

Undergraduate Medical Studies Committee Meeting
MINUTES

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| MEETING | <i>UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES</i> | | |
| CHAIR | SEAN MURPHY | | |
| DATE | September 18, 2013 - PDCS Meeting Room 4 - 1600-1730pm | | |
| MEMBERS | Members: S. Murphy, Chair, D. McKay, O. Heath, S. Drover, L. Glynn, C. Morris-Larkin, J. Campbell-teleconference, E. Hillman, C. Malone, S. Wakeham, C. Peddle (Acting UGME Coordinator) (Minutes taped) | | |
| PARTICIPANTS | Attendees: S. Murphy, D. McKay, O. Heath, S. Drover, L. Glynn, C. Malone, S. Wakeham, E. Hilman Attendee via Teleconference: C. Morris-Larkin | | |
| REGRETS | C. Peddle, J. Campbell | | |
| AGENDA | ITEM | DISCUSSION | ACTION |
| Call to order | | <ul style="list-style-type: none"> • Meeting convened at 1600 by S. Murphy • Call to order. • Quorum in attendance. • The Chair noted that there are two representatives from the MSS. The representatives explained that this was based on information provided to the MSS by UGME. • S. Murphy explained that the UGMS TOR state allow for one student representative. Although it was generally agreed that there was a rationale for two members, it was agreed that while there are two representatives currently present at the meeting, those representatives would only hold one vote. • The MSS and the Chair will follow up on this at the next meeting. | S. Murphy to address student representation at next meeting. |
| Agenda Approval | Item #1 | <ul style="list-style-type: none"> • Agenda approved with the following additions under New Business: <ul style="list-style-type: none"> ○ Grading systems – for discussion. ○ Women’s Health Scheduling Overlap. ○ Community Health – Pass/Fail Criteria. | |
| Approval of Minutes - June 5, 2013 | Item #2 | <ul style="list-style-type: none"> • Minutes from June 5, 2013 approved with the following edits: <ul style="list-style-type: none"> ○ L. Glynn included as attendee. ○ S. Drover included as attendee. ○ C. Morris-Larkin included as attendee. ○ Typographic errors to be corrected. | |

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| <p>Standing Items</p> | <p>Item #3 a. Curriculum i. Special Topics (Projects) Course</p> | <ul style="list-style-type: none"> • The Chair pointed out that while the agenda states “Special Topics” course, it should read “Special Projects” course. • The Chair drew attention to the Special Projects Assessment Map document. Further to the June 2013 UGMS meeting, the Chair noted that approval of MED 5730 (Special Projects) was dependent upon receipt of more detailed information - particularly with regard to assessment. • The assessment map provided by the Phase I Management Team was presented and discussed. It was agreed to be sufficiently detailed and organized appropriately. • • Special Projects provides a unique opportunity for medical students who are still working on their graduate studies to do so whilst still fulfilling the requirements of this course. Dr. McKay cautioned that students should have express permission as per the Academic Misconduct Guidelines outlined in University Regulations. • It was MOVED by D. McKay and SECONDED by S. Drover that the wording with regard to the Research Question be edited as follows: <p style="text-align: center;"><i>“Students must submit a research question normally based on THE STORIES or a question otherwise approved. The question should include a rationale/problem statement for the research and a clearly-stated research question. (Max. 1 page)”. All were in favour and the MOTION CARRIED.</i></p> <p>It was MOVED by D. McKay and SECONDED BY S. Drover that the MED 5730 - Special Projects Course and the Special Projects Assessment Map be approved. All were in favour and the MOTION CARRIED.</p> | <p>MOTION: to edit Special Projects Assessment Map.</p> <p>MOTION: to approve the MED 5730 course and Special Projects Assessment Map.</p> |
| | <p>Item #3 a. Curriculum ii. Phase 1 course assessment maps</p> | <ul style="list-style-type: none"> • Although these courses have been previously approved, additional documentation regarding the assessment maps for clinical skills, healthy person and community engagement course were presented | |

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| | | and discussed. It was MOVED by L. Glynn and SECONDED by S. Drover that the updated Clinical Skills, Community Engagement and Healthy Person Course Assessment Maps be accepted as presented. All were in favour and the MOTION CARRIED . | MOTION: to accept documentation as presented. |
| | Item #3 a. Curriculum ii. Calendar change – renumbering of MED 6710 - 6740 | <ul style="list-style-type: none"> The Registrar’s Office has notified UGMS that a calendar change is required to re-number the MED 6710, 6720, 6730, and 6740 courses. The proposed numbers are already in use by the School of Graduate Studies. <p>It was MOVED by S. Murphy and SECONDED by O. Heath, that the proposed courses numbered MED 6710, 6720, 6730, and 6740 be re-numbered to MED 6740, 6750, 6760, and 6770 as approved by the Registrar’s Office. All were in favour and the MOTION CARRIED.</p> | <p>MOTION: to renumber MED courses as per Registrar’s instruction.</p> <p>ACTION: To be forwarded to Faculty Council for approval.</p> |
| | Item #3 a. Curriculum iii. Phase 2 update | <ul style="list-style-type: none"> A schedule is anticipated for Phase II by mid-October. Dr. Lisa Kenny has been named as the new Phase II lead. | |
| New Business | Item #4 b. New business a. Penalties for Academic Misconduct | <ul style="list-style-type: none"> A Sub-committee on Penalties for Academic Misconduct was formed by SCUGS to deal with unintended consequences of suspensions and probations. Recommendations from the sub-committee were outlined in the document and were discussed. These revisions mainly concern the length of probationary periods It was agreed that there are no particular issues specific or of concern to the FoM in this document, and UGMS will respond in this manner. | ACTION: S. Murphy to advise Registrar’s office |
| | Item #4 b. New business b. Transfer of credits from other institutions | <ul style="list-style-type: none"> Discussion regarding the transfer of credits from other institutions. Dr. McKay consulted with S. Singleton and it was decided that this did not apply to medicine. | ACTION: S. Murphy to advise Registrar’s office |

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| | <p>Item #4</p> <p>b. New Business c. Palliative care curriculum</p> | <ul style="list-style-type: none"> A motion was passed at the Canadian Medical Association’s Annual General Meeting stating basically that every medical school should have a curriculum of palliative care appropriate to every level of the physician’s training. Dr. McKay states that it could largely be done within the framework of Phase III It was decided to consult Post-Graduate Medical Education for their thoughts and possibly strike an ad hoc committee on palliative care and pain management at some point in the future. | <p>ACTION: Dr. Murphy to discuss with Post-Graduate Medical Education Faculty.</p> |
| | <p>Item #4</p> <p>d. New business d. Meeting dates for 2013-2014</p> | <ul style="list-style-type: none"> Meeting dates have been emailed to committee members. | |
| | <p>Item #4</p> <p>d. New business e. Women’s Health overlap</p> | <ul style="list-style-type: none"> Dr. McKay related for information purposes that Phase I has scheduled some of the faculty in Women’s Health at the same time that the MED II’s will be having Women’s Health. No action is required. | |
| | <p>Item #4</p> <p>d. New business f. Community Health pass /fail schema</p> | <ul style="list-style-type: none"> The committee was advised that Community Health course has evolved into having its own internal “subjects” and a grading rubric stating that students must pass each “subject” in order to pass the course as a whole. Dr. McKay is not aware that this was ever approved by UGMS. Dr. McKay is requesting clarity on whether Community Health is a course or if in fact, it is a subject course. <p>It was MOVED by Dr. McKay and SECONDED by S. Drover that UGMS contact SAS regarding the assessment rubric of community health. All were in favour and the MOTION CARRIED.</p> | <p>MOTION: Chair to contact SAS regarding the assessment rubric for community health.</p> |
| | <p>Item #4</p> <p>d. New business</p> | <ul style="list-style-type: none"> Dr. Murphy advised the committee there is currently discussion as to whether or not students in the revised curriculum will receive a | <p>ACTION: S. Murphy to refer the matter to SAS and bring</p> |

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| | g. Grades | <p>numerical grade versus a pass/fail grade in each course.</p> <ul style="list-style-type: none">• The relative merits and problems with each system were briefly discussed.• Although it is likely that a decision regarding this will have to be made in the near future, it was agreed that further discussion on this should occur.• It was agreed that the expertise of SAS would be helpful and this issue will be referred to that committee for an opinion. | forward at a future UGMS meeting. |
| Adjournment | | The meeting adjourned at 5:55 p.m. | |