

Undergraduate Medical Studies Committee Meeting		DATE	May 17, 2017
		ROOM	M2M240
CHAIR	Dr. Sean W. Murphy		
MEMBERS: 2016-17	<p data-bbox="430 305 764 332">Student Representatives (2)</p> <ul data-bbox="478 342 1129 407" style="list-style-type: none"> <li data-bbox="478 342 1129 370">• Ms. Kylie Goodyear, Junior Student Representative <li data-bbox="478 378 1129 407">• Ms. Heather Perry, Junior Student Representative <p data-bbox="430 448 972 475">Academic/Administrative Representatives (5)</p> <ul data-bbox="478 487 1110 589" style="list-style-type: none"> <li data-bbox="478 487 984 514">• Dr. Olga Heath, Faculty Representative <li data-bbox="478 522 1110 550">• Dr. Carolyn Morris-Larkin, Faculty Representative <li data-bbox="478 558 1035 589">• Ms. Lindsay Alcock, Faculty Representative <p data-bbox="430 633 739 660">Permanent Members (13)</p> <ul data-bbox="478 670 1407 1070" style="list-style-type: none"> <li data-bbox="478 670 984 698">• Dr. Margaret Steele, Dean of Medicine <li data-bbox="478 706 1398 734">• Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education <li data-bbox="478 742 1035 769">• Ms. Elizabeth Hillman, Registrar's Delegate <li data-bbox="478 777 968 805">• Ms. Carla Peddle, UGME Coordinator <li data-bbox="478 813 1276 841">• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee <li data-bbox="478 849 1276 876">• Dr. Vernon Curran, Chair – Student Assessment Sub-Committee <li data-bbox="478 885 1404 912">• Mr. Stephen Pennell, Chair – Information Technology Advisory Committee <li data-bbox="478 920 1194 948">• Dr. Jason McCarthy, Phase 4 Lead/Clerkship Coordinator <li data-bbox="478 956 978 984">• Dr. Amanda Pendergast, Phase 1 Lead <li data-bbox="478 992 863 1019">• Dr. Lisa Kenny, Phase 2 Lead <li data-bbox="478 1027 905 1055">• Dr. Joanne Hickey, Phase 3 Lead <p data-bbox="430 1112 1178 1140">Corresponding Members (5) (Absence does not affect quorum)</p> <ul data-bbox="478 1149 1398 1326" style="list-style-type: none"> <li data-bbox="478 1149 1129 1177">• Dr. Tom Laughlin, Assistant Dean – New Brunswick <li data-bbox="478 1185 1398 1213">• Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network <li data-bbox="478 1221 1073 1248">• <i>Vacant</i>, Assistant Dean – Prince Edward Island <li data-bbox="478 1256 905 1284">• <i>Vacant</i>, Assistant Dean – Yukon <li data-bbox="478 1292 1318 1320">• Dr. Tanis Adey or Dr. Taryn Hearn, Co-Interim Review Coordinators 		

PARTICIPANTS	S. Murphy, D. McKay, E. Hillman, C. Peddle, A. Goodridge, V. Curran, S. Pennell, A. Pendergast, L. Kenny, H. Perry, T. Laughlin (dial-in), T. Adey (dial-in)		
REGRETS	O. Heath, C. Morris-Larkin, L. Alcock, J. McCarthy, J. Hickey, K. Goodyear, T. Hearn		
RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS			
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1605 hours.	
#2 AGENDA APPROVAL		Agenda was approved. Items added: <ul style="list-style-type: none"> - Course name changes Phase 4 - Proposed Indigenous peoples committee - Revision to TOR for UGMS 	
#3 APPROVAL OF MINUTE		The minutes of April 27, 2017 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge had nothing to report . D. McKay asked him to discuss with the committee the PESC update on MED 8750, and he said it was received poorly. A group wa to meet later that day to discuss the issue. S. Murphy asked to add this item to the agenda for a further report.	ACTION: MED 8750 evaluation to be followed up.
	Item 4. b. SAS Report	V. Curran has forwarded a formal update (included) for SAS Committee. Key projects include: <ul style="list-style-type: none"> • SAS is working on faculty development by creating Teaching tips (briefs) and will be launching 8 in total faculty-wide along with video clips. • PESC has asked SAS to look at how and where self-assessment is being done in undergraduate medical education. They have done a literature review and prepared a summary on peer assessments which S. Murphy to share with the UGMS Committee. They have identified a peer assessment scale based on professionalism, and they plan to bring a recommendation forward to adopt it. They are also doing a student peer assessment survey for feedback and how they feel it should be 	ACTION: S. Murphy to share literature review and peer assessment summary by SAS to the UGMS Committee.

		<p>done. Once results come in, they will be looking at where the scale should be piloted. Peer assessment was discussed by the group, and it was decided to take it out of ILS in all phases starting in September. S. Murphy said there needs to be further discussion on taking it out of IPE.</p> <ul style="list-style-type: none"> • V. Curran discussed issues concerning teaching of pain management topics in the undergrad curriculum, and D. McKay said Dr. Inkpen brought this to his attention some time ago. It would likely be best implemented in Phase 4 during Practice Continuum. V. Curran said they are also launching a new course (online module) on the new opiate guide with McMaster University. D. McKay said a student has developed a module regarding errors in prescription writing. 	
	Item 4. c. iTac Report	<p>S. Pennell reported on the following:</p> <ul style="list-style-type: none"> • <u>T-Res 2 app</u>: rollout scheduled for the fall, and they would like to remove paper cards. • <u>Lecture capture</u>: second vulnerability assessment will be completed in the next three weeks for the next SMC and Faculty Council. Ready in September. • <u>NLCHI informatics group</u>: S. Pennell, D. McKay and S. Murphy have met regarding Healthy NL and there have been some political issues. V. Curran and the OPD group has also met with NLCHI and will be forming a planning committee to formulate a CPD strategy, and S. Pennell will join this committee. • <u>D2L to Cloud</u>: has already happened without issue. • <u>Blackboard Collaborate</u>: has ended and “YouSeeYou” will be finalized by the end of June. • <u>QuestionMark to Cloud</u>: meeting tomorrow. Progress is going slower than wanted, but they are moving forward. 	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		J. McCarthy not present to report. C. Peddle said there will be 2 Phase 4 assessment plans for MED 8750. This issue was discussed at the last meeting, and this is the best solution to avoid confusion.	
#6 PHASE 3 REPORT/ISSUES		J. Hickey had no issues to add.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny said they have had good meetings regarding the issues with the research curriculum and have identified issues and likely resolutions. This	

		year they will be scrambling so they will have people go through presentations to identify issues prior to data collection.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast had nothing to report.	
#9 Report from NB	LIC	<p>T. Laughlin reported on the following:</p> <ul style="list-style-type: none"> - LIC CACMS submission has been sent and will be reviewed in September. - Gary Dugay has been hired as faculty site director starting June 1. Mark Blaney, LIC DAL Director, will help him organize things for NB LIC. - He met with V. Curran at CCME regarding assessing the LIC once it starts. G. McGrath to assist with process and will join the committee. - V. Curran has helped with faculty development rounds in NB to ensure everyone is up to date on clinic cards and other means of assessment. - It would be helpful to the LIC to implement progress testing at the same time. Dal is interested in partnering with NB for their LIC students in NB. - He has spoken with Claire Tuchy of MCC re progress testing, and she is interested in MUN participating in a study. She will do some research and get back to him. D. McKay will be meeting with MCC on June 20 and will discuss it further then. - He met with Jennifer Hall of DMNB at CCME, and she is also interested in progress testing and curriculum development. She has funding to map DAL curriculum and expressed interest in mapping with ours at no cost to us. T. Laughlin asked opinion on working with Jennifer Hall re progress testing LIC students at DMNB and do we want them to help us with curriculum mapping and program delivery in NB. D. McKay said he is supportive with the proper procedure. S. Pennell offered curriculum design help to T. Laughlin, and T. Laughlin thanked him. - He will be attending the September 15th Ottawa summit on Assessment Continuum for Canada and asked for ideas on how to approach this for us. D. McKay suggested he bring this to the SAS Committee during next meeting when he begins filling in there for J. McCarthy. - The Dean is visiting NB June 6 to 8. - Nationally, many schools are using progress testing and Examsoft and T. Laughlin wondered if it could be implemented there. S. Pennell said they have previously evaluated it and for various reasons decided to go 	

		with QuestionMark. C. Peddle said the MCC is releasing new practice exams in January at \$100 per exam per student. In January 2019, also introducing a clinical decision making question exam at an additional \$100 per student per exam each time offered. If this is done 3 times per year, students would have to pay \$600 per year which is about \$250 more per student. D. McKay will have more information in June.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay said Dr. Steele will talk to students at the next Decanal luncheon regarding tuition fee changes. At Faculty Council, Dr. Sean Caddigan, Chair of the university's Conflict of Interest Committee, gave a presentation. There may be more instances of conflict of interest going on than are being reported. We have a process in place to deal with conflict of interest issues wherein the faculty member is removed from providing any type of evaluation/assessment. For accreditation purposes, it is good to show that we are dealing with this. S. Murphy to send the link to Dr. Caddigan's Conflict of Interest presentation to H. Perry so she can distribute to students.	ACTION: S. Murphy to send the link to Dr. Caddigan's Conflict of Interest presentation to H. Perry so she can distribute to students.
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay said the accommodations policy was passed, and what is concerning to UGME is the fact that students sometimes are assigned to electives in rural areas instead of requesting to go there and may not be covered under provided housing meaning they would have to pay for their own accommodations while on a rural elective. He has been given assurances that efforts will be made to take care of that situation.	
#12 ACCREDITATION ISSUES		T. Adey not present to report. S. Murphy on her behalf said they have formed the Interim Review Committee and are in the process of inviting an external reviewer with a tentative date of May 2018. Data will soon begin to be collected from faculty for the interim accreditation. D. McKay noted we submitted the notification of curricular change on May 3 rd which will be reviewed in September.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle said there were no issues to report.	
#14 MATTERS ARISING FROM THE MINUTES	<ul style="list-style-type: none"> Proposed changes to Public/Population Health (PPH) Teaching 	<ul style="list-style-type: none"> <u>Proposed changes to Public/Population Health Teaching</u>: Meeting was held between the Phase 2 Lead, D. McKay and S. Murphy and it was decided to bring back to the Phase 2 Committee for further discussion. 	ACTION: Proposed changes to Public/Population Health Teaching to go back to Phase

	<ul style="list-style-type: none"> MED 8750 (P4) Assessment Plan Revision 	<ul style="list-style-type: none"> <u>MED 8750 Assessment Plan Revision</u>: covered above. 	
#15 NEW BUSINESS	<ul style="list-style-type: none"> Proposed P4 Course name changes Proposed indigenous peoples advisory Committee Tutorial attendance requirements Revisions to TOR for UGMS 	<ul style="list-style-type: none"> <u>Proposed P4 Course name changes</u>: D. McKay said Phase 4 Committee has talked about changing the names of Phase 4 courses: <ul style="list-style-type: none"> - Advanced Procedural Skills to Clinical Skills IV - Advanced Practice Continuum to Physicians Competencies IV After discussion, it was agreed this Committee will look at it again in the June meeting to prepare for presentation at Faculty Council. <u>Proposed indigenous peoples advisory committee</u>: D. McKay said the Dean is on an AFMC Committee on indigenous peoples and wants a more structured and unified approach on this. There are also a number of accreditation standards that require us to show that we approach and align societal issues. He suggested we could benefit from a social accountability committee with a faculty majority answering to UGMS that ensures all our programs and policies are aligned properly and could also monitor and make recommendations on curriculum. There was agreement with this, and D. McKay will draft some Terms of Reference for future discussion. <u>Tutorial attendance requirements</u>: D. McKay said there have been many complaints from faculty members regarding low attendance in small group session and when the question was asked at CCME, we are the only medical school in Canada who does not require attendance in small group sessions. S. Murphy suggested that we are not using the correct terminology to identify these sessions and students are getting the wrong idea as to what they are and what is required. J. Hickey said making attendance mandatory may put more value on these sessions. After some discussion, D. McKay said he will bring it back for further discussion. <u>Revisions to TOR for UGMS</u>: D. McKay said in preparation for interim accreditation element 8.1 Curricular Management, he is looking at updating membership selection process in the UGMS Terms of Reference. He will make the necessary updates and bring it back to the 	<p>ACTION: Proposed P4 Course Name Changes item to remain on agenda for future discussion.</p> <p>ACTION: D. McKay to draft some Terms of Reference for a proposed social accountability committee and bring back to UGMS.</p> <p>ACTION: D. McKay to bring back tutorial attendance requirements to a future meeting for further discussion.</p> <p>ACTION: D. McKay to make updated to the UGMS TOR and bring back to the Committee.</p>

		committee once it is complete. L. Morris-Larkin reminded the committee the process for replacing members who leave be revisited.	
#16 ADJOURNMENT		Meeting adjourned at 1802 hours.	
Next Meeting		June 21, 2017 at 4:00 pm in Room M2M240.	



Sean W. Murphy, MD

Committee Chair