



UGMS Meeting Minutes

Wednesday, February 17, 2021
4:00-5:30 p.m. via Webex

Members (in alphabetical order):

Dr. Tanis Adey (chair), Associate Dean UGME	voting	Dr. Taryn Hearn, Accreditation Lead	voting
Lindsay Alcock, Librarian & Head of Public Services HSL	voting	Elizabeth Hillman, Assistant Registrar Faculty of Medicine	voting
Craig Campbell, Learner representative Class of 2022	voting	Dr. Heather Jackman, Phase 2 Lead	voting
Dr. Vernon Curran, SAS Chair	voting	Brian Kerr, Curriculum & Accreditation Advisor	corresponding
Dr. Norah Duggan, Phase 4 Lead	voting	Dr. Todd Lambert, Assistant Dean NB	voting
Dr. Jasbir Gill, Phase 3 Lead	voting	Carla Peddle, Manager UGME	voting
Dr. Alan Goodridge, PESC Chair	voting	Dr. Amanda Pendergast, Phase 1 Lead	voting
Melanie Greene, Policy Analyst	corresponding	Stephen Pennell, Chair iTac	voting
Yaswanta Gummadi, Learner representative Class of 2023 – may be late	voting	Michelle Simms, UGME Administrator	recording secretary
Dr. Alison Haynes, Curriculum Lead	voting	Dr. Margaret Steele, Dean of Medicine	ex officio (non-voting)

Present (in alphabetical order): T. Adey; C. Campbell; V. Curran; N. Duggan; J. Gill; A. Goodridge; M. Greene; Y. Gummadi; A. Haynes; T. Hearn; E. Hillman; H. Jackman; B. Kerr; T. Lambert; M. Simms; C. Peddle; A. Pendergast; S. Pennell

Regrets (in alphabetical order): M. Steele

Absent (in alphabetical order): L. Alcock

Topic	Action
Welcome <ul style="list-style-type: none"> Michelle Simms, UGME Administrator and round table introductions 	
Agenda review <ul style="list-style-type: none"> Review for Conflict of Interest – none reported Confirmation of Agenda 	Motion to approve the agenda. Moved: N. Duggan Second: A. Goodridge In Favour: all Opposed: none Abstained: none APPROVED

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<p>Review and approval of prior minutes – January 20, 2021</p>	<p>Motion to approve Minutes from the previous meeting. Moved: J. Gill Second: C. Peddle</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p>
<p>1. Matters arising from the minutes</p> <p>1.1. Lectures/sessions going overtime</p> <ul style="list-style-type: none"> • Lectures going over time is still a concern. • Correspondence from Dr. Adey to be circulated by Academic Unit Heads outlining issues related to accreditation and proposing solutions and requesting circulation to all faculty members. • Education needed around protected time and duty hours policy (via office of OPED). • Session moderators have been asking whether live instructors would like a 10 minute reminder and it has been helping keep sessions on time. • Pre-recorded sessions that are over time are addressed with the instructor for re-recording or live delivery within the allotted amount of time. • Technical difficulties have been causing instructors to start late and then run over. <p>1.2. Review of EHS Report by Task Force to consider whether CLSC capacity can be increased.</p> <ul style="list-style-type: none"> • PESC requested EHS to review CLSC capacities again. <ul style="list-style-type: none"> ○ Moot point given the shift to Alert level 5 • CLSC would not have capacity to readjust the Clinical Skills schedule up to April 2021. <p>1.3. Official communication concerning scrap paper usage.</p> <ul style="list-style-type: none"> • Taken care of by K. Zipperlen and E. Winter. <p>1.4. HSIMS e-Learning Team and Assessment Group to consider a possible approach for looking at assessment questions as submitted.</p>	<p>ACTION: T. Adey to include relevant accreditation elements within faculty orientation.</p> <p>ACTION: T. Adey to email G. Barnes to thank her for thoughtful solution for moderation.</p> <p>ACTION: T. Adey to bring to Task Force in late March asking for a review of the EHS Report regarding CLSC capacity (if no longer in Alert Level 5).</p>

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<ul style="list-style-type: none"> • Working together to identify questions which help learners avoid the use of Proctorio white board functionality. • Working with Proctorio to improve white board functionality. <p>1.5. Community Engagement planning/recruiting needs discussion with Task Force</p> <ul style="list-style-type: none"> • We received approval from COVID-19 Task Force to plan to deliver Phase 3 Community Engagement in person mid-May to mid-June. 	
<p>2. New business</p> <ul style="list-style-type: none"> • Accreditation matters: <ul style="list-style-type: none"> ○ UGMS TOR <ul style="list-style-type: none"> ▪ Updating needed. ▪ UGMS Admin Team to bring a proposal for March 2021 UGMS meeting. ○ COWG naming & TOR <ul style="list-style-type: none"> ▪ Working Groups usually disband over time. ▪ We plan to keep COWG as a part of our processes. ▪ Will become a Curriculum Oversight Subcommittee. Name to be determined. ▪ Terms of Reference for COWG will need updating to reflect the same. ▪ Develop ToR in line with SAS, PESC, iTac. • COVID update <ul style="list-style-type: none"> ○ See Associate Dean Update. 	<p>Motion to Make Curriculum Oversight Working Group a permanent Subcommittee of UGMS. Moved: A. Goodridge Second: T. Adey</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p> <p>ACTION: T. Adey to confirm the process of making COWG permanent.</p> <p>ACTION: A. Haynes, B. Kerr and D. Stokes to review COWG ToR and develop proposal.</p>



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3. Standing Committee reports	
<p>a) PESC (see attached report)</p> <ul style="list-style-type: none"> • No action required from UGMS • M. Goodridge and M. Greene working on a plan for Clinical Skills within each learner’s bubble. <ul style="list-style-type: none"> ○ Consent form will be tweaked for different parties involved ○ Concern about equity • M. Goodridge and M. Greene working with privacy office and legal-council. • Will go through Phase Management teams first. • Will come back to UGMS at a later date. 	
<p>b) SAS (see attached report)</p> <ul style="list-style-type: none"> • Revised guidelines for remote invigilation via secure virtual invigilation software discussed. • Many Deferrals for upcoming Phase 3 exam (21 learners, so far) <ul style="list-style-type: none"> ○ Learners are struggling with wellness concerns which are difficult to address. ○ Phase 3 QI (16 February, 2021) – had low turnout. J. Gill indicated that exam will go ahead and learners may request deferral as needed. ○ Strategize with LWS for COVID-19 related wellness initiatives surrounding examinations. 	<p>Motion to approve the new Recommendations for remote Invigilation of examinations. Moved: V. Curran Second: A. Goodridge</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p>
<p>c) iTac (see attached report)</p>	
<p>d) COWG (see attached report)</p> <ul style="list-style-type: none"> • Ongoing work on mandatory attendance/attendance required sessions. <ul style="list-style-type: none"> ○ Faculty members disappointed with attendance of learners in the context of teaching patients. ○ Off-putting for instructors and invited guests. ○ Learners upset with not getting tutorial answer keys, but need to attend tutorials to get the information which will be assessed. ○ Instructors may make learners aware of special delivery methods. 	



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<p>4. Phase 4 report (see attached report)</p> <ul style="list-style-type: none"> • Learners continuing in Phase 4 clinical experiences. • Challenges relating to shared housing restrictions in response to Alert Level 5. • FYI: Virtual Radiology and Dermatology electives are ready for launch. <ul style="list-style-type: none"> ○ Only to be used while in-person attendance is restricted. ○ No change learning outcomes and assessment tools. 	
<p>5. Phase 3 report</p> <ul style="list-style-type: none"> • Meeting re. Phase 4 Prep was held: <ul style="list-style-type: none"> ○ Virtual delivery this year. ○ In-person elements will shift to Phase 4. 	<p>Motion to deliver Phase 4 Preparation course via remote delivery this year. Moved: J. Gill Seconded: N. Duggan</p> <p>In Favour: all Opposed: none Abstained: none APPROVED</p>
<p>6. Phase 2 report</p> <ul style="list-style-type: none"> • Lectures going over time is still a concern of learners. • Use of pre-recorded live sessions from previous years an issue. <ul style="list-style-type: none"> ○ Asking faculty to re-record. ○ This information has gone out in the UGME update, Senior Management Committee, Faculty Council. ○ Ask lecturers to repeat questions in live lectures to be considered in moving forward. 	
<p>7. Phase 1 report</p> <ul style="list-style-type: none"> • PESC reports received and will come to UGMS at a later date. 	
<p>8. Report from NB (see attached report)</p>	
<p>9. Accreditation matters</p> <ul style="list-style-type: none"> • Small group meetings in progress. • DCI population requested for May, 2021. 	



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10. Learner issues <ul style="list-style-type: none">• Junior: no concerns in addition to those already discussed in the meeting.• Senior: no new Phase 4 learner issues.<ul style="list-style-type: none">○ Hoping for as much clinical experience as possible.○ We will provide as much clinical experience as we can in the current situation.	
11. Associate Dean Update (see attached report) <ul style="list-style-type: none">• Thank you to N. Duggan for acting Associate Dean.	
12. Policy	
13. UGME office report <ul style="list-style-type: none">• Welcoming Michelle Simms• Budget meetings next week	
Next Meeting March 17, 2021 Adjourned: 5:34 p.m.	

Keep in View	Exam deferral policy
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UGMS Summary Report

February 2021

Phase Team or Sub-Committee: Program Evaluation Subcommittee (PESC)

Liaison to the UGMS: Dr. Alan Goodridge, Chair of PESC

Date of Last Phase Team or Sub-Committee Meeting: 19 / January / 2021

Date of Next Phase Team or Sub-Committee Meeting: 23 / February / 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
PESC members expressed concerns about the reductions in Clinical Skills, especially the lack of repetitive experience. T. Adey offered to present PESC's concerns to the Task Force about students not being able to meet numerous outcome objectives and that we are wondering if there could be a regular review of the Environmental Health & Safety Report so that, if there is a possibility to increase capacity in the CLSC by one learner, that would double their experience.	T. Adey to present PESC's concerns to the COVID-19 Task Force	In Process
K. Zipperlen presented the Learner Satisfaction of Assessment Report for each course, 2015-20. The Community Engagement Courses receive the lowest assessment ratings. A. Pendergast clarified some process issues as to why some of the Phase 1 assessment ratings were low particularly. K. Zipperlen will add those clarifications/context to the report.	K. Zipperlen to add A. Pendergast's clarifications to the Learner Satisfaction Assessment Report	Complete

Agenda Items Requiring UGMS Action:
1.
2.

Additional Comments, Suggestions, New or Pending Business:
1.
2.

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UGMS Summary Report

February 2021

Phase Team or Sub-Committee: Student Assessment Subcommittee

Liaison to the UGMS: Dr. Vernon Curran

Date of Last Phase Team or Sub-Committee Meeting: 27/January/2021

Date of Next Phase Team or Sub-Committee Meeting: 24/February/2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status
Core Experiences course assessment report (Class of 2021)	Reviewed by SAS and response request sent to Phase 4 Lead Dr. Duggan	Done
Learner satisfaction of assessment	SAS reviewed; report shared with COWG	Done
AFMC Graduate Questionnaire	SAS reviewed; no action required	Done
Update on EPA assessment working group	Group is meeting monthly; has reviewed feedback and concerns; next step is to determine how disciplines have implemented EPA assessment & clinic cards	Ongoing

Agenda Items Requiring UGMS Action:
1. Revised invigilation guidelines for remote examinations
2.

Additional Comments, Suggestions, New or Pending Business:
1.
2.

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Executive Summary SAS monitoring reports January 2021

Learner satisfaction of assessment (2015-2020)

Phase 1-3 courses

- Historical trends in learner evaluations of assessment in the Phase 1-3 courses have been stable.
- Learners continue to rate the assessment of the Patient and Clinical Skills courses highly.
- Assessment of the Community Engagement II and III courses has been significantly impacted by Covid-19 restrictions. This is evident in the learner evaluations of the affected classes.

Phase 4 Core Experiences course

- Historical trends in learner evaluations of assessment in the Core Experience course have been stable.
- The statement “The use of EPAs contributed to my learning” continues to receive lower ratings but still above the benchmark of 3.5.

Phase 4 non-Core courses

- Historical trends in learner evaluations of assessment in the non-Core courses have been stable.
- Learners continue to rate the assessment of the Advanced Practice Integration and Electives courses highly.
- Learner ratings for the Advanced Procedural Competencies and Practice Continuum courses remained low.
- The assessment of the Practice Continuum course continues to be rated below the benchmark of 3.5 with the exception of two cohorts rating the research component of the course higher.

[MED 8710 Core Experiences \(Class of 2021\) Course Assessment Report](#)

The course was impacted by Covid restrictions. Changes to course and rotation length were made to ensure learners received adequate exposure in each discipline. Learners performed well in the course, the vast majority received “progressing as expected” on their final assessment report. All learners passed the summative progress exam, with one learner reassessing. All learners passed the MED 8710 course. The assessment of the course was evaluated above the 3.5 benchmark, both overall and for specific assessment components. The majority of evaluation survey respondents indicated they received formative feedback during the mid-point of the rotation for all rotations.

Updated recommendations for invigilation of remote exams using Proctorio

Based on remote invigilation data available for the 2020 fall semester and further guidelines developed by Memorial University for the [invigilation of remote-delivered examinations](#), a review and update to the current recommendations regarding the identification of suspicious behaviors in Proctorio, learner conduct during the examination and process for review and follow-up is needed. Proposed changes are highlighted in yellow.

Guidelines for invigilated online and remotely-delivered examinations

Faculty of Medicine has adopted Proctorio as the software system for invigilation of online examinations conducted remotely. Proctorio records learners and learner activity during remote examination and automatically flags suspicious behavior based on a set of criteria. Criteria that are used to monitor potential suspicious behavior during remote examinations include:

- Multi-face (i.e. more than one face identified on screen)
- Leaving room (see below)
- Navigating away from an examination page
- Browser resize

1. Learner recordings will be reviewed under the following circumstances:

- High suspicion level calculated by Proctorio system based on above listed behaviors.
- Learners wearing headphones.
- Leaving the room within the first 30 minutes of starting the examination or within the last 15 minutes of finishing the examination. This is in accordance with Memorial University's [Invigilation Procedures](#).
- Leaving the room for more than 8 minutes and/or more than two times during the exam.
- Two or more learners leaving the room at the same time if they share the same IP address.

Learners may contact the Office of Learner Well-being and Success (LWS) if extenuating circumstances warrant an exemption from the above criteria regarding leaving the room or headphone use. This has to be done in advance of the examination. LWS will notify the UGME office of any exemptions.

Learner conduct during invigilated online and remotely-delivered examinations

Learners shall adhere to the following examination rules:

1. Learners MUST NOT screenshot, record, **distribute** or discuss any part of remote exams with others.
2. Use of unauthorized computer software, applications and resources, such as search engines and screen capture software, is prohibited.
3. No devices with telecommunications and/or storage capability (e.g. cellular phones, smart watches, etc.), notes, textbooks, calculators, etc., are to be accessed by a learner. Exceptions must be arranged in advance at the discretion of the Phase Lead.

4. Learners MUST NOT use scrap paper.
5. Caps, hats or hoods are not to be worn during the examination.
6. Consulting unauthorized aids or communicating with unauthorized individuals is prohibited while leaving the room and any other time. The possession and/or use of an unauthorized aid constitutes an act of academic misconduct.
7. Each learner must make a declaration indicating their submission is their own and that they completed the work without contact with other learners or unauthorized individuals.

In the case of an emergency or other unexpected interruption affecting the learner, the learner should indicate this to the Instructional Design Specialist by calling the technical support number.

All Memorial University and Faculty of Medicine rules and regulations for examinations apply for remotely invigilated examinations:

- [Memorial University Student Code of Conduct](#)
- [Academic Integrity Guidelines](#)
- [Faculty of Medicine Statement of Professional Attributes](#)

Process for review of recording and follow-up

Normally recordings of learners are only reviewed if they are flagged by Proctorio based on the above outlined criteria. The initial review of the recording is done by the Instructional Design Specialist only. This will be completed within one week of the examination. Any period of absence during the examination, which meets the above outlined criteria for review (i.e. leaving the room), will be noted by the Instructional Design Specialist and reported to the Phase Assessment Working Group. Any other behaviors displayed on the recording that meet the requirements of the outlined criteria will be brought forward by the Instructional Design Specialist to the Phase Assessment Working Group for further review and discussion. The Phase Assessment Working Group (PAWG) consists of the Phase Assessment Lead, Instructional Design Specialist and Education Specialist for Assessment. PAWG may review parts of the recording during the discussion as needed. If PAWG determines that a possible academic misconduct is suspected, the matter will be brought forward to the Phase Lead. The Phase Lead or Phase Assessment Lead will notify the learner about the concerns raised. It will be at the discretion of the Phase Lead to determine if the allegation warrants reporting as an academic offence. It should be noted that being flagged by Proctorio or alleged academic misconduct does **not** result in an automatic fail grade for the examination. Rather the Phase Lead will be guided by the Faculty of Medicine [Exam Invigilation Procedure](#) and follow Memorial University's regulation 6.12 regarding [academic misconduct](#) if required. The procedure of resolution of alleged offence at the unit level would normally be used in the context of alleged misconduct during an examination. The procedure is outlined in detail in university regulation 6.12. The Associate Dean, UGME, would oversee the process.



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February 2021

Phase Team or Sub-Committee: iTac

Liaison to the UGMS: Steve Pennell

Date of Last Phase Team or Sub-Committee Meeting: Jan 14, 2021

Date of Next Phase Team or Sub-Committee Meeting: April 8, 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1.
2.

Additional Comments, Suggestions, New or Pending Business:
1. Questionmark Proctorio – white board
2. Instructional Design Assistant start March 1, 2021
3. New undergraduate moderator coming in the future (G. Barnes switching roles)
4. Carolyn Morgan new member from NLCHI
5. Reconsideration of paper faculty development QR codes for EPA assessment created a few years ago for with T-Res

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Phase Team or Sub-Committee: Curriculum Oversight Working Group (COWG)

Liaison to the UGMS: Alison Haynes / Brian Kerr

Date of Last Phase Team or Sub-Committee Meeting: January 2021

Date of Next Phase Team or Sub-Committee Meeting: February 2021

Agenda Items Requiring Phase Team or Sub-Committee Action								
Phase	Item (Session)	Change Type					Action	
		Title Change	Reword Objectives	Add Objectives	Remove Objectives	Modify MCC Objectives	Approved	Implemented
1	Thorax 1: Thoracic Wall, Pleura, Lungs and Trachea			X			X	X
1	Thorax 2: Heart and Vasculature			X			X	X
1	Abdomen 1: Abdominal Wall and Disposition of Viscera			X			X	X
1	Abdomen 2: Abdominal Viscera			X			X	X
2	GU 1: Urinary System and Pelvis			X			X	X
2	GU 2: Reproductive System			X			X	X
2	MSK 1: Introduction to the MSK System			X			X	X
2	MSK 2: Skeletal System and Articulations			X			X	X
2	MSK 3: Upper Limb Musculature			X			X	X
2	MSK 4: Lower Limb Musculature			X			X	X
2	PNS 2: Brachial Plexus and Clinical Correlations		X				X	X
2	PNS 3: Lumbar, Sacral Plexus and Clinical Correlations		X	X			X	X
2	PNS Lab 1,2 & 3: Upper and Lower Limb Innervation		X	X			X	X
2	H&N Lab 1&2: Osteology, Vasculature & Cranial Nerves		X	X			X	X
2	H&N Lab 3&4: Face, TMJ, Nose and Mouth		X	X			X	X
2	H&N 1: Osteology			X			X	X

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Agenda Items Requiring Phase Team or Sub-Committee Action (cont.'d)								
Phase	Item (Session)	Change Type					Action	
		Title Change	Reword Objectives	Add Objectives	Remove Objectives	Modify MCC Objectives	Approved	Implemented
2	H&N 2: Vasculature and Cranial Nerves of Head and Neck			X			X	X
2	H&N 3: Face, TMJ, and Scalp			X			X	X
2	H&N 4: Mouth, Nose and Larynx			X			X	X
2	H&N 5: Pharynx and Neck			X			X	X
3	Variations in Human Genome		X				X	X
3	Multiple Inheritance		X				X	X
3	Blood Glucose Regulation			X			X	X

Agenda Items Requiring UGMS Action:

1.

Additional Comments, Suggestions, New or Pending Business:

1. In-person PoCUS session for Feb 16th and 18th cancelled based on Faculty of Medicine Task Force recommendations. Next in-person session scheduled for March 23rd. Status of in-person sessions will depend on Public Health guidelines and Faculty of Medicine Task Force recommendations at that time.
2. Ongoing work on principles document pertaining to the curriculum and mandatory attendance.
3. Meeting held with Assistant Dean, Faculty Wellness, Equity and Professionalism and Assistant Dean, Social Accountability to discuss plan to evaluate and promote diversity, equity and inclusion in the Faculty of Medicine.
4. Dealing with schedules, getting teaching material(s), as well as addressing learner concerns / request referencing curriculum and delivery

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Phase Team or Sub-Committee: Phase 4

Liaison to the UGMS: Norah Duggan, Phase 4 Lead

Date of Last Phase Team or Sub-Committee Meeting: 21 January 2021

Date of Next Phase Team or Sub-Committee Meeting: 18 February 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1. Input regarding approval process for virtual electives
2.

Additional Comments, Suggestions, New or Pending Business:
1. Shared housing in pandemic is not permitted
2. Rescheduling electives/selectives due to preceptor, housing and/or clinical environment
3. Addition of virtual teaching on services with decreased clinical experience
4. Trying to incorporate mandatory procedures skills(simulation) for learners
5. Researching possibility of virtual clinical involvement for clerks -- learners to participate in virtual clinics from home (Telephone/videoconferencing or history with report to preceptor). <ul style="list-style-type: none"> • Feasibility/patient safety issues?

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Phase Team or Sub-Committee: New Brunswick Report

Liaison to the UGMS: Todd Lambert

Date of Last Phase Team or Sub-Committee Meeting: N/A

Date of Next Phase Team or Sub-Committee Meeting: N/A

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1.
2.
3.

Additional Comments, Suggestions, New or Pending Business:
1. Fredericton LIC
2. NB Unit Strategic Planning
3. Horizon RMAC report

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Phase Team or Sub-Committee: Associate Dean Update

Liaison to the UGMS: Tanis Adey

Date of Last Phase Team or Sub-Committee Meeting: January 2021

Date of Next Phase Team or Sub-Committee Meeting: March 2021

Agenda Items Requiring Phase Team or Sub-Committee Action		
Item	Recommended Action	Status

Agenda Items Requiring UGMS Action:
1.
2.

Additional Comments, Suggestions, New or Pending Business:
Request from Dr. Cathy Donovan to download the Covid-19 app
Phase 2 and 3: As of last week, we have transitioned back to fully remote learning
Phase 2 Meet and Greet -working on issues identified.
Phase 4: The delivery of Phase 4 will continue as previously scheduled. If learners have concerns about being in the clinical environment, they have been encouraged to request an accommodation.

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