

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	UGMS Meeting Minutes	
DATE	Nov 16, 2011	
PARTICIPANTS/ REGRETS	<p>Attending: S. Murphy (acting chair), E. Hillman, S. Pennell, , S. Ackerman, T. Adey, P. Mullins-Richards (minutes). Students: Laura Edwards, Hillary Coffey, J. McCarthy, D. McKay, S. Mulay, L. Gillespie</p> <p>Regrets:, M. Wells, J. Jackman, S. Shah, , L. Glynn, M. Hogan, J. Farrell, S. Moffatt</p>	
AGENDA ITEM	DISCUSSION	ACTION/ RESPONSIBLE
WELCOME	❖ S. Murphy opened the meeting at 4:00p.m.	
REVIEW OF MINUTES (Oct 19, 2011)	❖ S. Murphy suggested that if all the committee had, previously, reviewed the minutes and there were no questions/concerns that the minutes be accepted.	<ul style="list-style-type: none"> a. Alan Goodridge (motioned), L. Gillespie (seconded) b. Minutes were approved as circulated
Business Arising	<ul style="list-style-type: none"> a. Longitudinal clinical experience course proposal – J. McCarthy 	<ul style="list-style-type: none"> ❖ Discussed the creation of a clerkship selective / course which would be a three month longitudinal experience: <ul style="list-style-type: none"> ➤ Students follow patient from hospital to community ❖ Clerkship re-development group will continue to work on operational aspect. <ul style="list-style-type: none"> ➤ Hope to offer in 2012. ❖ This new course supports the recommendations that arose from the Curriculum needs assessment in 2008 <ul style="list-style-type: none"> ➤ Course should be built from objectives up. ➤ Integration of longitudinal experiences appears to be a growing trend. ➤ pilot planned with of a few students to begin with ➤ To be evaluated by students, educators & administrators to determine level of success. ❖ Objectives: <ul style="list-style-type: none"> ➤ Integrated, longitudinal, cross-disciplinary experience.

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b. 3rd and 4th year (Clerkship) amalgamation – D. McKay.

- ❖ Pilot:
 - In primary and secondary rural settings
 - Limited availability
 - Maybe application based
- ❖ Best experience is outside a city.
 - There was some discussion related to how this course might be evaluated. J McCarthy explained that the “how to” has yet to be worked out however he assured committee members that would be communicated once decided upon.
 - E. Hillman did suggest if the this experience was going to happen outside of the city the document may need to include an indication of rural setting
- ❖ Resource impact:
 - Need to be a continuous 21-month experience.
 - Do not anticipate significant dollar cost
- ❖ Motion was made to accept the proposal and associated calendar changes
 - L. Gillispie, S. Mulay (seconded) -**CARRIED**

D.McKay explained that there currently is a distinction between years 3 & 4 of the clerkship. A student must be promoted from 3rd year before being permitted to complete course work for 4th year. This interruption in activity and the time constraints that result from it have been problematic as they relate to the student who may need remediation after the core rotations. This has necessitated a “conditional promotion” for some students.

- By amalgamating 3rd and 4th year as a single clerkship, timelines will allow better planning as to when remediation will occur.
 - It is proposed that the promotions committee will still meet after the core rotations have been completed, review student performance, and recommend appropriate remediation when warranted.
 - Consultation with Dr. Tabrichi, Beckett, Laura Edwards, David Watton and Bolu Ogunyemi has occurred.
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- ❖ Implications of proposal:
 - Amendments of the Memorial University Calendar will be required for sections 5, 10.2 and 9.4. Draft changes were presented and discussed.
 - Given that section 5 was being changed, D. McKay suggested changes unrelated to the proposal, but that would improve the

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		<p style="text-align: center;">structure of that section such that it will read:</p> <p>“The medical education program requires that medical students fully participate in medical education experiences occurring at various times in communities outside of the St. John’s metropolitan area throughout the UGME program.”</p> <p>A. Goodridge moved to accept the proposal for the amalgamation of 3rd and 4th year with the associated calendar changes, E. Hillman seconded. - CARRIED</p> <p>❖ Promotion Policy: <ul style="list-style-type: none"> • Deferred to next meeting. </p>
<p>New Business</p>	<p>a. D2L permissions and copy right issues – S. Pennell</p>	<p>S. Pennell informed that the committee that some faculty members have requested access to all course material that is available on D2L. These faculty members feel that it is important to be aware of what material is being taught elsewhere within the curriculum. Furthermore, course tutors may not be responsible for curriculum development but must teach the material, and therefore need access to this information. A discussion followed.</p> <p>Concerns were expressed that:</p> <ul style="list-style-type: none"> • Universal access may necessarily provide access to all student marks, a violation of privacy. • High-level access to material by a large number of faculty may lead to unintentional deletion or modification of material. <p>❖ After discussion, it was suggested that individual requests for access to D2L material should be handled case by case in consultation with the course chair. The option of read-only access should be explored.</p>
	<p>b. Revised pass/fail criteria for clinical skills – Dr. T. Adey</p>	<p>❖ T. Adey explained that the “Black bag course” is a primary care course (2 weeks) at end of 1st year. Attendance is mandatory. It is proposed that the Black bag course be made part of the clinical skills course, specifically the pass/fail criteria of that course, for grading purposes.</p>

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	c.	<ul style="list-style-type: none"> ❖ A revised Summative Assessment Policy was presented by Dr. T. Adey to reflect this proposal. ❖ Motion to accept the revised pass/fail criteria, providing it be acceptable to Dean, was made by L. Gillispie and seconded by S. Pennell - CARRIED
Topics for Future Meetings	<ul style="list-style-type: none"> ❖ Accreditation Checklist. 	<ul style="list-style-type: none"> ❖ Section 6 on the agenda has been deferred until December 14th, 2011.
NEXT MEETING	Dec 14th, 2011	