

Undergraduate Medical Studies Committee Meeting		DATE	July 20, 2016
		ROOM	M2M240
<b>CHAIR</b>	Dr. Sean Murphy		
<b>MEMBERS:</b>  <b>2014 - 2015</b>	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> <li>• Mark Hayward, Phase 1 – 3 Student Representative</li> <li>• Kylie Goodyear, Junior Student Representative</li> </ul> <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative (on leave)</li> <li>• Dr. Carolyn Morris-Larkin, Faculty Representative</li> <li>• Dr. Sheila Drover, Faculty Representative</li> <li>• Dr. Lindsay Alcock, Faculty Representative</li> <li>• Dr. John Campbell, Faculty Representative</li> </ul> <p>Permanent Members (13)</p> <ul style="list-style-type: none"> <li>• Dr. James Rourke, Dean of Medicine</li> <li>• Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education</li> <li>• Ms. Elizabeth Hillman, Registrar’s Delegate</li> <li>• Ms. Carla Peddle, UGME Coordinator</li> <li>• Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee</li> <li>• Dr. Vernon Curran, Chair – Student Assessment Sub-Committee</li> <li>• Mr. Stephen Pennell, Chair – Information Technology Advisory Committee</li> <li>• Dr. Jason McCarthy, Phase 4 Lead/Clerkship Coordinator</li> <li>• Dr. Amanda Pendergast, Phase 1 Lead</li> <li>• Dr. Lisa Kenny, Phase 2 Lead</li> <li>• Dr. Joanne Hickey, Phase 3 Lead</li> </ul> <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> <li>• Dr. Tom Laughlin, Assistant Dean – New Brunswick</li> <li>• Dr. Mohamed Ravalía, Assistant Dean – Rural Medical Education Network</li> <li>• <i>Vacant</i>, Assistant Dean – Prince Edward Island</li> <li>• <i>Vacant</i>, Assistant Dean – Yukon</li> </ul>		
<b>PARTICIPANTS</b>	S. Murphy, C. Morris-Larkin, S. Drover, D. McKay, E. Hillman, A. Goodridge, V. Curran, J. McCarthy, L. Kenny , J. Hickey, M. Hayward K. Goodyear		
<b>REGRETS</b>	L. Alcock, C. Peddle, S. Pennell, A. Pendergast, T. Laughlin, K. Stringer, J. Campbell, M. Ravalía		

<b>RECORDING SECRETARY</b>	<i>Minutes Recorded by Ms. Katrin Zipperlen – Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>			
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#1 WELCOME		The meeting was called to order at 1610 hours.	
#2 AGENDA APPROVAL		The Agenda was approved. V. Curran added MED 8710 to New Business.	<b>ACTION: 8710 added to New Business.</b>
#3 APPROVAL OF MINUTES		Minutes of June 15, 2016 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge reported he will be meeting with D. McKay on Friday to develop strategies for vertical integration.	
	Item 4. b. SAS report	<p>V. Curran spoke on the use of NBMEs saying only 4 other schools use them. They are costly to use and generally do not reflect what students are learning. As they are not specific to program objectives, and there is no practical way to map them to the curriculum. The only advantage is that they are a reasonable benchmark comparing our students with other North American medical students. J. McCarthy stated that he doesn't like the fact that there is no feedback with the NBMEs. SAS has reviewed NBME data and would like to suggest moving away from using them in Phase 4 across all disciplines. These would be replaced with our own discipline-specific exams, with a target for introduction of September 2017 (Class of 2019). With UGMS approval, this will be further discussed at the next Phase 4 Management Meeting.</p> <p>There was also discussion regarding allowances for student travel time due to computer-based aspect of NBME exams.</p> <p>It was <b>MOVED</b> by V. Curran and <b>SECONDED</b> by J. McCarthy for UGMS to give the Phase 4 Management Team the directive to start the process of moving away from NBME's in Phase 4 across all disciplines in discipline-specific exams and work towards developing our own exams to be ready for implementation by September 2017 (Class of 2019).</p>	<b>ACTION: Motion by V. Curran to give directive to Phase 4 Management Team to start process of moving away from NBME's in Phase 4 across all disciplines in discipline-specific exams and work towards developing our own exams to be ready for September 2017 was seconded by J. McCarthy. Motion carried.</b>

		All were in favour and the motion <b>CARRIED</b> .	
	Item 4. c. iTac Report	S. Pennell not present.	
#5 Report from NB		T. Laughlin not present.	
#6 PHASE 4-CLERKSHIP REPORT/ISSUES		<p>J. McCarthy reviewed the assessment plan for MED 8710 explaining the assessment of Core is based on clinic cards that feed into the summative ITARS. There are mini-CEX and MCQ exams at the end of each rotation as well as formative mid-point reviews. The Phase 4 Lead performs a comprehensive review of each student's assessment. Criteria is in place for when a student would be discussed during Phase 4 Progress meetings (at 6, 9 &amp; 12 months), and students with issues would require remediation. With regards to the overall Phase 4 Assessment Plan, D. McKay had two suggestions: 1. Heading should be "Program Objectives" and list below has to be consistent with program objectives, and 2. Wording change regarding final decision on passing Phase 4 courses. J. McCarthy made these and other suggested changes and sent the updated version to D. Deacon.</p> <p>It was <b>MOVED</b> by J. McCarthy and <b>SECONDED</b> by V. Curran to accept the updated assessment plan for MED 8710 as well as the overall assessment plan for Phase 4 with edits.</p> <p>All were in favour and the motion <b>CARRIED</b>.</p>	<b>ACTION: Motion by J. McCarthy to accept updated assessment plan for MED 8710 as well as overall Phase 4 assessment plan with edits was seconded by V. Curran. Motion carried.</b>
#7 PHASE 3 REPORT/ISSUES		<p>J. Hickey proposed and it was agreed to table MED 7740 Phase 4 Prep as further changes may occur.</p> <p><u>MED 7710 Chronic Conditions</u>: main changes are dates.</p> <p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by V. Curran to approve assessment plan for MED 7710.</p> <p>All were in favour and the motion <b>CARRIED</b>.</p> <p><u>MED 7730 Physician Competencies</u>: some topics deleted and put into Community Engagement III.</p>	<p><b>ACTION: Assessment plan for MED 7740 tabled for future meeting.</b></p> <p><b>ACTION: Motion by J. Hickey to approve assessment plan for MED 7710 was seconded by V. Curran. Motion carried.</b></p>

		<p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by M. Hayward to approve the assessment plan for MED 7730.</p> <p style="text-align: right;">All were in favour and the motion <b>CARRIED</b>.</p> <p><u>MED 7750 Community Engagement III</u>: previously covered in Physician Competencies.</p> <p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by S. Drover to approve the assessment plan for MED 7750 as presented.</p> <p style="text-align: right;">All were in favour and the motion <b>CARRIED</b>.</p> <p><u>MED 7720 Clinical Skills</u>: tabled for now as it doesn't start until October.</p>	<p><b>ACTION: Motion by J. Hickey to approve assessment plan for MED 7750 was seconded by S. Drover. Motion carried.</b></p> <p><b>Motion by J. Hickey to approve assessment plan for MED 7750 was seconded by S. Drover. Motion carried.</b></p> <p><b>A</b></p>
#8 PHASE 2 REPORT/ISSUES		L. Kenny said there was nothing to report on Phase 2 at this time.	
#9 PHASE 1 REPORT/ISSUES		<p>A. Pendergast not present, and V. Curran spoke on her behalf regarding <u>MED 5710 Healthy Person</u>:</p> <ul style="list-style-type: none"> <li>• Major change regarding no reassessment if student fails Block 1 exam. D. McKay explained the reasoning behind this and how students do better when they are not under the pressure of reassessment at such an early stage in their learning. E. Hillman suggested making reassessment optional so that students could reassess if they wish to increase their mark.</li> <li>• L. Kenny questioned word count for ILS Assignment. Changes were discussed and decided upon and reference shall read “each of the two written assignments promote the development of lifelong learning skills.”</li> <li>• It was decided to change reference to Block 1 exam reassessment to read “students who fail a Block 2 – 4 examination will be required to write a reassessment. Students who fail the first Block examination will have to meet with the Phase Lead or delegate and will have the option to write a reassessment but this is not mandatory. Students who fail a Block examination reassessment will be required to meet with the Phase Lead or delegate.”</li> </ul> <p>It was <b>MOVED</b> by V. Curran and <b>SECONDED</b> by J. Hickey to approve the</p>	<p><b>ACTION: Motion by V. Curran to</b></p>

		assessment plan for MED 5710 with suggested edits.  All were in favour and the motion <b>CARRIED</b> .	<b>approve the assessment plan for MED 5710 with suggested edits was seconded by J. Hickey. Motion carried.</b>
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay said there is a committee designed to look at professionalism to devise a common language and procedure in all the professional schools.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay had nothing to report.	
#12 ACCREDITATION ISSUES		D. McKay said he will do primary writing for the report in the fall but he will need timely feedback in order to prepare.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle not present to report. D. McKay said the UGME office will be eliminating one position.	
#14 MATTERS ARISING FROM THE MINUTES		No matters arising from minutes.	
#15 NEW BUSINESS	1. MED 8710	Already discussed in Phase 4 section.	
#16 ADJOURNMENT		Meeting adjourned at 1733 hours.	
Next Meeting		Next meeting September 21, 2016.	



Sean W. Murphy, MD, Committee Chair