

UGMS Committee

Minutes

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

PLACE: Professional Development and Conferencing Services Boardroom

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

APOLOGIES: Drs. M. Wells, S. Shah, A. Goodridge, V. Gadag, Mr. G. Beckett and Mr. C. Ryan (Student Representative)

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Minutes of February 7, 2007

The minutes were accepted as circulated.

Minutes of February 21, 2007

Page 2, first bullet under the heading *Code of Conduct/Non-Cognitive Behavior*, it was agreed that the word *regularly* should be removed because there was no proof that students cheat on a regular basis.

The minutes were accepted as amended.

Business Arising

Course Evaluation and Release of Grades

Dr. Peters noted that students and staff need to be advised of the proper process for completing course evaluations and the release of grades. She will work with the Management Team to develop this with regards to when the marks should be submitted by the chairs, what the consequences will be if they are not submitted on time and when the grades should be released to students.

Policies and Procedures

Code of Conduct/Non-Cognitive Behavior

Dr. Farrell stated that he has meet with students on several occasions in an attempt to alleviate some of the stress caused by this issue and how it will be handled. An attempt will be made to work on a constructive solution for dealing with professional issues and developing the optimal learning environment with input from students.

Dr. Peters noted that the optimal learning environment also includes the behavior of faculty as well as that of students and she has suggested to the dean that this matter should be taken to faculty council with the request to form a small group with students to decide on what is the optimal learning environment. A definition of professionalism also needs to be developed.

Protected Time

The draft of the Protected Time Policy for pre-clerkship was discussed.

It was felt that one hour would probably be enough for lunch each day, with the best time probably from 12 to 1 pm due to the availability of lecture theatres.

As well, there is quite a bit of white space available in the schedule but it is not in blocks of time but scattered throughout. One of the issues causing this is the fact that sometimes the scheduling is based on the clinic schedule of those presenting the lectures, etc. and this should not be the case.

It was noted that clinical skills and community health are given dedicated blocks of time for their course and Leona McEvoy in the UGME Office then has to fill in the other lectures, etc. around this. It was suggested that it might be more appropriate for the course chairs to do the scheduling for their own course and that maybe this should be placed in the procedure section for course chair responsibilities.

There should also be some flexibility with regards to re-scheduling snow days where the university is closed and there has to be a mechanism to allow classes to be made up when they have been cancelled.

It was suggested that Mr. George Beckett could be approached to provide a mock schedule including all of the information that is now available to see how well it would work. Dr. Peters agreed to approach Mr. Beckett regarding this.

Year Start and End Dates

Members were advised that there have been complaints from some of the pre-clerkship course chairs regarding the fact that their course is always scheduled in late August which cause many issues with regards to scheduling, lectures, etc.

After some discussion it was decided that when Mr. Beckett is approached to complete the mock schedule, he will include a start date of after Labor Day.

Template Change Flexibility

This matter was deferred to the next meeting.

New Proposals

Assessment Committee

Dr. Peters noted that she recently reviewed the evaluation tools used in the pre-clerkship and it appears that exams are made up of knowledge based MCQ's only. She felt that it might be worthwhile to form a separate Assessment Sub-Committee of UGMS to review new tools and new ways of assessment. Dr. John Kibble, who is a new faculty member, has a particular interest in this area and may be interested in taking on this task. Now would be a good time to begin this process since the current question bank has been compromised and must be re-developed.

After some further discussion it was agreed that this would be a good idea. Dr. Peters agreed to develop terms of reference for this new sub-group and asked for any names that members felt might be interested. Those suggested included Ms. Sally Ackerman, Dr. Scott Moffatt, Dr. Mary Wells, Dr. Donald McKay, Dr. John Kibble and the new web design coordinator.

Reports

Informatics Sub-Committee (Web Page Update)

Ms. Glynn provided a summary information sheet outlining changes that have been made and those that are in progress and this was reviewed by members.

There was some discussion and the following points were noted:

- Applicable photos of UGME staff will be added.
- Ms. Janet Bartlett of Community Health will be approached regarding the possibility of using some of the photos from the photo journals that first year students complete when they are away on their rural visit.
- A mission statement will be added to the site. If there currently isn't one, it will be developed.
- All links on the site are "mouse over" where users can select what they need from the drop down menu.
- Under each Committee there will be links to minutes, membership, meeting dates and terms of reference and any other applicable information.
- A page of applicable links will be available.

Ms. Glynn noted that once the site has been organized and developed, applicable changes can still be made as necessary.

Adjournment

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

S. Peters, MD, FRCPC
Interim Chair, UGMS