

Undergraduate Medical Studies Committee Meeting		DATE	June 18, 2014
		ROOM	
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 • Lindsay Glynn, 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	Dr. Sean Murphy, Mr. Mark Hayward, Ms. Susan Wakeham, Dr. Sheila Drover, Dr. Lindsay Glynn, Dr. Alan Goodridge, Dr. Vernon		

	Curran, Mr. Stephen Pennell, Dr. Victor Maddalena, Dr. Joanne Hickey,		
REGRETS	Dr. Olga Heath, Dr. Carolyn Morris-Larkin, Dr. John Campbell, Dr. James Rourke, Dr. Donald McKay, Ms. Melody Marshall, Dr. Kath Stringer, Dr. Bruce Sussex, Dr. Lisa Kenny, Dr. Todd Lambert, Dr. Mohamed Ravalia		
RECORDING SECRETARY	Ms. Jane Stevens (<i>Minutes Taped</i>)		
GUESTS	None		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME		<ul style="list-style-type: none"> • Call to order at 1605h. • Quorum in attendance. 	
#1 AGENDA APPROVAL		The Agenda was adopted as presented.	ACTION: Agenda Adopted
#2 APPROVAL OF MINUTES		Minutes from May 21, 2014 were adopted as presented.	ACTION: Minutes Adopted
#3 INTRODUCTIONS AND UGMS MEETING FORMAT		<p>The Chair welcomed all new members to the meeting and reviewed the revised Terms of Reference recently approved by Faculty Council.</p> <p>The committee will generally meet on the third Wednesday of every month. A tentative list of meetings for the next year was circulated. The Chair suggested that the Chairs of committees might alternate their reporting dates. New business from any committee or group may be presented at any meeting, however.</p> <p>Quorum will be 50% of voting members. All members are voting members with the exception of the four corresponding members.</p> <p>Corresponding members will receive copies of all meeting documentation but are not required to attend the regular meetings. Corresponding members are welcome to attend any meeting and will be specifically invited to meetings with agenda items relevant to them</p>	

#4 STANDING ITEMS	Item 4. a. Curriculum Revision	<p>There has not been a phase oversight meeting since the last UGMS meeting.</p> <p>The phase three schedule is still in the planning stage. Phase 3 is scheduled to begin in November and it is hoped that the schedule will be available prior to summer vacation.</p> <p>The revised Phase 1 schedule should be available by week's end. This schedule contains major revisions; Most lectures, sessions, and labs will occur prior to Christmas. Most of the independent projects and community visits will take place after Christmas.</p>	
	Item 4.b. Accreditation	<p>S. Murphy reported that work is progressing with regard to the accreditation action plan. Major accomplishments include:</p> <ul style="list-style-type: none"> • Restructuring of UGMS • Initial implementation of Career Counselling requirements; and, • Initial implementation of Financial Counselling requirements. <p>The next accreditation visit is planned for early 2015.</p>	
#5 BUSINESS ARISING	Item 5. a. Anatomy P1 & 2 Scheduling Revisions	<p>Based upon feedback from students, changes are being considered to redistribute the anatomy portion of the curriculum. Proposed changes include:</p> <ul style="list-style-type: none"> • During Phase 1, 12 hours of basic "surface" anatomy will be provided. This basic anatomy will aid in the delivery of the clinical skills portion of the healthy person curriculum. The 12 hours would be comprised of a mixture of small group and lecture type sessions. • The bulk of the anatomy curriculum will be offered during phase 2. <p>Changes are undergoing to change the histology component based upon feedback from students. Three histology sessions will be offered during Phase 1 with the remainder being offered during Phase 2.</p>	
#6 NEW BUSINESS	Item 6. a. Career and Financial Debt Counselling	<p>The Office of Student Affairs is working on the accreditation standards which surround career and financial debt counselling curriculum. Canadian Graduate Questionnaire (CGQ) results indicated that students felt they were not getting enough training in the areas of financial debt counselling and career and electives counselling.</p>	MOTION: To approve the career and electives counselling schedule of lectures as outlined by CAG and to make attendance at the sessions mandatory.

		<p>The Chair presented proposals for the new career and electives counselling curriculum and for the financial debt counselling curriculum. To increase the likelihood of students attending the training, it was suggested that the sessions be deemed mandatory.</p> <p>It was MOVED by S. Murphy and Seconded by E. Hillman to approve, in principle, the career and electives counselling schedule of lectures as outlined by the Career Advisory Group and that attendance at the sessions be mandatory.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED</p> <p>It was MOVED by S. Murphy and Seconded by L. Glynn to approve the recommendations of the Financial Counselling Advisory Team, including the mandatory financial debt management sessions throughout the four phases.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED</p>	<p>MOTION: To approve the financial and debt management schedule of lectures as outlined by CAG and to make attendance at the sessions mandatory.</p>
	Item 6. b. Clerkship Assessment Review/Revisions	<p>This item has been tabled until the next meeting of the Undergraduate Medical Studies Committee.</p>	<p>ACTION: Clerkship Assessment Review and Revisions tabled until next meeting.</p>
	Item 6. c. Review of Ethics Objectives	<p>UGMS is responsible to periodically review the objectives for all sections of the curriculum. As part of this process, a general review and discussion of the Health Ethics component of the curriculum was undertaken.</p> <p>There was some initial discussion surrounding the ambiguity of the titles of the sessions. It is thought that the content does not align consistently with the titles of the session.</p> <p>The Committee reviewed the total number of contact hours devoted to ethics learning and reviewed the teaching methods used in the delivery of the curriculum. Ethics topics are covered from phase 1 to 3. All topics are rooted in the MCC objectives.</p> <p>During phase 1, ethics topics taught entirely during the Special Projects I course. There are 14 class hours allocated, comprised of lectures, workshops, and discussions.</p>	<p>ACTION: The Chair will request further information with regard to overlap in sessions and time allocations.</p>

		<p>During phase 2, ethics are taught entirely during the Special Projects II course. While many of the topics are similar, they are at a higher level. There are 14 class hours allocated and comprised of lectures, workshops, and discussions.</p> <p>During phase 3, ethics topics are covered throughout the phase. There are 30 hours allocated and comprised of discussions, lectures, role-playing and case.</p> <p>Attendance during the sessions has on occasion been quite poor. This is an issue that will need to be addressed.</p> <p>Overall the committee felt that the objectives aligned well with the overall curricular objectives. There were some concerns regarding possible redundancy in objectives between sessions. The overall number of hours is felt to be quite high.</p> <p>This will be followed up with a discussion with Dr. Pullman to attempt to eliminate redundancies and clarify objectives for some items. A discussion of attendance requirements is planned for a future meeting.</p>	
	Item 6. d. Request for comments on CGQ timing	<p>The Canadian Graduate Questionnaire is currently being administered by the AAMC. The FMC is in the process of developing a more Canadian based CGQ to be launched in March, 2015.</p> <p>The CGQ is normally offered to students during the fourth year. The FMC is asking medical schools if they see any value in offering a second questionnaire to students during their second year of medical school.</p> <p>The FMC is also requesting input with regard to the scheduled dates for distribution of the CGQ. The following responses were suggested by the committee :</p> <ul style="list-style-type: none"> • Distribution of CGQ – March 1 • Closure of CGQ process – June 15 • Receiving data – September 30 	<p>ACTION: The Chair will request additional information with regard to the offering of a second CGQ.</p> <p>ACTION: The chair will submit the preferred CGQ dates.</p>
#6		The PESC Chair advised that the distribution list for individual faculty	ACTION: The Faculty Evaluation

OTHER BUSINESS		<p>evaluations be discussed at a future meeting. Phase leads may need to be included in the circulation of evaluations.</p> <p>Feedback from students may need to be collected in a timelier manner. Students feel that too much time passes from the end of the course to the distribution of preceptor evaluation forms.</p>	<p>Policy will be reviewed with regard to the distribution of evaluations at a future meeting.</p>
#7 ADJOURNMENT		The meeting adjourned at 5:30 p.m.	
Next Meeting		Wednesday, July 23 rd , 2014 (if required)	



Sean W. Murphy

Committee Chair