

## Minutes / Action Items - UGMS Committee Meeting

<b>MEETING</b>	UGMS - UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
<b>CHAIR</b>	DR. SEAN MURPHY		
<b>DATE</b>	March 21, 2012		
<b>MEMBERS</b>	DR. S. Murphy (Chair), Dr. D. McKay, Dr. R. Gendron, Dr. O. Heath, Dr. L. Glynn, Dr. J. Campbell , Dr. C. Morris Larkin, Ms. Elizabeth Hillman (Registrar's Office), Ms. Hilary Coffey (Student representative) Ms. Paula Mullins-Richards (UGME) and Ms. B. Furey (Secretary). <span style="float: right;">11</span>		
<b>SECRETARY - January 19<sup>th</sup> MINUTES</b>	Ms. Bernadette Furey		
<b>PARTICIPANTS</b>	<b>Attendees:</b>	<b>S. Murphy, R. Gendron, O. Heath, L. Glynn, J. Campbell, C. Morris Larkin, E. Hillman, H. Coffey,</b>	
	<b>UGME Reps:</b>	<b>P. Mullins-Richards, B. Furey</b> <span style="float: right;">10/11</span>	
<b>REGRETS</b>	<b>Regrets:</b>	<b>Dr. D. McKay</b> <span style="float: right;">1/11</span>	
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
MEETING START TIME	<ul style="list-style-type: none"> <li>S. Murphy opened the meeting at 4:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order</li> <li>Quorum in Attendance</li> </ul>	
ADDITIONS TO THE AGENDA #1	<ul style="list-style-type: none"> <li>Agenda</li> </ul>	<ul style="list-style-type: none"> <li>No additions</li> </ul>	<b>ACTION:</b> <b>Agenda Approved.</b>
Introductions / review of committee TOR #2	<ul style="list-style-type: none"> <li>Introductions</li> <li>TOR</li> </ul>	<ul style="list-style-type: none"> <li>Round table Introductions were made.</li> <li>TOR: S. Murphy read parts of TOR                             <ul style="list-style-type: none"> <li>➤ The background and recent restructuring of the committee was discussed.</li> <li>➤ TOR: note wording change needed in Terms of Reference under Operations #3. should read... The Chair or delegate will represent SCUGS - Senate Committee Undergraduate Studies</li> </ul> </li> </ul>	<b>ACTION:</b> <b>S. Murphy to change wording in TOR.</b>
APPROVAL OF MINUTES #3	<ul style="list-style-type: none"> <li>S. Murphy</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from February 15, 2012 will be emailed out to previous committee members for approval, as no past committee members were present</li> <li>Tabled</li> </ul>	<b>ACTION:</b> <b>Ms. Furey will email past Committee Members for Minutes Approval.</b>

<p>BUSINESS ARISING #4</p>	<ul style="list-style-type: none"><li>Item 4 a)</li></ul> <p>Revised summative assessment policy (Murphy)</p>	<ul style="list-style-type: none"><li>S. Murphy presented document titled "Summative Assessment Policy for Pre-Clerkship Courses" on PowerPoint</li><li>This is a minor revision to the existing policy approved in October 2011, mainly to correct minor errors and omissions<ul style="list-style-type: none"><li>Section 4 - Grading - new changes were explained<ul style="list-style-type: none"><li>Appendix E clarifies clinical skills and OSCE grading</li></ul></li></ul></li></ul>	<p><b>ACTION:</b></p> <p><b>To accept new changes</b></p> <p><b>Motion: S. Murphy</b> <b>Moved: L. Glynn</b> <b>Seconded: R. Gendron</b> <b>CARRIED</b></p>
	<ul style="list-style-type: none"><li>Item 4 b)</li></ul> <p>Revised Promotions policy (S. Murphy)</p>	<ul style="list-style-type: none"><li>S. Murphy presented document titled "Undergraduate Medical Education Programme Promotion Policy"</li><li>This revision is necessitated by the planned amalgamation of 3<sup>rd</sup> and 4<sup>th</sup> year into a single clerkship</li><li>The Promotions Committee will meet when all students complete their core rotations to determine if they will be allowed to continue on to complete the remainder of their training</li><li>The Promotions Committee will meet again after the completion of clerkship to determine eligibility for graduation</li><li>H. Coffey stated that students are asking if students have to wait for the Committee to meet to hear on their promotion because they won't be able to go on electives in July if so.</li><li>P. Mullins Richards explained that conditional promotion title would be awarded before July to allow electives to take place.</li><li>S. Murphy explained PAS, Reassessment, Remediation, FAIL, and Failure to Continue terms</li><li>Discussion of several implication of the new policy took place, including flexibility for allowing time for reassessments and remediation and changes and variability in the "weighting " of courses in the overall grading scheme</li><li>In terms of the criteria for remediation before continuation into the non-core phase of clerkship, the committee agreed that the wording for #5 will read... four (4) courses for below average.</li><li>S. Murphy proposed minor changes to language for item #6</li></ul>	<p><b>ACTION:</b></p> <p><b>To accept the revised document as amended</b></p> <p><b>Motion: S. Murphy</b></p> <p><b>Moved: J. Campbell</b> <b>Seconded: O. Heath</b></p> <p><b>CARRIED</b></p>

	<ul style="list-style-type: none"><li>Item 4 c) Update on UGME / academic year rescheduling (S. Murphy)</li></ul>	<ul style="list-style-type: none"><li>UGME / Academic Year Rescheduling is still undecided.</li></ul>	<b>ACTION:</b>  <b>S. Murphy will bring any updates to next meeting.</b>
NEW BUSINESS #5	<ul style="list-style-type: none"><li>Item 5 a) PEI &amp; NB representation (general discussion) (S. Murphy)</li></ul>	<ul style="list-style-type: none"><li>S. Murphy discussed and MOU has been in place between MUN and the PEI government. This may have implications for the representation on the UGMS committee and updates will follow.</li></ul>	
	<ul style="list-style-type: none"><li>Item 5 b) Date for next meeting</li></ul>	<ul style="list-style-type: none"><li>April's meeting date will be rescheduled to April 25, 2012</li></ul>	<b>ACTION:</b> <b>Ms. Furey will book room and teleconference access for April 25.</b>
ANY OTHER BUSINESS #6	<ul style="list-style-type: none"><li>Item 6</li></ul>	<ul style="list-style-type: none"><li>None</li></ul>	
TOPICS FOR FUTURE MEETINGS #7		<ul style="list-style-type: none"><li>Deferred exam policy revisions (when complete)</li><li>Clerkship rotation patient care experiences policy (2006) - regular review.</li></ul>	<b>ACTION:</b>  <b>Dr. Murphy to place on next month's Agenda</b>
#8	<ul style="list-style-type: none"><li>Adjournment</li></ul>	<ul style="list-style-type: none"><li>UGMS Committee Meeting Adjourned at 5:35pm</li></ul>	
	<ul style="list-style-type: none"><li>Next Meeting</li></ul>	<ul style="list-style-type: none"><li>Change to April 25th, 2012</li><li>(Usually the 3rd Thursday of the Month; not July or August)</li></ul>	

**UGMS Meeting Agenda**

Date: March 21, 2012      Start Time: 4:00pm      End Time: 5:30pm      Location: PDCS - Meeting Room #4

1. Agenda approval
2. Introductions / review of committee TOR
2. Approval of Minutes - February 15, 2012
3. Business Arising
  - a) Revised summative assessment policy - Chair
  - b) Revised Promotions policy - Chair
  - c) Update on UGME / academic year rescheduling - Chair
5. New Business
  - a) PEI & NB representation (general discussion) - Chair
  - b) Date for next meeting - April 25 - Chair
6. Any other business
7. Topics for future meetings
  - a) Deferred exam policy revisions
  - b) Clerkship rotation patient care experiences policy (2006) - regular review.
8. Adjournment

**2012 Meeting Times:**

ID	Date	Start	End	Status	Notes	
<del>1</del>	<del>41440</del>	<del>18-JAN-2012</del>	<del>Wednesday</del>	<del>16:00</del>	<del>17:30</del>	<del>1</del> = Cancelled by Chair
2	41441	15-FEB-2012	Wednesday	16:00	17:30	1 = Meeting occurred ✓
3	41442	21-MAR-2012	Wednesday	16:00	17:30	1 = Meeting occurred ✓
<del>4</del>	<del>41443</del>	<del>18-APR-2012</del>	<del>Wednesday</del>	<del>16:00</del>	<del>17:30</del>	<del>1</del> = Cancelled by Chair
5	41444	16-MAY-2012	Wednesday	16:00	17:30	1
6	41448	19-SEP-2012	Wednesday	16:00	17:30	1
7	41449	17-OCT-2012	Wednesday	16:00	17:30	1
8	41450	21-NOV-2012	Wednesday	16:00	17:30	1
9	41451	19-DEC-2012	Wednesday	16:00	17:30	1
10	41467	16-JAN-2013	Wednesday	16:00	17:30	1

Equipment = Computer  
Room = Meeting Room 4

In Professional Development Conference Area.

**Preferred Email Addresses of Committee:**

swmurphy@mun.ca; ugme.associatedean@med.mun.ca; lglynn@mun.ca; oheath@mun.ca; rgendron@mun.ca; JCampbell@khsi.ca, clarkin@mun.ca; ehillman@mun.ca; hcoffey@mun.ca; Paula.Richards@med.mun.ca; ugme.secretary@med.mun.ca