

Undergraduate Medical Studies Committee Meeting		DATE	January 17, 2018
		ROOM	M2M240
<b>CHAIR</b>	Dr. Sean W. Murphy		
<b>MEMBERS:</b>  <b>2017-18</b>	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Ms. Heather Perry, Senior Student Representative</li> <li>• Mr. Lindsay Webster, Junior Student Representative</li> </ul> <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative</li> <li>• Dr. Carolyn Morris-Larkin, Faculty Representative</li> <li>• Ms. Lindsay Alcock, Faculty Representative</li> </ul> <p>Permanent Members (13)</p> <ul style="list-style-type: none"> <li>• Dr. Margaret Steele, Dean of Medicine</li> <li>• Dr. Tanis Adey, Associate Dean, Undergraduate Medical Education</li> <li>• Ms. Elizabeth Hillman, Registrar's Delegate</li> <li>• Ms. Carla Peddle, UGME Coordinator</li> <li>• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee</li> <li>• Dr. Vernon Curran, Chair - Student Assessment Sub-Committee</li> <li>• Mr. Stephen Pennell, Chair - Information Technology Advisory Committee</li> <li>• Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator</li> <li>• Dr. Amanda Pendergast, Phase 1 Lead</li> <li>• Dr. Lisa Kenny, Phase 2 Lead</li> <li>• Dr. Jasbir Gill, Phase 3 Lead</li> </ul> <p>Corresponding Members (5) (Absence does not affect quorum)</p> <ul style="list-style-type: none"> <li>• Dr. Tom Laughlin, Assistant Dean – New Brunswick</li> <li>• Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network</li> <li>• <i>Vacant</i>, Assistant Dean – Prince Edward Island</li> <li>• <i>Vacant</i>, Assistant Dean – Yukon</li> <li>• Dr. Taryn Hearn, Co-Interim Review Coordinator</li> </ul>		
<b>PARTICIPANTS</b>	S. Murphy, O. Heath, S. Pennell, H. Perry, E. Hillman, C. Peddle, J. Gill, T. Laughlin, T. Adey, L. Webster, C. Morris-Larkin		
<b>REGRETS</b>	L. Alcock, A. Goodridge, T. Hearn, V. Curran, N. Duggan, A. Pendergast, L. Kenny		

<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>	J. Ramlackhansing		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#1 WELCOME		The meeting was called to order at 1612 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		The minutes of December 20, 2017 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge was not present.	
	Item 4. b. SAS Report	V. Curran was not present.	
	Item 4. c. iTac Report	S. Pennell updated the Committee on the following: <ul style="list-style-type: none"> <li>- Integrated Informatics session HealthE NL planning and implementation in March/April.</li> <li>- Enterprise Survey tool hopefully awarded this month. New members: Nathan Wilson and Phil LeBlanc.</li> <li>- MCC Prometric pilot will run March 27-28, 2018 and will not use the strict protocol of something like the MCAT. More meetings to come to discuss details.</li> </ul>	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		T. Laughlin updated items discussed at yesterday's LIC Implementation Committee: <ul style="list-style-type: none"> <li>- faculty development program needed to prepare the site. Will report back later on this.</li> <li>- didactic curriculum- the Committee recommended all curriculum be video captured for LIC student access as well as having a schedule of possible presentations for their use. It was also suggested the students log their presence at sessions to ensure participation.</li> <li>- difficulty to connect with CDC via Real Presence. He will send specifics to S. Pennell.</li> <li>- working on logging of clinical experiences and didactic lectures as well as</li> </ul>	<b>ACTION: T. Laughlin to email S. Pennell with more details on difficulties with Real Presence.</b>  <b>ACTION: T. Adey to follow</b>

		<p>using hand held devices to sign off on clinic card.</p> <ul style="list-style-type: none"> <li>- he attended a meeting in Fredericton re LIC and he likes how it's being implemented there.</li> <li>- no news on progress testing. T. Adey to follow up with D. McKay for update.</li> </ul>	<p><b>up with D. McKay re progress testing update.</b></p>
#6 PHASE 3 REPORT/ISSUES		<p>J. Gill said they are working on adding in progress monitoring and started a progress working group. She will be bringing back more on this.</p> <ul style="list-style-type: none"> <li>-more oversight of curriculum is needed. Need to reinvigorate UCLs and have a new Curriculum Manager. C. Peddle said UGME is working with HR to fill a combined position of Curriculum/Accreditation Manager. T. Adey to email the Dean emphasizing the critical need to fill the position of Curriculum/ Accreditation Manager as soon as possible.</li> </ul>	<p><b>ACTION: T. Adey to email the Dean emphasizing the critical need to fill the position of Curriculum/ Accreditation Manager as soon as possible.</b></p>
#7 PHASE 2 REPORT/ISSUES		L. Kenny was not present.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast was not present. She emailed that she had no updates and said there is a Promotions Committee Meeting on Friday.	
#9 REPORT FROM NB		T. Laughlin updated that Dalhousie has a new curriculum coordinator who has started mapping the curriculums between MUN and Dalhousie.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		Nothing to report.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		<p>E. Hillman said there will be a new accessibility policy, and J. Reddigan will be following up on it.</p> <p>E. Hillman also said Financial &amp; Administrative Services will soon be introducing a new fee for Newfoundland residents as opposed to non-Newfoundland residents.</p>	
#12 ACCREDITATION ISSUES		T. Adey said T. Hearn has sent out email to Phase Leads regarding Element 7.3 "Translational Research". S. Ackerman has retired and they are looking at filling her position, as well as finding someone to fill in until someone is hired. The draft schedule for the Interim Accreditation visit is almost finalized and will be coming out shortly. Reminder that Interim Review dates are May 28 and 29.	
#13 UGME OFFICE		C. Peddle nothing to add.	

REPORT AND ISSUES			
#14 MATTERS ARISING FROM THE MINUTES		No matters arising from the minutes.	
#15 NEW BUSINESS		No New Business.	
#16 ADJOURNMENT		Meeting adjourned at 1640 hours.	
NEXT MEETING		February 21, 201 in Room M2M240.	<b>ACTION: S. Murphy to send out an email re correct date of next meeting.</b>



Sean W. Murphy, MD  
Committee Chair