

Undergraduate Medical Studies Committee Meeting		DATE	September 21, 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>• Mr. Mark Hayward, Phase 1 – 3 Student Representative</li> <li>• Ms. 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. 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. Margaret Steele, 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 Ravalia, 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, E. Hillman, A. Goodridge, V. Curran, L. Kenny, J. Hickey, M. Hayward, K. Goodyear, A. Pendergast, T. Laughlin, S. Pennell		
<b>REGRETS</b>	L. Alcock, C. Peddle, C. Morris-Larkin, D. McKay, J. McCarthy, J. Campbell, M. Ravalia, T. Adey, T. Hearn		
<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		

GUESTS			
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1610 hours.	
#2 AGENDA APPROVAL		The Agenda was approved with two changes: 1. Meeting date should be September 21, 2016 2. Minutes approval should be July 20, 2016	<b>ACTION:</b>
#3 APPROVAL OF MINUTES		Minutes of July 20, 2016 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge explained two policies exist that are redundant and PESC advises that they should be removed; 1. Undergraduate Effectiveness Policy approved by UGMS February, 2007 which says every 10 years there should be a report on the graduate practice profile. This is logistically challenging and is beyond the usual purview of PESC. 2. Annual Learning Objectives Review Policy approved June, 2007 which is confusing and also redundant as UCL's are in place to ensure that learning objectives are being reviewed.  It was <b>MOVED</b> by A. Goodridge and <b>SECONDED</b> by J. Hickey to delete the two policies.  All were in favour and the motion <b>CARRIED</b> .	<b>ACTION: Motion by A. Goodridge to delete two policies was seconded by J. Hickey. Motion carried.</b>
	Item 4. b. SAS report	V. Curran updated the Committee on two things SAS is working on: 1. Evaluation study of EPA's and clinic cards based on summary of student feedback. V. Curran will provide an overview at the next UGMS meeting after SAS discusses it at their first meeting next week. 2. Discussion on moving towards discipline exams instead of NBME's as per J. McCarthy (Phase 4 Lead) regarding what will be needed to coordinate (faculty development, workshops, etc.).  A. Goodridge said PESC has seen student feedback showing relatively low rating of EPA's. V. Curran said Phase 4 has been looking at revisions such as more descriptors for EPA's.	<b>ACTION: V. Curran to provide overview at next UGMS meeting on evaluation study of EPA's and clinic cards.</b>

	Item 4. c. iTac Report	<p>S. Pennell updated on the following:</p> <ol style="list-style-type: none"> <li>1. Work continues on the app for EPA's. They are doing lots of testing, and they are 90% there. Once this app goes live it should improve the process.</li> <li>2. Regarding lecture capturing, they have purchased 3 boxes (for 101, 102 and one floater), and they are looking at issues such as increased workload at HSIMS. The system should be ready the first or second week in October. S. Murphy said members Faculty Council have expressed concerns such as copyright, duration of availability, etc.. It has been suggested that having a "double opt in" option may be useful so faculty have the opportunity to record the lecture first and then review the recording before it is published.. A. Pendergast questioned if lecture capturing will affect attendance. S. Pennell said most information he's reviewed indicates there is no effect, although some said attendance had dropped. Most schools across Canada appear to have this service available. S. Murphy pointed out that students won't know if a lecture is being captured until the faculty member chooses to do so, so attendance may not be an issue.</li> <li>3. First phase exam went well, and he would like to have opinions on upgrading QuestionMark to the cloud. Most of MUN has already moved most things into the cloud. This upgrade would allow a student write exams anywhere that has an internet connection which makes things easier for T. Laughlin.</li> <li>4. Had last MCAT 2 weeks ago at full capacity.</li> <li>5. Expanded informatics in undergraduate curriculum. Working with M. Goodridge and Eastern Health to identify appropriate cases in Clinical Skills to bring in informatics earlier. Moving forward quite nicely.</li> </ol>	
#5 Report from NB		<p>T. Laughlin said their main concern is looking at LIC rollout in perhaps Moncton and Fredericton. Would like to partner with DMNB in an LIC for Memorial combined with their LIC's initially in Moncton and Fredericton. It is very expensive, and the Dean will be working on it with hopes of a 2018 roll out date. A committee has been set up to look at curriculum and assessment. S. Murphy asked why this is so expensive, and T. Laughlin explained that it has to be individually administered, and an academic lead is required along with administrative support. L. Power and T. Laughlin will be attending CLIC next month.</p>	

#6 PHASE 4- CLERKSHIP REPORT/ISSUES		J. McCarthy not present to report.	<b>ACTION:</b>
#7 PHASE 3 REPORT/ISSUES		<p>J. Hickey said they have had their first meeting with no major issues identified yet. PESC is doing a course review, and her team is pleased with last year's review and the positive student rating. Areas for improvement have been identified and are being worked on.</p> <p>Assessment maps for MED7750 and MED7720 were presented for review as there were some changes to be discussed.</p> <p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by A. Pendergast to approve the MED7750 Assessment Map as presented.</p> <p style="text-align: center;">All were in favor and the motion <b>CARRIED</b>.</p> <p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by A. Goodridge to approve the MED7720 Assessment Map as presented.</p> <p style="text-align: center;">All were in favor and the motion <b>CARRIED</b>.</p>	<b>ACTION: It was moved by J. Hickey and seconded by A. Pendergast and A. Goodridge respectively to approve updated Assessment Maps for MED7750 and MED7720. Motion carried.</b>
#8 PHASE 2 REPORT/ISSUES		L. Kenny said Phase 2 is coming to a conclusion, and everyone is on track to be successful.	
#9 PHASE 1 REPORT/ISSUES		A. Pendergast said Phase 1 is going well. All preceptors have been matched up. They had their first exam on Monday and all but 1 student passed it. First Phase 1 meeting to take place tomorrow.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay not present to report. S. Murphy presented document on D. McKay's behalf regarding Professional Suitability Process. The document was discussed and there was a general agreement with it. S. Murphy encouraged committee members to read it through and email any concerns to him and D. McKay.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay not present to report.	
#12		As D. McKay was absent, S. Ackerman (Accreditation Manager) updated the	

ACCREDITATION ISSUES		Committee on status report that is due December 1 <sup>st</sup> . At this point, timelines are being met, and everything should be complete before the deadline.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle not present to report.	
#14 MATTERS ARISING FROM THE MINUTES		No matters arising from minutes.	
#15 NEW BUSINESS		MED 7750 Assessment Plan: addressed above in #7 MED 7720 Assessment Plan: addressed above in #7 Removal of Policies: addressed above in #4a.	
#16 ADJOURNMENT		Meeting adjourned at 1723 hours.	
Next Meeting		Next meeting October 19, 2016.	



Sean W. Murphy, MD

Committee Chair