

Undergraduate Medical Studies Committee Meeting		DATE	November 15, 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, D. McKay, E. Hillman, C. Peddle, A. Goodridge, A. Pendergast, L. Kenny, N. Duggan, T. Laughlin		

REGRETS	C. Morris-Larkin, L. Alcock, V. Curran, S. Pennell, J. Gill, H. Perry, L. Webster, T. Adey, T. Hearn		
RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS	J. Ramlackhansingh		
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 October 15, 2017 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge said they were working through phase reviews and should be presenting to UGMS in January.	
	Item 4. b. SAS Report	V. Curran was not present to provide an update.	
	Item 4. c. iTac Report	S. Pennell was not present but had sent an update to S. Murphy saying he has 2 new student members on iTac, and that he is looking for 2 new faculty reps. S. Murphy said new members are needed for the UGMS Committee as well. D. McKay updated that S. Pennell and S. Maher of HSIMS will be liaising with MCC and Carla, Elas and the new Associate Dean will be working together to set up a teleconference with the MCC regarding the “dummy” exam that will be offered free of charge to Phase 4 students. S. Pennell will be liaising with Prometric as well to find an alternative to testing 6 students at a time. S. Pennell will continue working on this.	ACTION: S. Murphy and D. McKay to meet to discuss filling vacant Committee positions.
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		N. Duggan said: - December 5 is the date for Clerkship Orientation evening where students are introduced to rotations - 2 LIC seats in New Brunswick - MSPR template is being worked out by CDC’s	
#6 PHASE 3 REPORT/ISSUES		J. Gill was not present to provide a report.	

#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny updated as follows:</p> <ul style="list-style-type: none"> - assessment plans will be sent to SAS at end of month and will be presented to UGMS in December meeting - working through evaluations from PESC - there is still lots of opportunity for integration in the curriculum - lacking Content Lead meetings and integration. D. McKay said UGME Office is working with HR to create and fill a position for Curriculum Manager. There was more discussion on the need for someone to oversee the curriculum in this capacity, and D. McKay said he will compose a job description for a Content Lead Coordinator and will email it to Committee members for approval. 	<p>ACTION: D. McKay to compose a job description for a Content Lead Coordinator and will email it to Committee members for approval.</p>
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast said she agrees with L. Kenny regarding the need for a Content Lead Coordinator person. She said Phase 1 is going well with no major problems.</p>	
#9 REPORT FROM NB	<ul style="list-style-type: none"> - LIC - Progress Testing 	<p>T. Laughlin provided the following update:</p> <ul style="list-style-type: none"> - LIC: Implementation Committee will be meeting every second week starting November 21 at 5:30 pm. More as we go along. Second meeting on December 5 with students. G. Duguay has position funded and hiring an admin to have in place by March. - Progress Testing: the MCC is unable to partner on progress testing so he and D. McKay are back to the drawing board. D. McKay said if MCC isn't an option, they have decided on an alternative to be recommended by December. 	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		<p>D. McKay just returned from UGME Dean's meeting in Ottawa and updated as follows:</p> <ul style="list-style-type: none"> - GQ is being renovated with more than one questionnaire and should be able to follow graduates further into the future using a MINC# - FMC continuing looking at MSPR's (he is on that Committee), and we are ahead of the game regarding the changes that will be coming - "unmatched student" strategies put forward. Newfoundland and Labrador is the only Province that doesn't allow IMG's in first iteration match. A number of strategies are being put forward, and if something doesn't change, the number of unmatched students will continue to rise. 	<p>ACTION: D. McKay and T. Laughlin to draft response to CACMS regarding their LIC questions.</p>

		<p>- in Ontario, they are looking at “feeding forward learner information” where information on accommodations is fed into post grad. Legal issues are being looked at. There is general support and there will be more on this in the near future.</p> <p>S. Murphy said there is a change in Admission requirements as the English requirement is being dropped; this is being forwarded to SCUGS.</p>	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		Covered with J. Reddigan. D. McKay’s presentation to SMC was postponed and he asked if there was anything else to add. Nothing was brought forward to add since this item was discussed at the previous meeting.	
#12 ACCREDITATION ISSUES		T. Adey was not present to provide an update.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle updated the Committee saying she and D. McKay are working with HR to fill the new position of Curriculum Manager/Accreditation Manager.	
#14 MATTERS ARISING FROM THE MINUTES	FoM Procedure for Arranging Student Accommodations	J. Reddigan said Committee met for the first time to review accommodations granted over the past academic year. In reviewing the procedure, it was determined the Phase Lead will play a larger role by receiving accommodation recommendations from the Bundon Centre, and will then work with assessment coordinator. J. Reddigan brought this back to UGMS for comment, info, discussion. C. Peddle said the Phase Lead will be assigned to registered courses in order to be appropriately notified of any accommodations. A. Goodridge asked for examples of accommodations, and L. Kenny said some students have anxiety and have to write exams in alternate settings, via paper copy, over more than 1 session. Other accommodations pertain to visual and hearing impairments. D. McKay said recently an accommodation was offered to a student without informing the Associate Dean and Phase Lead, and this document will prevent that from reoccurring.	
#15 NEW BUSINESS	- Student Accommodations Committee Terms of Reference	S. Murphy said J. Gill sent changes to the Phase 1 to 3 Terms of Reference. There seems to be two different documents, so it was decided J. Reddigan would combine them and bring back to next meeting.	ACTION: J. Reddigan to combine all versions of the Phase 1 to 3 Terms of Reference and bring the

			final draft back to the next Committee meeting.
#16 ADJOURNMENT		Meeting adjourned at 1700 hours.	
NEXT MEETING		December 20, 2017 in Room M2M240.	



Sean W. Murphy, MD

Committee Chair