

## UGMS Committee

### Minutes

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**DATE & TIME:** Wednesday, June 4, 2008 at 4:00 p.m.

**PLACE:** Professional Development and Conferencing Services Boardroom

**PRESENT:** Ms. L. Glynn (Chair), Drs. A.E. Goodridge, A. Dorward, G. Farrell, S. Shah, S. Moffatt, D. MacPhee, N. Bandrauk, Ms. S. Ackerman, Mr. G. Beckett, Ms. E. Hillman and Mr. A. Kennedy (Student Representative)

**APOLOGIES:** Drs. J. Kibble, D. Allison and Mr. J. Thorburn

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#### Review of Minutes of May 14, 2008

The minutes were approved as circulated.

#### Business Arising

##### **Protected Time Policy**

Dr. MacPhee noted that he has recently reviewed the wording used in the protected time policy and felt that at this point in time, it should be okay as it is. Ms. McEvoy has been contacted with regards to the possibility of using the 8 to 9 am time slot as well as the 4 to 6 pm time slot to reschedule lectures instead of using Tuesday afternoons. Faculty has also been contacted regarding the various on-line lecture options that are available if a lecture has been cancelled.

This matter can be reviewed again at a later date if required.

Dr. Farrell and Dr. MacPhee will meet to develop a presentation regarding the impact of this policy on the teaching of courses, etc.

##### **MELT Update**

The meeting to review the new curriculum has been confirmed for June 25. Further information will be forthcoming.

## New Business

### **Report from PESC**

A copy of the report was distributed to members for review and discussion. Various issues were noted with special emphasis given to non-attendance of faculty and whether or not non-attendance should be tracked in some way.

It was suggested that possibly the student representative could report when faculty do not attend lectures but it was also felt that course chairs should also take responsibility to ensure the information is disseminated as it should be. There should also be follow-up with regards to who's late, why, etc. and whether or not it is repeatedly happening with the same people. Dr. Farrell noted that he would be willing to make any phone calls that would be required for follow up purposes.

There were also some issues with regards to students being unable to prepare for lectures because the information is not posted in advance or is posted incorrectly on D2L.

Dr. MacPhee advised that he has discussed these issues with Moya Clarke in HSIMS and apparently some of the problem comes from the fact that some information had been inappropriately transferred from WebCT into D2L but this has now been removed.

There was also discussion regarding a process whereby late submissions and posting of incorrect material can be avoided in the future. Ms. Clarke could be advised not to post material from a previous year which will force faculty to submit new material each year. It was felt that a policy would be appropriate for this and a decision would also need to be made with regards to possible exceptions.

### **Possible Voting by Ex-Officio Members**

It was pointed out that there is no mention of anything in the accreditation standards to say that ex-officio cannot vote so the motion will be brought to the next Faculty Council meeting discussion.

### **Curriculum Proposal – IPE**

Members were reminded that the proposal had been circulated in advance of this meeting and it had also been posted on the home page for review. Discussion ensued.

Dr. MacPhee noted that there is now only one module entitled Collaborative Mental Health Care and Depression and participants will include the Centre for Nursing Studies, the Faculty of Medicine, School of Pharmacy and School of Social Work. Learning objectives have been developed and the proposed implementation date is November 7, 2008 from 9 to 11:30 am. Under these conditions, the Pre-clerkship Committee is willing to support the proposal that this module be incorporated into the curriculum at the suggested time. If that time is not suitable for all involved, another proposal will have to be submitted and Dr. Curran has been advised of this.

After further discussion, the following motion was made:

MACPHEE/MOFFATT

THAT the UGMS Committee accepts the proposal that the IPE module material be introduced into the curriculum in the Fall of 2008 as detailed in the letter dated May 15, 2008 from Dr. Curran.

CARRIED (1 Against, 1 Abstention)

It was also agreed that the IPE module would be formally evaluated by PESC once it has been completed, and it would then be re-evaluated based on the feedback.

It was felt that a needs assessment should also be completed to ascertain what would work best in our environment. A subcommittee of UGMS will take on this responsibility and membership will include Ms. Ackerman, Dr. Bandrauk, Dr. Moffatt, Dr. Farrell and Mr. Kennedy. Dr. Ann Drover will also be contacted as she has an interest in this area.

### **Education During Hazards Policy**

Members were reminded that there is a draft of this proposal on the home page and they were asked to review it and vote electronically.

### **UGMS Membership 2008-09**

Ms. Glynn advised that this would be the last meeting for this committee until September 2008. She asked current members to consider another term and advised that the Dean's Office would be asked to begin the election process for the new committee.

Ms. Glynn also asked members to consider the possibility of acting as vice chair given the demands that will be placed on this committee in the coming year with the development of the new curriculum.

### Adjournment

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

Ms. L. Glynn  
Chair

/mjm