

Undergraduate Medical Studies Committee Meeting		DATE	October 21, 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. Susan Wakeham, Phase 4 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 • Dr. Tanis Adey • Dr. Taryn Hearn • <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, J. Hickey, C. Peddle, T. Laughlin, D. McKay, N. Duggan		
REGRETS	J. Campbell, M. Hayward, K. Stringer, S. Wakeham, C. Morris-Larkin, L. Alcock, S. Pennell, V. Maddalena, L. Kenny		
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 1615 hours.	
#2 AGENDA APPROVAL		The Agenda was approved.	ACTION: Agenda approved with noted additions.
#3 APPROVAL OF MINUTES		The Minutes for the September 23, 2015 meeting were approved.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	<p>Regarding the faculty evaluation policy, A. Goodridge said it has been simplified, and three key points in the new version are:</p> <ol style="list-style-type: none"> 1. Faculty teaching will be evaluated 2. Assurance of student anonymity 3. Program Evaluation Committee will manage teaching evaluations. <p>The previous version will be followed in the interim.</p> <p>Program evaluation outline has been presented to Phase 1 students regarding program evaluation and its importance as well as type of feedback needed.</p> <p>There have been some updates to Clerkship evaluations and course evaluation forms for Phases 1, 2 & 3. There is a new evaluation form for ILS, a new Faculty feedback form that will be used to provide non-anonymous feedback regarding teaching and a new student evaluation form including EPA's.</p>	MOTION BY: A. Goodridge moved the new Faculty Teaching Policy be approved as presented. Seconded by D. McKay. Motion carried.
	Item 4. b. SAS Report	V. Curran said SAS has been discussing the Phase 4 evaluation system. He has met with N. Duggan, HSIMS, D. Deacon and UGME office staff regarding setting up a centralized database where discipline APA's can enter clinic card data for access. N. Duggan said there should be an increase in participation	

		once evaluations can be completed electronically.	
	Item 4. c. iTac Report	S. Pennell not present to report.	
#5 PHASE 4- CLERKSHIP REPORT/ISSUES	<ul style="list-style-type: none"> • Report on Phase 4 visit to PEI & NB • Revision of options for selectives rotations 	<p>N. Duggan updated the Committee saying the last Clerkship meeting was held in Fredericton, and it was very positive with good feedback from students and preceptors.</p> <p>D. McKay asked Committee to consider adding a selective in Gerontology/ Geriatrics. All agreed this would be beneficial, and some members offered to work together on this. T. Laughlin suggested looking at an elective/selective in office procedures (Lumps & Bumps).</p>	<p>MOTION BY: N. Duggan moved for approval in principal for students doing Pediatrics rotation in New Brunswick can attend academic sessions established by Dalhousie as long as the CDC is confident the objectives are equivalent to MUN's. J. Hickey seconded. Motion carried.</p> <p>MOTION BY: N. Duggan to remove ER and Anesthesia rotations from the selectives list after this academic year. Seconded by A. Goodridge. Motion carried.</p>
#6 PHASE 3 REPORT/ISSUES		J. Hickey reported they are troubleshooting last year's concerns. The first major assessment has not occurred yet.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny was not present to report.	
#8 PHASE 1 REPORT/ISSUES		<p>As V. Maddalena was not present, S. Murphy reported on his behalf:</p> <ul style="list-style-type: none"> • Phase 1 is progressing well • Few scheduling problems except finding space for lab exam reassessments • Enough physician preceptors have been secured for Phase 1 Community Visits for this year and a working group has been formed to deal with this ongoing problem. • During Quality Improvement activities with students, problems were identified regarding anatomy content (lab exam). 	
#9 SENATE, SCUGS, AND UNIVERSITY		D. McKay was not present to report.	

ISSUES			
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay was not present to report.	
#11 ACCREDITATION ISSUES		D. McKay was not present to report.	
#12 UGME OFFICE REPORT AND ISSUES		C. Peddle reported there were no issues to report.	
#13 MATTERS ARISING FROM THE MINUTES		S. Murphy said Biostats / Epidemiology Committee has been convened and is meeting next week to discuss outstanding issues related to these areas.	
#14 NEW BUSINESS	<ul style="list-style-type: none"> Report on Conference on Longitudinal Integrated Clerkships and approval of joint MUN/DMNB Committee Options for increasing Geriatrics curriculum 	<p>T. Laughlin updated the Committee on the CLIC Conference saying it was a great conference with the following key messages:</p> <ul style="list-style-type: none"> the effectiveness of the program relies upon multiple, ongoing reinforcers of knowledge and skills long-term relationship building with effective coaching is essential to growth of the program the program has to be designed to be specific and individualized to the community <p>New Brunswick has 4 LIC's, and T. Laughlin suggested a committee be formed to study LIC implementation as per motion.</p> <p>(addressed above in Item #5)</p>	<p>MOTION BY: T. Laughlin moved that a committee be formed to study LIC implementation in New Brunswick with joint chairs and membership. Seconded by N. Duggan. Motion carried.</p>
#15 ADJOURNMENT		The meeting adjourned at 1656 h.	
Next Meeting		Next regular meeting scheduled for November 18, 2015.	

A handwritten signature in black ink, appearing to read "Sean W. Murphy, MD". The signature is fluid and cursive, with a large, stylized initial "S" and "M".

Sean. W Murphy, MD
Committee Chair