

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	November 21, 2012, Room 2990-PDCS, 4:00pm -5:30pm		
MEMBERS	Members: S. Murphy, Chair, D. McKay, O. Heath, S. Drover, L. Glynn, C. Morris-Larkin, J. Campbell-teleconference, E. Hillman, C. Malone, M. Marshall, B. Furey (Secretary – (Minutes taped)		
PARTICIPANTS	Attendees: S. Murphy, D. McKay, O. Heath, S. Drover, E. Hillman, L. Glynn, M. Marshall (Minutes taped)		
REGRETS	C. Morris –Larkin, J. Campbell, C. Malone		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> S. Murphy opened meeting at 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum was in Attendance 	
ADDITIONS TO THE AGENDA #1	<ul style="list-style-type: none"> Item #1 Agenda Approval 	<ul style="list-style-type: none"> No additions were made to the Agenda 	
REVIEW / APPROVAL OF MINUTES #2	<ul style="list-style-type: none"> Item #2 Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes from November 7th's meeting were approved without corrections or additions. 	ACTION: Minutes approved.
Standing Items #3	<ul style="list-style-type: none"> Item #3.a. Curriculum revision i.) Proposed calendar changes for new curriculum (S. Murphy) 	<ul style="list-style-type: none"> A revised draft of the proposed calendar revisions (sections 5, 9, 10) for the renewed curriculum was reviewed and discussed in detail. Numerous changes and corrections were proposed. The most substantial changes were in sections 9.4 (assessment) and 9.5 (promotion). The committee unanimously agreed to approve these revisions in principle with the recommended changes. 	ACTION: <ul style="list-style-type: none"> Calendar revisions approved in principle S. Murphy will revise the document and forward to Faculty Council for approval at the December 12th meeting.
	<ul style="list-style-type: none"> Item #3.b. Accreditation 	<ul style="list-style-type: none"> Work on the accreditation self-study project list continues. 	
Business Arising #4	<ul style="list-style-type: none"> Item #4.a. Revised UGME 	<ul style="list-style-type: none"> The overall UGME program objectives were presented and discussed. 	Motion: approve the UGME program objectives.

	<p>program objectives (S. Murphy)</p>		<p>Moved: D. McKay Seconded: S. Drover</p> <p>CARRIED.</p>
	<ul style="list-style-type: none"> Item #4.b. Proposed changes to MED 5660 and 6660 (S. Murphy) 	<ul style="list-style-type: none"> S. Murphy reviewed the rationale for the deletion of MED 5660 & 6660 from the calendar. The Discipline of Family Practice has responded with no objection. 	<p>Motion: Delete MED 5660 & 6660 from the University Calendar as of 2013.</p> <p>Moved: S. Murphy Seconded: D. McKay</p> <p>CARRIED.</p> <ul style="list-style-type: none"> S. Murphy to forward motion to Faculty Council for approval at December meeting.
	<ul style="list-style-type: none"> Item #4.c. "mediTac" TOR (S. Murphy) 	<ul style="list-style-type: none"> Tabled due to lack of time 	<p>ACTION:</p> <ul style="list-style-type: none"> To be placed on next UGMS meeting agenda
NEW BUSINESS #5	<ul style="list-style-type: none"> Item #5.a. Proposed calendar change re: section 5.7.1 (Scheduling of Examinations) (S. Murphy) 	<ul style="list-style-type: none"> S. Murphy spoke on topic of proposed calendar change re: section 5.7.1 (scheduling of Examinations). This revision is intended to prohibit the requirement to submit graded course work in the week before final examinations. It was believed that Medicine should be exempted from this because: <ul style="list-style-type: none"> Most medicine courses do not have a standard course format, in terms of length or structure Exam schedules and assessment are not left to the discretion of individual instructors Medicine is exempted from most of the current section 5.7 regulations 	<p>ACTION:</p> <ul style="list-style-type: none"> S. Murphy to respond to SCUGs and request an exemption from the revised regulation
	<ul style="list-style-type: none"> Item # 5.b. Procedure re: request for 	<ul style="list-style-type: none"> D. McKay presented a proposed procedure For students to request for alternative site assignment, as per the ED-43 accreditation standard 	<p>MOTION: Approve the Procedure document</p>

	alternative site assignment (ED-43) (D McKay)	<ul style="list-style-type: none"> The document was discussed and no changes were suggested 	<p>Moved: D. McKay Seconded: S. Drover</p> <p>CARRIED.</p> <p>ACTION: document to be reformatted and distributed</p>
Any other Business #6	Any other Business	<ul style="list-style-type: none"> There was no new business. 	
Topics Future Meetings #7	Topics for future meetings	<ul style="list-style-type: none"> None suggested 	
ADJOURNMENT #8	Adjournment / Next Meeting	<ul style="list-style-type: none"> Meeting adjourned at 6:05 pm <u>Next additional Meeting date is Wednesday, December 5th, 2012. Room PDCS, H2990</u> <u>Next (regular) Meeting date is Wednesday, December 19, 2012</u> 	