

Undergraduate Medical Students Committee Meeting		DATE	November 20, 2013
		ROOM	PDCS Room 5
CHAIR	Dr. Sean Murphy		
MEMBERS: 2013 - 2014	<i>Dr. Sean Murphy, Chair</i> <i>Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</i> <i>Ms. Elizabeth Hillman, Registrar's Delegate</i> <i>Melody Marshall, UGME Coordinator</i> <i>Dr. Sheila Drover, Faculty Representative</i> <i>Dr. Olga Heath, Faculty Representative</i> <i>Dr. Carolyn Morris-Larkin, Faculty Representative</i> <i>John Campbell, Faculty Representative</i> <i>Ms. Lindsay Glynn, Faculty Representative</i> <i>Mr. Craig Malone, Student Representative</i> <i>Ms. Susan Wakeham, Student Representative</i>		
PARTICIPANTS	S. Murphy, E. Hillman, M. Marshall, S. Drover, O. Heath, C. Morris-Larkin, S. Wakeham		
RECORDING SECRETARY	Ms. Jane Stevens (<i>Minutes Taped</i>)		
GUESTS			
REGRETS	Dr. D.W. McKay, J. Campbell, L. Glynn, C. Malone		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	Dr. Murphy (Chair) convened the meeting at 4:10 p.m.	<ul style="list-style-type: none"> • Call to order. • Quorum in attendance. 	
#1 APPROVAL OF AGENDA	<ul style="list-style-type: none"> • Item 1 Agenda Approval 	<ul style="list-style-type: none"> • The Agenda was amended to revise the meeting room to read PDCS Room 5. • The Agenda was adopted as amended. 	ACTION: Agenda Adopted
#2 APPROVAL OF MINUTES	<ul style="list-style-type: none"> • Item 2 Approval of the Minutes of September 18, 2013 	<ul style="list-style-type: none"> • Minutes from September 19th 2013 were adopted as presented. • <i>NOTE: The regular meeting scheduled for October 2013 was not held due to a lack of substantive agenda items.</i> 	ACTION: Minutes Approved

#3 STANDING ITEMS	<ul style="list-style-type: none"> Item 3 Accreditation Curriculum Revision 	<ul style="list-style-type: none"> The Chair spoke to the former standing item “Accreditation”. A formal response has been received and the final document is not expected until January 2014. 	
	<ul style="list-style-type: none"> Item 3.a. Curriculum Revision 	<p>i. Phase 2 Update</p> <ul style="list-style-type: none"> There has been considerable activity surrounding the curriculum revision. A draft Phase 2 schedule was circulated during last week’s MELT meeting. The Chair noted that it still seemed to be very subject oriented and systems based and that some items are still being rearranged. It was felt that the stories should drive the flow as opposed to systems-based approach. Phase 1 is running quite well. There are still some issues surrounding assessment and those are being addressed as the course progresses. 	
	<ul style="list-style-type: none"> Item 3 2014 Calendar Changes 	<p>ii. Calendar Changes for 2014</p> <ul style="list-style-type: none"> Section 9.2. of the 2014-2015 Calendar requires a minor change in wording regarding Licensure in Newfoundland. Students in Newfoundland are not licensed; they are placed on an educational register. E. Hillman advised that in the future, the phases will have to somehow be reconciled with the standard semester-type time periods. Discussions with the Registrar may have to take place with regard to this. <p>It was MOVED by S. Murphy, Seconded by O. Heath, that Section 9.2. of the 2014-2015 Calendar be revised to read:</p> <p><i>9.2 Registration in Newfoundland and Labrador and Other Approvals</i></p> <p><i>All students are required to be on the Educational Register of the College of Physicians and Surgeons of Newfoundland and Labrador (CPSNL)....</i></p> <p>All were in favour and the MOTION CARRIED</p>	<p>ACTION: Motion to revise section 9.2 of the 2014/2015 Calendar.</p> <p>ACTION: To be forwarded to Faculty Council for Approval.</p>
#4 NEW BUSINESS	<ul style="list-style-type: none"> Item 4.a Revised PESC TOR 	<p>The proposed PESC Terms of Reference, as revised by PESC, were circulated. Changes to the PESC Terms of Reference include:</p> <ul style="list-style-type: none"> An increased number of student representatives. Inclusion of one PGY1 or PGY 2 resident. There was some discussion as to whether this should normally be a graduate of 	<p>ACTION: Dr. Murphy to discuss the PGY1/2 resident representative with Dr. Goodridge.</p>

		<p>Memorial University, as residents from other Medical Schools would be expected to have less familiarity with our undergraduate curriculum. The committee generally agreed that this should be the case.</p> <ul style="list-style-type: none"> ▪ Inclusion of Phase Committee Chairs or their delegates. ▪ Inclusion of those who have a particular interest in either evaluation or medical education in general. ▪ To ensure that there are at least two clinical and non-clinical faculty representatives ▪ Representation from the Student Assessment Committee as a non-voting member. Non-voting members are included as sources of information. <ul style="list-style-type: none"> • It was noted that a change is required to record the correct name of the UGMS Committee. <p>It was MOVED by O. Heath, Seconded by S. Drover, to accept the proposal for changes to the PESC Terms of Reference, with the amendment stating that the resident member will normally be a graduate of Memorial University.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED</p>	<p>ACTION: Motion to accept proposal to change the PESC Terms of Reference with stated amendment.</p>
	<ul style="list-style-type: none"> • Item 4.b Student Representation on UGMS 	<ul style="list-style-type: none"> • The MSS was of the opinion that there should be two representatives on the UGMS committee when in fact, there should only be one. S. Wakeham presented rationale to support increasing student representation to two members. It is felt that at the present time, changes to the curriculum necessitate representation from the “new” and “old” curriculum. In the future it would be desirable to have student members from the pre-clinical and clinical phases. This will also serve to improve continuity of student representation. • Representatives from the MSS have already met with the Dean, and he has agreed with the rationale. • The MSS propose that the TOR of UGMS be revised to include a junior and a senior representative, selected in the same manner as the representative presently is. • S. Murphy advised that the UGMS, being a committee of Faculty Council, might propose a change in its TOR to Council if the members agree. 	<p>ACTION: Motion to increase student representation on the UGMS Committee to be forwarded to Faculty Council for consideration.</p>

		<ul style="list-style-type: none"> The Committee agreed that student representation was important to UGMS and the perspectives of students at different stages would be helpful. As long as there are two curricula, the Committee would like there to be a student from each one. The only possible negative impact would be a change in “weighting” on the committee, and this was not felt to be significant. <p>It was MOVED by S. Wakeham, Seconded by O. Heath, that the Terms of Reference of the Undergraduate Medical Studies Committee be modified to include a senior and junior student representative, each selected by the Medical Student’s Society.</p> <p>All were in favour and the MOTION CARRIED</p>	
	<ul style="list-style-type: none"> Item 4.c University Regulation 5.6.6. – Correction and return of student work. 	<ul style="list-style-type: none"> The Senate Committee on Undergraduate Studies (SCUGS) has requested feedback on revisions to University Regulation 5.6.6. This regulation is a section of the University Calendar that applies to the correction and return of student work and limits the time in which exams can be administered. Feedback is requested by 30 November, 2013. Of particular interest to the Committee would be subsection 5.6.4.3. The regulation states that <i>“Courses taught outside the regular time frame are exempt from the application of this regulation”</i>. While most subsections include a statement limiting the application of the clause within the Faculties of Engineering and Medicine, this subsection does not. It was suggested that a request be made to SCUGS to include the sentence <i>“The application of this clause in the Faculty of Medicine is subject to interpretation by the appropriate committee on undergraduate studies”</i>. 	ACTION: S. Murphy to advise SCUGS of requested exemption.
	<ul style="list-style-type: none"> Item 4.d Policy and Procedure revision 	<ul style="list-style-type: none"> Policies are being updated to reflect the new curriculum. The Chair met with the Faculty of Medicine’s policy analyst to update policies affected by the new curriculum. 	
		<p>i. Exam Deferral Policy/Procedure – major revisions have been to the language of the policy to reflect the new curriculum. Other changes to this policy include:</p> <ul style="list-style-type: none"> The title of the policy has been revised to read “Exam Deferral 	ACTION: Motion to adopt revision to the Exam Deferral Policy and Procedure

		<p>Policy/Procedure”.</p> <ul style="list-style-type: none"> ▪ The Phase Lead is now responsible for granting leave. <p>It was MOVED by S. Murphy, Seconded by M. Marshall to accept revisions to the Examination/Assessment Deferral Policy as presented.</p> <p>All were in favour and the MOTION CARRIED</p>	
		<p>ii. Course Review Policy/Procedure – revisions have been made to the language of the policy to reflect the new curriculum.</p> <ul style="list-style-type: none"> ▪ The name of the policy will be changed to Course / Rotation Intense Review Policy. ▪ References to Phase Management Team Lead should be revised to read Phase Lead. ▪ Section B.0 to be deleted. ▪ Section 4.2 should read as follows: A second letter copied to the Dean, Associate Dean UGME and Discipline Chair / Associate Dean of Biomedical Sciences / Associate Dean of Community Health and Humanities. <p>It was MOVED by S. Murphy, Seconded by C. Morris-Larkin to accept revisions to the Examination/Assessment Deferral Policy as presented.</p> <p>All were in favour and the MOTION CARRIED</p>	<p>ACTION: Motion to adopt revisions to the Course Rotation Intense Review Policy</p>
		<p>iii. Phase Evaluation Policy – revisions have been made to the language of the policy to reflect the new curriculum.</p> <ul style="list-style-type: none"> ▪ The name of the policy has been changed to Course / Rotation Evaluation Policy. ▪ A change to wording under the Purpose section, the document should read “...This policy outlines <i>how</i> components of the curriculum <i>are</i> evaluated by students.” ▪ Discipline Chairs should be included in subsections under Section C.0 – Report Distribution. ▪ A change to wording under C.4, the term <i>Basic</i> Medical Sciences should be revised to read <i>Bio</i>-Medical Studies. ▪ The Chair pointed out changes to timelines to correspond with the new curriculum. ▪ A change under Section A.0 the term <i>Phase Management Team Lead</i> should be changed to read <i>Phase Lead</i>. 	<p>ACTION: Motion to adopt revisions to the Course Rotation Evaluation Policy and Procedure</p>

		<p>It was MOVED by S. Murphy, Seconded by S. Drover, to accept the Course Rotation Evaluation Policy as amended.</p> <p>All were in favour and the MOTION CARRIED</p>	
#5 NEW BUSINESS		No further business.	
#7 ADJOURNMENT		The UGMS Committee Meeting Adjourned at 5:40 p.m.	
Next Meeting		December 11 th , 2013	



Sean W. Murphy, MD
Committee Chair