

Undergraduate Medical Studies Committee Meeting		DATE	October 19, 2016
		ROOM	M2M240
CHAIR	Dr. Sean Murphy		
MEMBERS: 2016-17	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Mark Hayward, Phase 1 – 3 Student Representative • Ms. Kylie Goodyear, Junior Student Representative • Ms. Heather Perry, Junior Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative (on leave) • Dr. Carolyn Morris-Larkin, Faculty Representative • Dr. Lindsay Alcock, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. Margaret Steele, Dean of Medicine • Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar’s Delegate • Ms. Carla Peddle, UGME Coordinator • Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee • Dr. Vernon Curran, Chair – Student Assessment Sub-Committee • Mr. Stephen Pennell, Chair – Information Technology Advisory Committee • Dr. Jason McCarthy, Phase 4 Lead/Clerkship Coordinator • Dr. Amanda Pendergast, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Tom Laughlin, Assistant Dean – New Brunswick • Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network • <i>Vacant</i>, Assistant Dean – Prince Edward Island • <i>Vacant</i>, Assistant Dean – Yukon 		
PARTICIPANTS	S. Murphy, C. Morris-Larkin, L. Alcock, E. Hillman, V. Curran, S. Pennell, A. Pendergast, L. Kenny, T. Adey		
REGRETS	D. McKay, C. Peddle, A. Goodridge, J. McCarthy, J. Hickey, M. Hayward, K. Goodyear, T. Laughlin, T. Hearn		

RECORDING SECRETARY	<i>Minutes Recorded and Transcribed by Ms. Carol Vokey</i>		
GUESTS	G. McGrath		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 4:08 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented.	
#3 APPROVAL OF MINUTES		Minutes of September 21, 2016 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	<p>G. McGrath reported on phase reviews completed to date:</p> <ul style="list-style-type: none"> - Phase 1: 3 completed segments, changes are quite visible over past 3 years - Phase 2: 2 completed reports, working on third - Phase 3: 1 completed report and second is waiting on documentation. Should get to UGMS in November. - Reports will be ready to meet accreditation report deadline in December. <p>G. McGrath asked for feedback on the reports from Phase Leads. A. Pendergast said content was good and suggested sorting by course instead of by year to reflect changes to curriculum. S. Murphy said he's pleased with the level of detail provided. L. Kenny commented on low rate of response after the first iteration. G. McGrath said PESC recognizes the issue and they are working on the best way to address it. A. Goodridge met with Phase 3 students last week to encourage participation in hopes of making the evaluation process become routine. PESC would like to meet with students at the beginning of each phase to emphasize evaluation.</p>	
	Item 4. b. SAS report	<p>V. Curran addressed an action item from the last SAS meeting regarding the student evaluation of EPAs and clinic cards. Some points of note include:</p> <ul style="list-style-type: none"> - Clinic cards were given a low satisfaction rating from students as an assessment tool. - Key themes of concern include the scale on clinic cards as well as faculty's lack of understanding of the EPAs. - Feedback not being received in a formative way on clinic cards. - Phase 4 is addressing the issues and will be looking at faculty development 	

		<p>at their next meeting, and S. Shorlin and D. Deacon are to attend. G. McGrath said new clinic cards are hoped to solve these issues. SAS will be receiving a report for review and discussion.</p> <p>V. Curran updated the Committee on SAS Terms of Reference: - The TOR have been updated to reference the language of the new curriculum. - Terms have been changed under Operations to reflect PESC TOR to 3 year membership with renewal at 3 year intervals.</p> <p>It was MOVED by V. Curran and SECONDED by A. Pendergast to accept the updated SAS Committee Terms of Reference as presented.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p>	<p>ACTION: It was moved by V. Curran and seconded by A. Pendergast to accept the updated SAS Committee Terms of Reference as presented. Motion carried.</p>
	<p>Item 4. c. iTac Report</p>	<p>S. Pennell reported on the following:</p> <ul style="list-style-type: none"> - <u>MCAT office</u>: he has received an email from MCAT saying it plans to cancel its satellite office. He has replied but has received no response yet. He will report back to this committee on this. - <u>EPA App</u>: aiming for BETA release at the end of the month, and they are planning for faculty development requirement. - <u>Lecture Capturing</u>: unit has been installed in 1M102, and 1M101's unit will be installed by CITL at the end of October. S. Pennell likes the "double opt-in" option, and he is working on a communications piece to help alleviate faculty anxiety. - <u>Expanded use of Informatics in the curriculum</u>: he has met with D. Murphy, M. Goodridge, G. Farrell, and an Eastern Health Rep. D. Murphy (OBS/Gyne) has agreed to look at some of her cases to see where it makes sense to use Meditech system. Moving forward rapidly, gathering national attention. - <u>Blackboard Collaborate</u>: Web collaboration tool which has been deemed too costly and will be replaced next year. They are looking for a new similar user interface. - <u>QuestionMark moving to the Cloud</u>: It is a work in progress and hoped to 	<p>ACTION: S. Pennell will report back to UGMS re MCAT office.</p>

		be completed by January.	
#5 Report from NB		T. Laughlin not present.	
#6 PHASE 4- CLERKSHIP REPORT/ISSUES		J. McCarthy not present. S. Murphy will talk to him about appointing a delegate to attend UGMS and SAS on his behalf.	ACTION: S. Murphy to talk to J. McCarthy regarding a delegate to attend UGMS and SAS on his behalf.
#7 PHASE 3 REPORT/ISSUES		J. Hickey not present. L. Kenny presented pilot renal anatomy document for discussion which proposes the use of ultrasound to teach anatomy. Could it supplement the curriculum? After discussion, the Committee approves the pilot in principle. S. Murphy will follow up with J. Ramlackhansingh.	ACTION: S. Murphy to follow up with J. Ramlackhansingh on renal anatomy pilot.
#8 PHASE 2 REPORT/ISSUES		L. Kenny said there was no major update for Phase 2. Reports will be ready in November and PESC evaluations have been addressed.	
#9 PHASE 1 REPORT/ISSUES		A. Pendergast said they have discussed PESC evaluations. The first QI session is on Friday with the students, and anatomy continues to be revised as there will be no cadavers and wet specimens. Two exams have been completed now and some will need reassessment.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay was not present to report. L. Alcock noted senate issue regarding Faculty of Medicine proposed academic unit evaluation. This is a major undertaking, and Dr. Steele has requested that the Faculty of Medicine and other professional schools should not have to go through this process as the accreditation process is so thorough. Senate has tabled this for consideration.	
#11 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay not present to report.	
#12 ACCREDITATION ISSUES		D. McKay not present to report. T. Adey said she and T. Hearn have been interim review coordinators for accreditation at the 4 year mark which is next fall. They will be making an effort to regularly attend UGMS meeting, and are meeting regularly to map objectives to CBlue. They are developing committees to fill DCI with documentation showing compliance. There will be an official presentation soon, and they will be looking for help in the process. They have circulated a survey in an effort to determine barriers to	

		accreditation.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle not present to report.	
#14 MATTERS ARISING FROM THE MINUTES		There were no matters arising from the minutes.	
#15 NEW BUSINESS	<ul style="list-style-type: none"> Anatomy curriculum November meeting date 	<p>Anatomy curriculum covered above in item #7.</p> <p>S. Murphy said November meeting date will have to change as he will be away. He will send out options to the Committee so a new date can be decided.</p>	ACTION: S. Murphy to propose new date for next meeting via email.
#16 ADJOURNMENT		Meeting adjourned at 1705 hours.	
Next Meeting		Next meeting date will have to be determined as S. Murphy will be away.	ACTION: S. Murphy to propose new date for next meeting via email.



Sean W. Murphy, MD

Committee Chair