

Undergraduate Medical Studies Committee Meeting		DATE	January 16, 2019
		ROOM	M2M240
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2018-19</b>	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Mr. Lindsay Webster, Senior Student Representative</li> <li>• Ms. Claire Skanes, 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>• 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 Ravaliala, 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> <li>• Dr. Alison Haynes, Faculty Content Lead</li> <li>• Mr. Brian Kerr, UGME Curriculum &amp; Accreditation Advisor</li> </ul>		
<b>PARTICIPANTS</b>	S. Murphy, T. Adey, E. Hillman, C. Peddle, S. Pennell, J. Gill (on line), C. Skanes, T. Laughlin (on line), A. Haynes, B. Kerr		

<b>REGRETS</b>	A. Goodridge, V. Curran, O. Heath, L. Alcock, N. Duggan, L. Webster, T. Hearn, A. Pendergast, L. Kenny		
<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 1605 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented. S. Murphy said “P2 objectives (immunology)” will be discussed in the Phase 2 report. C. Peddle added the item “Waiver to approve a portion of protected time” to the agenda.	
#3 APPROVAL OF MINUTES		The minutes of December 19, 2018 meeting were reviewed and approved. T. Adey identified some corrections to the minutes that C. Vokey will make. The Committee discussed how to move forward with the Curriculum Review report. S. Murphy said they plan is to discuss this report after the Interim Accreditation Report is received at the next meeting.	<b>ACTION: C. Vokey to make corrections as indicated to the December 19, 2018 minutes.</b>
#4 STANDING COMMITTEE REPORTS	4.a. PESC Report	A. Goodridge was not present to report.	
	4.b. SAS Report	V. Curran was not present to report.	
	4.c. iTac Report	S. Pennell brought forward the following said they are two weeks away from launching Question Mark to the cloud which opens our system up to run remote exams. He asked if the PERG position (Phase 3 Assessment Lead) has been filled yet, and T. Adey said there still has been no response. S. Murphy said there are a lot of vacant positions throughout the Faculty and suggested bringing the issue to a Clinical Chairs meeting in his role as Discipline Chair as the people on this level need to be aware these positions are not being filled. He will discuss it with T. Adey before the next Clinical Chairs meeting.	<b>ACTION: S. Murphy and T. Adey to discuss information to be brought to Clinical Chairs meeting regarding vacant positions.</b>
#5 PHASE 4-CLERKSHIP REPORT/ISSUES		N. Duggan was not present to report.	
#6 PHASE 3 REPORT/ISSUES		J. Gill was happy to report that the Research and ILS leads have been recruited. No issues to discuss at this time.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny was not present to report, but B. Kerr explained the change to Immunology objectives wherein a 4-hour lab slot was changed to 2 2-hour time slots with half the class attending each session. The students were in favor of the change. Three objectives were reworded more concisely to become two. Even though the objectives are not really changed, they wanted to follow the correct procedure to	<b>ACTION: Tabled until next meeting.</b>

	address the issue. C. Peddle expressed concern over decreasing the number of teaching hours as originally students had 4 hours of teaching now reduced to 2 hours. S. Murphy suggested tabling the item until we have the Phase 2 Lead present to discuss the scheduling change.	
#8 PHASE 1 REPORT/ISSUES	A. Pendergast was not present to report.	
#9 REPORT FROM NB	T. Laughlin updated: <ul style="list-style-type: none"> <li>• LIC proposal to Fredericton was well received. Waiting for response.</li> <li>• LIC Moncton is going really well.</li> <li>• Match to Moncton went well.</li> <li>• May 2 and 3 NB MED Ed Forum in Fredericton.</li> </ul>	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES	Senate meeting was cancelled this month.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES	No issues to report.	
#12 ACCREDITATION ISSUES	The Accreditation Report will be presented next meeting. B. Kerr looking at a review to examine each issue raised with a project team working on each standard/area. They are putting together a project plan now of which the Dean was supportive. The clock will start in September for the 2021 review.	
#13 UGME OFFICE REPORT AND ISSUES	<p>C. Peddle identified that a lecture in the Phase 3 schedule that was left out needs to be added, and proposed doing this by using 1 hour of protected time next Tuesday afternoon. C. Skanes (Student Rep) said advance notice is always best, but if that is where it is most appropriately themed, then it's better to add it then. C. Peddle to put together a brief paragraph explaining what happened and when the protected time hour will go back to students which she will send to C. Skanes for discussion with the students. The lecture capture option was discussed. S. Murphy said if it is agreeable to students, we can go ahead with the change. J. Gill as Phase 3 Lead is ok with the change.</p> <p>It was <b>MOVED</b> by S. Murphy and <b>SECONDED</b> by T. Adey to approve asking Phase 3 students if one hour of protected time could be used next Tuesday in order to include a lecture that was omitted. If students are agreeable, this hour will be taken next Tuesday during protected time and given back to them at a later date.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: It was moved by S. Murphy and seconded by T. Adey to approve asking Phase 3 students if one hour of protected time could be used next Tuesday in order to include a lecture that was omitted. If students are agreeable, this hour will be taken next Tuesday during protected time and given back to them at a later date. MOTION CARRIED.</b></p>

	<p>T. Adey followed up on previous concern of duty hours and protected time from Student Affairs as students haven't been taking this time. Students have to get it approved, but their reason for using this leave is confidential. When she brought this to Clinical Chairs, many weren't aware of this being available to students and concern was expressed that students could potentially be at a different clinic every day and this time would not be tracked properly. S. Pennell said One45 can track student leave, but students should still get approval for preceptor for now until One45 can be utilized in this manner. There was also some concern from Clinical Chairs regarding clinic cards as some students are writing their own comments on their clinic cards and potentially writing their own Dean's Letters. N. Duggan, Phase 4 Lead, was at the meeting to address concerns and said more faculty development may be needed. At the Phase 4 meeting tomorrow it will be proposed to have a word limit on clinic cards comments which ultimately become ITARS and are included on the MSPRs. A program director met with T. Adey last week to discuss MSPRs and brought examples of Dean's Letters from other schools. One school has students pick 6-8 comments they want on their letter to be validated prior to being included and students still feel they have a voice. T. Adey is putting together a working group which will include learners to continue to work on this. S. Pennell emailed Resilience to check into possibility of having a word limit on the Clinic Cards. A. Haynes asked if learners were given any direction on how they should use the clinic cards, and T. Adey said there needs to be more direction on this. C. Skanes as student rep said she likes the idea of being able to choose the comments. T. Adey will keep the Committee updated on this.</p>	
#14 MATTERS ARISING FROM THE MINUTES	<u>P2 objectives (immunology)</u> : discussed above and tabled for next meeting.	<b>ACTION: Tabled for next meeting.</b>
#15 NEW BUSINESS	No New Business to discuss.	
#16 ADJOURNMENT	Meeting adjourned at 1702 hours.	
NEXT MEETING	February 20, 2019 in Room M2M240.	