

Undergraduate Medical Studies Committee Meeting		DATE	March 21, 2018
		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 <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. Margaret Steele, Dean of Medicine • Dr. Tanis Adey, 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. Taryn Hearn, Co-Interim Review Coordinator 		
PARTICIPANTS	S. Murphy, O. Heath, C. Morris-Larkin, L. Alcock, T. Adey, E. Hillman, C. Peddle, A. Goodridge, V. Curran, S. Pennell, L. Kenny, J. Gill, N. Duggan (call-in), H. Perry, M. Nuaaman for L. Webster, T. Laughlin (video)		

REGRETS	A. Pendergast, T. Hearn		
RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS	Dr. Teri Stuckless		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1605 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		The minutes of February 21, 2018 meeting were discussed.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	<p>A. Goodridge presented Undergraduate Curriculum Review Project Plan 2018 for approval. It was agreed an ad-hoc working group formed consisting of A. Goodridge, G. McGrath, PESC member-at-large, UGMS member-at-large, SAS member-at-large, a faculty curriculum lead, a student and D. Stokes.</p> <p>It was MOVED by A. Goodridge and SECONDED by L. Kenny to move forward with the Curriculum Review Policy as presented.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	ACTION: It was moved by A. Goodridge and seconded by L. Kenny to move forward with Curriculum Review Policy as presented. Motion carried.
	Item 4. b. SAS Report	<p>V. Curran updated as follows:</p> <ul style="list-style-type: none"> • After meeting with assessment leads and a phase lead, challenge cards were changed to add checklists in an effort to cut down on the volume of cards received from students. L. Kenny has also discussed this issue along with lack of professional comments with her students. • Lifelong learning assignments meeting being organized with Phase Leads 1 – 3 to investigate opportunity for better alignment and feedback. • Late assignments policy discussion. • Reassessment assignments time frame: decided 2 weeks would be reasonable amount of time for submission. • Discussions have taken place regarding periodic review across the 	

		curriculum to provide formative feedback in Phases 1 – 3 for all students not just those having difficulty. A. Goodridge will look at integrating this into curriculum review.	ACTION: A. Goodridge will look at integrating periodic review for Phases 1 – 3 into curriculum review.
	Item 4. c. iTac Report	<p>S. Pennell updated:</p> <ul style="list-style-type: none"> • Volume of comment cards received has dropped after changes were made. • Last week had integrated information session with Healthy NL and Meditech. There is a case this week in which students will use the informatics they learned last week, and Dr. Farrell will do a critical appraisal. Seems to be going well. • As per the Dean’s request, they are evaluating a clinical placement tool called HSPNet by working with Nursing and Occupational Health. They are talking to reps to see if it may replace One45 as this is more than a placement tool and may cost less than One45. • Still in discussions with the CIL Office regarding Cloud and privacy assessments (Questionmark). • Survey tool update: the RFP went out, 2 bids came back, one was chosen, but now MUN is hesitating to pay. In progress. • MCC exam on March 27 and 28 will be piloting new content and is not using Prometric. In 2019, the MCC exams will implement Prometric which means only 6 seats writing at a time which will take weeks. They are hoping something will change before they launch the Prometric MCC exams but as of now that’s how it will be. 	
#5 PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan had nothing to report.	
#6 PHASE 3 REPORT/ISSUES		Dr. Gill said there were no issues to report.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny brought up issue of absenteeism as faculty members are displeased when students don’t show up for classes. Attendance is definitely down in Phase 2. S. Murphy said faculty are concerned when they only have fewer students in a lecture than evaluations received as these evaluations can	

		be added to performance file. Students are wondering about lecture capture delay in availability, and S. Pennell said they meet with students tomorrow. Normally lectures can be posted 24 – 48 hours after being given, but is sometimes longer as faculty have to approve before they are posted. M. Nuaaman said it's working well for students.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast was not present to report.	
#9 REPORT FROM NB		T. Laughlin updated that the LIC Committee is going well, thanks to J. Gill and N. Duggan. They are working on assessment, and D. Deacon and N. Duggan have rewritten policies for review at their meeting tomorrow. Once complete, the policies will come back to UGMS. He has been working with S. Pennell on how to log clinical experiences through T-Res, and S. Pennell said it's coming along. Progress testing will continue to be discussed as it is key to the LIC, but the MCC may not be forthcoming.	
#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 formative review is May 28 and 29. The DCI has been completed and is being reviewed by the Dean. They are hoping to send it to the external reviewer by the end of April. M. Nuaaman said the student report portion will be completed by Friday.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle said an offer has been made for the staff position of Accreditation/ Curriculum Advisor but not accepted as of yet. T. Adey said S. Waheed has been appointed as the second IRC for Accreditation with T. Hearn, and the faculty appointment for Curriculum Lead is still in process.	
#14 MATTERS ARISING FROM THE MINUTES		No matters arising from the minutes.	
#15 NEW BUSINESS		<u>Report from CAG</u> : T. Stuckless updated that Dr. Cathy Murray has taken over for Dr. Keegan Au as Electives Coordinator. They have been working on the	

		<p>proposal below. <u>Report from FCAT:</u> tabled for next meeting.</p> <p><u>Proposal for extended clerkship for unmatched students:</u> T. Stuckless presented a proposal to generate a course that allows unmatched students to participate in a pilot program which includes career counselling and electives. It would run May/June to August at zero cost to the Medical School. After some discussion, all members agreed with the proposal in principle and approved to move the pilot forward.</p>	<p>ACTION: Table for next meeting.</p>
#16 ADJOURNMENT		Meeting adjourned at 1724 hours.	
NEXT MEETING		April 18, 2018 in Room M2M240.	