

Undergraduate Medical Studies Committee Meeting		DATE	September 20, 2017
		ROOM	M2M240
CHAIR	Dr. Sean Murphy		
MEMBERS: 2017-18	<p data-bbox="430 305 764 332">Student Representatives (2)</p> <ul data-bbox="478 342 1146 407" style="list-style-type: none"> <li data-bbox="478 342 1121 370">• Ms. Heather Perry, Senior Student Representative <li data-bbox="478 378 1146 407">• Mr. Lindsey Webster, 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="478 487 989 514">• 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="430 630 739 657">Permanent Members (13)</p> <ul data-bbox="478 669 1400 1068" style="list-style-type: none"> <li data-bbox="478 669 984 696">• Dr. Margaret Steele, Dean of Medicine <li data-bbox="478 704 1400 732">• Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education <li data-bbox="478 740 1035 768">• Ms. Elizabeth Hillman, Registrar's Delegate <li data-bbox="478 776 968 803">• Ms. Carla Peddle, UGME Coordinator <li data-bbox="478 812 1276 839">• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee <li data-bbox="478 847 1276 875">• Dr. Vernon Curran, Chair - Student Assessment Sub-Committee <li data-bbox="478 883 1400 911">• Mr. Stephen Pennell, Chair - Information Technology Advisory Committee <li data-bbox="478 919 1178 946">• Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator <li data-bbox="478 954 978 982">• Dr. Amanda Pendergast, Phase 1 Lead <li data-bbox="478 990 863 1018">• Dr. Lisa Kenny, Phase 2 Lead <li data-bbox="478 1026 852 1053">• Dr. Jasbir Gill, Phase 3 Lead <p data-bbox="430 1110 1178 1138">Corresponding Members (5) (Absence does not affect quorum)</p> <ul data-bbox="478 1149 1400 1325" style="list-style-type: none"> <li data-bbox="478 1149 1129 1177">• Dr. Tom Laughlin, Assistant Dean – New Brunswick <li data-bbox="478 1185 1400 1213">• Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network <li data-bbox="478 1221 1077 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 1381 1325">• Dr. Tanis Adey and/ or Dr. Taryn Hearn, Co-Interim Review Coordinators 		
PARTICIPANTS	S. Murphy, O. Heath, C. Morris-Larkin, L. Alcock, D. McKay, E. Hillman, C. Peddle, V. Curran, S. Pennell, A. Pendergast, L. Kenny, J. Gill, H. Perry, L. Webster, T. Laughlin (online), T. Adey		

REGRETS	A. Goodridge, N. Duggan, T. Hearn, K. Goodyear		
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 1604 hours, and introductions were made for new members.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		The minutes of June 21, 2017 meeting were approved as presented. S. Murphy said an e-vote has been conducted to discuss Phase 3 and 4 assessment plans which were approved as circulated, with edits suggested by S. Pennell.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodyear was not present to report. D. McKay said he, A. Pendergast and O. Heath attended the last PESC meeting where a Phase 3 review was conducted and reports will be forthcoming. Main discussion was on changes to ILS as it still has some negative student feedback. An ILS focus group has been formed with students and faculty members to look at this from PESC's point of view. D. McKay has received CGQ results and has forwarded them to PESC Chair, UGMS, Accreditation group and Student Affairs and asked they are not to be distributed as they could easily identify people. D. McKay to send CGQ assessment questions to V. Curran and D. Deacon.	ACTION: D. McKay to send GQ assessment questions to V. Curran and D. Deacon.
	Item 4. b. SAS Report	V. Curran updated as follows: - <u>Faculty not using rubrics for professionalism essays</u> : Because some faculty members are not using rubrics, students feel they are not getting maximal feedback. D. McKay to write letter to faculty reminding them that the Summative Assessment Policy says they must provide and use a rubric and will also suggest they contact D. Deacon if assistance is required. - <u>New T-Res clinic card app</u> : HSIMS will perform a rollout evaluation from student perspective. - <u>Leadership in Medicine modules</u> : New revisions and assessment rubrics are being developed to produce a certificate in Leadership in Medicine.	ACTION: D. McKay to write letter to faculty reminding them to provide a rubric, and that they can contact D. Deacon if assistance is needed.

		<ul style="list-style-type: none"> - <u>New Peer Assessment Process in Phase 1 and 3</u>. New process and scale being introduced as a pilot and will be evaluated. 	
	Item 4. c. iTac Report	<p>S. Pennell updated as follows:</p> <ul style="list-style-type: none"> - <u>Lecture capture</u>: went live 2 weeks ago, and HSIMS is monitoring its use every day. Faculty have to sign a consent form and push a button to opt in. The process will be discussed again at SMC and Faculty Council next week. Faculty members also have the option of going to HSIMS to record lectures. There are 2 student reps in each group assigned to remind faculty about option to record before the lecture begins. - <u>T-Res 2</u>: launched on August 22 with approximately 60% completion rate. Reports will need to be generated for feedback for CDC's at 6, 9 & 12 months. D. McKay said a student-centered report is also needed. - <u>One 45 to the cloud</u>: discussions are underway to move One 45 to the cloud or a hybrid solution. S. Pennell will keep us updated. - <u>QuestionMark to the cloud</u>: S. Pennell is waiting to hear from lawyer. - <u>AAMC curriculum inventory reporting tool</u>: is now complete and D. McKay has to sign in and verify before the end of this month. This is a powerful tool as it is an aggregate of all North American medical schools. UGME can use this to pull out useful information. - <u>D2L and UCU issues</u>: HSIMS is aware of the issues and we are not the only ones having difficulty. Should be fixed by end of the month. - <u>E-poster display for faculty research posters</u>: Monitor located in the Atrium near M2M102 was meant to display faculty research posters, but it is not being used now. S. Pennell suggested it could display student research posters and offered to advertise that on the screen. - <u>Proposal to increase health informatics in the undergrad curriculum</u>: An FMEC report and the Dean's Strategic Planning Committee are encouraging an increase of informatics in the curriculum. After meeting with NLCHI representatives, there is a proposal to replace 3 hours in the Physician Competencies III course with 3 hours of informatics through Healthy NL. D. McKay said the actual Newfoundland system will be generalized enough to be used in our other schools in NB, PEI, and Yukon. L. Kenny commented it should be discussed at the Phase 3 and 4 committee level. S. Pennell said it would go to Phase 3 committee for vote then bring back to UGMS for an e- 	<p>ACTION: D. McKay to sign into AAMC regarding the curriculum inventory reporting tool and provide verification.</p>

		<p>vote to save time.</p> <p>It was agreed, in principle, to replace 3 hours of Physician Competencies III with 3 hours of informatics and move some content from Physician Competencies IV with objectives being added later.</p>	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>N. Duggan is our new Phase 4 Lead/Clerkship Coordinator. She was not present due to a conflict , but D. McKay updated the Committee saying the Phase 4 12-month review meeting is taking place tomorrow and that Dr. Duggan is working on the ability to do OBS/GYNE in PEI. S. Murphy will delete references to “clerkship” in the UGMS Agenda .</p>	
#6 PHASE 3 REPORT/ISSUES		<p>J. Gill is our new Phase 3 Lead. She is just getting started and had nothing to report at this time.</p> <p>As there has been some changes with the Phase Leads, D. McKay will send an announcement to UGMS Committee members. S. Murphy will update and circulate membership list to the committee.</p>	<p>ACTION: D. McKay to send announcement to UGMS Committee members regarding Phase Lead changes, and S. Murphy will update and circulate the UGMS Committee membership list.</p>
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny said Vivian in the UGME Office is working on the Phase 2 schedule and it will hopefully be released in the next two weeks.</p>	
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast updated on the following:</p> <ul style="list-style-type: none"> - new peer assessment process and 1 hour lecture went well - exams this week were affected by d2I issues - working on Early Clinical Experience with N. Duggan - 2 new classes added (Biochemistry Cell Membrane and Cardiovascular Response to Exercise) and she inquired as to if the learning objectives may need to be approved before being entered into CBlue. S. Murphy said they wouldn’t need to be approved if they are in CBlue now. A. Pendergast will follow up. D. McKay said there is always confusion around the process of addition/removal of objectives, and S. Murphy suggested that a document that describes the process would be useful. D. McKay said UCL’s should be monitoring, and every 5 years a curriculum review (next year) will ensure we aren’t losing material that is being shifted around. Clinical experiences app is used to ensure we are meeting clinical objectives. Review next year will 	<p>ACTION: A. Pendergast will check to see if learning objectives for Biochemistry Cell Membrane and Cardiovascular Response to Exercise are already in CBlue.</p>

		provide good info. UCL's report to Associate Dean right now.	
#9 Report from NB	LIC	<p>T. Laughlin updated on:</p> <ul style="list-style-type: none"> - <u>T-Res report</u>: he has sent report to S. Murphy - <u>Progress testing</u>: he met with Claire Touchy in Ottawa and discussed options. The two main products from the Medical Council of Canada are: <ol style="list-style-type: none"> 1. Preparatory exam which includes multiple choice and clinical decision making questions and provides a very complete student learning plan at \$500 per exam. 2. Multiple choice question test and clinical decision making test with multiple forms at \$100/exam but no report or feedback is provided for the student. He has met with J. Hall and C. Touchy's admin assistant on this and they have plans to discuss further. D. McKay said this is a different exam from the free 2018 pilot exam which has the new exam format for the Part I qualifying exam. The main difference is that reports are going to be based on the 4 Columns of Wellness and the Rows of Diagnosis, management, professional, communicator instead of the clinical disciplines. In 2019, the 2nd year of new blueprint exam, it will be offered one more time through a new distribution network (Prometric). S. Pennell asked how the \$100 exam is delivered, and T. Laughlin said he should have that answer in the next couple of weeks. - <u>Curriculum development</u>: He is talking with J. Hall regarding details on partnering on curriculum development and mapping objectives and they will meet soon to discuss further. - <u>LIC</u>: D. McKay was at CACMS last week and discovered CACMS only requires notification of the LIC, and permission from them to proceed was not necessary. He has met with J. Gill and L. Power of the LIC Implementation Committee, and they have sent the letter of intent requested by Fredericton regarding the number of students to move there in 2019. Dr. Gary Dugay (Site Director in Moncton) is starting to meet with the disciplines regarding LIC to get information on assessment system. D. McKay said T. Laughlin has discovered a way to simplify the way we are monitoring some of the entrustable professional activities on the app and will be bringing this to the Phase 4 meeting tomorrow. Now, one of Memorial's accreditation requirements is explicit clinical experience and 	

		detail our expectations of the students regarding each clinical experience. Mapping all EPA's to required clinical experiences could become the whole structure of assessment in LIC's. This process will work perfectly with the app and will help align Phase 4 and monitor for gaps/difficulties.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		After 18 years in Senate, D. McKay informed the committee that he is no longer a member. University budgetary concerns continue to be a hot topic. O. Heath is a member of Senate, and she said there is an open Senate presentation on Senate governance on September 27 at 1:00 pm in A1046.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		The last meeting was postponed, and D. McKay is unable to attend the next meeting.	
#12 ACCREDITATION ISSUES		T. Adey updated saying the interim review will take place May 28 & 29, 2018. They have sent out information requests and are having follow up meetings. Once complete, a schedule will be sent to relevant people. Dean's blog has accreditation update.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle said there were no matters to discuss.	
#14 MATTERS ARISING FROM THE MINUTES		- <u>Research curriculum issues</u> : O. Heath spoke about concerns from the Community Health and Humanities faculty regarding students who didn't complete Phase 3 deliverables being promoted. Some faculty members felt curriculum changes were helpful but unrealistic. It was suggested that the research coordinator meet with faculty to explain expectations. A. Pendergast said they are making changes in Phase 1, and L. Gillespie and J. Church have already spoken with students. L. Kenny said there had been an oversight in Phase 2, but they are now being proactive in Phase 1 and 2 by having a research person in each phase to review projects as they come in and meet with students when a scope issue arises. D. McKay said he is not aware of anyone being promoted to Phase 4 without having completed deliverables. L. Kenny explained that supervising faculty may not have been informed of changes to the deliverables made in some cases to accommodate students having issues which would make faculty think the students had not completed the prescribed deliverables. O. Heath said if those faculty are being notified of changes, things will improve. She will	ACTION: O. Heath to bring info back to Community Health and send an email to UGMS outlining what she

		<p>communicate this back to Community Health and send an email to UGMS outlining what she has understood from this discussion. D. McKay said HREB is reviewing their operations, and there should be a communication from them next month to circulate. He invited the Community Health people to let him know if they would like to discuss how to improve the process. O. Health will follow up.</p> <p>Policy Issues</p> <p>J. Reddigan spoke on two issues:</p> <p>1. <u>Promotions calendar change</u>: CACMS requires a specified appeal process for the 2018-19 calendar for students appealing decisions of the Student Promotions Committee. A link in the calendar will lead to the UGME policy website and the updated procedure. S. Murphy asked to have the procedure brought back to UGMS for comment.</p> <p>It was MOVED by D. McKay and SECONDED by S. Murphy to make the proposed amendment to the Promotions clause in the 2018-19 calendar.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p> <p>2. <u>New procedure for Student Accommodations</u>: A new policy has been written to explain the accommodation process for students with the Blundon Centre as this was never formally documented. There will also be a Learner Accommodations Committee put into place which will meet twice a year to increase oversight. D. McKay and A. Samarsena are part of a national committee on this and by December a statement will be coming out regarding the principles of accommodation. S. Murphy suggested adding a definition of Learner Accommodations Committee. E. Hillman said this policy does not contradict anything included in the formal MUN policy currently out for review and input. D. McKay mentioned there is a clause in the legislation often not mentioned regarding safety. C. Peddle asked to change reference to "Assessment Coordinator" by making it lowercase as there is no position of this type in the UGME Office.</p>	<p>understood from discussion on research curriculum. She will also follow up with Community Health and let D. McKay know if they have suggestions on how to improve the process.</p> <p>ACTION: It was moved by D. McKay and seconded by S. Murphy to make proposed amendment to the Promotions clause in the 2018-19 calendar. Motion carried.</p> <p>ACTION: It was moved by D. McKay and seconded by A. Alcock to adopt policy on Student Accommodations</p>
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#15 NEW BUSINESS		<p>(Covered above) Research curriculum issues Student Accommodation Procedure Calendar Change – 10.5 Promotion Mandatory attendance / Anatomy request for exemption</p>	
#16 ADJOURNMENT		Meeting adjourned at 1750 hours.	
Next Meeting		October 25, 2017 in Room M2M240.	



Sean W. Murphy, MD
Committee Chair