

<b>Undergraduate Medical Studies Committee Meeting</b>		<b>DATE</b>	May 16, 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, C. Morris-Larkin, E. Hillman, C. Peddle, A. Goodridge, V. Curran, A. Pendergast, L. Kenny, J. Gill (call-in), N. Duggan, T. Laughlin (call-in)		

<b>REGRETS</b>	O. Heath, L. Alcock, T. Adey, S. Pennell, H. Perry, L. Webster, T. Hearn		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>			
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#1 WELCOME		The meeting was called to order at 1610 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy said the item under Matters arising from minutes “Items for University Calendar” will be deferred until a future meeting.	<b>ACTION: Items for University Calendar will be deferred to future meeting.</b>
#3 APPROVAL OF MINUTES		The minutes of April 18, 2018 meeting were reviewed and approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge updated saying the Curriculum Review Committee has started, the committee seems to be appropriately sized. They are going through documents, reviewing curriculum objectives layout, and will generate questions to be used for surveys and individual interviews.	
	Item 4. b. SAS Report	V. Curran updated on the following activities: <u>Monitoring and evaluation indicators:</u> <ul style="list-style-type: none"> <li>• Regular review of MCQ examination blueprints at each meeting to ensure appropriate coverage of objectives on exams.</li> <li>• Review of assessment reports each Phase</li> <li>• Review of MCC Part I scores report – no major concerns</li> <li>• Assessment tool quality review, Phases 1-4 – was conducted with no major concerns.</li> </ul> <u>Policy and procedures review:</u> <ul style="list-style-type: none"> <li>• Formative Assessment Policy – revised version to come to UGMS.</li> <li>• Procedure for late assignments has been updated.</li> <li>• Deadline for submission of reassessment assignments (now 2 weeks)</li> <li>• Revision of challenge cards based on feedback from faculty and phase leads.</li> </ul>	
	Item 4. c. iTac Report	S. Pennell was not present.	

#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>N. Duggan updated on:</p> <ul style="list-style-type: none"> <li>• Promotion of Class of 2018 – all students were promoted pending receipt of outstanding assignments. She would like to see harder and escalating consequences for late assignments and is waiting for professionalism policy update. C. Peddle suggested there could be a policy created as students are always asking where they can find the policy on this. A. Goodridge said this issue is on the radar for the curriculum review.</li> <li>• Requesting approval for Progress Testing for upcoming Phase 4 students. There was some discussion, and it was decided that N. Duggan will send information to SAS and will present at the next UGMS meeting. S. Murphy suggested sending info to UGMS committee members for review prior to the meeting.</li> </ul>	<p><b>ACTION: N. Duggan to send information on Progress Testing to SAS and UGMS and will present at June UGMS meeting.</b></p>
#6 PHASE 3 REPORT/ISSUES		<p>J. Gill said there were no specific issues. They are conducting a curriculum schedule review as main theme topics do not link well together. They had a meeting regarding realignment and made progress. They are looking forward to working with the new faculty curriculum advisor as well as the new Curriculum/Accreditation Advisor.</p>	
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny updated that the Research project component has been completed and said K. Zipperlen has done a wonderful job. There is discontent from faculty members regarding research project ethics approvals as they say we are impeding progress. She said screening is done in Phase 2 but maybe it would be better to do this in Phase 1. This is a serious problem that will be looked at in the PESC Curriculum Review.</p>	
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast said they are reviewing schedule.</p>	
#9 REPORT FROM NB		<p>T. Laughlin updated:</p> <ul style="list-style-type: none"> <li>• They have had 2 sessions for faculty development for LIC.</li> <li>• Significant number of current faculty LIC attended last session.</li> <li>• There will be another faculty development session on June 15 in the CAT format (Clinicians As Teachers) and another session in August after students start re app feedback.</li> <li>• Fredericton proposal for an LIC is almost complete. They are waiting for assessment system to be finalized first.</li> </ul>	

#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		T. Adey was not present.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		T. Adey was not present.	
#12 ACCREDITATION ISSUES		T. Adey was not present. S. Murphy reminded of review May 28 and 29 and everyone involved should have received the itinerary by now. DCI can be viewed in UGME Office, and C. Peddle to check with T. Adey as to viewing process.	<b>ACTION: C. Peddle to check with T. Adey regarding the process to view the DCI.</b>
#13 UGME OFFICE REPORT AND ISSUES		<p>C. Peddle updated as follows:</p> <ul style="list-style-type: none"> <li>• The Electives Coordinator position in the UGME Office will soon be vacant due to a retirement. This position has now been posted with hopes of having it filled in June.</li> <li>• The budget for 2018-2019 has allocated no funding for TA grading, clinical skills facilitators, invigilation and software so the way we do business will have to change to include more faculty engagement and the Dean is in favour of this. To determine how this will affect operations, C. Peddle to meet with Phase Leads and report back to this Committee.</li> </ul>	<b>ACTION: C. Peddle and Phase Leads to meet to discuss the impact of budget cuts to marking, clinical skills, and invigilation and report back to the Committee.</b>
#14 MATTERS ARISING FROM THE MINUTES		<ul style="list-style-type: none"> <li>• S. Murphy to email Committee members regarding becoming a member of the UG Curriculum Review Working Group.</li> <li>• C. Peddle to compose listing of items required to change in the University Calendar and bring back to future UGMS committee meeting for discussion.</li> </ul>	<b>ACTION: Complete.</b>  <b>ACTION: Keep on agenda.</b>
#15 NEW BUSINESS		There was no new business to discuss.	
#16 ADJOURNMENT		Meeting adjourned at 1707 hours.	
NEXT MEETING		June 20, 2018 in Room M2M240.	