

Undergraduate Medical Studies Committee Meeting		DATE	November 18, 2015
		ROOM	M2M240
CHAIR	Dr. Sean Murphy,		
MEMBERS: 2014 - 2015	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Mark Hayward, Phase 1 – 3 Student Representative • Ms. Kylie Goodyear, Junior Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative • Dr. Carolyn Morris-Larkin, Faculty Representative • Dr. Sheila Drover, Faculty Representative • Dr. Lindsay Alcock, Faculty Representative • Dr. John Campbell, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. James Rourke, Dean of Medicine • Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar’s Delegate • Ms. Carla Peddle, Acting 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. Kath Stringer, Clerkship Committee Chair • Dr. Victor Maddalena, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead • Dr. Norah Duggan, Phase 4 Lead (Acting <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Tom Laughlin, Assistant Dean – New Brunswick • Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network • <i>Vacant</i>, Assistant Dean – Prince Edward Island • <i>Vacant</i>, Assistant Dean – Yukon 		
PARTICIPANTS	S. Murphy, A. Goodridge, S. Drover, O. Heath, V. Curran, E. Hillman, C. Peddle, C. Morris-Larkin, L. Alcock, S. Pennell, V. Maddalena, L. Kenny, K. Goodyear		

REGRETS	J. Campbell, M. Hayward, K. Stringer, J. Hickey, T. Laughlin, D. McKay, N. Duggan		
RECORDING SECRETARY	<i>Minutes Taped – 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.	ACTION: Agenda approved as presented.
#3 APPROVAL OF MINUTES		The Minutes for the October 21, 2015 meeting were approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge reported that things are running smoothly, they have received lots of feedback and processes are working well.	
	Item 4. b. SAS Report	<p>V. Curran reported on:</p> <p>i. <u>Clinical Skills Revisions</u>: There was a motion brought forward from SAS to change the provisional pass mark for the OSCE in the Clinical Skills Assessment Plan for Phases 2 and 3 to 80%. V. Curran will ask D. Deacon to forward copies of assessment plans showing where this revision would be to S. Murphy, and S. Murphy will email M. Goodridge for clarification.</p> <p>ii. <u>Summative Assessment Procedure Revision for Phases 1 - 3</u>: Added a new section to cover Hofstee Method. There was discussion regarding the reassessment pass mark, and it was decided to add the following to the Summative Assessment Procedure - H.3. The pass mark for the reassessment will be the Hofstee adjusted mark on the original exam. S. Murphy to follow-up with revision.</p> <p>It was MOVED by V. Curran and Seconded by A. Goodridge to approve the Summative Assessment Procedure with agreed revisions.</p>	<p>ACTION: V. Curran to ask D. Deacon to forward assessment plans to S. Murphy.</p> <p>ACTION: S. Murphy to email M. Goodridge for clarification.</p> <p>ACTION: S. Murphy to ensure addition is made to Summative Assessment Procedure as agreed upon.</p> <p>MOTION: To accept the Summative Assessment Procedure revisions for Phases 1 –</p>

		<p style="text-align: center;">All were in favour and the MOTION CARRIED</p> <p>K. Goodyear brought up the several student concerns: i. <u>How do Lab exams fit into this assessment framework?</u> It was agreed that the they are a part of the overall assessment plan for the relevant phase, and general rules regarding assessments are no different for these exams. ii. <u>If a student fails a reassessment would he/she fail the phase?</u> V. Maddalena said options include requesting a reassessment of the grade, as well as developing an independent learning plan on an individual basis. iii. <u>Challenging questions:</u> V. Maddalena said procedure involves contacting the Phase Lead to issue a “challenge card”. iv. <u>Time limit to view exams:</u> C. Peddle said UGME Office now allows a minimum of 15 minutes to review objectives and she will follow-up with UGME staff for further details.</p>	<p>3 with changes.</p> <p>ACTION: C. Peddle to follow-up with UGME staff regarding procedure for students viewing exams.</p>
	Item 4. c. iTac Report	<p>S. Pennell said</p> <ul style="list-style-type: none"> • With regards to health informatics they are trying to work with AFMC and Infowave to standardize measures in curriculum and they will meet next week to discuss. • IT is looking at moving the “QuestionMark” program to a cloud storage system, and is also looking at single sign-on for MUN in general. • Lecture capture is still being asked for by students, and the Dean has expressed his support; however, there are issues regarding copyright and MUNFA. The process is meant to be a supplement to teaching not a replacement. All agreed it is important to monitor attendance and performance if/when this is implemented. S. Murphy will write the Dean regarding the issue of digital capturing for discussion at a future Faculty Council meeting. 	<p>ACTION: S. Murphy will send correspondence to the Dean regarding lecture capturing.</p>
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		N. Duggan not present.	
#6 PHASE 3 REPORT/ISSUES		J. Hickey not present.	
#7 PHASE 2		L. Kenny reported:	

REPORT/ISSUES		<ul style="list-style-type: none"> • PESC evaluation summary better this term. • They are working on scheduling issues in patient course. • New ILS evaluation process highlighted issues with peer assessment process. PESC will ask UGME and Phase Management Team to look at peer assessment process and ILS in general. • Phase 2 schedule is complete. They have moved things to Phase 2 from Phase 3 as much as possible; the OSCE has been moved to June; and Phases have been moved back to correspond with traditional schedule. L. Kenny to check with V. Whelan and J. Ramlackhansingh to ensure Phase 2 schedule has been circulated. • Phase 2 starts February 8th 	ACTION: L. Kenny to check with V. Whelan and J. Ramlackhansingh regarding distribution of Phase 2 schedule.
#8 PHASE 1 REPORT/ISSUES		<p>V. Maddalena reported:</p> <ul style="list-style-type: none"> • Phase 1 is progressing well with no major issues. • Minor issue with Anatomy Lab Exam which they are sorting through. • Ongoing concern regarding Community Placement as there are never enough community preceptors. There are enough for this year; however, next year will be a bigger challenge. • Search has begun for V. Maddalena's replacement as Phase Lead, and he will be starting sabbatical in January 2016. 	
#9 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay was not present to report. S. Murphy presented item D. McKay sent to Committee regarding Senate's plan to create a new subcommittee on Teaching and Learning. V. Curran suggested someone from Faculty of Medicine should be on this subcommittee. S. Murphy to email the Dean requesting representation.	ACTION: S. Murphy to ask Dean for Faculty of Medicine representation on new subcommittee on Teaching and Learning.
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay was not present to report.	
#11 ACCREDITATION ISSUES		D. McKay was not present to report. S. Murphy talked about status report needed for 3 items: ED-1 (objectives), ED-33 (curriculum management) and ED-35 (PESC). S. Murphy will add to future agendas for future discussion.	ACTION: S. Murphy will add ED-1, ED-33 and ED-35 to future agendas.
#12UGME OFFICE REPORT		C. Peddle said the UGME office is anticipating advertising the position of Coordinator before Christmas.	

AND ISSUES			
#13 MATTERS ARISING FROM THE MINUTES		No matters arising.	
#14 NEW BUSINESS		<p><u>Subject Leads</u>: S. Murphy said he attended a meeting of the various phase leads to develop a description for subject lead but there was reference to them being part of a vertical integration. As the description needed further definition, another meeting is required.</p> <p><u>Clinical Epidemiology/Biostats</u>: S. Murphy said a meeting was held and issues were resolved.</p> <p>S. Murphy presented request from J. Harris regarding waiver of Protected Time Policy June 13 to 17, 2016.</p> <p>It was MOVED by S. Murphy to approve request to waive the Protected Time Policy in the Phase 3 Clerkship Preparation Course June 13 to 17. Seconded by K. Goodyear.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED</p>	
#15 ADJOURNMENT		The meeting adjourned at 1725 h.	
Next Meeting		Next regular meeting scheduled for December 16th, 2015.	



Sean. W Murphy, MD
Committee Chair