



# Curriculum Oversight Subcommittee Minutes

Tuesday, March 30, 2020  
1:00 p.m.  
Webex

Attendees: Alison Haynes, Brian Kerr, David Stokes

Topic	Details	Action Items and person responsible
Introduction and Welcome	Acknowledgement was made that this was our first meeting as an official subcommittee of the UGMS.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts No additions to the agenda	
Review and approval of prior minutes and action items	Since this is our first meeting as a subcommittee, there were no official minutes / action items to review and approve.	
1. Phase 1 Curriculum	Curriculum Change Requests reviewed.  Minor objective changes from Radiology approved and updated in track sheet.	Alison: Inform Dr. Chan of approval.  David: Update in CBlue. If they can be applied to this academic year, proceed with changes. Otherwise keep them on hold for the set up for the next academic year.

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	<p>One major change approved to go to the Phase 1 Management Team for their approval. From Dr. Paradis for BioChem.</p> <p>Discussed the feedback from the Phase 1 course evaluations. It was determined that we would need further information in order to proceed with any changes based on that feedback. It was discussed to get the feedback collected from the QI sessions as well as holding a focus group with students to get further information. This will likely be extended to the Phase 3 group as well.</p>	<p>Alison: Submit the major curriculum change form to the Phase 1 Management Team for approval. Most likely will require an e-vote.</p> <p>Alison: Reach out to Heidi to get comments received from the QI sessions. Once received make plans for a focus group.</p>
<p>2. Phase 2 Curriculum</p>	<p>Curriculum Change Requests reviewed.</p> <p>Minor objective changes from Neurology, Pathology, and Radiology approved and updated in track sheet.</p>	<p>Alison: Inform Drs. Goodridge, Reid, and Chan of approval.</p> <p>David: Update in CBlue. If they can be applied to this academic year, proceed with changes. Otherwise keep them on hold for the set up for the next academic year.</p>



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<p>3. Phase 3 Curriculum</p>	<p>Curriculum Change Requests reviewed.</p> <p>Minor objective changes from Neurology, Ortho, and Radiology approved and updated in track sheet.</p> <p>Major change from Dr. Gendron to move a portion of the vision content from Phase 3 to Phase 1.</p> <p>Based on the previous approvals of the content regarding the opioid crisis and pain management, it was discussed changing the theme from “Palliative Care” to “Palliative Care and Pain Management”.</p>	<p>Alison: Inform Drs. Goodridge, O’Dea, and Chan of approval.</p> <p>David: Update in CBlue. If they can be applied to this academic year, proceed with changes. Otherwise keep them on hold for the set up for the next academic year.</p> <p>Alison: Submit the major curriculum change form to the Phase 3 Management Team for approval.</p> <p>Alison: Submit the major curriculum change form to the Phase 3 Management Team for approval of the theme name change for the next academic year.</p>
<p>4. Phase 4 Curriculum</p>	<p>Update on the implementation of the new EPA 14 for Social Determinants of Health. The team tasked with this plans to pilot and evaluate the new EPA in the next academic year.</p>	

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	Discussion and update on the collection of objectives for the academic half-days for the core rotations. Brian and Taryn have collected objectives from several disciplines.	Brian: Follow up with Taryn on continuing the collection of the objectives from the other disciplines.
5. Use of Lecture Captures	<p>Discussion on the motion passed at the UGMS regarding the use of previously recorded live lecture captures. It was felt that the motion will encourage faculty to record new lectures, however it does not state that they cannot use of previously recorded live lecture captures.</p> <p>COS believes that the students should be informed of this and expect to see previously recorded lectures from time to time.</p> <p>It was still unclear if the live lectures will be deleted at the end of this academic year.</p> <p>In the motion, it states that they use would be “considered”. We discussed who would be responsible to do that considering, as in review and approve the use of the pre-recorded lecture.</p>	<p>Brian: Follow up with Dr. Adey to ensure that the students are informed and understand that the use of previously recorded live lecture captures is still allowed.</p> <p>Brian: Follow up with Dr. Adey asking for clarification on who would be responsible for doing the review.</p>
6. Objectives Review	Discussion and update on the objective review process. A very large portion of the disciplines have completed their review. The plan is to have the rest done within the next academic year.	Alison: Follow up with UCLs of disciplines who have not completed the review and get them started.

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	Discussed the Community Health Objectives that were on hold for a review for equity diversity and inclusion context. It was decided to move forward with the objectives as they were provided.	David: Send Alison the completed spreadsheet.  Alison: Submit curriculum change forms based on the completed spreadsheet.
7. UCL Academic Advising	Discussion on the role of UCLs with academic advising students. Any student who is struggling in a specific subject area would be directed to the UCL for some guidance and advising in the content area. If the UCL is unable to provide that academic advising due to a conflict, they can refer the student to another colleague.	Brian: Update the UCL's responsibilities to include academic advising limited to their specific content area. Then distribute for approval.
8. Mandatory Sessions	COS has a meeting scheduled with SAS to discuss the option of including assessment for mandatory sessions. April 6 at 3PM.  Discussed whether or not all of our courses would then need a designation of Attendance Required on the University calendar. This will need to go to the UGMS and specifically Elizabeth Hillman.	COS: Meet with Katrin and Vernon from SAS.  Brian / Alison: Send Inquiry to Elizabeth Hillman.
9. Curriculum Content Inquiry Response Letter	Discussion on the request from the Dean to have a standard response to external groups / individuals requesting/suggesting subject areas to be added to our curriculum.	Alison: Prepare a draft of the response.

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<p>10. Schedules</p>	<p>Schedules are ready to be reviewed by the CLSC and Community Health to review.</p> <p>It was suggested to add a DRAFT watermark on the schedule to ensure those reviewing know that it is a draft.</p>	<p>Alison: Follow up with Vivian and Carla regarding review meetings with the CLSC and community health.</p> <p>Alison: Inform Vivian of this inclusion. David: Assist Vivian if needed.</p>
<p>11. COS Terms of Reference and Membership</p>	<p>Reviewed and made edits to the terms of reference for the Curriculum Oversight Working Group which is now renamed to the Curriculum Oversight Subcommittee.</p> <p>Discussed the membership of the COS. The group feels that adding additional members may not be required due to the involvement of the UCLs and that all of our “decisions” are forwarded to the appropriate decision-making bodies for approval.</p> <p>Discussed the need of having a UGME staff member to provide administrative support. It was discussed that we would include Vivian as needed. However, we would share the regular tasks of agendas and minutes among ourselves.</p>	<p>Brian: Update the COS Terms of Reference and distribute for approval.</p> <p>Alison: Prepare agenda for next meeting. David: Prepare the minutes for this meeting.</p>



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	It was discussed and decided to meet monthly on the last Tuesday of the month at 1PM. However, we would meet at other times between those meetings if necessary.	
12. UCL Meetings	<p>The next UCL meeting is scheduled for May 13, 2021</p> <p>Individual UCL meetings will be scheduled over the next few months after the schedules are reviewed by the CLSC and ready for their review.</p> <p>COS will send an email to all faculty providing links to the newly updated curriculum portion of the UGME website highlighting the curriculum map, the content areas, and the curriculum change form.</p>	
13. Accreditation Updates	Based on the interim review the curriculum items of concern, all have been dealt with or are being dealt with.	
14. Next Meeting	April 27, 2021 at 1PM	Brain: Send meeting invite.