

UGMS Committee

Minutes

DATE & TIME: Wednesday, September 19, 2007 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

PRESENT: Ms. L. Glynn (Chair), Drs. D. Boone, G. Farrell, J. Kibble, N. Bandrauk, D. MacPhee, A. Dorward, A.E. Goodridge, Mr. G. Beckett and Ms. E. Hillman

APOLOGIES: Drs. S. Shah, S. Moffatt and Ms. S. Ackerman

Members were advised that Dr. Wells was expected to provide a report from the Curriculum Steering Committee, however, this may have to be postponed to the next meeting if Dr. Wells is unable to attend.

As well, Dr. Ann Dorward was introduced as the new Biomedical Science representative on the committee, replacing Dr. MacPhee who is now the pre-clerkship chair. Dr. Farrell, who was the previous pre-clerkship chair, is now the acting assistant dean for UGME.

Declaration of Conflict of Interest

No conflicts of interest were declared.

Review of Previous Minutes

Members were reminded that the minutes of the June 27 meeting were posted on the homepage for electronic voting but so far only 2 members have voted. It is required that at least 6 members should vote in order for the minutes to pass.

As well, given that there was no quorum at this meeting, the minutes from September 5, 2007 would also be posted on the homepage for electronic vote. It was stressed by the chair that members take an active role on the website, particularly regarding electronic voting. With poor attendance at meetings, electronic voting is essential to pass documents.

It was noted that because attendance at recent meetings was down, members who have not attended on a regular basis will be contacted to inquire if they still wish to serve on the

Committee. As well, Dr. Gadag's position as Community Health Representative will have to be filled since Dr. Gadag has resigned.

It was suggested that members may like to consider changing the terms of reference to include a statement saying that if a member does not attend meetings for a specified period of time, then he/she can be replaced. Ms. Glynn will look at the wording that Dr. Kibble has used for his Committee and will make a suggestion at the next meeting.

New Business

Election of Vice-Chair

It was noted that because Dr. MacPhee was now the pre-clerkship chair and an ex-officio member of the Committee as a result, a new vice-chair would have to be elected. Ms. Glynn asked to have this matter deferred to the next meeting when hopefully more members would be present. All agreed. Members were encouraged to forward nominations to the chair.

Committee Memberships

The following changes in membership have been made or will be made as noted:

UGMS COMMITTEE

- The new BMS representative is Dr. Ann Dorward.
- The new Community Health and Humanities representative will be elected at the next division meeting for the department as it is currently on their agenda.
- The new clinical representative is to be appointed by the Dean which is still pending. Ms. Glynn will contact Ms. Walker in the Dean's Office regarding this.
- The new pre-clerkship student representative is elected by the students and is on the election list for the MSS. They will advise the name of the new person as soon as the election takes place.
- Election of vice-chair for UGMS Committee will take place at the next meeting.

PROGRAM EVALUATIONS SUBCOMMITTEE

- The clinical representative as well as representatives for Basic Medical Sciences, Community Health and Humanities and Pre-clerkship is all appointed by the UGMS Committee. Ms. Glynn will contact each group and ask for suggestion or request that it be placed on their agenda for the next meeting.
- The pre-clerkship student is elected by the student body and is on the election list for the upcoming election.

ASSESSMENT COMMITTEE

- To fill the clinical representative position, Dr. Kibble has approached Dr. Ean Parsons and is awaiting a response and he will also approach Dr. Pauline Duke.

The Chair felt that each member on the Committee should be responsible for overseeing specific tasks, for example, the educational objectives could be assigned to various members, who would be the main contact and overseer of the task, but they could delegate the work to others as necessary.

After some further discussion it was felt that Ms. Glynn would arrange meetings with the various subcommittee chairs to talk about priorities and discover who may need more help with what they are doing.

UGME Website

It was noted that the public UGME website has been revamped but it still takes a lot of time to keep it updated. After some discussion, Mr. Beckett agreed to help with this endeavor and all members were asked to review the content of the website and forward suggestions or changes to Ms. Glynn.

Priorities

Upon review of the list of priorities provided for the Committee for 2007-08, members felt that everything of importance was included however they thought that process should also be monitored. Some suggestions to accomplish this included asking Ms. Ackerman to provide a report so that a database can be built to monitor process, having a representative on the Curriculum Steering Committee to ensure that the UGMS Committee is kept up to date on any developments, and it should also be clarified what types of information should be reported back to the various groups that are being represented on UGMS.

After some further discussion it was decided that a reporting template would be introduced, in draft form, for discussion at future meetings. It can also be presented to the various groups at their meetings for feedback purposes.

Policies and Procedures

LCME Standards Monitoring Policy

Members were advised that the changes suggested at the last meeting have been incorporated into the document but because there is no quorum at this meeting, the policy will be posted on the home page for electronic voting. It was stressed again the importance of voting.

Faculty Teaching Evaluation Policy

It was noted that this draft policy had been developed to provide a mechanism to deal with negative evaluation of faculty members.

After some discussion it was felt that this is already being dealt with in the mandate for the Program Evaluation Subcommittee and therefore a policy would not be required.

Reports

Chair, Program Evaluation Subcommittee

Dr. Goodridge noted that faculty is taking the course evaluations very seriously and there have been some impacts, both positive and negative. He advised that there is a rather pressing case regarding Women's Health, for which a letter will be forthcoming to the UGMS Committee. Essentially there is a problem with the course, not the chair who made every attempt to resolve the issues. However, he was unsuccessful and has resigned. PESC is now mandated to bring this matter to UGMS Committee to take the initiative on how to deal with this problem. A definitive action is required. Dr. Goodridge has been asked to be placed on the agenda for the next Dean's Leadership Committee meeting to deal with the faculty related issues.

It was suggested that it might be appropriate to consider mentoring or hiring outside course coordinators in circumstances when faculty are not willing or able to participate in delivering courses.

Once the letter has been received from PESC it will be circulated to members for their review.

Other Business

Members were informed that Ms. Moss has completed the last of the reformatting of the terms of reference. Dr. MacPhee will convert the documents to pdf format and they will be posted on the home page. Ms. Moss has also created a template for the terms of reference to allow for format standardization for future documents.

Adjournment

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

Ms. L. Glynn
Chair

LG/mjm