

UGMS Committee

Minutes

DATE & TIME: Wednesday, May 14, 2008 at 4:00 p.m.

PLACE: Professional Development and Conferencing Services Boardroom

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

APOLOGIES: Drs. S. Shah and D. Allison

Review of Minutes of March 5, 2008

Page 2, section 4, second paragraph, the last sentence should read “As well, with the new system there would be *fewer* fails and borderlines.....”

DORWARD/BANDRAUK

THAT the minutes be approved as amended.

CARRIED

MELT Update

It was noted that Dr. Hansen had attended the last meeting with the intention of providing information regarding the progress of MELT, and even though there was no quorum, she did present a brief overview. An off-site meeting has been tentatively scheduled for June 25 from 5 to 8 pm at which time MELT will provide a complete presentation. Members were advised that information would not be circulated prior to this meeting. Additionally, it was noted that this Committee will be expected to form content review groups in the fall. Further information on MELT can be accessed through the link on the homepage.

Pre-Clerkship Coordinator Report

Dr. MacPhee reported on the pre-clerkship and the following points were highlighted:

- Clinical Skills and Basic Science of Medicine II will each require a new chair for the upcoming academic year.
- Dr. Sharon Peters is temporarily filling the position of Respiratory Chair and in order to find a permanent chair, other disciplines may have to be considered.
- The designation of alternate course/subject chairs works well and a permanent list will be sent to Mr. Beckett for inclusion on the pre-clerkship website.
- The case room visits normally part of the Women's Health component could not be offered this year because it would have to be scheduled outside protected time. The component chair felt that this was a significant loss for the course.
- There was significant time lost during the MSK course due to weather related closures and it was suggested that the Protected Time Policy may need to be amended to state that Tuesday afternoons could be used for lectures in cases like this.
- There was a significant shortage of clinical skills tutors in March and Ms. Pritchett-Kelly has had to use residents and clerks to fill the slots. This matter will be discussed at the next Resource Management Committee meeting.
- A new process has been initiated in pre-clerkship to deal with exam deferral requests and this information has been posted on D2L and will be included in the Pre-Clerkship Manual in the Fall.
- Draft schedules for the 2008-09 academic year are almost complete.

Dr. MacPhee agreed to review the wording of the Protected Time Policy with a view to using Tuesday afternoons to replace time lost for weather related issues.

It was suggested that another alternative may be to for the Pre-Clerkship Committee to decide that anything can be put on-line and thus examination questions can be taken from this material. The capability is also available to provide lectures live on-line from D2L.

Members showed support for more flexibility in the Protected Time Policy with regards to the use of Tuesday afternoons, as well as for testing on-line material that has been discussed.

Ms. Glynn will send a letter to faculty and she will ask Mr. Pennell in HSIMS to write to faculty as well, regarding the availability of various options for on-line teaching.

Proposed Changes to Promotions Policy

Mr. Thorburn reported that students felt this policy was better than what is currently in place and the following motion was made:

DORWARD/MOFFATT

THAT the new Promotions Policy be approved with the proposed changes.

CARRIED

Informatics Committee Report

The following was noted:

- The LXR exam bank and test generation program will be implemented for pre-clerkship in the Fall. Shells will have to be created for each course/subject and this process should begin immediately and as well, a template will be needed for imputing questions. Faculty will have to provide specific information regarding this and this process will begin immediately.
- There have been complaints with regards to the consistency of presentation of information, etc. for each course/subject on D2L. Mr. Pennell of HSIMS has made a number of improvements to D2L that will be effective in the Fall including a template for consistency.
- With regards to the use of PDAs by students and the possible availability of wireless connectivity, the results of the questionnaire to students has been passed on to Mr. Beckett. Feedback included the fact that students plan to purchase PDAs and feel that wireless will be beneficial and as well, clerks who currently own a PDA do use it on the floors and also feel that wireless connectivity would improve its usefulness.
- The Informatics Subcommittee would like to invite the participation of students on the committee – two from pre-clerkship and two from clerkship and Mr. Thorburn will raise this matter at the next MSS meeting.

After some further discussion it was suggested that the Informatics Committee should review what other schools are doing with regards to wireless, etc. and report back in the Fall.

Standards Monitoring Committee Report

The membership of this committee is Dr. Farrell, Ms. Glynn and Ms. Ackerman, who meet regularly to monitor the LCME website for changes, etc. to ensure there are no problems for the next accreditation report. The standards are divided into five categories and at each meeting a set number from each category are reviewed. If a standard is not being appropriately and/or clearly met, the Committee will contact the appropriate person, in writing.

Interim Accreditation Report Requests

L. Glynn, on behalf of the UGMS Committee, will be requesting interim reports from relevant committees and individuals regarding issues raised in the accreditation report. This monitoring process will inform the committee as to whether or not issues are being addressed appropriately in continued preparation for next year's report to LCME.

Other Business

Ex-Officio Voting

The chair proposed that ex-officio members of the committee should be permitted to vote. There was some discussion with regards to whether or not this would cause a conflict of interest for some members and if it would cause problems with regards to accreditation.

After some discussion it was felt that any member, who felt he or she would be in a conflict of interest by voting, could abstain from the vote. Ms. Ackerman agreed to check LCME standards to ensure that it is allowable.

Inter-Professional Education

Dr. Boone advised that the IPE Group has asked the Clerkship Committee to approve a pilot project in the Psychiatry rotation of clerkship. The proposal would also need approval at this Committee because it will be part of the grading process for the rotation. As well, an introduction hour will be required during the Clerkship Preparation Course in June if this goes ahead. The Clerkship Committee has already agreed to allow the pilot project to proceed.

It was pointed out that inter-professional cooperation is part of the psychiatry rotation anyway and this just seems to be a way to get it introduced into the clerkship. It was felt that students would not be receptive to this idea given the fact that clerkship currently contains a lot of IP already and more is not needed. It was also noted that there were a lot of problems with IPE in pre-clerkship and concern was expressed that these problems may not have been dealt with prior to expansion into clerkship.

After some further discussion it was agreed that the IPE group should be asked to present a proposal to this Committee as per the Curriculum Proposal Policy. As well, it was noted that if they want to implement something for the fall a proposal would have to be received prior to the next UGMS meeting as it is the last scheduled until the Fall.

Adjournment

There being no further discussion, the meeting was adjourned at 5:30 p.m.

Ms. L. Glynn
Chair

LG/mjm