

Undergraduate Medical Studies Committee Meeting		DATE	May 21, 2014
		ROOM	PDCS Room 5
CHAIR	Dr. Sean Murphy		
MEMBERS:  2013 - 2014	<i>Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</i> <i>Ms. Elizabeth Hillman, Registrar's Delegate</i> <i>Ms. 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>Mr. John Campbell, Faculty Representative</i> <i>Ms. Lindsay Glynn, Faculty Representative</i> <i>Mr. David Bradbury-Squires, Student Representative</i> <i>Ms. Susan Wakeham, Student Representative</i>		
PARTICIPANTS	S. Murphy, D. McKay, O, Heath, E. Hillman, M. Marshall, C. Harty, S. Wakeham		
RECORDING SECRETARY	Ms. Jane Stevens ( <i>Minutes Taped</i> )		
GUESTS			
REGRETS	S. Drover, C. Morris-Larkin, J. Campbell, L. Glynn,		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME		<ul style="list-style-type: none"> <li>• Call to order at 1605h.</li> <li>• Quorum in attendance.</li> </ul>	
#1 AGENDA APPROVAL		The Agenda was adopted as presented.	<b>ACTION: Agenda Adopted</b>
#2 APPROVAL OF MINUTES		Minutes from April 30, 2014 were adopted as presented.	<b>ACTION: Minutes Adopted</b>
#3 STANDING ITEMS	Item 3. a. Curriculum Revision	Phase 3 planning and Phase 1 revisions are ongoing.	

	Item 3.b. Accreditation	<p>The Chair informed the committee that progress has been made on the accreditation action plans.</p> <p>As per the action plan for standard ED-33, revisions to the UGMS Terms of Reference were presented to Faculty Council and subsequently approved. The June meeting of the UGMS Committee will include the new members as outlined in the new terms of reference.</p>	<p><b>ACTION: D. McKay will contact the assistant deans to provide an update on the revised terms of reference and to invite them to the June meeting.</b></p> <p><b>S. Murphy will forward information to the remainder of the new members.</b></p>
#4 BUSINESS ARISING	Item 4. a. Terms of Reference Revisions	<p>As a result of revisions to the UGMS Terms of Reference, membership changes are also required for subcommittees that report directly to the UGMS Committee. These committees include:</p> <ul style="list-style-type: none"> <li>○ Informatics and Technology Advisory Committee (iTAC),</li> <li>○ Program Evaluation Subcommittee (PESC); and,</li> <li>○ Student Assessment Subcommittee (SAS).</li> </ul>	
	Item 4. a. i. Program Evaluation Sub-Committee (PESC)	<p>Proposed Revisions are:</p> <p>Under Membership:</p> <ul style="list-style-type: none"> <li>• The UGMS Committee will appoint the voting <del>faculty</del> academic staff, subcommittee members and chair. The medical student's society will appoint the undergraduate medical student members. PAIRN will appoint the resident member. Persons selected will have expertise or an interest in program evaluation.</li> </ul> <p>Under Ex-Officio Members:</p> <ul style="list-style-type: none"> <li>• The addition of: Chair, Undergraduate Medical Studies Committee.</li> <li>• The committee must include a minimum of two <del>faculty</del> academic staff members who are clinicians and two who are not. Voting members are expected to attend at least 75% of the meetings.</li> </ul> <p>Under operations:</p> <ul style="list-style-type: none"> <li>• The subcommittee will meet monthly from September to June with additional ad hoc meetings as needed, and at the call of the Chair.</li> <li>• The Chair will <del>prepare a summary report a minimum of twice yearly to the UGMS Committee and on request.</del> be a member of the UGMS Committee.</li> </ul>	<p><b>MOTION: To accept revisions to the PESC terms of reference as presented.</b></p>

		<p>Under responsibilities:</p> <ul style="list-style-type: none"> <li>• Addition of: Collects and monitors data/metrics pertinent to accreditation standards on program quality.</li> <li>• Evaluates all aspects of the program including examinations and student assessments, curriculum planning, curriculum delivery, instructor performance, student performance, and defined outcome measures. Specific <del>areas</del> duties are <del>to include</del>: <ul style="list-style-type: none"> <li>○ Design and validate course tools for the undergraduate medical education program.</li> <li>○ Distribute course evaluation survey results to the UGMS Committee, the Associate Dean, UGME, and the phase leads, pre-clerkship, Clerkship coordinator and course chair.</li> <li>○ Recommend overall methods for program/curriculum evaluation to the UGMS Committee and oversee the administration of these evaluation evaluations.</li> <li>○ Review outcome measures of the program/curriculum and demonstrate the extent to which program and curricular objectives have been met.</li> </ul> </li> </ul> <p>It was <b>MOVED</b> by S. Murphy and <b>Seconded</b> by E. Hillman that that the revised terms of reference for the Program Evaluation Sub-Committee (PESC) be adopted as presented.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED</b></p>	
	<p>Item 4. a. ii. Student Assessment Subcommittee (SAS)</p>	<p>Proposed revisions to the SAS terms of reference are:</p> <p>Under Membership:</p> <ul style="list-style-type: none"> <li>• The Undergraduate Medical Studies Committee will appoint the voting <del>faculty</del> academic staff subcommittee members and chair. The medical student's society will appoint the undergraduate medical student members. PAIRN will appoint the resident member. Voting members <del>are will include but are not limited to</del>: <ul style="list-style-type: none"> <li>○ One student Assessment Subcommittee Chair (an academic staff <del>faculty</del> member at large)</li> <li>○ One <del>faculty</del> academic staff member appointed from committees for:</li> </ul> </li> </ul>	<p><b>MOTION: To accept revisions to the SAS Terms of Reference as presented.</b></p>

		<ul style="list-style-type: none"> <li>▪ Addition of: Phase 3 (Phase Lead or Designate)</li> </ul> <ul style="list-style-type: none"> <li>• The Committee must include a minimum of two <del>faculty</del> academic staff members who are clinicians and two who are non-clinicians.</li> </ul> <p>Under Operations:</p> <ul style="list-style-type: none"> <li>• The subcommittee will meet monthly from September to June with additional ad hoc meetings as needed and at the call of the Chair.</li> </ul> <p>It was <b>MOVED</b> by S. Murphy and <b>Seconded</b> by E. Hillman that the revised terms of reference for the Student Assessment Sub-Committee be adopted as presented.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED</b></p>	
	Item 4. a. iii. Informatics and Technology Advisory Committee (iTAC)	<p>Proposed revisions are:</p> <p>Under Purpose:</p> <ul style="list-style-type: none"> <li>• As per a previous motion of the UGMS Committee, the name of the subcommittee has been changed to read: The <del>Medicine</del> Informatics and Technology Advisory Committee (<del>Med</del>Tac).</li> </ul> <p>Under Operations:</p> <ul style="list-style-type: none"> <li>• The Chair will <del>report three times per calendar year to the UGMS Committee and upon request.</del> be a member of the UGMS Committee.</li> </ul> <p>It was <b>MOVED</b> by S. Murphy and <b>Seconded</b> by M. Marshall that the revised terms of reference for the Informatics and Technology Advisory Committee of UGMS be accepted as presented.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED</b></p>	<b>MOTION: To accept revisions to the iTAC terms of reference as presented.</b>
	Item 4. b. Career Counselling Advisory Group	<p>Under a previous motion of the UGMS Committee and in recognition of requirements of accreditation standard MS-19, Student Services have submitted a draft terms of reference for the creation of a Career Counselling Advisory Group. This advisory group will make recommendations to UGMS with regard to inclusion of career counselling activities in the curriculum.</p> <p>A draft TOR for this group was presented. The UGMS Committee suggested revisions to the proposed TOR as follows:</p>	<b>MOTION: To accept the terms of reference for the Career Counselling Advisory Group as revised by UGMS.</b>

		<p>Under Membership:</p> <ul style="list-style-type: none"> <li>• One (1) resident from PGY 1-4 as selected by PAIRN.</li> <li>• Six (6) faculty members selected by the co-chairs to ensure broad representation from Family Medicine and the primary specialties, as defined by the RCPSC.</li> </ul> <p>Under Operations:</p> <ul style="list-style-type: none"> <li>• The group meets 3-4 times per year in the first year (<del>to establish processes</del>) then semi-annually (<del>for maintenance</del>) or at the call of the co-chair.</li> </ul> <p>Under Responsibilities:</p> <ul style="list-style-type: none"> <li>• Construct, implement, and evaluate a needs assessment and use the results to recommend a process to ensure student career planning needs are met. <del>guide planning.</del></li> <li>• Report to UGMS <del>the curriculum committee</del> on required elements of the program and the results of program evaluation.</li> </ul> <p>It was <b>MOVED</b> by S. Murphy and <b>Seconded</b> by D. McKay that the terms of reference for the Career Counselling Advisory Group be adopted as revised. All were in favour and the <b>MOTION CARRIED</b></p>	
#5 NEW BUSINESS	Item 5. a. Financial Counselling Advisory Team	<p>As per a previous motion of the UGMS Committee, it was recommended that an advisory group be convened to assist students with financial planning. This decision is in response to recommendations included in the accreditation action plans as well as results from the Canadian Graduate Questionnaire results.</p> <p>The UGMS Committee was presented with a draft TOR document. The committee members suggested revisions to the proposed terms of reference as follows:</p> <p>Under Membership:</p> <ul style="list-style-type: none"> <li>• Assistant Dean, Student Affairs (or delegate) who will act as Co-Chair.</li> <li>• Student Affairs Coordinator who will act as Co-Chair.</li> <li>• Financial Counsellor.</li> </ul>	<b>MOTION: To accept the terms of reference for the Financial Counselling Advisory Team.</b>

		<ul style="list-style-type: none"> <li>• Three (3) faculty members, 2 of whom must be physicians.</li> <li>• One (1) medical student.</li> <li>• One (1) resident from PGY 1-4 as selected by PAIRN.</li> <li>• <del>Two (2) staff members.</del></li> </ul> <p>Under Operations:</p> <ul style="list-style-type: none"> <li>• The group meets 3-4 times per year in the first year (<del>to establish processes</del>) then semi-annually (<del>for maintenance</del>) or at the call of the co-chair.</li> </ul> <p>Under Responsibilities:</p> <ul style="list-style-type: none"> <li>• Set the strategic direction for the career counselling program.</li> <li>• Construct, implement, and evaluate a needs assessment and use the results to recommend a process to ensure student financial advisory needs are met.</li> <li>• Report to UGMS on required elements of the program and the results of program evaluation.</li> </ul> <p>It was <b>MOVED</b> by S. Murphy and <b>Seconded</b> by O. Heath that the terms of reference for the Financial Counselling Advisory Team be adopted as revised.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED</b></p>	
	<p>Item 5. b. Proposed anatomy schedule revisions</p>	<p>Discussion was held regarding the scheduling of anatomy-related teaching in Phase 1 and 2. MELT has discussed this issue with the relevant Faculty members, and while there was agreement that anatomy teaching should be distributed differently in the next iteration of the phases 1&amp;2, the exact changes have not been decided. MELT has endorsed a plan that would have some anatomy teaching, primarily labs and introductory sessions, remain in Phase 1. Participating Faculty members prefer a model that shifts the anatomy sessions to Phase 2.</p> <p>The Committee generally agreed that it was preferable to have some anatomy in Phase 1. This was particularly true of “normal” anatomy, which was seen to be integral to the notion of “the healthy person” as a focus for Phase 1. The concerns of the participating Faculty were noted, and the Committee would prefer to see a negotiated solution.</p>	<p><b>ACTION: Proposed anatomy schedule revisions tabled until next meeting of UGMS.</b></p>

		<p>The Chair recommended that this item be tabled pending:</p> <ul style="list-style-type: none"> <li>• The outcome of the MELT meeting scheduled for Friday, May 23, 2014,</li> <li>• a meeting between relevant Faculty members and MELT to create an additional options.</li> </ul>	
#6 OTHER BUSINESS		No other business	
#7 ADJOURNMENT		The meeting adjourned at 5:45 p.m.	
Next Meeting		Wednesday, June 18 <sup>th</sup> , 2014	



Sean W. Murphy, MD  
Committee Chair