

UGMS Committee

Minutes

DATE & TIME: Wednesday, May 16, 2007 at 3:30 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Ms. L. Glynn (Chair), Drs. D. McPhee, D. Boone, N. Bandrauk, S. Moffatt, M. Wells, G. Farrell, S. Shah, Ms. E. Hillman, Ms. S. Ackerman, Mr. G. Beckett, Mr. A. Kennedy (Student Representative) and Dr. V. Curran (Invited Guest)

APOLOGIES: Drs. A. Goodridge and C. Mann

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Minutes of April 4 and April 18

It was noted that these minutes had been approved on-line via electronic voting.

Agenda Additions

Reporting Schedule

Members were advised that the reporting schedule will be available on the home page in advance of the meetings and will include the information for at least three months in advance. It was also noted that draft agendas have also been posted on the home page for the next three meetings.

Learning Objectives Proposal

Members were reminded that Mr. Beckett had presented this proposal at the last meeting but because there was no quorum, a decision could not be made, however, if the desire is to have something in place before September, the process needs to begin as soon as possible.

Mr. Beckett outlined the two issues which were: what did members want to do with the system itself and what is the optimal time to course/subject chairs to do the course review. The other issue is how much tracking of changes will be required in the system. It is possible to track changes but the reports will be dependent upon the information that faculty actually put into the system.

After some discussion it was decided that a policy would be required to cover this and Mr. Beckett agreed to do a draft for discussion at the next meeting to include the following:

- The process should be tied to the Program Evaluations Subcommittee review process as well as to the individual activity level.
- Assessment and teaching activities will be included.
- The information should be presented to this Committee four weeks after the Program Evaluations Subcommittee review.
- Assessment and teaching activities will be included.
- The covered courses will be notified with the letter of request from the Program Evaluations Subcommittee.
- The process should include basic history capabilities.
- Everyone will be requested to complete this process for the past year.

Ms. Glynn agreed to redraft the letter of request that would be sent from the Program Evaluations Subcommittee.

IPE Scheduling

It was noted that Dr. Curran had recently submitted a letter of request to the Committee for their consideration requesting a deviation from the Protected Time Policy for the IPE program. He was then introduced to the Committee and gave a presentation to provide information and answer any questions that members had.

The following points were noted:

- When the project was introduced it was with the understanding that because these sessions had to occur in the evening, the same amount of time would have to remain unscheduled during the day in order to make up for this. This did not occur.
- During the first year of the project there was ample time to look at the possibilities of incorporating the project sessions into the daytime schedule.
- There are concerns regarding students not having enough time to study, etc.

Once members were satisfied with the information provided, Dr. Curran excused himself from the meeting and further discussion ensued.

The following motion was made:

KENNEDY/MCPHEE

THAT the Committee accept the request of Dr. Curran for a deviation in the protected time policy to allow the IPE project to continue being taught to students during evening hours.

All Against

Ms. Glynn will draft a letter of reply to Dr. Curran outlining the decision of the Committee.

With regards to the protected time policy, the question was raised as to whether or not classes could be scheduled on the Tuesday afternoon following the holiday on Monday for Victoria Day. Because the policy doesn't come into effect until September 2007, this was allowed.

Communications Matrix

This matter was deferred to the next meeting.

Policies and Procedures

Protected Time Policy

Members were advised that this policy has now been passed on-line and will now be taken to Faculty Council for their information.

Standardizing of Policies, Terms of References and Procedures

Dr. McPhee noted that the terms of reference and position descriptions have been standardized to date and the next item to be dealt with will be the policies which hopefully will be completed in 2-3 weeks. Once this has been completed, Ms. Moss will be provided with a template that can then be used for formatting purposes.

Other Business

Code of Conduct

It was noted that this document has now been posted for discussion on the home page. Members should view it and be prepared for discussion at the next meeting.

Protected Time

Members were advised that a letter of concern had been received from Dr. June Harris with regards to extra tutorials, etc. being scheduled after hours.

Dr. McPhee reported that attendance at these sessions was on a volunteer basis only if a student needs extra help and no new material could be introduced.

Policies and Procedure Log

Dr. McPhee advised that he would review the policies and procedures log and update the information as required.

Adjournment

As there was no further business, the meeting was adjourned at 5:20 pm.

Ms. L. Glynn
Chair

/mjm