

Undergraduate Medical Studies Committee Meeting		DATE	October 30 , 2014
		ROOM	M2M240
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 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, Dr. Vernon Curran, Dr. Sheila Drover, Mr. Mark Hayward , Dr. Olga Heath, Dr. Joanne Hickey, Dr. Victor		

	Maddalena, Dr. Carolyn Morris-Larkin, Dr. Donald McKay, Ms. Melody Marshall, Mr. Stephen Pennell
REGRETS	Dr. John Campbell, Dr. James Rourke, , Dr. Kath Stringer, Dr. Bruce Sussex, Dr. Lisa Kenny, Dr. Todd Lambert, Dr. Mohamed Ravalia
RECORDING SECRETARY	<i>(Minutes Taped)</i>
GUESTS	None

MINUTES

AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	S. Murphy (Chair) convened the meeting at 1600 h.	<ul style="list-style-type: none"> • Call to order at 1600h. • Quorum in attendance. 	
#1 AGENDA APPROVAL		The Agenda was adopted as presented.	ACTION: Agenda Adopted
#2 APPROVAL OF MINUTES		Minutes not available – to be approved at subsequent meeting.	ACTION:
#3 STANDING ITEMS	Item 3. Curriculum Revision Phase 3 Assessment Maps	<p><u>Phase 3 Assessment Maps</u></p> <p>The Chair presented recommendations for revisions to Phase 3 Assessment Maps, based on a review and recommendations submitted to the UGMS Committee by the Student Assessment Sub-Committee (SAS). The format for the Phase 3 maps is largely based on the recently revised Phase 1 scheme. Phase 2 maps have not been revised yet.</p> <p>MED 7710 – The Patient - Chronic Conditions</p> <p>The major suggested changes to this Assessment Map were the grade contribution assigned for each block exam to better reflect teaching hours, and a revision of the minimal pass mark as average of $\geq 75\%$ across the “blocks”.</p> <p>Also, it was the consensus of members that “Section B. Written Assignments” should be amended to read “1500 -2500 words (3- 5 pages)”. Similarly, in Section C. it was Reflective Essays will be “1000 – 1500 words (2-</p>	ACTION: Motion to adopt revisions to MED 7710 Assessment Map

	<p>Item 3. Cont'd Curriculum Revision Phase 3 Assessment Maps</p>	<p>3 pages).”</p> <p>It was MOVED by S. Murphy, seconded by S. Pennell to approve the revised assessment map.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED</p> <p><u>MED 7720 – Clinical Skills</u></p> <p>In the Course Assessment section:</p> <p>Under the Pass/Fail criteria for OSCE Examinations the ‘borderline regression method’ was introduced; this is a well-established standard-setting model in medical education.</p> <p>In the Overall Grades section:</p> <p>Under ‘Pass’ the first statement was revised to read ‘To pass the course students must be assessed as...’; with points 1 and 2 left unchanged.</p> <p>The ‘Fail’ section was deleted, as it was the consensus it did not add anything to the content of the assessment map.</p> <p>It was noted that the clinical skills grading scheme is still quite complicated. Although acceptable, V. Curran was asked to bring this to SAS for further discussion to explore ways to simplify this.</p> <p>It was MOVED by S. Murphy, seconded by S. Drover to approve the revised assessment map with edits as discussed.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED</p> <p><u>MED 7730 - Special Projects</u></p> <p>In the Course Assessment section the initial statement was deleted.</p> <p>Under Formative Assessments the initial two sentences were deleted. The</p>	<p>ACTION: Motion to adopt revisions to MED 7720 Assessment Map</p> <p>ACTION: Motion to adopt revisions to MED 7730 Assessment Map</p>
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	Item 3. Curriculum Revision Phase 3 Assessment Maps	<p>third sentence modified to read 'Students are expected to review and learn from their performance on the assessments that occur throughout the course.'</p> <p>Under Summative Assessments it was the consensus that, for now, the 'Physician Management Leadership Program' block be revised to include its new name 'Physician Leadership Course'. In each block, the percentages assigned for 'Contribution to final grade' were weighted based on instruction hours.</p> <p>It was MOVED by S. Murphy, seconded by S. Pennell to approve the revised assessment map.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED</p> <p>7740 – Phase 4 Preparation</p> <p>After discussion, it was agreed that this item tabled until more detailed information regarding course content is available. This course does not start until the Spring of 2015.</p>	ACTION: Course content to be developed by Phase Management Team.
#4 BUSINESS ARISING		No business.	
#5 NEW BUSINESS		No business.	
#6 OTHER BUSINESS		No business.	
#7 ADJOURNMENT		The meeting adjourned at 5:30 p.m.	ACTION: Adjournment
Next Meeting		Wednesday, November 19th, 2014	

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

Sean. W Murphy, MD
Committee Chair