

# UGMS Committee Minutes

Wednesday, 18 December 2019  
4:00 pm, Room M2M240

Attendees: T. Adey, V. Curran, N. Duggan, A. Goodridge, A. Haynes, T. Hearn, E. Hillman, H. Jackman, B. Kerr, T. Lambert, S. Murphy, C. Peddle, A. Pendergast, J. Reddigan, L. Webster

Regrets: L. Alcock, C. Campbell, J. Gill, S. Pennell, C. Skanes

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest expressed.  No additions to Agenda.	
Review and approval of prior minutes	Minutes approved. S. Murphy asked members to look at previously circulated minutes and advise of any additions/changes.	
Review of action items from previous meeting	Action Items: 1. C. Peddle and A. Haynes to discuss some language in documents to be circulated to faculty regarding minor/major curricular changes.  2. A. Haynes clarified with D. Stokes that completed curriculum change forms will be stored in a database.  3. S. Murphy to bring calendar changes to SCUGS on December 12 as well as letter requesting an extension for Extension Course for Unmatched students.  4. E. Hillman to send J. Reddigan and T. Adey her questions on the Professional Suitability document.	Complete.  Complete.  Complete.  Complete.
1. Standing Committee Reports	<b>a) PESC:</b> A. Goodridge presented the following for discussion and as a review of major items from yesterday's PESC meeting: <u>MCC Part I results:</u> Data has been reviewed and translated into summary format presented here and results show that all areas are within the mean. <u>CaRMS Data:</u> Graphs showing match information and that we are doing really well in comparison to other Canadian schools. <u>CGQ:</u> At or above the mean in most categories, and S. Murphy said it's consistent with previous years. S. Murphy asked if low scores in Pain Management may be	

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due to no one taking ownership of it, and A. Haynes said Pain Management is in the curriculum. T. Adey said AFMC is developing curriculum around Opioids and want to meet with us to move to the next stage.

**b) SAS:** V. Curran presented the following reports:  
Summary of learner ratings of assessment from evaluations 2014-2019: student evaluation ratings of assessments in different courses compared with previous years. Student satisfaction has increased since Hofstee method introduced. Formative assessments data shows consistent satisfaction ratings. Phases 1 to 3 Clinical Skills show consistent student satisfaction over the years. A. Pendergast said low ratings in Phase 1 Class of 2020 is probably due to formative questions not being released in time and questions not being standardized, and in with the Class of 2022, the primer was available to students but they didn't realize they had to study it. Phase 4 Core Experiences shows low ratings, and N. Duggan said it's a struggle for students to get proper feedback on EPAs. She has completed Faculty Development but it's taking a long time to get the message across.

Historical summary of grade statistics and Hofstee scores: no noticeable differences in the mean over 5 years. Overall no major deviations.

Phase 4 Core Progress Test Class of 2020: results are as expected. N. Duggan said it's still an American exam so marks look lower, but are really quite good. This exam process enables flagging of borderline students so assistance can be provided.

**c) iTac:** S. Pennell not present to report.

**d) COWG:** A. Haynes explained an excel spreadsheet containing curriculum changes and asked if the Committee would prefer individual pdf's or a summary spreadsheet. After discussion, it was decided the spreadsheet would be circulated with additional

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	<p>information available upon request. In the new year, they will be meeting with UCLs to review objectives and update course goals. As well, feedback gained in the recent ILS in Phase 3 focus group will help the ILS Working Group provide suggestions for improvement. A. Goodridge will attend the next ILS session, and a new UCL will be appointed.</p>	
2. Phase 4 Report	<p>N. Duggan said they will be reviewing the Progress Committee decision to continue progress testing trial, and a subcommittee is working on revamping the Phase 4 core template for the Class of 2023.</p>	
3. Phase 3 Report	<p>J. Gill was not present to report. S. Murphy said there were no major issues. A. Haynes presented 2 curriculum changes discussed in the last Phase 3 meeting for discussion:</p> <ol style="list-style-type: none"> <li>1. Removal of an objective from the lecture on Patient Safety and Health Systems that is no longer needed.</li> <li>2. Approval of new objectives to finalize UTI lecture that has been taught for the last 2 years without formal approval from UGMS.</li> </ol> <p>V. Curran said SAS received an email from Student Affairs regarding one of the exams in Phase 3, so he wrote a letter that was reviewed by J. Gill documenting the process for MCQ item construction and blueprinting as well as item analysis. The letter was sent back to Student Affairs who has forwarded it to students.</p> <p>It was <b>MOVED</b> by A. Haynes and <b>SECONDED</b> by S. Murphy to approve the removal of an objective from the Patient Safety and Health Systems lecture as well as the new objectives as presented for the UTI lecture. All were in favour, and the <b>MOTION CARRIED</b>.</p>	<p><b>ACTION: It was MOVED by A. Haynes and SECONDED by S. Murphy to approve the removal of an objective from the Patient Safety and Health Systems lecture as well as the new objectives as presented for the UTI lecture. Motion carried.</b></p>
4. Phase 2 Report	<p>H. Jackman said Phase 2 approved one major policy discussion via evote to remove one objective and add 7 new ones in Introduction to Point of Care Ultrasound. S. Murphy cautioned going forward to try to avoid listing too much details when constructing objectives.</p>	<p><b>ACTION: It was MOVED by H. Jackman and SECONDED by A. Goodridge to remove 1 objective and add 7 new</b></p>

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	It was <b>MOVED</b> by H. Jackman and <b>SECONDED</b> by A. Goodridge to make changes as presented. All were in favour, and the <b>MOTION CARRIED</b> .	<b>ones in Introduction to Point of Care Ultrasound. MOTION CARRIED.</b>
5. Phase 1 Report	A. Pendergast presented the issue of the penalty in the assessment policy on late assignments receiving 70% as a maximum grade not being enforced in Phases 1 to 3. Another issue is poor attendance that seems to be worse this year, and there is no real consequence being enforced around missing mandatory sessions. S. Murphy said it's on ongoing issue, and N. Duggan said students are arranging shadowing during scheduled classes to satisfy a CaRMS requirement. S. Murphy asked A. Pendergast to compile some statistics for discussion over the next few months. Phase 1 is finished for the year.	<b>ACTION: A. Pendergast to compile some statistics on issues such as poor attendance and late assignments for discussion within the Committee over the next few months.</b>
6. Report from NB	T. Lambert said nothing to report at this level.	
7. Accreditation	T. Hearn said B. Kerr has sent out emails regarding DCIs. They will be meeting with Phase 4 CDCs to collect objectives and coordinate with UCLs.	
7. Senate/SCUGS/University Issues	T. Adey said the mandatory training on Occupational Health and Safety re Workplace Violence has to be completed by December 31 <sup>st</sup> . S. Murphy said it's going to have to be completed for Eastern Health eventually.	
8. Senior Management Committee / Policy	Session with Ann Becker has been scheduled for January 23 at 4:00 pm regarding managing effective meetings. Faculty and staff are encouraged to attend.	
9. UGME Office Report	C. Peddle said the UGME budget is due for presentation to the Dean on January 10, and any Phase Lead budget requests should be submitted in writing as soon as possible and the more information they provide, the better including any upcoming travel.	
10. Matters arising from the minutes	None	
11. New Business	None	
Next Meeting	January 15, 2020 Room M2M240	Adjourned at 5:30