

Undergraduate Medical Studies Committee Meeting		DATE	December 20, 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, C. Peddle, V. Curran, A. Pendergast, L. Kenny, J. Gill, N. Duggan, T. Laughlin, T. Adey, N. Wilson (for		

	L. Webster)		
REGRETS	C. Morris-Larkin, L. Alcock, E. Hillman, A. Goodridge, S. Pennell, H. Perry, L. Webster, T. Hearn		
RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS	J. Reddigan		
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 November 15, 2017 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge was not present, and O. Heath reported student concerns re issues related to not having a Curriculum Manager and UCL's to coordinate concepts across the curriculum. D. McKay agreed the position of Curriculum Manager needs to be filled and said the request for combined position of Accreditation Manager/Curriculum Manager won't be dealt with until the New Year. Due to financial constraints, the new person will probably have to be a faculty volunteer. O. Heath will bring this back to PESC.	
	Item 4. b. SAS Report	V. Curran said during last SAS meeting they looked at an accreditation data review, Graduate 2017 questionnaire, grades review, NBME scores and student satisfaction report 2017 – 2020. There were no major issues noted. V. Curran said a SAS committee member noticed that "manager" was still being used in Physician Competencies assessment plan as well as the Student Handbook, and wondered if it should be updated to "leader". D. McKay said program objectives have not been updated since 2014. The objective do not have to exactly match CANMEDs competencies terminology, but the change could be made next year at the 5 year mark.	
	Item 4. c. iTac Report	S. Pennell was not present, and D. McKay said S. Pennell is working with Medical Council of Canada to ensure the dummy exam will be available during Advanced Procedural Skills.	

<p>#5 PHASE 4- CLERKSHIP REPORT/ISSUES</p>		<p>T. Laughlin said the LIC Implementation Committee has had their first meeting and plan to move forward and meet frequently. J. Gill said they are still developing ideas on web based and live lectures to complete the curriculum. T. Laughlin said the psychiatry group in Moncton is not happy with pedagogy and meetings will take place in the new year to address. Progress testing implementation with the Medical Council of Canada is not likely to pan out, but D. McKay said the MCC is rethinking and it may be possible to implement a solution. D. McKay to speak with other deans to see if there is another avenue before December 31. T. Laughlin will bring back to next meeting.</p> <p>N. Duggan later joined via teleconference and said things are going fairly well but they are struggling with the fact that a significant number of students are finishing rotations with incomplete clinic cards. They plan to do more coaching and see what happens next iteration. Elective/selective meeting with Clerkship Orientation went well with a lot of engagement. They will follow up with CAG lead to discuss match questions.</p>	<p>ACTION: T. Laughlin will bring back information on progress testing at next meeting.</p>
<p>#6 PHASE 3 REPORT/ISSUES</p>		<p>J. Gill said there were no concerns.</p>	
<p>#7 PHASE 2 REPORT/ISSUES</p>		<p>L. Kenny presented SAS-approved assessment plans for MED 6750, 6760, 6770 and 6780 and reviewed changes. Peer Assessment was discussed. Some faculty have reported that they didn't know about Peer Assessment, and A. Pendergast said she would go over it with faculty at next Phase 1 beginning. D. McKay questioned the Clinical Skills OSCE date to ensure it wasn't on a Saturday as this would have financial implications.</p> <p>It was MOVED by L. Kenny and SECONDED by A. Pendergast to approve the presented assessment plans with agreed upon amendments.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p> <p>In a discussion of rubric use, D. McKay commented that we may have to consider a future calendar change to broaden the UGMS authority to enforce policy. Right now, UGMS itself has limited leverage. To be tabled for future</p>	<p>ACTION: It was MOVED by L. Kenny and SECONDED by A. Pendergast to approve the presented assessment plans with agreed upon amendments. All were in favour and the MOTION CARRIED.</p>

		discussion.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast discussed an instance wherein a student wrote an exam, then a reassessment and scored lower on the reassessment. All agreed the original mark stands in such cases and that the summative assessment policy needs updating to reflect this.	
#9 REPORT FROM NB	- LIC - Progress Testing	T. Laughlin updated that he met with Deans Anderson, Steel and Levesque re past issues and it was a very cooperative meeting.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		Nothing to report.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay said that at the last SMC meeting, the Dean suggested that all Faculty of Medicine meetings start with a review and declaration of Conflicts of Interest as a requirement of accreditation. D. McKay does not have the same interpretation of the accreditation rules, and suggested this be done once a year at the each committee's first meeting. S. Murphy noted that the COI Declaration is the first item on the UGMS Meeting agendas and has been for some time. If D. McKay receives a response from the Dean, he will forward to S. Murphy, and S. Murphy will look into and report back.	
#12 ACCREDITATION ISSUES		<p>T. Adey had emailed S. Murphy back in October re gaps in complementary and alternative medicine. S. Murphy said there is some content but he is unsure as to how much. D. McKay thinks this requirement will soon disappear, and T. Adey said she will leave it for now.</p> <p>T. Adey to send Phase Leads an email regarding Element 7.3 Translational Research to determine if is covered. If it is covered, the objectives would have to be adjusted to reflect this.</p> <p>Interim review is May 28 & 29, and they are writing DCI. D. McKay said report due to CACMS on December 1 covering remaining LIC questions was submitted on time, confirmation has been received from CACMS, and CACMS will discuss in January.</p> <p>D. McKay said he has promised S. Ackerman to review UGME material for interim accreditation, but he probably will not have completed it before his</p>	ACTION: T. Adey to email Phase Leads regarding Element 7.3 Translational Research to determine if is covered.

		term as Associate Dean ends so he may be sending out emails regarding accreditation issues. T. Adey thanked him for this.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle nothing to add.	
#14 MATTERS ARISING FROM THE MINUTES	TOR Phase Management Teams (P1-3, P4)	J. Reddigan explained approved language added to the Terms of Reference for the Phase Management Teams. It was MOVED by O. Heath moved and SECONDED by D. McKay to accept changes made to the Terms of Reference for the Phase Management Team. All were in favour and the MOTION CARRIED.	ACTION: It was MOVED by O. Heath moved and SECONDED by D. McKay to accept changes made to the Terms of Reference for the Phase Management Team. All were in favour and the MOTION CARRIED.
#15 NEW BUSINESS	- Curriculum review (Translational research, Comp. Med.) - Phase 2 assessment plans	- Addressed above. - Addressed above.	
#16 ADJOURNMENT		As this is D. McKay's last UGMS Committee meeting, S. Murphy thanked him for his very significant contributions. D. McKay said he feels this is a very important committee that has achieved a great deal. Meeting adjourned at 1715 hours.	
NEXT MEETING		January 17, 2017 in Room M2M240.	



Sean W. Murphy, MD, Committee Chair