

<b>Undergraduate Medical Studies Committee Meeting</b>		<b>DATE</b>	April 18, 2018
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Sean 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, L. Alcock (call-in), T. Adey, E. Hillman, C. Peddle, S. Pennell, A. Pendergast, L. Kenny, H. Perry, L. Webster, T. Laughlin (call-in)		

<b>REGRETS</b>	C. Morris-Larkin, A. Goodridge, V. Curran, J. Gill, N. Duggan, T. Hearn		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>	Philip Kearley, Student Affairs, FCAT Representative		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#1 WELCOME		The meeting was called to order at 1609 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		The minutes of March 21, 2018 meeting were discussed and approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge was not present to report, and O. Heath said PESC did not have a meeting this month.	
	Item 4. b. SAS Report	V. Curran was not present to report.	
	Item 4. c. iTac Report	<p>S. Pennell updated:</p> <ul style="list-style-type: none"> <li>• HSPNET – they are no longer looking at it to replace One45, but it may work as a placement tool.</li> <li>• LIC Recording Requirements – T. Laughlin said S. Williamson of UGME was to send the information and schedule to S. Pennell. S. Pennell will follow up with her.</li> <li>• CIL Office – still working to move QuestionMark to the cloud which will allow greater functionality in the newer version.</li> <li>• Strike through for summative exams – this has now been enabled for students’ use and convenience.</li> <li>• MCC Pilot – done for this year, but unsure of what will happen next year.</li> </ul>	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		N. Duggan was not present to report.	
#6 PHASE 3 REPORT/ISSUES		J. Gill was not present to report.	

#7 PHASE 2 REPORT/ISSUES		L. Kenny had no issues to report.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast had no issues to report.	
#9 REPORT FROM NB		<p>T. Laughlin updated:</p> <ul style="list-style-type: none"> <li>• Assessment draft suggested policy changes has been sent to Phase 4, will then go to SAS, and then UGMS. D. Deacon has constructed a helpful guide to the list of changes.</li> <li>• D. McKay is still working on progress testing with the MCC, and he is also talking with the NBME people as this may be the best option. T. Laughlin suggested inviting D. McKay to UGMS to discuss in more detail. The Assessment and Phase 4 committees feel progress testing for the entire class would keep them moving in the right direction.</li> </ul>	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		<ul style="list-style-type: none"> <li>• New course to extend Phase 4 for unmatched students is moving to SCUGS for review.</li> <li>• New Learning Environment policy being developed and in feedback stage now. Others may be invited to give feedback soon.</li> </ul>	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		<p>T. Adey updated:</p> <ul style="list-style-type: none"> <li>• Unit assessment has been delayed to April 30.</li> <li>• Education Dean's Committee has been formed to provide oversight of education on all levels, and professionalism will be part of that. TOR are being developed, and S. Murphy will look at these for clarification on how UGMS fits into the picture.</li> </ul>	
#12 ACCREDITATION ISSUES		<p>T. Adey said the interim review is May 28 and 29. The DCI has been completed, has been reviewed by the Dean, and it has been sent to the external reviewer. The review committee will be meeting to discuss areas of concern identified by the Dean. Anyone involved with the review will have access to an FAQ sheet developed by T. Hearn and P. Mullins-Richards. The DCI is a massive document which will be printed and available to view to those involved in the review. The review schedule should be distributed soon if not already.</p>	
#13 UGME OFFICE REPORT AND ISSUES		<p>C. Peddle said Dr. Kyle Massey has accepted the staff position of Accreditation/Curriculum Advisor. He can be invited to these meetings when/if necessary.</p>	

<p>#14 MATTERS ARISING FROM THE MINUTES</p>		<ul style="list-style-type: none"> <li>• Members for UG Curriculum Review Working Group: If anyone is interested in becoming a member, let S. Murphy know. He will send out an email for those not present today.</li> <li>• E. Hillman said the pilot proposal for MED 8999 (extension of Phase 4 for unmatched students) has passed through Faculty Council and will now go to SCUGS.</li> </ul>	<p><b>ACTION: S. Murphy to email Committee members regarding becoming a member of the UG Curriculum Review Working Group.</b></p>
<p>#15 NEW BUSINESS</p>		<ul style="list-style-type: none"> <li>• <u>Items for University Calendar</u>: C. Peddle explained changes needed to the Calendar: <ul style="list-style-type: none"> <li>- Deferral of final exams section says the FOM follows the stated deferral of exams policy but it doesn't apply as we don't have final exams. S. Murphy will review his records to find related documents.</li> <li>- Community Engagement I &amp; II – need to remove "for 2 weeks".</li> <li>- The Calendar is missing Emergency Medicine and Anesthesia from its listing of core subjects.</li> <li>- Name changes: MED 8700 should be Physician Competencies, and APC should be Clinical Skills IV.</li> </ul> </li> </ul> <p>S. Murphy asked to have these items brought forward at a future meeting for further discussion. E. Hillman said regulations governing medical student refunds also needs to be corrected, and the Faculty of Medicine definition of NL resident will be aligned.</p> <ul style="list-style-type: none"> <li>• FCAT Report: P. Kearley, Financial Councilor, Student Affairs presented, and points include: <ul style="list-style-type: none"> <li>- They meet 2 times/year</li> <li>- The Class of 2018 is the first class of the new curriculum, and there has been quite a few changes from the old curriculum.</li> <li>- Continual evaluation of sessions is ongoing to make them more streamlined.</li> <li>- They have suggested another P4P session for fall for Class of 2021.</li> <li>- They have been well received and the Committee is happy with results.</li> <li>- They provided debt management sessions as well as financial fairs 2 x year.</li> <li>- They have one-on-one sessions with students as well as transition to</li> </ul> </li> </ul>	<p><b>ACTION: C. Peddle to compose listing of items required to change in the University Calendar and bring back to next UGMS committee meeting for discussion.</b></p>

		<p>residency sessions.</p> <p>P. Kearley is also overseeing the scholarship process and said the number of available awards has increased. This year 30% of students will receive some type of award.</p>	
#16 ADJOURNMENT		Meeting adjourned at 1645 hours.	
NEXT MEETING		May 16, 2018 in Room M2M240.	