

UGMS Committee

Minutes

DATE & TIME: Wednesday, February 21, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Dr. S. Peters (Interim Chair), Drs. G. Farrell, D. Boone, S. Moffatt, A. Goodridge, V. Gadag, Ms. L. Glynn, Ms. S. Ackerman, Ms. E. Hillman, Mr. G. Beckett and Mr. A. Kennedy (Student Representative)

APOLOGIES: Drs. S. Shah, A. Mohammed, D. McPhee, M. Wells and Mr. C. Ryan (Student Representative)

Declaration of Conflict of Interest

No conflicts of interest were declared.

Minutes of February 7, 2007

It was decided that the word “integrated” would be removed from the terms of reference of the Pre-clerkship Committee.

The minutes of February 7 should have been voted on via electronic voting but this did not occur. This will be remedied.

Agenda Additions

LCME Database

Members were advised that the database has been sent. Some changes were made including the addition of hyperlinks where there were supplementary documents. As well, UGMS Committee minutes were added and a copy of promotions minutes was sent as a hard copy to protect confidentiality. Documents related to program effectiveness were also included as well as a copy of the LCME questionnaires for Canadian graduate students.

It was noted that there will be a mock survey on March 21 and March 26 and the team may want to meet with this Committee in order to review questions, etc before the actual visit. Members of the team are Dr. D. McKay, Dr. P. Hansen and Dr. G. Farrell.

Policies and Procedures

Curriculum Proposal Policy

The policy was reviewed and it was noted that additions were required to outline what the process should be once the proposal is made. The following were added under Part II and the original order of item #5 and Item #6 were reversed:

1. Curriculum proposals are submitted to the UGMS committee for initial consideration.
2. If appropriate, the UGMS committee refers the proposal to the Management Team.
3. The Management Team reviews the proposal and makes recommendations to the UGMS committee.
4. Based on the recommendations of the Management Team, the UGMS committee decides whether to approve or not to approve the proposal.
5. If approved, the UGMS committee presents the proposal to the Management Team or Faculty Council for adoption.
6. The UGMS committee formally communicates its decision to the party that submitted the proposal.

As well, Dr. Farrell agreed to provide applicable diagrams.

Members also felt that another item should be added indicating that resources must be approved.

Dr. Peters advised that she would speak to the Dean regarding the proper process for securing new money for resources that may be required. This would have to be outlined before any issues were presented to Faculty Council for review and/or approval.

After some further discussion the policy was approved in principle and will be edited to include appropriate information gathered from the Dean with regards to approval of additional resources. It will be presented to Faculty Council in March.

Code of Conduct/Non-Cognitive Behavior

Members were advised that two documents had been developed for this purpose – one by the students, as presented by Mr. Kennedy, and one by Dr. Farrell.

Behaviors need to be identified that would be considered as unprofessional if they are to impact the performance of a student. It may be more appropriate to consider a general guideline for behavior versus something more specific and a decision will need to be made with regards to what the consequences of unprofessional behavior will be.

The following were noted as particular areas of concern:

- Students cheating regularly on examinations.
- The possibility of the examination bank having been compromised to the degree that students get the answer correct even when a portion of the question is missing.

- Student complaints regarding the level of noise during lectures.

After some further discussion it was felt that the following steps should be taken:

1. Agree on the content and develop a code of conduct.
2. Identify policies and procedures that are currently in place to monitor and evaluate behavior.
3. Decide on what the consequences of unprofessionalism will be.
4. Promote the code of conduct so students are aware of it.

Mr. Kennedy advised that students would like to have input into the document so they can indicate what they would be comfortable with. Students have expressed concern with regards to the behaviors shown by faculty and they felt that the expectations for students shouldn't be higher than those for faculty.

After some further discussion the following was agreed:

- A committee would be formed including Dr. Farrell, Ms. Hillman and Mr. Kennedy, to develop a code of conduct.
- Set up parameters with regards to what will be evaluated and what the consequences will be.
- A report would be presented to this Committee in two weeks.

LCME Standards

ED 43

There have been problems meeting this standard in the past with regards to the clerkship template when students want to make changes in their schedule. This issue has been discussed at the management team level and they noted that exact parameters need to be developed to indicate when changes would be permitted. Criteria will be developed for clerkship for review by this Committee once the document has been completed.

Reports

Informatics Sub-Committee

Members reviewed the report from the Informatics Sub-Committee and it was noted that they are currently working on a needs assessment from a student point of view.

Dr. Peters advised that she would pass on an e-access report completed several years ago by a student group which may be useful.

It was also noted that the UGME Office website needs to be updated prior to April 1 and this should be considered as priority. Six other medical schools in Canada had been reviewed to

determine what kind of information was available on their website and a summary sheet was distributed to members outlining the information collected.

It was felt that the UGME Office website should be redesigned in addition to being updated with applicable and current information as well as photos and job descriptions of the office staff.

Other Business

Faculty and Student Information Sessions

A schedule of sessions was provided to members and it was noted that this will also include an e-presence session to ensure that the information is accessible to part-time and rural faculty. Members were advised that they may be contacted to help administer these sessions.

Adjournment

There being no further business, the meeting was adjourned at 5:30 p.m.

S. Peters, MD, FRCPC
Interim Chair, UGMS