

Undergraduate Medical Studies Committee Meeting		DATE	June 20, 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 • N. Wilson, 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 (dial-in), E. Hillman, C. Peddle, A. Goodridge, V. Curran, S. Pennell, A. Pendergast (dial-in), J. Gill (dial-in), N. Duggan, H. Perry, L. Webster, A. Haynes, T. Adey		

REGRETS	L. Alcock, L. Kenny, T. Laughlin, 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 1606 hours. S. Murphy introduced Dr. Alison Haynes as the new Undergraduate Faculty Lead.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy reviewed items in New Business.	
#3 APPROVAL OF MINUTES		The minutes of May 16, 2018 meeting were reviewed and approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge updated saying the Curriculum Review Committee is underway and has had two meetings so far. They are still struggling with poor student response rates, and all efforts to date have failed to raise them. They will continue to advocate and will keep this on this Committee's radar. O. Heath discussed concern regarding attendance at classes due to not knowing the number of students attending lectures.	
	Item 4. b. SAS Report	<p>V. Curran updated on the following activities:</p> <ul style="list-style-type: none"> • Progress testing was discussed at last meeting and will come here via N. Duggan and Phase 4. • There will be another meeting in a couple of weeks to approve Phase 2 assessment plans that he will forward to S. Murphy for UGMS to approve via email vote due to timing of meetings. • The Formative Assessment Policy had been reviewed and edited by SAS and was discussed by the Committee. C. Peddle identified a correction and will email it to V. Curran. <p>It was MOVED by V. Curran and SECONDED by N. Duggan to approve the Formative Assessment Policy with edits.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	<p>ACTION: It was moved by V. Curran and seconded by N. Duggan to approve the Formative Assessment Policy with edits. Motion carried.</p> <p>ACTION: C. Peddle will forward correction to Formative Assessment Policy to V. Curran.</p>

	Item 4. c. iTac Report	<p>S. Pennell reported on the following Itac activities:</p> <ul style="list-style-type: none"> • Trying to get Questionmark moved to the cloud before next semester starts. • Purging of lecture captures will begin at the end of the month and emails will be sent out about this. • They have only received 3 requests for LIC recordings. • Email received yesterday from MCC re Prometric and they will meet in July. • Is there a new phase and assessment lead for Phase 2 yet? C. Peddle said there will be calls for interest for these positions. 	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>N. Duggan updated on:</p> <ul style="list-style-type: none"> • Class of 2018 are done, and Class of 2019 are past 9 month review mark. • Finishing off Phase 4 prep next group in August including 2 LIC students. • Information on Progress Testing in Phase 4 was circulated for discussion. Concerns included student accommodations, block students should be studying for that block alone, timeline and block alignment, disciplinary learning and testing - will they lose focus?, double the amount of testing time, American questions. • SAS and Phase 4 are recommending implementing Progress testing as long as results do not show on MSPR. <p>It was MOVED by N. Duggan and SECONDED by S. Murphy to approve the introduction of progress testing for the upcoming class.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	<p>ACTION: It was moved by N. Duggan and seconded by S. Murphy to approve the introduction of progress testing for the upcoming class. Motion carried.</p>
#6 PHASE 3 REPORT/ISSUES		<p>J. Gill said there were no specific issues. She said the Committee is having a lot of turnover with 4 positions to be replaced, and asked how to get new members. T. Adey will check on process and get back to her.</p>	
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny was not present to update. C. Peddle spoke on Clinical Skills issue regarding building the Communications course into Systems due to budget restraints.</p>	
#8 PHASE 1		<p>A. Pendergast updated:</p>	<p>ACTION: A. Pendergast will</p>

REPORT/ISSUES		<ul style="list-style-type: none"> • FYI Ab health objectives will be brought back • Some items will move from Phase 1 to Phase 2 curriculum research as it works better in Phase 1 (4 hours moved from Phase 1 to 2). • Assessment plans were not ready for today's meeting. They will go to SAS next week then evote. • Moving Early Clinical Experiences to protected time on Tuesday afternoon instead of Wednesday due to poor preceptor recruitment on an as-needed basis. S. Murphy said permission for this is granted on a yearly basis, and A. Pendergast will keep us posted when/if this happens. S. Pennell asked to have reasoning behind the changes provided to document in Cblue. A. Pendergast will email d2I when this happens. 	email d2I when/if Early Clinical Experiences has to move to Tuesday's Protected Time slot.
#9 REPORT FROM NB		T. Laughlin was not present to report.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		T. Adey had nothing to report. C. Peddle has sent out University Calendar changes and will discuss them next meeting.	ACTION: Discussion on University Calendar changes tabled to next meeting.
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		<p>T. Adey said search committee for faculty will lots coming up and encouraged all to apply even if it's your own discipline. DEIST will be putting out calls for subcommittees. Stay tuned.</p> <p>T. Adey brought forward proposal from UG Deans' Committee at CCME regarding lack of electives diversity and students being judged by the number of electives chosen in each discipline. A. Goodridge said there would have to be a definition of same discipline.</p> <p>It was MOVED by T. Adey and SECONDED by A. Goodridge that starting with the Class of 2021, UGMS will support the national initiative to limit the maximum number of clerkship electives in one CaRMS entry discipline to 8 weeks.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	ACTION: It was moved by T. Adey and seconded by A. Goodridge that starting with the Class of 2021, UGMS will support the national initiative to limit the maximum number of clerkship electives in one CaRMS entry discipline to 8 weeks. Motion carried.
#12 ACCREDITATION ISSUES		T. Adey said upon reviewing the report for factual errors, recommendations around curriculum management have been identified. The Committee is looking at putting a plan in place to address formative review to be ready for review in 2021. The Curriculum Review committee will be involved, and A.	

		Goodridge said it should be in place soon. There are lots of areas for improvement identified which are achievable.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle said there was no update other than calendar changes to be discussed at next meeting.	
#14 MATTERS ARISING FROM THE MINUTES		<ul style="list-style-type: none"> • Formative Assessment Policy • Phase 2 Clinical Skills • Progress testing • Diversity of Electives 	
#15 NEW BUSINESS		There was no new business to discuss.	
#16 ADJOURNMENT		Meeting adjourned at 1741 hours.	
NEXT MEETING		September 19, 2018 in Room M2M240.	