

Undergraduate Medical Studies Committee Meeting		DATE	December 11, 2013
		ROOM	PDCS Room 4
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2013 - 2014</b>	<i>Dr. Sean Murphy, Chair</i> <i>Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</i> <i>Ms. Elizabeth Hillman, Registrar's Delegate</i> <i>Melody Marshall, UGME Coordinator</i> <i>Dr. Sheila Drover, Faculty Representative</i> <i>Dr. Olga Heath, Faculty Representative</i> <i>Dr. Carolyn Morris-Larkin, Faculty Representative</i> <i>John Campbell, Faculty Representative</i> <i>Ms. Lindsay Glynn, Faculty Representative</i> <i>Ms. Susan Wakeham, Student Representative</i> <i>Ms. Chelsea Ash, Student Representative</i>		
<b>PARTICIPANTS</b>	S. Murphy, D. McKay, S. Drover, C. Morris-Larkin, E. Hillman, M. Marshall, S. Wakeham, C. Ash		
<b>RECORDING SECRETARY</b>	Ms. Jane Stevens ( <i>Minutes Taped</i> )		
<b>GUESTS</b>			
<b>REGRETS</b>	O. Heath, J. Campbell, L. Glynn		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME / MEETING START TIME	Dr. Murphy (Chair) convened the meeting at 4:05 p.m.	<ul style="list-style-type: none"> <li>• Call to order.</li> <li>• Quorum in attendance.</li> </ul>	
#1 APPROVAL OF AGENDA	<ul style="list-style-type: none"> <li>• Item 1 Agenda Approval</li> </ul>	<ul style="list-style-type: none"> <li>• The Agenda was adopted with additions as follows: <ul style="list-style-type: none"> <li>○ Item 5 - Creation of Remediation Course</li> <li>○ Item 6 - Message from Medical Students Society</li> </ul> </li> </ul>	<b>ACTION: Agenda Adopted</b>
#2 APPROVAL OF MINUTES	<ul style="list-style-type: none"> <li>• Item 2 Approval of the Minutes of November 20, 2013</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes from November 20, 2013 were adopted as presented.</li> </ul>	<b>ACTION: Minutes Approved</b>

<p>#3 STANDING ITEMS</p>	<ul style="list-style-type: none"> <li>Item 3.a. Curriculum Revision – Phase 2 Update</li> </ul>	<ul style="list-style-type: none"> <li>The phase 2 oversight committee has advised that the schedule is close to a final version. The document will be circulated to Discipline and Department Heads as well as to the faculty at large.</li> <li>There was discussion regarding the future of the phase oversight committee and whether this committee will stay in place until the whole curriculum is implemented <ul style="list-style-type: none"> <li>S. Murphy advised that It has not been decided exactly how the committees will be structured in the future. Discussions with the Dean, MELT and other relevant groups regarding this will occur.</li> </ul> </li> <li>S. Murphy advised that the Phase 2 Management Team has been convened and members appointed.</li> <li>It is expected that communication for Phase 2 matters will occur in the same manner as for Phase 1.</li> </ul>	
	<ul style="list-style-type: none"> <li>Item 3.b. Curriculum Revision - Phase 1 Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Phase 1 will end in March 2014 and detailed evaluation will be required.</li> <li>PESC will present the Phase 1 program evaluation to UGMS as per the current process. The process was reviewed.</li> </ul>	
<p>#4 NEW BUSINESS</p>	<ul style="list-style-type: none"> <li>Item 4.a. Policy &amp; Procedure Revisions</li> </ul>	<p>S. Murphy presented proposals for revision to three policy / procedure documents. These revisions are required to update the language / terminology for the new curriculum, but also consist of a general review of each document. These documents will apply to the new curriculum cohort only and the current documents will apply to the “old” curriculum.</p> <p>i. Curriculum Proposal Policy/Procedure: This policy deals with design, management and evaluation of curriculum. Revisions are being made to the language of the policy to reflect the new curriculum. Other changes to this policy include:</p> <ul style="list-style-type: none"> <li>Part II, item 6 to be edited to reflect – “UGMS approved policies will be forwarded to the appropriate body if required by University Regulations.”</li> <li>Part II, item 7 to be edited to reflect – “the notification of entities affected by any change.”</li> <li>Add Part I, section C – Assessment Plan. Rename the following sections as required.</li> <li>Add Part 1, section C, item 1. “An assessment plan must accompany the</li> </ul>	<p><b>ACTION: Motion to accept proposed changes to the Curriculum Proposal Policy</b></p>

		<p>proposal”.</p> <ul style="list-style-type: none"> <li>Part I, section B to be edited to reflect the addition of a new bullet – “Learning objectives must be consistent with the program objectives of the school. “</li> </ul> <p><b>It was MOVED by S. Murphy, Seconded by C. Morris-Larkin, to accept the proposed changes to the Curriculum Proposal Policy.</b></p> <p><b>All were in favour and the MOTION CARRIED</b></p>	
	<ul style="list-style-type: none"> <li>Item 4.a. Policy &amp; Procedure Revisions</li> </ul>	<p>ii. Faculty Teaching Evaluation Policy. This policy deals with the requirements for each instructor to be evaluated by students. Revisions are being been to the language of the policy to reflect the new curriculum. Other changes to this policy include:</p> <ul style="list-style-type: none"> <li>Revise several grammatical errors when referring to data.</li> <li>The Policy statement should be broadened to allow faculty to be evaluated as appropriate. Suggested wording: <i>“At a minimum, faculty members will be evaluated by the end of each course or core clinical rotation as outlined in the Course/Rotation Evaluation Policy”.</i></li> <li>Under Procedure – remove the sentence <i>“This section is mandatory”.</i></li> <li>Edit Procedure, section 2 to read: <i>“All individual faculty members receive their own data...”</i></li> <li>Under Procedure, section 3 – Remove <i>“Data is separated into individual faculty information.”</i> As well, <i>“Department Head”</i> will now read: <i>“relevant department head, i.e. Discipline Chair, Associate Dean UGME, and Assistant Dean PGME”.</i></li> <li>The term <i>“Subject”</i> and its definition should be removed.</li> <li>Forms section should be deleted.</li> </ul> <p><b>It was MOVED by S. Murphy, Seconded by S. Drover to accept the proposed changes to the Faculty Teaching Evaluation Policy.</b></p> <p><b>All were in favour and the MOTION CARRIED</b></p>	<p><b>ACTION: Motion to accept proposed changes to the Faculty Teaching Evaluation Policy.</b></p>
	<ul style="list-style-type: none"> <li>Item 4.a. Policy &amp; Procedure Revisions</li> </ul>	<p>iii. Medical Student Exposure to Extraordinary Infectious or Environmental Hazards Policy. This policy deals with the FoM response to infectious and environmental hazards by medical students in terms of educational and clinical activities. Revisions are being been to the language of the policy to reflect the new curriculum. Other changes to this policy include:</p> <ul style="list-style-type: none"> <li>References to Assistant Dean should be edited to read Associate Dean.</li> </ul>	<p><b>ACTION: Motion to accept proposed changes to the Medical Student Exposure to Extraordinary Infectious or Environmental Hazards Policy.</b></p>

		<ul style="list-style-type: none"> <li>• Under Policy, section 1 – replace the term “standards” with “norms”.</li> <li>• Under Policy, section 1 – “...Phase Team Leads determine”, this should read “...Phase Team Lead determines”.</li> <li>• Under Policy, section 2, subsection e - should be edited to read: “Before exposure to clinical activities all students will:”</li> <li>• Under Policy, section 2, subsection e, item a - should be edited to remove “in first year through the Student Health Service”.</li> <li>• Under Policy, section 2, subsection e - remove all references to “Student Health Service”.</li> <li>• Under Policy, section 5 – remove reference to Student Health Services and replace with “best advice available to the Associate Dean, UGME”.</li> </ul> <p><b>It was MOVED by S. Murphy, Seconded by M. Marshall to accept the proposed changes to the Medical Student Exposure to Extraordinary Infectious or Environmental Hazards Policy.</b></p> <p><b>All were in favour and the MOTION CARRIED</b></p>	
#5 NEW BUSINESS	Item 5.a. Creation of Remediation Course	<ul style="list-style-type: none"> <li>• D. McKay advised that a non-credit “shell” course will need to be created to enable remediation for returning students.</li> <li>• The rationale for creation of this course is the calendar requirement which states that the Phase Lead and/or Clerkship/Pre-clerkship Chair is responsible to ensure that sufficient preparation is made for the student’s return after withdrawal from medical studies. In light of this regulation, there may be some doubt as to whether the student is ready or may require additional supports to return to class. A numbered course is required if students are to be registered with the University.</li> </ul>	<b>ACTION: A proposal will be introduced with regard to a non-credit remediation course for returning students.</b>
	Item 5.b. Message from MSS	<ul style="list-style-type: none"> <li>• The student representatives advised that there is some confusion among students surrounding the leave policy for clinical skills.</li> </ul>	<b>ACTION: C. Wakeham will forward request to UGMS for clarification of leave policy for clinical skills.</b>
#7 ADJOURNMENT		The UGMS Committee Meeting adjourned at 5:45 p.m.	
Next Meeting		January 15 <sup>th</sup> , 2014	

A handwritten signature in black ink, appearing to read 'Sean W. Murphy, MD'. The signature is fluid and cursive, with a large, stylized initial 'S'.

Sean W. Murphy, MD  
Committee Chair