

Undergraduate Medical Studies Committee Meeting		DATE	November 24, 2016
		ROOM	M2M240
<b>CHAIR</b>	Dr. Sean W. Murphy		
<b>MEMBERS:</b>  <b>2016-17</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> <li>• Ms. Heather Perry, 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, C. Peddle, S. Pennell, L. Kenny, J. Hickey, J. McCarthy, M. Hayward, H. Perry, T. Laughlin		
<b>REGRETS</b>	C. Morris-Larkin, L. Alcock, D. McKay, E. Hillman, A. Goodridge, V. Curran, A. Pendergast, K. Goodyear, T. Adey, T. Hearn		

<b>RECORDING SECRETARY</b>	<i>Minutes Recorded and 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 4:10 hours.	
#2 AGENDA APPROVAL		The Agenda was approved as presented with the addition of two more Phase 2 assessment plans as well as organ donation as an objective.	
#3 APPROVAL OF MINUTES		Minutes of October 17, 2016 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	PESC representative not present to report.	
	Item 4. b. SAS Report	V. Curran not present to report.	
	Item 4. c. iTac Report	<p>S. Pennell reported on the following:</p> <ul style="list-style-type: none"> <li>- <u>MCAT office</u>: S. Pennell had a meeting this morning with Admissions, and he will meet with the Eastern Canadian representative for MCAT in a couple of weeks.</li> <li>- <u>T-RES</u>: The app was just released and any bugs will be worked out in the next iteration. S. Pennell to provide a demo to SAS next week.</li> <li>- <u>Lecture Capturing</u>: The units are ready to go, and S. Pennell has found a product for streaming content that can be utilized in the process of lecture capturing. He has completed an environmental scan of 15 North American universities regarding lecture capturing and how they use this technology, how long lectures are kept, etc., and this information will be used to develop a policy when he meets with J. Reddigan. V. Middleton and her team will devise a communication plan, he will meet with R. Thorne re privacy. He will also have “cheat sheets” developed as well as conduct a vulnerability assessment. S. Murphy suggested keeping recordings for the whole cohort and that Faculty Council needs to be updated with details. S. Pennell agreed to this and would attend the presentation to answer questions. S. Murphy said someone needs to monitor the lecture capturing process regarding its impact on attendance, and S. Murphy and S. Pennell will discuss further. H. Perry thanked S. Pennell for all the work he has done and said the class really wants this option. S. Pennell said students can go to HSIMS if they have any questions. This could maybe be included in the next QI session. S.</li> </ul>	<p><b>ACTION: With regards to lecture capturing, S. Pennell to:</b></p> <ul style="list-style-type: none"> <li>• <b>Meet with J. Reddigan re policy development</b></li> <li>• <b>Communication plan with V. Middleton</b></li> <li>• <b>Meet with R. Thorne re privacy</b></li> <li>• <b>Develop “cheat sheets”</b></li> <li>• <b>Vulnerability assessment</b></li> <li>• <b>Attend Faculty Council presentation to answer questions</b></li> <li>• <b>Discuss impact on attendance with S. Murphy</b></li> </ul>

		<p>Murphy reminded the Committee that the use of lecture capturing is optional.</p> <ul style="list-style-type: none"> <li>- <u>QuestionMark moving to the Cloud</u>: It is a work in progress and hoped to be completed by January.</li> <li>- <u>Expanded use of Informatics in the curriculum</u>: moving forward.</li> </ul>	
#5 Report from NB		<p>T. Laughlin reported on the following:</p> <ul style="list-style-type: none"> <li>- just finished a 3 day meeting in New Brunswick that went fairly well with main discussion being LIC and its funding. Major proposal to be drafted to Department of Health of New Brunswick.</li> <li>- P2P is up and running with 1 student in Fredericton.</li> </ul>	
#6 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>J. McCarthy said so far so good.</p> <ul style="list-style-type: none"> <li>- <u>EPA transformation</u>: EPA's have to be switched to Canadian version. J. McCarthy and D. Deacon will prepare this for UGMS for review.</li> <li>- <u>LIC</u>: preparing for LIC in New Brunswick. Not doing so may affect our ability to place clerks as Dalhousie now has 4 LICs.</li> <li>- <u>Clerk ½ days objectives</u>: S. Murphy said CBlue link to Core Experience clerk 1/2 days objectives needs to be looked at. S. Murphy to send link to J. McCarthy for him to check on with J. Ramlackhansingh and bring to Phase 4 team. J. Hickey said when creating Phase 3, academic ½ day needs to be more cohesive as there are redundancies.</li> </ul>	<p><b>ACTION: J. McCarthy to work with D. Deacon re switching EPA's to Canadian version.</b></p> <p><b>S. Murphy to send CBlue link for Clerk ½ day objectives to J. McCarthy for his review with J. Ramlackhansingh and the Phase 4 team.</b></p>
#7 PHASE 3 REPORT/ISSUES		<p>J. Hickey said no major issues so far. Phase management team looking at things to improve the phase. Ongoing work.</p>	
#8 PHASE 2 REPORT/ISSUES		<p>L. Kenny presented assessment plans for:</p> <ul style="list-style-type: none"> <li>- <u>MED 6770</u>: only major change is the elimination of LEAN which could be reintroduced at a later date when issues are worked out. Also, the poster for individual projects has been removed as the content of Phase 2 is not conducive to it, and the poster will be added to Phase 3. M. Hayward questioned the percentage of marks assigned to essays. L. Kenny said this would have been determined and approved by D. Deacon and SAS.</li> </ul> <p>It was <b>MOVED</b> by L. Kenny and <b>SECONDED</b> by J. Hickey to remove sessional objectives associated with LEAN from MED 6770 Assessment Plan with the intent to revisit it in the future.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: It was moved by L. Kenny and seconded by J. Hickey to remove sessional objectives associated with LEAN from MED 6770 with the possibility to revisit it in the future. Motion carried.</b></p>

		<p>-<u>MED 6750</u>: structure and assessment distribution have changed. Peer assessment assignment changed based on feedback received from students.</p> <p>It was <b>MOVED</b> by L. Kenney and <b>SECONDED</b> by J. Hickey to approve MED 6750 Assessment Plan as presented.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <p>-<u>MED 6760</u>: no change</p> <p>It was <b>MOVED</b> by L. Kenney and <b>SECONDED</b> by J. Hickey to approve MED 6760 Assessment Plan as presented.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <p>-<u>MED 6780</u>: still with SAS and will be ready by December.</p> <p><u>Phase 2 update</u>:</p> <p>-2 students have approached L. Kenny regarding adding Organ Donation into the curriculum as in Ontario and Quebec. MCC does have objectives related to this under the Brain-Injured Patient and Post-cardiac Arrest.</p> <p>-L. Kenny is proposing to start achieving some of the basic MCC objectives by adding 4 new objectives.</p> <p>-S. Murphy said UGMS agrees in principle to add the objectives. L. Kenny to ensure these objectives aren't already there, devise a plan of how to add them and report back to UGMS.</p>	<p><b>ACTION: It was moved by L. Kenny and seconded by J. Hickey to approve MED 6750 as presented. Motion carried.</b></p> <p><b>ACTION: It was moved by L. Kenny and seconded by J. Hickey to approve MED 6760 as presented. Motion carried.</b></p> <p><b>ACTION: L. Kenny to bring MED 6780 Assessment Plan back to UGMS in December.</b></p> <p><b>ACTION: L. Kenny to ensure Organ Donation objectives are not already in curriculum, devise a plan to add the 4 proposed objectives and report back to UGMS.</b></p>
#9 PHASE 1 REPORT/ISSUES		A. Pendergast not present to report.	
#10 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay was not present to report.	
#11 SENIOR MANAGEMENT		D. McKay not present to report.	

COMMITTEE AND POLICY ISSUES			
#12 ACCREDITATION ISSUES		D. McKay not present to report.	
#13 UGME OFFICE REPORT AND ISSUES		C. Peddle reported no issues.	
#14 MATTERS ARISING FROM THE MINUTES		There were no matters arising from the minutes.	
#15 NEW BUSINESS	<ul style="list-style-type: none"> <li>• LEAN curriculum</li> <li>• Phase 2 Assessment Plans</li> <li>• Organ donation</li> </ul>	All items covered above.	
#16 ADJOURNMENT		Meeting adjourned at 1702 hours.	
Next Meeting		As many members will be away on the next meeting date of December 21, the meeting may be moved to December 16. S. Murphy to email members proposing new date. C. Vokey to book M2M240 for December 16.	<b>ACTION: S. Murphy to propose new date for next meeting via email.</b>



Sean W. Murphy, MD

Committee Chair