

Minutes / Action Items - UGMS Committee Meeting			
MEETING	UGMS - UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	DR. SEAN MURPHY		
DATE	May 16, 2012		
MEMBERS	S. Murphy (Chair), D. McKay, R. Gendron, O. Heath, L. Glynn, J. Campbell, C. Morris Larkin, E. Hillman (Registrar's Office), H. Coffey (Student representative) P Mullins-Richards (UGME) and B. Furey (Secretary). 11		
SECRETARY - MINUTES	B. Furey		
PARTICIPANTS	Attendees:	S. Murphy, R. Gendron, J. Campbell, E. Hillman,	6/11
	UGME Reps:	P. Mullins-Richards, B. Furey	
REGRETS	Regrets:	D. McKay, O. Heath, L. Glynn, C. Morris Larkin, H. Coffey	5/11
AGENDA	ITEM	DISCUSSION	ACTION
MEETING START TIME	<ul style="list-style-type: none"> S. Murphy opened the meeting at 4:00pm 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance 	
ADDITIONS TO THE AGENDA #1	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> No additions 	ACTION: <ul style="list-style-type: none"> Agenda Approved.
APPROVAL OF MINUTES #2	<ul style="list-style-type: none"> Approval of minutes 	<ul style="list-style-type: none"> Minutes from February 15, 2012 were emailed for approved. Minutes from March 21, 2012 were approved at May's meeting. 	ACTION: <ul style="list-style-type: none"> Re: February 15 minutes Moved: Dr. S. Mulay Seconded: Ms. E. Hillman CARRIED Re: March 21 minutes Moved: Ms. P. Richards Seconded: Ms. E. Hillman CARRIED
#3	<ul style="list-style-type: none"> Item 3. a. TOR follow-up 	<ul style="list-style-type: none"> S. Murphy informed the committee that all members of UGMS have full voting rights. 	

	(Murphy)		
#3	<ul style="list-style-type: none"> Item 3 b. Revised promotions policy follow-up (Murphy) 	<ul style="list-style-type: none"> S. Murphy advised the committee that the promotions policy was approved in a modified form at the most recent faculty council meeting, although the revised policy document has not yet been circulated. 	<p>ACTION:</p> <ul style="list-style-type: none"> S. Murphy to add to June’s Agenda to give update.
NEW BUSINESS #4	<ul style="list-style-type: none"> Item 4 a. Motion to waive mandatory component of HELM (Murphy) 	<ul style="list-style-type: none"> S. Murphy presented a motion, forwarded by the pre-clerkship chair, to waive the mandatory attendance requirement of the HELM component of Clinical Skills. Whereas the clinical skills sessions are experiential in nature and require attendance, this is not true of the HELM component and students must currently use a limited number of personal leave days if they cannot attend. S. Murphy proposed a change in the University calendar wording: “#5610 Clinical Skills I introduces... AR: attendance is required, (with the exception of the HELM component)”. 	<p>ACTION:</p> <ul style="list-style-type: none"> Motion to exempt attendance at HELM as mandatory. <p>Moved: P. Mullins Richards Seconded: Dr. J. Campbell</p> <p>CARRIED</p> <ul style="list-style-type: none"> S. Murphy to forward to Faculty Council
	<ul style="list-style-type: none"> Item 4 b) Status and future of the MD-PhD Program (B. Gendron) 	<ul style="list-style-type: none"> B. Gendron spoke of status and future of the MD-PhD Program It was explained is a student is not registered for this program over a certain length of time then the Faculty of Medicine loses the option of the program. Ms. Hillman read from the calendar and this joint program comes in under the directive of UGME Associate Dean. 	<p>ACTION:</p> <ul style="list-style-type: none"> S. Murphy to meet with D. McKay to obtain more information
	<ul style="list-style-type: none"> Item 4 c. Clerkship rotation patient care 	<ul style="list-style-type: none"> S. Murphy spoke on topic of <i>Clerkship rotation patient care experiences policy (2006)</i> – regular review This is brought to this meeting as a regular review of this policy 	

	experiences policy (2006) – regular review (S. Murphy)	<ul style="list-style-type: none">• S. Murphy contacted several Clerkship Coordinators for comments• After discussion, no specific deficiencies or inaccuracies were identified	ACTION: A notation to indicate a review of the policy to be added to the document.
ANY OTHER BUSINESS #5		<ul style="list-style-type: none">• No new items	
TOPICS FOR FUTURE MEETINGS #6		<ul style="list-style-type: none">• Add as topic for future meetings<ul style="list-style-type: none">➤ Deferred exam policy revisions	ACTION: <ul style="list-style-type: none">• S. Murphy to add to June’s Agenda Items.
#8	<ul style="list-style-type: none">• Adjournment	<ul style="list-style-type: none">• UGMS Committee Meeting Adjourned at 4:50 pm	

2012 Meeting Times:						
	ID	Date	Start	End	Status	Notes
1	41440	18 JAN 2012	Wednesday	16:00	17:30	±
2	41441	15 FEB 2012	Wednesday	16:00	17:30	±
3	41442	21 MAR 2012	Wednesday	16:00	17:30	±
4	41443	18 APR 2012	Wednesday	16:00	17:30	±
5	41444	16 MAY 2012	Wednesday	16:00	17:30	±
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.