

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	UGMS Meeting Minutes	
DATE	September 14, 2011	
PARTICIPANTS/ REGRETS	<p>Attending: G. Beckett (acting chair), S. Murphy, J. Farrell, J. McCarthy, E. Hillman, S. Pennell, , S. Moffatt, S. Mulay, , L. Gillespie, S. Ackerman, , B. Sussex, V. Curran, M. Marshall (guest), S. Peters (guest), W. Guy (minutes), P. Mullins-Richards (observer)</p> <p>Regrets: T. Adey, M. Wells, J. Jackman, S. Shah, P. Richards, L. Glynn, M. Hogan</p>	
AGENDA ITEM	DISCUSSION	ACTION/ RESPONSIBLE
WELCOME	<ul style="list-style-type: none"> G. Beckett opened the meeting at 4:05p.m. 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> G. Beckett inquired of the committee re: any additions/objections to the agenda 	<ul style="list-style-type: none"> No additions/objections to the agenda
REVIEW OF MINUTES (June 23rd, 2011)	<ul style="list-style-type: none"> G. Beckett suggested that if all the committee had, previously, reviewed the minutes and there were no questions/concerns that the minutes be accepted. 	<ul style="list-style-type: none"> Minutes were approved as circulated
UGMS Committee Restructuring (S. Peters)	<ul style="list-style-type: none"> ➤ S. Peters delivered a brief presentation on Curriculum Governance and Management (see appendix A) on behalf of the Curriculum Committee. 	<ul style="list-style-type: none"> Presentation will be delivered to Faculty Council in the September 20, 2011 meeting G. Beckett to load presentation on UGMS Sharepoint site

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<p>POLICY REVIEW UPDATE (G. Beckett & M. Marshall)</p>	<ul style="list-style-type: none"> ➤ M. Marshall will be replacing H. Coombes-Thorne as policy analyst while she is on leave. She will become more involved with various committees involved in developing policy and procedures ➤ An initial review of the look and structure of the recently revised Summative Assessment policy documents was completed by H. Coombs-Thorne before she went on maternity leave. It is a major restructuring of the policy document which requires committee review to ensure that it matches the intent of the original. ➤ Other UGME policy and procedure documents need to be reviewed for the new format. 	<ul style="list-style-type: none"> • M. Marshall to attend future meetings where discussing new or revising existing policy/procedure statements • S. Murphy and D. Deacon will meet with M. Marshall to review the revised Summative Assessment policy document and bring back to the UGMS Committee for approval. • UGMS Chair to arrange for review/reformatting of existing policies and procedures with M. Marshall
<p>UGME Management Team Report (T. Adey)</p>	<ul style="list-style-type: none"> ➤ In T. Adey's absence, J. McCarthy gave a brief update on the re-development/restructuring that will be taking place throughout the Fall <ul style="list-style-type: none"> • Third and fourth year will be restructured to one 'Clerkship' • He and D. Deacon are currently reviewing options to customize the NBME's due to a larger amount of failures compared to other years in some clerkship rotations, as well as, to address the issue of components of the NBME which are not relevant to areas of student learning at this medical school ➤ MUN/Dal Collaboration <ul style="list-style-type: none"> • J. McCarthy has been in communication with Doctor Lambert re: objective and assessment. All four N.B. sites will be taking clerks • Goal is to have 10 students complete full clerkship in New Brunswick by 2013 	<ul style="list-style-type: none"> • J. r McCarthy and D. Deacon working on these issues/questions. Will report to future meeting • J. McCarthy, S. Moffatt and S. Peters to continue working on this area of business

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<p>Student Assessment Committee Update (V.Curran)</p>	<ul style="list-style-type: none"> ➤ V. Curran presented a brief overview on the role and responsibility of the Student Assessment Sub-committee. Its purpose is to oversee and monitor assessment across the UGME program.. The monitoring policy involves course/subject chairs s to review issues around the validity and effectiveness of course assessment practices. 	<ul style="list-style-type: none"> • J. McCarthy to work with committee on developing clerkship assessment policy statement • Committee contacting course chairs to implement Assessment Blueprint procedure for all courses
<p>Accreditation Review and Discussion (ED 34)</p>	<ul style="list-style-type: none"> ➤ G. Beckett led a brief review of the ED 34 standard 	<ul style="list-style-type: none"> • Committee to continue reviewing accreditation standards for which it is responsible
<p>ANY OTHER BUSINESS</p>	<ul style="list-style-type: none"> ➤ G. Beckett and S. Peters will arrange for a new chair for the committee 	<ul style="list-style-type: none"> • G. Beckett and S. Peters arrange for new committee chair
<p>NEXT MEETING</p>	<p>OCTOBER 19, 2011</p>	