

Minutes / Action Items – Undergraduate Medical Studies Committee Meeting

MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	December 05, 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, C. Morris –Larkin, E. Hillman, L. Glynn, J. Campbell-teleconference, C. Malone, M. Marshall		
REGRETS	B. Furey		
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 21st meeting were approved without corrections or additions. 	ACTION: <ul style="list-style-type: none"> Minutes approved.
Standing Items #3	<ul style="list-style-type: none"> Item #3. <ul style="list-style-type: none"> a. Curriculum Revision (S. Murphy) 	<ul style="list-style-type: none"> S. Murphy updated the Committee on the curriculum revision The required calendar changes will be presented at Faculty Council on December 12th for approval. If approved there they will be considered at SCUGs on January 10th, 2013. 	
	<ul style="list-style-type: none"> Item #3. <ul style="list-style-type: none"> b. Accreditation (S. Murphy) 	<ul style="list-style-type: none"> S. Murphy provided a brief update on the status of the accreditation process. 	
Business Arising	<ul style="list-style-type: none"> Item #4.a. 	<ul style="list-style-type: none"> The TOR for the MediTac standing subcommittee was 	ACTION:

#4	MediTac TOR (S. Murphy)	<p>presented and discussed</p> <ul style="list-style-type: none"> • No changes were proposed • A second motion was made to appoint S. Pennell as Chair of the standing committee 	<ul style="list-style-type: none"> • Motion 1: Approve the MediTac TOR as presented <ul style="list-style-type: none"> ○ Moved: D. McKay ○ Seconded: J. Campbell • CARRIED • Motion 2: Appoint S. Pennell as Chair of the MediTac committee <ul style="list-style-type: none"> ○ Moved: D. McKay ○ Seconded: O. Heath • CARRIED
	<ul style="list-style-type: none"> • Item #4.b. UGMS website update 	<ul style="list-style-type: none"> • S. Murphy informed the committee that arrangements have been made to have a UGMS section of the website easier to update • It is planned to post meeting minutes and related documents on this site 	
New Business #5	<ul style="list-style-type: none"> • Item #5.a. 2012 CGQ results review (D. McKay) 	<ul style="list-style-type: none"> • D. McKay discussed the 2012 CGQ results • Particular areas of concern will be extracted and brought forward for discussion at a future meeting 	
	<ul style="list-style-type: none"> • Item #5.b. BSM II medical microbiology curriculum revision (S. Murphy) 	<ul style="list-style-type: none"> • Tabled – no documents available for discussion 	<p>ACTION:</p> <ul style="list-style-type: none"> • TABLED
	<ul style="list-style-type: none"> • Item #5.c. Appeal re: lecture attendance requirement status (S. Murphy) 	<ul style="list-style-type: none"> • An appeal of a previous UGMS decision regarding the attendance status of a portion of the clinical skills course (HELM) was discussed • Letters from two faculty members requesting a reversal of the decision were circulated prior to the meeting for information • After a lengthy discussion, a motion was made to uphold the Committees previous decision regarding this matter. 	<p>ACTION:</p> <ul style="list-style-type: none"> • MOTION: To uphold the Committee’s previous decision, i.e. that the Attendance required designation will normally be waived for the HELM component of the

			<p>clinical skills course</p> <ul style="list-style-type: none"> ○ Moved: J. Campbell ○ Seconded O. Heath ● CARRIED (Unanimous).
Any other Business #6	<ul style="list-style-type: none"> ● Item #6. 	<ul style="list-style-type: none"> ● No new business. 	
ADJOURNMENT #8	<ul style="list-style-type: none"> ● Item #8 Adjournment / Next Meeting 	<ul style="list-style-type: none"> ● Meeting adjourned at 5:40 pm ● <u>Next (regular) Meeting date is Wednesday, December 19, 2012</u> 	

Edited: S. Murphy edited on January 15, 2013.