minutes distribution / posting (S. Murphy)	UGMS minutes distribution / posting: • There was no additional information on this item. • The committee agreed in principle to posting the minutes in a manner that is viewable to the public. • The committee is to be notified if this does occur and where / how to access the minutes	
	• Item 3.c. Informatics committee – proposed TOR (S. Murphy)	• S. Murphy presented a draft of TOR for a new informatics committee, as the previous committee was dissolved at the previous meeting. • Changes were proposed by a number of members and will be incorporated into the document. • It was agreed that one member should be a student • D. McKay suggested that this process be expedited as there were current issues that such a committee would be very helpful in addressing • S. Murphy agreed to amend the proposed TOR, contact a potential chairperson for the committee and begin the process for member selection prior the next meeting. • The revised TOR will be presented to the committee for approval ASAP. • L. Glynn volunteered to be on the new committee	**ACTION:** • **S. Murphy to amend TOR, contact potential chairperson** • **C. Malone to assist in identifying a student member** • **Motion to be brought forward at next regular meeting re. TOR**
New Business #4	• Item #4.a. Curriculum revision (S. Murphy)	• No meeting since last UGMS meeting • MELT to present calendar changes for 2013 at November 7th meeting	
	• Item #4.b. Accreditation (S. Murphy)	• S. Murphy updated the committee on the ongoing response to the institutional self-study.	
OTHER BUSINESS #5	• Item #5.a. Proposed changes to MED 5660 and 6660 (S. Murphy)	• Proposed changes to the calendar entries under section 10.1 for 5660 and 6660 courses were withdrawn prior to this meeting • S. Murphy informed the committee as to several issues surrounding these courses	**ACTION:** • **S. Murphy to send letter to K. Aubrey-Bassler** • **Motion to be brought forward**

		• After lengthy discussion the committee agreed, based on the information presented, that these courses were not being utilized, and were not required to offer a pre-clerkship elective. • A motion will be brought forward at the next regular meeting to delete these courses from the calendar • A letter will be sent to the Discipline of Family Practice elective coordinator requesting input prior to this meeting	**at next regular meeting**
	• Item #5.b. Review of standing committees of UGMS (S. Murphy)	Student Assessment Subcommittee • The TOR (2007) of this subcommittee were reviewed • S. Murphy proposed several minor corrections of factual errors • The Chair of SAS will not be a member of UGMS, given the change in UGMS over the past year • There was some discussion as to whether or not the membership of SAS should be modified • The committee agreed to approve the corrections to the TOR as presented, discuss membership changes with SAS and revisit this at a future meeting. PESC • S. Murphy informed the committee that he is to meet with the Chair of PESC later this month to discuss several issues • A revised TOR for this subcommittee will be present to the committee at a later date	**ACTION:** • **Motion: Approve corrections to SAS TOR** **Moved: D. McKay** **Seconded: S. Drover** **CARRIED**
	• Item #5.c. Pre-Clerkship / Clerkship reporting to UGMS (S. Murphy)	Pre-Clerkship / Clerkship reporting to UGMS: • S. Murphy inquired as to whether the committee felt that there would be benefit to asking the pre-clerkship and clerkship coordinator to prepare a report to the committee annually • It was pointed out that since the re-organization of UGMS, neither of these coordinators has direct communication with the committee • It was generally agreed that this would be of benefit in that it would help the committee to be proactive in pursuing issues identified by the coordinators and keep UGMS informed about ongoing projects • Recognizing that the coordinators do not report directly to UGMS given their current TOR, inquiries will be made with Faculty administration as to the possibility of this.	**ACTION:** • **S. Murphy to follow-up**

Any other Business #6	• Item #6 Any other business (Committee)	No new business.	**ACTION:**
Topics Future Meetings #7	• Item #7 Topics for future meetings	None proposed.	**ACTION:**
ADJOURNMENT #8	• Item #8 Adjournment / Next Meeting	• Meeting adjourned at 525 pm • **Next (regular) Meeting date is Wednesday, November 21, 2012** • **Next additional Meeting date is Wednesday, November 7th, 2012. Room TBA>**	

Minutes/Typed: B. Furey / S. Murphy typed on October 22, 2012   Edited: S. Murphy edited on October 22nd, 2012