

Undergraduate Medical Studies Committee Meeting		DATE	June 17, 2015
		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. Susan Wakeham, Phase 4 Student Representative</li> </ul> <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> <li>• Dr. Olga Heath, Faculty Representative</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. Melody Marshall, 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. Kath Stringer, Clerkship Committee Chair</li> <li>• Dr. Victor Maddalena, Phase 1 Lead</li> <li>• Dr. Lisa Kenny, Phase 2 Lead</li> <li>• Dr. Joanne Hickey, Phase 3 Lead</li> <li>• Dr. Kath Stringer, Phase 4 Lead</li> </ul> <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> <li>• Dr. Todd Lambert, 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. Morris-Larkin, K. Stringer, L. Kenny, J. Hickey, V. Curran, O. Heath, S. Pennell, A. Goodridge, M. Hayward, S. Wakeham, E. Hillman, D. McKay, M. Marshall, S. Drover		

<b>REGRETS</b>	V. Maddalena, V. Curran, L. Alcock, J. Campbell		
<b>RECORDING SECRETARY</b>	<i>Minutes Taped – 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 1607h.	
#2 AGENDA APPROVAL		The Agenda was approved.	<b>ACTION: Agenda approved with noted additions.</b>
#3 APPROVAL OF MINUTES		The Minutes for the March 18, 2015 and May 20, 2015 meeting were approved as presented.	
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge reported that PESC is noting issues such as having a great deal of material covered during lecture times as well as lectures going over allotted time. PESC is working on capturing information to help determine if the problem is related to the curriculum <i>per se</i> or the faculty member. Another concern is the number of evaluations completed versus the number of students attending the lecture. PESC will follow up.	
	Item 4. b. SAS Report	V. Curran explained in the new curriculum assessment reports are received less frequently, i.e. only after phase courses are completed, which is not optimal. D. Deacon will start putting in place a more regular process of monitoring summative exam scores, prepare a brief report and email it out. She will also conduct a peer review (environmental scan) of standard setting methods of other schools to discover best methods to use with determining recommendations for September being the priority. V. Curran asked the Committee to consider adding the written assessment guidelines to the summative assessment procedure and requested guidance in selecting a method to bring forward. D. McKay said the MCC has raised its pass mark, and he has asked SAS to discuss pass criteria.	
	Item 4. c. iTac Report	S. Pennell updated: <ul style="list-style-type: none"> <li>• The Phase 4 preparation course is well underway.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The “Your Clerkship” phone app should be ready by the fall.</li> <li>• Clerkship modules will be phased and some will be ready for the fall.</li> <li>• Question Mark upgrade offers exams remotely but does not do proctoring.</li> <li>• Some e-health competencies can be mapped if the Committee wishes to do this.</li> <li>• S. Pennell asked whether lecture-capturing (recording) is planned. There are some issues regarding this. D. McKay will work with the Dean on this. Item to be added to agenda for future discussion.</li> <li>• D. McKay informed the Committee that S. Pennell and his team has won the AMAX Design Award worth \$25,000 for the Faculty of Medicine based on their designs.</li> </ul>	<p><b>ACTION: Add “Lecture Capturing” to future agenda for further discussion.</b></p>
<p>#5 PHASE 4-CLERKSHIP REPORT/ISSUES</p>		<p>i) K. Stringer presented the draft Phase 4 Curriculum Plan. She requested approval in principle to continue her work using AAMC’s “Entrustable Professional Activities” (EPA’s) as the objectives for the Phase 4 curriculum.</p> <p>ii) K. Stringer presented proposals for adding ER and Anesthesia as 2 new integrated core rotations. There was general agreement with this proposal and approval in principle was given to allow further development.</p> <p>iii) Electives &amp; Selective courses– not changed, but now linked to the EPA’s. The Committee gave approval in principle to continue work on this.</p> <p>iv) K. Stringer presented the draft plan for Practice Continuum Course. The objectives have been linked to EPA’s and the course runs 20 to 21 months. Two-hour online modules are to be completed and will cover clinical topics not covered anywhere else. She noted that a Phase 4 independent project leader is needed. The Committee gave approval in principle to continue work on this.</p> <p>v) K. Stringer presented the Curriculum Plan for Advanced Procedural</p>	<p><b>Motion by K. Stringer to adopt the AAMC “Entrustable Professional Activities as the overall Phase 4 objectives. Seconded by J. Hickey. Motion carried.</b></p>

		Competencies course. This is linked to appropriate EPA's. The Committee gave approval in principle to continue work on this.	
#6 PHASE 3 REPORT/ISSUES		J. Hickey said the new Phase 3 schedule is based on this year's template with more time (2 weeks independent projects and 2 weeks community visit). The blocks are more balanced in terms of workload. The Phase is front-loaded with smaller blocks towards the end.	<b>Motion by S. Murphy to accept the new Phase 3 schedule in principle. Seconded by M. Hayward. Motion carried.</b>
#7 PHASE 2 REPORT/ISSUES		L. Kenney gave a brief update on phase 2. There were no major issues.	
#8 PHASE 1 REPORT/ISSUES		A draft schedule for Phase 1 was circulated and discussed. S. Murphy explained that an effort was being made to move more anatomy-related teaching into phase 1. This was in response to feedback from number of Faculty members that suggested that more coordination was needed between anatomy, histology, embryology, and physiology teaching. Faculty teaching anatomies have been consulted. D. McKay expressed concern as to the placement of the pharmacology component. He requested more time to review the schedule to examine this and other issues.	<b>Motion by D. McKay to approve in principle moving Anatomy into Phase 1 pending any changes to be made after reviewing the document. Seconded by S. Drover. Motion carried.</b>
#9 SENATE, SCUGS, AND UNIVERSITY ISSUES		D. McKay responded to calls for input regarding medical certificates and evaluations. FOM budget presented to Council and Senate; budget consultations are ongoing; and the Board of Regions will make its determination on July 8 <sup>th</sup> .	
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay is following through on request by Dr. R. Feldman to consider a program called "Canada Choosing Wisely" regarding the proper use of lab tests. Due to possible implications for curriculum, Dr. Feldman has been asked to follow the regular process for submitting a proposal.  D. McKay updated the Committee on legislation changes (ATIPPA) regarding access requests as presented at SMC by Rosemary Thorne, MUN Privacy Officer. He has forwarded the issue to PESC and suggested an ad hoc committee (PESC, iTAC, UGMS) be formed to investigate how to collect student evaluation data of professors. A. Goodridge said PESC supports the	<b>Motion by D. McKay that an ad hoc committee be formed made up of representation from PESC, iTAC and UGMS to investigate the issue of student confidentiality on</b>

		recommendation. D. McKay will form a committee on UGMS behalf.	<b>faculty member and resident evaluations. Seconded by M. Hayward. Motion carried.</b>
#11 ACCREDITATION ISSUES		D. McKay said we have received full accreditation and presented a list of standards requiring further monitoring, most of which are related to follow-up of changes in curriculum. D. McKay expressed his personal gratitude for everyone's dedication to the accreditation process. D. McKay presented to Council on proposed changes to independent projects and received support for new direction. S. Drover suggested presenting to other faculty groups. D. McKay suggested Special Projects leads from each phase meet twice per year and report to UGMS once per year at least.	
#11 UGME OFFICE REPORT AND ISSUES		M. Marshall reported all vacant positions in the UGME office have been filled. The new Curriculum Manager, Dr. Jinelle Ramlackhansingh, will be starting July 2 <sup>nd</sup> , the position of Academic Program Administrator was filled internally by Katrin Zipperlin, and the Intermediate Secretary at the UGME Office started a month ago.	
#12 MATTERS ARISING FROM THE MINUTES		<p>i) <b>Summative Assessment Procedure Phase 1-3:</b> S. Murphy asked for comments on the Summative Assessment Procedure Phase 1-3. Several changes were discussed and agreed upon.</p> <p>ii) <b>Written Assessment Guidelines:</b> recommendations pertaining to the length of written assessments</p>	<p><b>Moved by S. Murphy to accept the Summative Assessment Procedure for Phases 1 to 3 with changes as already determined. Seconded by M. Hayward. Motion carried.</b></p> <p><b>Moved by S. Murphy and seconded by M. Hayward to approve the recommendations for Written Assessment Guidelines. Motion carried.</b></p>
#13 NEW BUSINESS		Due to time constraints, the remaining agenda items, <b>Subject lead/content experts</b> and <b>Revision of objectives for clinical skills</b> , were tabled for discussion at the next meeting.	
#14 ADJOURNMENT		The meeting adjourned at 1816h.	
Next Meeting		Next regular meeting will be held September 16, 2015; however an additional meeting to be scheduled in July to discuss deferred issues.	

A handwritten signature in black ink, appearing to read "Sean W. Murphy, MD". The signature is fluid and cursive, with a large, stylized initial "S" and "M".

Sean. W Murphy, MD  
Committee Chair