

Undergraduate Medical Studies Committee Meeting		DATE	December 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 • 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, T. Adey, E. Hillman, C. Peddle, A. Goodridge, V. Curran, S. Pennell, A. Pendergast, L. Kenny, J. Gill (on line), C. Skanes, T.		

	Laughlin (on line), A. Haynes, B. Kerr		
REGRETS	O. Heath, L. Alcock, N. Duggan, L. Webster, 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 1605 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy reviewed items in New Business. T. Adey added the item "Electives Diversification".	
#3 APPROVAL OF MINUTES		The minutes of November 21, 2018 meeting were reviewed and approved.	
#4 STANDING COMMITTEE REPORTS	4.a. PESC Report	<p>A. Goodridge thanked those involved in the Curriculum Review and presented the report with the following highlights:</p> <ul style="list-style-type: none"> • Mandate was to identify gaps in curriculum with respect to integration, themes and specific courses • Suggesting revising the eligibility of voting members of committees • UGME Curriculum & Accreditation Advisor and UGME Faculty Curriculum Lead don't have an identified or clarified role • Lack of clarity in Terms of Reference for UGMS Committee • There should be a designated senior admin support person for UGMS Committee • The formation of a curriculum oversight working group is recommended • Greater clarity could be achieved by: position descriptions, infographics lines of communication, orientation materials for new people, expand UCLs, develop compressive communications plan • The separation of acute and chronic phases has not been helpful with respect to integration and spiraling of the curriculum • Suggestions related to the resequencing of the research curriculum (more preparatory education required, more faculty development, module on transitional research is needed) • More professionalism teaching in Phase 4 • Anesthesia rotation should be longer 	

		<ul style="list-style-type: none"> Suggestion to organize the curriculum by themes and symptoms. T. Laughlin suggested using EPAs as themes. <p>T. Adey explained challenge in filling vacant positions and difficulty in obtaining faculty involvement to carry out recommendations. S. Murphy asked about feedback on the “stories” component, and A. Goodridge said they have spent time looking at ILS sessions. V. Curran asked how spiraling was envisioned, and A. Goodridge said effective integration is lacking and almost in reverse. There is a feeling of isolation from the curriculum and lack of ownership which leads to people doing their own thing. S. Murphy said in the spiral curriculum, the idea was to revisit topics several times to reinforce the material. S. Pennell explained the difficulty in mapping objectives into the spiral curriculum and that the objectives need to be redone. L. Kenny said the vision of the spiral curriculum didn’t come to fruition, and A. Goodridge agreed. A. Hynes provided some examples of how some topics have been moved to various phases in order to accommodate the schedule. S. Murphy said this was a good overview and thanked the review committee for their work which will be looked at more closely in future. G. McGrath will send the full report to S. Murphy for Committee distribution.</p>	ACTION: G. McGrath will send the full report to S. Murphy for Committee distribution.
	4.b. SAS Report	<p>V. Curran presented the following reports that have been discussed at SAS:</p> <ul style="list-style-type: none"> Canadian Graduation Questionnaire: V. Curran highlighted positive comparisons with National average. Summary of learner satisfaction assessment: highlighted positive trends Historical Summary of grade statistics: done annually to identify anomalies NBME annual reports comparison: brief summary of scores MUN/Canadian average Phase 4 Annual Review: required to meet accreditation standards. No major red flags. Surgery NBME scores were significantly lower than National average. A. Haynes said a Surgery UCL was just appointed which may help. Data from progress testing can also show results. 	
	4.c. iTac Report	<p>S. Pennell brought forward the following:</p> <ul style="list-style-type: none"> Upgrading for Question Mark this week and looking at launching on-demand service in January 	
#5 PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan was not present.	
#6 PHASE 3 REPORT/ISSUES		J. Gill had nothing to report.	

#7 PHASE 2 REPORT/ISSUES	<p>L. Kenny presented Assessment Plans for 6750, 6760, 6770, 6780 for approval, and each were discussed in detail.</p> <p>It was MOVED by L. Kenny and SECONDED by V. Curran to accept the Assessment Plans for MED 6750, 6760, 6770 and 6780 as presented.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	<p>ACTION: It was moved by L. Kenny and seconded by V. Curran to accept the Assessment Plans for MED 6750, 6760, 6770 and 6780 as presented. Motion carried.</p>
#8 PHASE 1 REPORT/ISSUES	<p>A. Pendergast said Phase 1 is finishing up and they are just waiting for assessments to come in.</p>	
#9 REPORT FROM NB	<p>T. Laughlin updated:</p> <ul style="list-style-type: none"> • LIC in Moncton exceptionally well • Proposal for LIC in Fredericton is in and waiting on faculty response 	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES	<p>IF MUNFA strike occurs, many sessions would have to be cancelled. T. Adey said they have met and a plan to deliver the Phase 2 curriculum is in place. Clinical lectures will go ahead, and the last resort is to extend the semester. They are meeting regularly to deal with issues as they arise and to update students.</p>	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES	<p>No issues to report.</p>	
#12 ACCREDITATION ISSUES	<p>No issues to report.</p>	
#13 UGME OFFICE REPORT AND ISSUES	<p>Nothing to report.</p>	
#14 MATTERS ARISING FROM THE MINUTES	<p><u>P2 objectives (immunology)</u>: Tabled</p> <p><u>P2 assessment plans (6750, 6760, 6770, 6780)</u>: covered above in Item #7 Phase 2</p>	
#15 NEW BUSINESS	<p><u>UGME Budget</u>: T. Adey said she and C. Peddle have a budget meeting with the Dean in February and asked if anyone with budget requests for UGME please send them to her or C. Peddle. C. Peddle asked A. Haynes to bring this to the UCLs as well, and C. Peddle will send A. Haynes an email to forward to UCLs. A. Goodridge reiterated the recommendation to have a senior admin support person for UGMS. T. Adey will include this to budget requests.</p> <p><u>Electives Diversification Policy</u>: T. Adey brought forward some questions regarding the policy wherein students would do no more than 8 weeks in a CaRMS single entry discipline:</p> <ol style="list-style-type: none"> 1. Can we add pediatric neurology which was previously omitted? Agreed. 	<p>ACTION: C. Peddle to send a paragraph to A. Haynes to forward to UCLs regarding budgeting requests, and A. Haynes will send to UCLs.</p> <p>ACTION: Request for senior admin support person for UGMS to be added to budget discussions.</p>

	<p>2. Should we add to the MSPR that it was a National requirement to do just 8 weeks in any CaRMS single entry discipline? The committee agreed that they would support that statement.</p> <p>3. If there any other special electives rules that might impact our 8 week electives in one area, could they be brought to the Committee for discussion? Agreed.</p>	
#16 ADJOURNMENT	Meeting adjourned at 1738 hours.	
NEXT MEETING	January 16, 2019 in Room M2M240.	