

UGMS Committee

Minutes

DATE & TIME: Wednesday, February 7, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Dr. S. Peters (Acting Chair), Drs. G. Farrell, D. McPhee, M. Wells, A. Mohammed, S. Shah, Ms. S. Ackerman, Ms. L. Glynn, Ms. E. Hillman, Mr. G. Beckett and Mr. C. Ryan (Student Representative)

APOLOGIES: Drs. A. Goodridge, C. Mann, S. Moffatt, D. Boone, V. Gadag and Mr. A. Kennedy (Student Representative)

Declaration of Conflicts of Interest

There were no conflicts of interest declared.

Review of Minutes of January 31, 2007

Page 2, third line under the heading “In-depth Course/Rotation Review” a spelling error was noted and “per-clerkship” should be changed to “pre-clerkship”.

Because there was not a quorum, these minutes will be voted on using the electronic voting process.

Agenda Additions

- LCME Review by Dr. Peters
- Update on ED 12 by Dr. McPhee

Policies and Procedures

Curriculum Proposals

Members felt that the decision process should be clarified with regards to what body would make the final decision for requested curriculum changes. It was suggested that it should be reviewed by the management team who would make a recommendation to the UGMS Committee and

what would be required if the implementation were approved. The UGMS Committee would make the final decision and refer the request back to the Management Team for implementation. The UGMS Committee would also take the proposal to Faculty Council, if necessary. A letter would also be written to the proposer explaining why or why not their request for change can or cannot be accommodated.

It was felt that the UGMS Committee would also deal with resource allocation and each proposal would be considered in the context of the whole curriculum. For approved changes and where more resources would be required, the UGMS Committee would be responsible for allocating those resources. Additionally, approval will also be considered based the availability of required resources as determined by the Committee.

The policy will be revised and brought to the next meeting for further review.

Terms of Reference – UGMS Committee

It was felt that there should be central monitoring to ensure that the requirements of ED 24 are met. Members agreed to add the statement *evaluate the curriculum to assure congruence with institutional educational objectives and compliance with accreditation standards* under the responsibilities section to try to enhance this.

Terms of Reference – Program Evaluations Sub-Committee

Dr. Peters pointed out that even though the terms of reference for PESC have been developed, they have never been approved.

Members reviewed the existing document and felt that changes were not required. The vote would take place via electronic voting because there were insufficient voting members present for a quorum.

Terms of Reference – Pre-Clerkship Committee

Members reviewed the current document and after some discussion it was decided that under responsibilities heading a statement would be added indicating that the coordinator, as chair of the Pre-clerkship Committee, will be responsible for dealing with issues related to enforcement of the calendar as it relates to pre-clerkship.

Additionally, it was agreed that #3 under responsibilities would be revised to readand between each pre-clerkship year *based on recommendations from the UGMS Committee*.

As well, the numbering would be removed and replaced with bullets.

Terms of Reference – Pre-Clerkship Coordinator

After a review of documentation, it was decided that under the responsibilities section the phrase *based on recommendations from the UGMS Committee* would be added to the end of the

statement in #3, in statement #4 the word “academic” would be removed, and additionally, the numbering would be replaced with bullets.

Terms of Reference – Clerkship Committee

The document was reviewed and it was decided that, as with the terms of reference for the Pre-Clerkship Committee, under the responsibilities section the phrase *based on recommendations from the UGMS Committee* would be added to the end of the statement in #3, in statement #4 the word “academic” would be removed, and additionally, the numbering would be replaced with bullets.

Terms of Reference – Clerkship Coordinator

After review of the document, it was decided that the phrase *based on recommendations from the UGMS Committee* would be added to the end of statement #3 and in statement #4 the word “academic” would be removed.

Terms of Reference – Chair, Course/Subject Committee

Upon review, it was felt that the course/subject chair terms of reference should be combined with the course/subject committee terms of reference with the following statements being removed:

- To meet with the course/subject committee twice during the academic year.
- To report activities of the subject committee to the course committee (subject chairs only).
- To report activities of the course committee to the Pre-clerkship Committee.

As well, under the responsibilities section, the phrase *to liaise with student representatives* would be added.

New Business

Update on ED 12

Dr. McPhee pointed out that there have been changes made to the standards in that they have become broader since they were originally provided, and he noted that he has sent an e-mail to subject and course chairs to ask for information regarding labs, tutorials, etc. which are currently provided in the curriculum. With reference to these communications, there appear to be a number of labs and tutorials that would justify compliance with this standard and most of them occur in BSM I, ISD I and Community Health. The information has been passed on to Ms. Ackerman and she along with Drs. Peters and Hansen will decide on the format of the response.

LCME Visit

Dr. Peters noted that she has been contacted by the secretary for the LCME visit in April. Most of the work will be completed on April 2 and April 3 and the team will want to meet with this Committee so members were requested to ensure that they would be available on those dates.

Dr. Peters also advised that she has begun her meetings with the residents of the various rotations regarding the resident evaluations, the first meeting being with the Psychiatry residents. They noted that consideration should be given to any external circumstances that may contribute to a resident receiving a poor rating. If this is the case, it needs to be made clear to the applicable program director. Arrangements have also been made to meet with the residents of Obstetrics/Gynecology and Internal Medicine, and future meetings will be arranged with Surgery and Pediatrics.

It was noted that Drs. Peters and Hansen and Ms. Ackerman have discussed the need for information sessions for faculty prior to the LCME visit. It is not clear if faculty will be interviewed by LCME but everyone will still need to be aware of the possibility and to be familiar with the learning objectives, information sessions, etc. The target groups for these sessions will include those involved with pre-clerkship, clerkship, the subject chairs, all GFT faculty as well as undergraduate and graduate students, especially MSS representatives, etc.

After further discussion it was felt that the information should be provided in one session as opposed to several because the attendees may not return after the first session. Handouts should be provided and the sessions can be repeated if necessary and if the turnout isn't good for the first offering.

Dr. Peters will send a special invitation to those who should attend and there will be a sign-in sheet for faculty and as well, members of the UGMS Committee may be asked to help provide these sessions.

Adjournment

There being no further business, the meeting was adjourned at 5:15 pm.

S. Peters, MD, FRCPC
Interim Chair, UGMS

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