

Undergraduate Medical Studies Committee Meeting		DATE	September 19, 2018
		ROOM	M2M240
CHAIR	Dr. Sean Murphy		
MEMBERS: 2017-18	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Lindsay Webster, Senior Student Representative • Ms. Claire Skanes, 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, L. Alcock, E. Hillman, C. Peddle, A. Goodridge, S. Pennell, A. Pendergast, , C. Skanes, L. Webster, T. Laughlin (video)		

REGRETS	C. Morris-Larkin, T. Adey, V. Curran, L. Kenny, J. Gill, N. Duggan, T. Hearn, A. Haynes		
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 1605 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy reviewed items in New Business and introductions were made for the benefit of the new Junior Student Representative, C. Skanes.	
#3 APPROVAL OF MINUTES		The minutes of June 20, 2018 meeting were reviewed and approved. L. Webster said he wasn't in attendance at the last meeting and that N. Wilson attended in his place. C. Vokey to make correction.	ACTION: C. Vokey to make correction to the June 20, 2018 minutes to reflect that L. Webster was replaced by N. Wilson at this meeting.
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	<p>A. Goodridge updated regarding the Curriculum Review Committee. He said they were a very active group and they have already reviewed a variety of reports and objectives. Some common themes emerging include:</p> <ul style="list-style-type: none"> • Curriculum management: confusion around tracking and changing objectives, not clear as to where objectives fit or how to change areas of responsibility. It is unclear what is a minor change vs a major change requiring UGMS decision. • Spiral curriculum is not operating as thought, it's a patchwork without a clear spiral or adequate integration. • Communication around scheduling is not streamlined or effective. • There is a general lack of ownership of curriculum, and feeling most are feeling disengaged. • Phases 1, 2 and 3: Healthy, Acute and Chronic Patient progression doesn't make sense and is not effective. Developing themes may help link things together in a better way. <p>The Committee is on target and conducting focus groups, both individual and</p>	

		group with UGME staff, T. Adey, and Student Affairs. Their final report should be ready for December. S. Murphy said curriculum management concerns were discussed at SMC, and we will get a full report from T. Adey at a future meeting. Most issues are procedural problems such as discussing objectives (which rarely happens), confusion around which issues should come to UGMS, and Phase 4 separation from UGMS. These issues can be addressed with workflow diagrams, procedure documents, etc. A. Goodridge agreed that clarity in procedures will help and welcomed emails to himself or G. McGrath regarding the review process. These issues will be discussed over the next few months.	
	Item 4. b. SAS Report	V. Curran not present to report. S. Pennell said first meeting is next week.	
	Item 4. c. iTac Report	<p>S. Pennell reported on the following iTtac activities:</p> <ul style="list-style-type: none"> • HSIMS will work with the Curriculum Review Committee to implement new procedures. • Questionmark Cloud assessment has been done and they are hoping to perform an upgrade at the end of the semester. • Lecture captures from last year have been purged and they have started over. There was an equipment issue but it is working well now, and there was a benefit of finding an ad hoc solution which resulted in all students giving permission to be recorded. • First NBME exam was written last Friday and it went very well. Only issue was the NBME rule allowing people to get up at any time for 15 minutes resulted in a great deal of disruption. Maybe recommend ear plugs for next session. • MCC exams moving to Prometric, but he hasn't heard from them. • MUN has a new enterprise level survey tool for faculty, staff and learners called Qualtrix. It's an official, university-run system with an easy set up. • T. Laughlin said MCC now has 4 forms for exams which could be used for progress testing but it is much more expensive than the NBME exams now being used. 	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		N. Duggan not present. T. Loughlin received information from N. Duggan that our students did very well on the first progress test exam. C. Peddle provided the following stats: 0 students didn't meet the bar for passing, 6	

		students scored near the borderline, and one received a mark of 75%. These results show that students took the exam seriously. It was a 5.5 hour exam with only a 15 minute break. One student wrote the exam for 7.75 hours.	
#6 PHASE 3 REPORT/ISSUES		J. Gill not present to report.	
#7 PHASE 2 REPORT/ISSUES		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.	
#8 PHASE 1 REPORT/ISSUES		<p>A. Pendergast updated:</p> <ul style="list-style-type: none"> New objective to be added: “Describe the four cardiac valves including their names and locations and their normal structural and functional characteristics.” This is taught but is not in objectives or Cblue. All agreed it should be added. <p>It was MOVED by A. Pendergast to add the objective as written above to objectives for Phase 1. It was SECONDED by A. Goodridge.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p> <p>A. Pendergast to send new objective to d2l to be included and will copy the UGMS Chair as well.</p> <ul style="list-style-type: none"> POCUS in now in Phase 1 curriculum, and J. Sheppard will add POCUS to anatomy labs. No vote is required to add this as no extra time is added to the curriculum. 	<p>ACTION: It was moved by A. Pendergast seconded by A. Goodridge to add the objective regarding cardiac teaching as written to objectives for Phase 1. Motion carried.</p> <p>ACTION: A. Pendergast to send new objective to d2l and UGMS Chair.</p>
#9 REPORT FROM NB		<p>T. Laughlin updated:</p> <ul style="list-style-type: none"> 2 new LIC students are doing well. Formal LIC proposal is complete outlining what the LIC is and how it’s approached. Before it goes to faculty in Fredericton, it has to go to LIC and Phase 4. T. Laughlin to send to UGMS for information, then to Fredericton. 	ACTION: T. Laughlin to send LIC proposal to UGMS for information.
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		T. Adey not present to report. S. Murphy said the provost office has requested a review of GFT appointments. A group has been formed, but it hasn’t met yet.	

#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		T. Adey not present to report. S. Murphy said there had been a meeting this week, and there were no major issues. The Committee looked briefly at the interim accreditation survey results which was considered to be a thorough and critical review. T. Adey will formally present the information to UGMS at next meeting.	
#12 ACCREDITATION ISSUES		T. Adey not present to report.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle said the position of Curriculum and Accreditation Manager has been offered and accepted with the new person starting October 15.	
#14 MATTERS ARISING FROM THE MINUTES		<ul style="list-style-type: none"> • Unit assessment – was emailed to all faculty and S. Murphy encouraged everyone to review it • Interim accreditation survey – covered above • Progress testing – covered above 	
#15 NEW BUSINESS		<ul style="list-style-type: none"> • Non-promotion of Phase 2 students: A. Pendergast represented L. Kenny due to a conflict of interest. It was recommended that wording on assessment plans be changed to include “fail”, nothing that links to item 10.5 in university calendar regarding reassessment. S. Murphy said assessment plans are course specific not phase specific and he will look into it. A. Pendergast to discuss with T. Adey and V. Curran. 	ACTION: S. Murphy to look into including “fail” in assessment plans. A. Pendergast to discuss with T. Adey and V. Curran.
#16 ADJOURNMENT		Meeting adjourned at 1641 hours.	
NEXT MEETING		October 17, 2018 in Room M2M240. Carol to send meeting schedule to S. Murphy.	ACTION: C. Vokey to send proposed meeting schedule for 2018-19 to S. Murphy.