

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	April 17 th , 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 (Minutes taped)		
PARTICIPANTS	Attendees: S. Murphy, O. Heath, S. Drover, E. Hillman, D. McKay, C. Morris –Larkin, C. Malone, M. Marshall, L. Glynn (Minutes taped) Guest(s): Dr. A. Goodridge		
REGRETS			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	S. Murphy opened meeting at 4:00 pm	<ul style="list-style-type: none"> Quorum was in Attendance 	
#1 AGENDA APPROVAL	#1 Agenda Approval	<ul style="list-style-type: none"> Agenda approved with no additions 	
#2 REVIEW / APPROVAL OF MINUTES	#2 Review / Approval of Minutes – February 20 th , 2013 and March 20 th , 2013	<ul style="list-style-type: none"> Minutes for February 20th approved with edit regarding D. McKay’s query concerning whether the ‘Annual Learning Objectives Review Policy’ was reviewed and approved by consensus. Minutes from March 20th approved with minor edit to attendees, as Mr. C. Malone was unable to join the meeting via teleconference due to technical issues. 	ACTION: Minutes for Feb 20 th - policy was reviewed and approved by consensus. Minutes for March 20 th – note addition / deletion of Mr. C. Malone to Regrets / Attendees respectively
#3 PESC Report	#3 PESC Report – A. Goodridge	<ul style="list-style-type: none"> Dr. Goodridge presented the report from PESC, citing two key roles of the PESC Committee: <ul style="list-style-type: none"> To facilitate the process of course improvement and course monitoring To examine outcome measures, including MCC and National Exam results. Dr. Goodridge covered the following areas in the report (a copy of the full report is available in the UGME Office): <ul style="list-style-type: none"> Course/Clerkship Evaluations 	ACTION: <ul style="list-style-type: none"> Dr. Murphy to meet with Dr. Goodridge to discuss changes to PESC TOR and membership.

		<ul style="list-style-type: none"> ○ Faculty Evaluations ○ Program Evaluation Outcomes <ul style="list-style-type: none"> i. MCCQE Part I ii. MCCQE Part II iii. CaRMS Match iv. National Board Exams 2011-12 Academic Year ○ Research/Scholarly Activity ○ Administration ○ New Initiatives ○ Recommendations <ul style="list-style-type: none"> ● The sub-committee is reviewing its restructure to have membership representation in accordance with Terms of Reference. <p>Major points in the report are as follows:</p> <ul style="list-style-type: none"> ● The response rate to evaluation surveys has been a challenge for PESC. When a survey was done live after an exam, the rate was between 70-100% response range. When they were offered electronically, the response rate fell to about 50%. ● PESC has implemented strategies over the years to mitigate this such as using reminder emails, class visits and communication via class reps. However they still received disappointing results. ● They have recently been using a financial incentive to towards the class grad fund, which has seen an increase in responses back up to the 50-70% range. ● Another issue cited was the use of the Likert scale on surveys, which has some statistical limitations. ● Dr. Goodridge presented a graph that takes scores from BSM and ISD data. It shows that there has been a significant change over the last several years, and they have strong evidence to show that PESC intervention has made a difference to the course. ● A higher level of scrutiny is given for courses that have very low evaluations, such as meeting with lecturers through the course. 	
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<p>#4 STANDING ITEMS</p>	<p>(a) Curriculum Revision Update</p>	<p>i) Governance/management follow-up</p> <ul style="list-style-type: none"> • Dr. Heath noting the phase management teams had not been named yet. However, the team for Phase 1 would be named shortly, to meet the timeline for course preparation for September. • Dr. McKay described the Terms of Reference (TOR) for the Pre-Clerkship and Clerkship committees. The goal is to implement similar TOR for the Phase Committees as well. • At the recent meeting of the Senior Management Committee, Dr. McKay announced he would be actively soliciting interest for management/leader positions. 	<p>ACTION: D. McKay to finalize TOR and seek membership for Phase Committees</p>
	<p>(b)</p>	<p>(i) Accreditation database and related documents (general discussion)</p>	<p>ACTION:</p>

	<p>Accreditation Update</p>	<ul style="list-style-type: none"> • There will be an extra meeting for the UGMS committee on April 24th, to cover accreditation topics. • Dr. McKay gave an overview of proposed changes to the Accreditation schedule and documents for the database. Database updates will be clearly marked and available by Friday. • Dr. Peters has been working on updating the Institutional Self Study document, based on new data and recommendations from the mock accreditors. • In preparation for accreditation, Dr. McKay suggested that members review the Curriculum Map and database, with a focus on functions of the curriculum committee, starting with ED-33. 	<p>Committee members to review materials in preparation for April 24th meeting.</p>
<p>#5 BUSINESS ARISING</p>			
<p>#6 NEW BUSINESS</p>	<p>(a) Clerkship Preparation Course – Waiver of Protected Time Policy</p>	<ul style="list-style-type: none"> • The Clerkship Preparation Course occurs during Pre-Clerkship. In the past it was behaving as a clerkship course i.e. protected time and duty hours were followed under the clerkship model. • It was brought to the attention of Dr. Jennifer Harris, the Course Chair, that the Pre-clerkship policy for protected time must be followed. • Currently there is enough free time in the schedule overall to permit having some time scheduled in the Tuesday afternoon slots normally protected under the policy. • Dr. McKay moves that the committee make an exception for this one year i.e. that we allow the scheduling to go ahead as planned with the understanding that next year, it would not occur. • Students need to be informed as soon as possible that those protected days are affected 	<p>ACTION:</p> <ul style="list-style-type: none"> • Moved by D. McKay • Seconded by S. Murphy <p>MOTION CARRIED</p>
<p>ADJOURNMENT</p>	<p>Adjournment / Next Meeting</p>	<ul style="list-style-type: none"> • Meeting adjourned at 6:30 pm • Next Meeting: April 24th, 2013 	

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