

Undergraduate Medical Studies Committee Meeting		DATE	October 18, 2017
		ROOM	M2M240
CHAIR	Dr. Sean Murphy		
MEMBERS: 2017-18	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Ms. Heather Perry, Senior Student Representative • Mr. Lindsay Webster, Junior 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 • Ms. Lindsay Alcock, Faculty Representative • Dr. John Campbell, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. Margaret Steele, Dean of Medicine • Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar's Delegate • Ms. Carla Peddle, 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. Norah Duggan, Phase 4 Lead/Clerkship Coordinator • Dr. Amanda Pendergast, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Jasbir Gill, Phase 3 Lead <p>Corresponding Members (5) (Absence does not affect quorum)</p> <ul style="list-style-type: none"> • Dr. Tom Laughlin, 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 • Dr. Tanis Adey or Dr. Taryn Hearn, Co-Interim Review Coordinators 		
PARTICIPANTS	S. Murphy, O. Heath, C. Morris-Larkin, D. McKay, E. Hillman, A. Goodridge, V. Curran, S. Pennell, A. Pendergast, L. Kenny, J. Gill, N.		

	Duggan, H. Perry, L. Webster, T. Adey		
REGRETS	L. Alcock, C. Peddle, T. Laughlin, 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 1600 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		The minutes of September 20, 2017 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge updated as follows: <ul style="list-style-type: none"> - All reports have come in from last academic year and they are being reviewed. - Phase reviews will be taking place next and he will present to Committee at a later meeting. Specific issues are being addressed, and they are satisfied problems have been identified. They will be presenting a proposal to conduct a whole curriculum review later in the fall. 	
	Item 4. b. SAS Report	V. Curran updated as follows: <ul style="list-style-type: none"> - monthly meetings are scheduled on the 4th Wednesdays of each month. - new members have joined the SAS Committee. - new initiatives include evaluation of new clinic e-card, surveys and focus groups for students and preceptors on how well app is working. - Presentations on new peer assessment process in Phases 1 and 3. New survey later in the year, piloting draft copy of survey to student SAS members. Peer assessment form has been posted on d2l for student reference, and assignment rubric for Phase 1 has been posted on d2L. - Phase 4 core feedback shows students would like more information on One45 regarding assessment requirements. - D. McKay and T. Laughlin with Dalhousie have completed a proposal to MCC about using some of their material for progress testing. D. McKay said 	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.

		<p>the MCC is considering the proposal.</p> <ul style="list-style-type: none"> - Reviewed information on periodic review from T. Laughlin, using the example of periodic review in Family Medicine residency. The idea is for this to apply to all students. SAS to review over the next year. - SAS is working with Community Health and Humanities faculty on a revised assessment plan for Phase 2 Community Engagement II in an effort to alleviate student concerns about community visit assignment. Other Phase 2 assessment plans are waiting on the Phase 2 schedule. 	
	Item 4. c. iTac Report	<p>S. Pennell updated as follows:</p> <ul style="list-style-type: none"> - <u>Informatics integration</u>: moving forward. - <u>Lecture capture</u>: 37 recorded lectures to date. A. Goodridge thought there would have been more, and S. Pennell said he was happy with the number of lectures recorded. L. Webster said there was an issue with the clickers not working. He will send info to S. Pennell for review. - <u>T-Res 2</u>: 1300 activities recorded so far. - <u>One 45 to the Cloud</u>: working with CIL Office and Privacy. - <u>Prometric</u>: asked D. McKay for update, and D. McKay said nothing received but he will follow up. - <u>AAMC CIR Upload</u>: D. McKay said issues have been corrected but final verification not yet completed. Upload will go ahead. - <u>CITL UCU and D2L</u>: Lots of issues but are seeing improvements. A. Pendergast said she had issues yesterday, and S. Pennell told her to contact HSIMS with details. 	<p>ACTION: D. McKay to follow up on Prometric.</p> <p>ACTION: D. McKay to follow up on AAMC CIR upload.</p> <p>ACTION: L. Webster to send info on clicker issue to S. Pennell for review.</p> <p>ACTION: A. Pendergast to contact HSIMS regarding issues with D2L.</p>
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>N. Duggan said their next meeting is tomorrow where they will be discussing the following:</p> <ul style="list-style-type: none"> - Introduction of app for clinic cards. It was piloted back in the spring and it has been well-accepted by students. Robust data is being received. - Improvements to practice continuum (online modules) are being made and they are reminding students to complete. - Students are happy with IM rotation changes. - KIV: working group put in place to look at clerkship template which is 6 to 7 years old. - S. Pennell said they will need to know what information is required for feedback reports for CDC's which will be created by Resilience. We will take 	

		care of student reports, but the CDC reports will cost us. D. McKay suggested getting CDC's together to discuss and adding this item to the Phase 4 meeting agenda. S. Pennell said D. Stokes can present tomorrow at meeting.	
#6 PHASE 3 REPORT/ISSUES		<p>1. <u>TOR for the Phase Management Team</u>: J. Gill proposed revisions to the TOR , specifically a) the definition of quorum and b) Addition of the word "normally" in the following sentence: "Student progress is discussed during an in camera session that does not include the student members and does not <u>normally</u> include other non-voting members". This is to give them the opportunity to add people such as D. Deacon who play an important role in the process.. J. Gill will send written changes to S. Murphy and make a motion at a</p> <p>2. <u>Review of assessment plan</u>: Discussion occurred regarding the process to change assessment plans if additional teaching occurs in a course. V. Curran said assessment plans are approved annually for each course and generally will not change. S. Murphy agreed, but UGMS will consider amendments on a case-by-case basis when it does not disadvantage any student.</p>	ACTION: J. Gill to send proposed changes to the Phase Management Team Terms of Reference to S. Murphy for discussion at next meeting.
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny updated as follows:</p> <ul style="list-style-type: none"> - should sign off on Phase 2 schedule tomorrow. - assessment plans ready by next UGMS Committee meeting. - PESC reports received August 3 should be done by next meeting. For accreditation, maybe the timing could be looked at. 	
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast updated:</p> <ul style="list-style-type: none"> - Lecture capture is working well. - There are some anatomy concerns (labs and amount of material to cover) which will be looked at during curriculum review. - Early Clinical Experience: they have had to recruit 324 physicians which has been very difficult. They still have to fill 27 slots. and students are getting anxious. She asked if next year they could have Tuesday afternoons as well, and D. McKay said Student Affairs would have to be consulted on this as well as the students. 	
#9 Report from NB	LIC	T. Laughlin was not present to update.	

#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay has received a communication from LCME & CACMS regarding notification of the LIC in which they have asked us to respond by December 1, 2017 clarifying how students' services will be made available to students in the new LIC, how students in difficulty will be identified as well as the structure of the proposed LIC. D. McKay is unsure if they can deny us if we do not provide this information. The LIC Committee will meet and discuss, and D. McKay and T. Laughlin to draft response to CACMS.	ACTION: D. McKay and T. Laughlin to draft response to CACMS regarding their LIC questions.
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay said the new Dean would like people to talk at SMC meetings and he has been asked to speak for 5 minutes at the next meeting on the Undergrad Program (App, EPAs, interim accreditation) and asked if there were any suggestions from the Committee. He will also talk about: <ul style="list-style-type: none"> - Upcoming interim review process. - Proposed calendar change regarding lack of mention in regulations of appeals process related to Student Promotions Committee. J. Reddigan working on wording. - No explicit tuition refund policy as identified by the interim review process, and J. Reddigan is working on this. D. McKay has recommended to the Dean we take to MedSoc for input, then to Elizabeth, Finance, SMC, and back to UGMS. 	
#12 ACCREDITATION ISSUES		T. Adey reminded the Committee that the interim review will take place on May 28 and 29, 2018. She will be arranging follow-up emails and meetings and will also present at SMC and Faculty Council.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle not present to report. D. McKay said UGME is working on the MSPR's (Dean's Letters) with the following format changes as per review committee: <ul style="list-style-type: none"> - gender neutralizing - general award/scholarship information (specific award names not included) - AAMC recommended format <p>The Phase 4 Committee has agreed to changes to the Class of 2019 MSPR's ITAR format to follow the AAMC recommendations. He thanked Steve's group for their help with the process which took less time this year and should be even quicker next year. The letters will be going out tomorrow morning to students for review and will be uploaded to CaRMS on November</p>	

		1 st . L. Kenny asked if the position of Curriculum Manager was going to be filled, and D. McKay said that this is not likely in the short term. L. Kenny asked if there was an avenue to advocate for the need for this position as she feels there is a disconnect without someone in this role. D. McKay agreed and said he welcomes suggestions on how to proceed. He intends to advocate to SMC the importance of the MD Programme. D. McKay said all faculty members in the Faculty of Medicine and students are undergoing strategic planning now and this could be way to advocate.	
#14 MATTERS ARISING FROM THE MINUTES		There were no matters arising from the minutes.	
#15 NEW BUSINESS		There was no new business.	
#16 ADJOURNMENT		Meeting adjourned at 1730 hours.	
Next Meeting		November 15, 2017 in Room M2M240.	



Sean W. Murphy, MD
Committee Chair