

Undergraduate Medical Studies Committee Meeting		DATE	November 21, 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 • 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 Ravaliala, 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 • Dr. Alison Haynes, Faculty Content Lead • Mr. Brian Kerr, UGME Curriculum & Accreditation Advisor 		
PARTICIPANTS	S. Murphy, O. Heath, T. Adey, E. Hillman, C. Peddle, A. Goodridge, S. Pennell, A. Pendergast, J. Gill (on line), T. Laughlin (on line), B.		

	Kerr.		
REGRETS	L. Alcock, V. Curran, L. Kenny, N. Duggan, L. Webster, C. Skanes, T. Hearn, A. Haynes		
RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS	Ms. Jacinta Reddigan, Policy Analyst		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1610 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy reviewed items in New Business.	
#3 APPROVAL OF MINUTES		The minutes of October 17, 2018 meeting were reviewed and approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge said he will need a significant amount of time at the December meeting for the PESC report.	
	Item 4. b. SAS Report	V. Curran was not present to report.	
	Item 4. c. iTac Report	<p>S. Pennell brought forward the following:</p> <ul style="list-style-type: none"> They still do not have course shells for Phase 2 learners to register in January. E. Hillman and C. Peddle are aware of the situation and will discuss further outside the meeting. A new PERG representative is urgently needed to replace K. Massey. J. Reddigan said recent updates to the Summative Assessment Procedure changed PERG to PAWG (Phase Assessment Working Group). The Dean spoke at SMC to encourage interest in this and the other positions that need to be filled as there hasn't been much response so far. T. Adey said Phase 2 Lead is also a priority as it is a major leadership position. S. Murphy, as Chair of Medicine, offered to encourage interest by emailing the Discipline Chairs. T. Laughlin asked if any of the positions could be held externally, and S. Pennell said the PAWG position could be done via video conference. T. Laughlin offered to send out notification to the New Brunswick faculty to encourage interest. 	<p>ACTION: C. Peddle and E. Hillman to work on the issue preventing Phase 2 learners from registering for January courses.</p> <p>ACTION: email the Discipline Chairs to encourage interest in filling the vacant positions.</p> <p>ACTION: T. Laughlin will also notify New Brunswick staff of the need to fill these positions.</p>

#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>N. Duggan was not present. T. Adey talked about the Elective Diversification Policy which was developed In an attempt to encourage learners to increase their options for a successful CaRMS match. The Undergrad Deans are proposing that the Class of 2021 learners do no more than 8 weeks of electives in a single discipline entry route into the CaRMS process. This has already been approved in principle by Phase 4 and UGMS, but will only be implemented if all 17 medical schools agree. More information will be available in the New Year which will be brought back to the Committee then.</p> <p>T. Adey talked about a number of issues regarding the Dean’s Letters. She will be striking a working group to try to work out issues to increase the quality of these letters for our learners’ benefit. Learners will be included in the process, and she will keep this Committee updated.</p>	<p>ACTION: T. Adey will bring more information back to the Committee on the Elective Diversification Policy as it becomes available.</p> <p>ACTION: T. Adey to strike a working group to look at improving the quality of Dean’s Letters and will keep the UGMS Committee updated on its progress.</p>
		J. Gill had nothing to report.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny was not present to update.	
#8 PHASE 1 REPORT/ISSUES		A. Pendergast said things are going well with nothing to report.	
#9 REPORT FROM NB		<p>T. Laughlin updated:</p> <ul style="list-style-type: none"> • Moncton LIC is going very well • Fredericton LIC proposal will be finalized by the Phase 4 Committee in December and will then come to UGMS for information • Lisa Russell is leaving so they are looking for a new program administrator 	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		No updates to report.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		No issues to report.	

#12 ACCREDITATION ISSUES		T. Adey said the Accreditation Oversight Committee will have their first meeting in the next two months to dissect the interim report and attempt to address identified issues. S. Murphy will email T. Hearn to invite her to present the accreditation report to the Committee in January.	ACTION: S. Murphy to email T. Hearn an invitation to present the Interim Accreditation Report to UGMS in January.
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle mentioned ongoing calendar issues as well as the fact that there has not been many responses for advertised leadership positions.	
#14 MATTERS ARISING FROM THE MINUTES		<u>Respectful Learning Environment:</u> A. Pendergast explained that some objectives in the Physician Competencies component are not assessed. Some new objectives were written for it which overlap those existing and some are similar to those in Cblue. It was agreed that assessment was not necessary, and that the objectives will be brought back review in December/ January.	ACTION: A. Pendergast to bring objectives for the Respectful Learning Environment Course back to the Committee in December or January for review.
#15 NEW BUSINESS		<p><u>Summative assessment policy Phases 1-4:</u> J. Reddigan outlined changes /updates to this policy as it had reached its review date.</p> <p><u>Summative assessment procedure Phase 1-3:</u> J. Reddigan outlined changes/updates. A. Pendergast to speak to D. Deacon regarding the use of fill-in-the-blank questions instead of multiple choice questions. T. Adey expressed the need for transparency in the potential situation of having to repeat a phase.</p> <p>It was MOVED by S. Murphy and SECONDED by O. Heath to approve the Summative Assessment Policy for Phases 1-4 as well as the Summative Assessment Procedure for Phases 1-3.</p> <p style="text-align: right;">All were in favor, and the MOTION CARRIED.</p> <p><u>Clinical Skills Committee TOR:</u> As there were no previous terms of reference for the Clinical Skills Committee, this document was created which outlines membership, operations of the group and responsibilities. E. Hillman suggested changing the name to include all phases. A. Goodridge said PESC will be</p>	<p>ACTION: A. Pendergast to speak to D. Deacon regarding the use of fill-in-the blank questions instead of multiple choice questions.</p> <p>ACTION: It was moved by S. Murphy and seconded by O. Heath to approve the Summative Assessment Policy for Phases 1-4 and the Summative Assessment Procedure for Phases 1-3. Motion carried.</p> <p>ACTION: The item Clinical Skills Committee TOR will be tabled for next meeting.</p>

		<p>recommending there be a Phase 4 representative for this Committee. This item will be tabled for next meeting due to time limitations.</p> <p><u>P2 objectives (Immunology):</u> defer to next meeting</p> <p>S. Murphy suggested compiling a document for both faculty and learners explaining how objectives get handled and changed. B. Kerr said he will be working with Content Leads to revamp objectives, and S. Murphy offered to help with this.</p> <p><u>P2 assessment plans (6750, 6760, 6770, 6780):</u> defer to next meeting</p>	<p>ACTION: The item P2 Objectives will be tabled for next meeting.</p> <p>ACTION: The item P2 Assessment Plans will be tabled for next meeting.</p>
#16 ADJOURNMENT		Meeting adjourned at 1700 hours.	
NEXT MEETING		December 19, 2018 in Room M2M240.	