

Undergraduate Medical Studies Committee Meeting		DATE	August 27, 2014
		ROOM	Meeting Room 5, PDCS
CHAIR	Dr. Sean Murphy,		
MEMBERS: 2014 - 2015	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Mark Hayward, Phase 1 – 3 Student Representative • Ms. Susan Wakeham, Phase 4 Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative • Dr. Carolyn Morris-Larkin, Faculty Representative • Dr. Sheila Drover, Faculty Representative • Ms. Lindsay Alcock, Faculty Representative • Dr. John Campbell, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. James Rourke, Dean of Medicine • Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar’s Delegate • Ms. Melody Marshall, UGME Coordinator • Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee • Dr. Vernon Curran, Chair – Student Assessment Sub-Committee • Mr. Stephen Pennell, Chair – Information Technology Advisory Committee • Dr. Kath Stringer, Clerkship Committee Chair • Dr. Bruce Sussex, Pre-Clerkship Committee Chair • Dr. Victor Maddalena, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead • <i>Vacant</i>, Phase 4 Lead <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Todd Lambert, Assistant Dean – New Brunswick • Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network • <i>Vacant</i>, Assistant Dean – Prince Edward Island • <i>Vacant</i>, Assistant Dean – Yukon 		
PARTICIPANTS	S. Murphy, S. Drover, S. Pennell, M. Hayward, S. Wakeham, V. Maddalena, C. Morris-Larkin, O. Heath, D. McKay, O. Heath, L. Alcock and M. Marshall		
REGRETS	E. Hillman, L. Kenny and J. Hickey		

RECORDING SECRETARY	<i>(Minutes Taped)</i>		
GUESTS	None		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	S. Murphy (Chair) convened the meeting at 4:10 p.m.	<ul style="list-style-type: none"> • Call to order at 1610h. • Quorum in attendance. 	
#1 AGENDA APPROVAL		The Agenda was approved with the following additions: 6.a. MS 32 - Mini-Quiz, 6.b. ED-5a - iii) ED-30 by Dr. McKay, and iv) Absenteeism Policy by Dr. Murphy.	ACTION: Agenda Adopted as amended
#2 APPROVAL OF MINUTES		Minutes from June 18, 2014 were adopted as presented with the following edit: Ms. Lindsay Alcock noted that she is not a Dr. as listed in minutes.	ACTION: Revised Minutes Approved and Adopted
#3 STANDING ITEMS Business Arising	Item 3. a. i. Curriculum Revision Phase 1 Assessment Maps (follow-up)	<p><u>Assessment Maps (follow-up)</u></p> <p>The assessment maps for Phase 1 were discussed. The focus was to ensure that both formative and summative assessment is in keeping with the regulations and standards, as established for accreditation, the University and the Faculty of Medicine. Extensive discussion occurred.</p> <p><u>MED 5710 – The Healthy Person</u></p> <p>General discussion and revisions to the presented Assessment Map included:</p> <p>Under the Course Assessment section: Formative and Summative Assessment – descriptions to be revised to clearly explain that (i) formative assessment must be early enough in course to give students time to change and succeed, and (ii) formative assessments generally do not contribute to a final grade. It was noted that written assignments, including reflective essays, contribute to ED-5A (self-directed learning).</p> <p>Summative assessment grade distribution for the healthy person course was revised slightly to better reflect course material weighting. The pass mark will be > 75% for all courses in phase 1.</p>	ACTION: Motion to adopt revisions to the MED 5710 Assessment Map

		<p>It was MOVED by C. Morris-Larkin, seconded by S. Drover to approve revised assessment map.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	
	Item 3. a. ii.	<p><u>Med 5720 – Clinical Skills</u></p> <p>Discussion and revisions around the presented Assessment Map included:</p> <p>A four point grading scale of Exemplary, Competent, Developing and Unacceptable.</p> <p>Success (pass) criteria defined as i) the completion of all assessments ii) attendance at all sessions pursuant to the Clinical Skills Leave Policy iii) Competent or exemplary performance in the Phase 1 SAR or a grade of pass following remediation.</p> <p>Attendance is required, failure to attend any session grounds for failure of the course.</p> <p>It was MOVED by S. Drover, seconded by O. Heath to approve the revised assessment map.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	ACTION: Motion to adopt revisions to the MED 5720 Assessment Map
	Item 3. a. iii.	<p><u>MED 5730 - Special Projects</u></p> <p>Discussion and revisions around the presented Assessment Map included:</p> <p>Under Summative Assessment – To make clear that Integrated Learning Sessions (ILS) take place throughout the Phase.</p> <p>Some course sessions are designated as Mandatory; students are required to participate in these sessions and associated activities.</p> <p>Adding “Poster” to “Independent Project <u>Poster</u> Presentation”.</p> <p>Pass criteria – The pass mark for each summative assessment component is $\geq 75\%$. The pass mark for each of the three blocks is $\geq 75\%$ of the total marks assigned to that block.</p> <p>It was MOVED by S. Drover, seconded by S. Pennell to approve the revised assessment map.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	ACTION: Motion to adopt revisions to the MED 5730 Assessment Map

	Item 3. a. iv.	<p><u>MED 5740 - Community Engagement</u></p> <p>Discussion and revisions around the presented Assessment Map included:</p> <p>Under Course Assessment – A statement to be included to clarify that formative assessments do not count towards the final grade, but must be completed to pass the course.</p> <p>Summative assessments are graded and contribute marks to the final (summative) mark that the student receives for the course. For the purpose of summative assessment, the course is divided into three blocks. The pass mark for each individual summative assessment is $\geq 75\%$. The pass mark for each of the three blocks is $\geq 75\%$ of the total marks assigned to that block.</p> <p>Pass criteria - Pass at least two of the three course Blocks, and achieve an average grade of $\geq 75\%$ across the three course Blocks, and completion of assignments and assessments, and attend all sessions as per the course requirements</p> <p>Some revision of course grade distribution was suggested to better align the weighting of grades to the perceived amount of or time dedicated to material.</p> <p>It was MOVED by S. Murphy, seconded by S. Pennell to approve the revised assessment map.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	ACTION: Motion to adopt revisions to the MED 5740 Assessment Map
#4 BUSINESS ARISING	Items 4.a, b, c.	<p>a. Anatomy & Histology teaching revisions (Phase 1 & 2) – Item tabled due to time constraints.</p> <p>b. Clerkship assessment review & revisions – Item tabled</p> <p>c. Attendance / Absenteeism policy – Item tabled</p>	ACTION:
#5 NEW BUSINESS	Items 5.a. and 5.b.	<p>a. Back to Basics course OSCE – Item tabled</p> <p>b. Phase 2 student evaluation results – Item tabled</p>	ACTION:
#6 OTHER BUSINESS	Item 6.a. Student/faculty relationship policy MS-32	<p>a. Student/faculty relationship policy</p> <p>D. McKay presented the student/faculty relationship policy concerning a mini-quiz designed to assess individuals' awareness of the Respectful Learning Environment for Medical Education Policy. Student Affairs will</p>	ACTION: Motion to adopt approval for administration of mini-quiz to support MS-32

		<p>provide support to individuals when deficiencies are identified through the mini-quiz.</p> <p>IT was MOVED by D. McKay, seconded by S. Murphy to approve the administration of the questionnaire to assess awareness of the RLEME policy.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	
	Item 6.b. Lifelong Learning ED-5A	<p>b. Lifelong Learning ED-5A</p> <p>Dr. McKay recommended approval of mandatory completion of inter-professionalism sessions. Approval will allow Psychiatry to include inter-professionalism in their blueprint. Dr. Heath agreed that inter-professionalism could be done by distance.</p> <p>IT was MOVED by D. McKay, seconded by S. Murphy to approve mandatory completion of inter-professionalism.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	ACTION: Motion to adopt approval for mandatory completion of inter-professionalism
#7 ADJOURNMENT		The meeting adjourned at 5:30 p.m.	ACTION: Adjournment
Next Meeting		September 24, 2014	



Sean W. Murphy, MD
Committee Chair