

Undergraduate Medical Studies Committee Meeting		DATE	September 24, 2014
		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 • Ms. Lindsay Glynn, 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. Melody Marshall, 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. Bruce Sussex, Pre-Clerkship Committee Chair • Dr. Victor Maddalena, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead • <i>Vacant</i>, Phase 4 Lead <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Todd Lambert, 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	Dr. Sean Murphy, Dr. Vernon Curran, Dr. Sheila Drover, Mr. Mark Hayward , Dr. Olga Heath, Dr. Joanne Hickey, Dr. Victor		

	Maddalena, Dr. Carolyn Morris-Larkin, Dr. Donald McKay, Ms. Melody Marshall, Mr. Stephen Pennell		
REGRETS	Dr. John Campbell, Dr. James Rourke, Dr. Kath Stringer, Dr. Lisa Kenny, Dr. Todd Lambert, Dr. Mohamed Ravalia		
RECORDING SECRETARY	<i>(Minutes Taped)</i>		
GUESTS	None		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	S. Murphy (Chair) convened the meeting at 1600 h.	<ul style="list-style-type: none"> • Call to order at 1600h. • Quorum in attendance. 	
#1 AGENDA APPROVAL		The Agenda was adopted as presented.	ACTION: Agenda Adopted
#2 APPROVAL OF MINUTES		Minutes not available – to be approved at subsequent meeting.	
#3 STANDING ITEMS a) curriculum revision.	i. Follow-up of MED 5740 assessment map	<p>S. Murphy explained that the MED 5740 (Community Engagement I) course assessment map that was approved at the last regular meeting had to be re-visited. In keeping with its general assessment principles, the Committee re-allocated some grades from formative & purely participatory marks to the community visit preceptor’s evaluation. Also, to make MED 5740 assessment more consistent with the structure of other courses, the preceptor’s evaluation was included as the single item in a block.</p> <p>Dr. C. Donovan, the primary organizer of CE I, subsequently advised that Phase I Lead and the UGMS Chair that this was not satisfactory. She explained that despite the fact that the Community visit is comprised of 10 working days, only two are spent with the preceptor and the evaluation is therefore over-weighted.</p> <p>Given this clarification, a further revision of the CE I assessment map was</p>	

	<p>ii. Course addition – Community engagement III</p>	<p>circulated to Committee members for an e-vote. This was unanimously approved on September 4th and posted prior to the beginning of the course.</p> <p>The Chair presented a proposal for a new course, CE III.</p> <p>He explained the current undergraduate medicine curriculum contains community engagement courses in phase 1 (MED 5740) and phase 2 (MED 6780). There is no corresponding course in Phase 3.</p> <p>At the time that the course structure was revised to accommodate the “new” curriculum, it was anticipated that there would not be a sufficient amount of material to justify a Community Engagement III course. As part of its ongoing development of the curriculum, MELT has suggested that a sufficient number of objectives related to Community Engagement in Phase 3 do, in fact, exist.</p> <p>For the 2014-2015 academic year, all of the relevant objectives and learning sessions will likely fall under the Special Topics III course. In the meantime, it was proposed that a CE III course be created to subsequently house this material.</p> <p>Discussion occurred, and there was general agreement that the new course was justified. It was noted that this course, once approved, must also be approved by Faculty Council and the relevant University Committees, and thus will not be offered until the next academic year.</p> <p>MOTION: To approve a new Phase 3 course, Community Engagement III.</p> <p>Moved by: S. Murphy, Seconded by:</p>	<p>ACTION: S. Murphy to present proposal at next Faculty Council meeting.</p>
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	v) Phase Oversight	<p>Moved by: D. McKay , Seconded by: S. Murphy</p> <p>MOTION CARRIED.</p> <p>S. Murphy reminded members that a new member for the Phase Oversight Committee was still required.</p>	
b. Accreditation update		<p>D. McKay updated the Committee on matters related to accreditation.</p> <p>The idea of a possible UGSM retreat was discussed. The primary purpose of this retreat would be to review and modify policy documents, etc. if that need should arise.</p> <p>It was agreed that such a retreat would be feasible and members would be polled as to their availability if and when this meeting was needed.</p>	
c. Phase 1 report.		V. Maddelena provided a summary of Phase 1 activity.	
d. Phase 2 report		L. Kenney provided a summary of Phase 2 preparations.	
<p>Business arising</p> <p>a. Anatomy teaching</p> <p>b. Clerkship assessment</p> <p>c. B2B course OSCE</p>		<p>S. Murphy updated members on MELT discussion re: scheduling of Anatomy sessions. Some material is to be included in Phase 1.</p> <p>This item was withdrawn.</p> <p>A request from the chair of the B2B course regarding the scheduling of the course OSCE was circulated prior to the meeting. Given the timing of the Easter the OSCE must be rescheduled.</p> <p>MOTION: To approve the proposed date of the OSCE for the Back-to-Basics course as requested by Dr. Leonard.</p>	

<p>d. Phase 2 AEI Course evaluation</p> <p>e. Attendance policy discussion</p>		<p>MOVED by S. Murphy, Seconded by D. McKay.</p> <p>MOTION CARRIED.</p> <p>S. Murphy lead a discussion of the results of the evaluation of the “Acute and Episodic Illness” course in Phase 2.</p> <p>S. Murphy discussed the ongoing issue of mandatory attendance and absenteeism. Although no plans are in place for an attendance policy per se, this issue is being monitored and may be discussed at a future meeting.</p>	
<p>5. New business</p>		<p>D. McKay proposed a template for future agendas. The Chair agreed to use this.</p> <p>D. McKay proposed that UGMS consider requesting the addition a new member, the Interim Accreditation Coordinator. He explained that given the central role of UGMS in accreditation, the potential sharing of information would be beneficial to both parties. After discussion, the majority of members agreed that this would be of benefit.</p> <p>MOTION: To request a revision to the UGMS TOR such that the IRC is a corresponding member of the Committee.</p> <p>Moved by D. McKay, seconded by S. Murphy</p> <p>MOTION CARRIED</p> <p>(opposed by S. Drover)</p>	
<p>Adjournment</p>		<p>The meeting adjourned at 5:55 p.m.</p>	<p>ACTION: Adjournment</p>
<p>Next Meeting</p>		<p>Wednesday, October 15th, 2014</p>	

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

Sean. W Murphy, MD
Committee Chair