

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES
CHAIR	DR. SEAN MURPHY
DATE	DECEMBER 14, 2011
MEMBERS AS OF December 14, 2011	S. Murphy (Chair), D. McKay, E. Hillman, S. Pennell, S. Ackerman, T. Adey, J. McCarthy, S. Mulay, L. Gillespie, M. Wells, J. Jackman, L. Glynn, J. Farrell, S. Moffatt, Students: L. Edwards, H. Coffey, P. Mullins-Richards (Minutes). 19
SECRETARY FOR MEETING OF DEC 14TH MINUTES	Ms. Paula Mullins-Richards
PARTICIPANTS	S. Murphy, S. Mulay, S. Pennell, J. Jackman, L. Gillespie, J. McCarthy, S. Ackerman, P. Mullins-Richards (Minutes). 8/19
REGRETS	D. McKay, E. Hillman, T. Adey, M. Wells, L. Glynn, J. Farrell, S. Moffatt, L. Edwards, H. Coffey. 11/19

AGENDA ITEM	DISCUSSION	ACTION / RESPONSIBLE
WELCOME / MEETING START TIME	<ul style="list-style-type: none">S. Murphy opened the meeting at 4:00 pm	<ul style="list-style-type: none">Quorum in Attendance
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none">There were no additions to the Agenda.	
REVIEW OF MINUTES FROM (December 15, 2011)	<ul style="list-style-type: none">S. Murphy suggested that if all the Committee had, previously, reviewed the minutes and there were no questions/concerns that the minutes be accepted.	<ul style="list-style-type: none">Minutes were approved with correction of name of L. Gillespie
UPDATE	<ul style="list-style-type: none">Item: Amalgamation of 3rd and 4th into single clerkship & longitudinal clinical experience course	<ul style="list-style-type: none">Both proposals presented to Faculty CouncilApproved via e-voteACTION<ul style="list-style-type: none">Requires update to promotion policy
BUSINESS ARISING	<ul style="list-style-type: none">Item: Promotions policy revision	<ul style="list-style-type: none">An revised version of the promotions policy, as presented by D. McKay at the December, 2011 meeting, was discussedThe changes are intended to reflect the 3rd-4th year amalgamationMotion was made to approve the revised policy<ul style="list-style-type: none">S. Pennell, L. Gillespie (seconded)CARRIEDACTION<ul style="list-style-type: none">Revised policy to be forwarded to policy analyst for format revision
NEW BUSINESS	<ul style="list-style-type: none">Item:	<ul style="list-style-type: none">As part of a regular review of older policies, a general

	Deferred Exam Policy	discussion of this policy was held <ul style="list-style-type: none">• There was concern that Clerkship exams, in particular, are not properly addressed by the policy.<ul style="list-style-type: none">- ACTION<ul style="list-style-type: none">○ Will be forwarded to UGME Dean and Clerkship Committee for review and comment.
	<ul style="list-style-type: none">• Item: Accreditation Checklist ED 42	<ul style="list-style-type: none">• Reviewing standards which apply to UGMS<ul style="list-style-type: none">1.a) One policy<ul style="list-style-type: none">- Covered by promotions- At all sites1.b) Not applicable-Present compliance with ED 42
	<ul style="list-style-type: none">• Item: Topics for Future	<ul style="list-style-type: none">• Topics for the Future<ul style="list-style-type: none">- ED 38 - following review by Clerkship committee- Deferred exam policy – after review by Clerkship & Pre-clerkship- Summative Assessment Policy – clarification of clinical skills grading- Clerkship rotation patient care experiences policy (2006) – regular review.
Adjournment	<ul style="list-style-type: none">• Adjourned at 4:36pm.	
Next Meeting Date	January 18, 2012	