

Undergraduate Medical Studies Committee Meeting		DATE	February 21, 2018
		ROOM	M2M240
CHAIR	Dr. Sean W. Murphy		
MEMBERS: 2017-18	<p data-bbox="430 305 764 337">Student Representatives (2)</p> <ul data-bbox="478 342 1146 407" style="list-style-type: none"> <li data-bbox="478 342 1121 375">• Ms. Heather Perry, Senior Student Representative <li data-bbox="478 380 1146 407">• Mr. Lindsay Webster, Junior Student Representative <p data-bbox="430 448 972 480">Academic/Administrative Representatives (5)</p> <ul data-bbox="478 488 1113 591" style="list-style-type: none"> <li data-bbox="478 488 989 521">• Dr. Olga Heath, Faculty Representative <li data-bbox="478 526 1113 558">• Dr. Carolyn Morris-Larkin, Faculty Representative <li data-bbox="478 563 1035 591">• Ms. Lindsay Alcock, Faculty Representative <p data-bbox="430 631 739 664">Permanent Members (13)</p> <ul data-bbox="478 672 1402 1070" style="list-style-type: none"> <li data-bbox="478 672 989 704">• Dr. Margaret Steele, Dean of Medicine <li data-bbox="478 709 1314 742">• Dr. Tanis Adey, Associate Dean, Undergraduate Medical Education <li data-bbox="478 747 1035 779">• Ms. Elizabeth Hillman, Registrar's Delegate <li data-bbox="478 784 968 816">• Ms. Carla Peddle, UGME Coordinator <li data-bbox="478 821 1276 854">• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee <li data-bbox="478 859 1276 891">• Dr. Vernon Curran, Chair - Student Assessment Sub-Committee <li data-bbox="478 896 1402 928">• Mr. Stephen Pennell, Chair - Information Technology Advisory Committee <li data-bbox="478 933 1182 966">• Dr. Norah Duggan, Phase 4 Lead/Clerkship Coordinator <li data-bbox="478 971 978 1003">• Dr. Amanda Pendergast, Phase 1 Lead <li data-bbox="478 1008 863 1040">• Dr. Lisa Kenny, Phase 2 Lead <li data-bbox="478 1045 852 1078">• Dr. Jasbir Gill, Phase 3 Lead <p data-bbox="430 1118 1178 1151">Corresponding Members (5) (Absence does not affect quorum)</p> <ul data-bbox="478 1159 1402 1330" style="list-style-type: none"> <li data-bbox="478 1159 1129 1192">• Dr. Tom Laughlin, Assistant Dean – New Brunswick <li data-bbox="478 1196 1402 1229">• Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network <li data-bbox="478 1234 1077 1266">• <i>Vacant</i>, Assistant Dean – Prince Edward Island <li data-bbox="478 1271 905 1304">• <i>Vacant</i>, Assistant Dean – Yukon <li data-bbox="478 1308 1100 1330">• Dr. Taryn Hearn, Co-Interim Review Coordinator 		
PARTICIPANTS	S. Murphy, O. Heath, T. Adey, E. Hillman, C. Peddle, V. Curran, A. Pendergast, L. Kenny, J. Gill, N. Duggan (call-in), H. Perry, L. Webster, T. Laughlin (video)		

REGRETS	C. Morris-Larkin, L. Alcock, A. Goodridge, S. Pennell, 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 1612 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		The minutes of January 17, 2018 meeting were discussed. E. Hillman requested a change under #11 and asked “the Registrar’s Office” be changed to “Financial & Administrative Services”. C. Vokey to make change and email to S. Murphy.	ACTION: C. Vokey to make requested change and email to S. Murphy.
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge was not present.	
	Item 4. b. SAS Report	V. Curran updated as follows: <ul style="list-style-type: none"> SAS will be reviewing the formative assessment policy at next week’s meeting, which will then go to UGMS if changes are required. T. Laughlin said there may be subtle changes in LIC, but they won’t be ready yet. T. Adey said accreditation element on formal formative feedback will have to be reviewed and will forward to V. Curran and T. Laughlin. O. Heath asked if adding formative assessment to IPE has to go through SAS, and V. Curran said if they are changing technique or method, it would. O. Heath will clarify with D. Deacon. 	ACTION: T. Adey to forward material on formal formative feedback to V. Curran and T. Laughlin. ACTION: O. Heath to clarify with D. Deacon if adding formative assessment to IPE has to go through SAS.
	Item 4. c. iTac Report	S. Pennell was not present.	
#5 PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan updated as follows: <ul style="list-style-type: none"> Phase 4 Leadership has been asked by students to add a Phase 3 student as a non-voting member. S. Murphy said the TOR for Phases 1 to 3 were recently changed and wondered about Phase 4. Leave on agenda to be sorted out. Comprehensive review for the Class of 2018 took place last 	ACTION: Leave Phase 4 TOR on agenda for further discussion.

		Thursday. Everyone is on track.	
#6 PHASE 3 REPORT/ISSUES		Dr. Gill said there were no issues. They are looking forward to having a curriculum coordinator again.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny had no issues to discuss.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast said they are having a meeting tomorrow, and that evaluation and assessment reports are being reviewed.	
#9 REPORT FROM NB		<p>T. Laughlin updated the committee on the passing of Dr. Angela McGibbon.</p> <p><u>Progress testing</u>: D. McKay has had some success with MCC and there will be a meeting this week.</p> <p><u>LIC</u>: met last night. Didactic curriculum was the major topic for discussion, and it was suggested to tape the entire didactic curriculum and have students write reflective piece. This will be discussed again and will come back to UGMS through Clerkship.</p> <p><u>Mandatory Clinic Experiences</u>:</p> <ul style="list-style-type: none"> • Mapping to EPAs ongoing. • One completed and will be used as template for other CDC's. • Review T-Res process to see if it is feasible. • Assessment process for the LIC should be same as all other assessment. D. Deacon is working on this. 	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		Nothing to report.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		Nothing to report.	
#12 ACCREDITATION ISSUES		T. Adey said Paula Mullins-Richards has been hired to assist with Interim Review until this has been completed. Both the faculty position for the UCL Lead as well as the staff position of Curriculum/Accreditation Advisor will be	

		interviewed soon. There will be an Accreditation co-lead replacement appointed in her place soon.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle nothing to add.	
#14 MATTERS ARISING FROM THE MINUTES		No matters arising from the minutes.	
#15 NEW BUSINESS		<p>Professionalism Working Group Report (T. Adey and J. Reddigan):</p> <ul style="list-style-type: none"> • Dean-requested initiative to review professionalism practices and curriculum within all education programs within the Faculty of Medicine and to create recommendations that will enhance the culture of professionalism within the Faculty of Medicine and encourage appropriate development of professionalism. Members include O. Heath, T. Laughlin, J. Reddigan, S. Murphy, as well as representatives from all the programs. • Report has been developed and feedback received. Recommendations will follow unit assessment results. • Distribution of composed survey has been postponed by unit assessment. • Four main areas of concern are professionalism curriculum, policy and procedures, incident reporting, and remediation & follow up. • They are looking for curriculum feedback from UGMS. S. Murphy said a committee should be formed, and he asked interested members to contact him. T. Adey said they will collect feedback from Undergrad, Post Grad, and Graduate Studies for feedback then it will go to Faculty Council and SMC in March. T. Adey will report back, and this will be discussed further at next meeting. 	ACTION: T. Adey will report back to UGMS once she receives feedback from the identified groups.
#16 ADJOURNMENT		Meeting adjourned at 1700 hours.	
NEXT MEETING		March 21, 2018 in Room M2M240.	

A handwritten signature in black ink, appearing to read "Sean W. Murphy, MD". The signature is fluid and cursive, with a large, stylized initial "S" and "M".

Sean W. Murphy, MD

Committee Chair