

| Undergraduate Medical Studies Committee Meeting |   | DATE | March 16, 2016 |
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|   |   | ROOM | M2M240         |
| <b>CHAIR</b>                                    | Dr. Sean Murphy,  |      |                |
| <b>MEMBERS:</b><br><br><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. 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. Kath Stringer, 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, D. McKay, E. Hillman, C. Peddle, C. Morris-Larkin, S. Drover, V. Curran, S. Pennell, J. Hickey, K. Goodyear, M. Hayward, T. Laughlin, L. Kenny   |      |                |
| <b>REGRETS</b>                                  | A. Goodridge, K. Stringer, J. Campbell, L. Alcock, A. Pendergast  |      |                |

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| <b>RECORDING SECRETARY</b>             | <i>Minutes Recorded – 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<br>WELCOME                          |  | The meeting was called to order at 1600 hours.   |   |
| #2<br>AGENDA<br>APPROVAL               |  | The Agenda was approved.   |   |
| #3<br>APPROVAL OF<br>MINUTES           |  | Minutes of January 20 and February 17, 2016 meetings were reviewed. The January 20 were approved as presented, and the February 17 minutes require changing "Physicians Competencies" to "Physician Competencies" in Item #9 and were then approved.   | <b>ACTION: In February 17, 2016 minutes under Item #9, change "Physicians Competencies" to "Physician Competencies".</b>        |
| #4<br>STANDING<br>COMMITTEE<br>REPORTS | Item 4. a. PESC Report                                   | A. Goodridge was not present. D. McKay updated that SEQ's will be distributed to relevant classes including upcoming graduates after the first week of April. This timeline provides sufficient time to address any issues before fall semester and the necessary accreditation reporting.   |   |
|  | Item 4. b. SAS report                                    | V. Curran said data received from peer assessments in Phase 2 indicates the process is not discretionary enough. J. Hickey said this has come up in Phase 3 as well. Strategies to remedy this were discussed.   |   |
|  | Item 4. c. iTac Report                                   | <p>S. Pennell indicated that "XTron" as mentioned in the January 20 minutes is spelled incorrectly and should be "EXTRON". He then updated the Committee as follows:</p> <ul style="list-style-type: none"> <li>• Phase 4 goal mapping is getting close to completion and looking T- Rez and CBlue matching</li> <li>• Cohort 2020 is being prepared for September and waiting on UGME report for final changes to sequential order</li> <li>• Meeting tomorrow regarding TREZ Clinic Card app and V. Curran will update the Committee at the next UGMS meeting</li> <li>• New One 45 app coming out soon</li> <li>• One 45 and tutors issue regarding the way tutors use One45.</li> </ul> <p>S. Murphy presented on lecture capturing at Faculty Council said there were some concerns. He said most in attendance were willing to consider the idea, and the Dean seemed to be in support in concept. The matter is now</p> | <b>ACTION: S. Murphy to send faculty questions regarding lecture capturing to S. Pennell to address using environment scan.</b> |

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|   |  | back to the UGMS Committee to address concerns.  |   |
| Report from NB                            |  | <p>T. Laughlin reported as follows:</p> <ul style="list-style-type: none"> <li>• Program Manager has been hired</li> <li>• Memorandum of Understanding between NB and MUN – there will be meetings over next couple of weeks to work out details.</li> <li>• There is interest in running an LIC Pilot in Moncton. This will be discussed at Moncton meeting on April 5 they are hoping to try it out in 2017 or 2018.</li> <li>• The first major project for the new program manager is a strategic plan for MUN in NB which should be on paper mid fall.</li> <li>• He has been working on admissions and there were 65 applicants from NB.</li> </ul>   |   |
| #5 PHASE 4-<br>CLERKSHIP<br>REPORT/ISSUES |  | K. Stringer not present to report.   |   |
| #6 PHASE 3<br>REPORT/ISSUES               |  | <p>J. Hickey said Phase 3 is mostly running smoothly and noted the following:</p> <ul style="list-style-type: none"> <li>• ILS in Phases 2 and 3 last year was rated poorly. They are working on improving this and are seeing positive feedback.</li> <li>• Assessment Working Group is looking at SAS feedback regarding improving question submission. A meeting has taken place and gaps have been identified.</li> <li>• They are processing feedback regarding issues identified with small group tutorials. A small group will meet to discuss and address the issue.</li> </ul>  |   |
| #7 PHASE 2<br>REPORT/ISSUES               |  | <p>L. Kenny raised the following issues for clarification:</p> <ul style="list-style-type: none"> <li>• The current practice is not to return completed rubrics to students or provide a numeric grade for certain assessments. Students want this feedback, and L. Kenney has asked the Committee address this. S. Murphy said that UGMS did discuss the numeric grade issue extensively in the past, at the time of the introduction of the new curriculum and he will review the minutes. The rubric issue was not discussed before that he could recall.</li> <li>• Re-reading of assignments after the students have passed assignments but are not satisfied with their mark: One student asked for and received a re-read based on the Dean’s List criteria of</li> </ul> | <p><b>ACTION: S. Murphy to review UGMS minutes to find discussion relating to giving student marks and rubrics.</b></p> <p><b>ACTION: S. Murphy to review policy on appealing a passing grade and bring back to next meeting. There is a need to find out the circumstances surrounding the reread.</b></p> |

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|   |  | <p>the top 10% of marks. S. Murphy said his understanding was that the current policy does not allow a student to appeal a passing grade. Thus Policy will be reviewed and discussed at next meeting.</p> <ul style="list-style-type: none"> <li>• MCQ questions for the multiple-choice exams: L. Kenney and V. Curran informed the committee that faculty member has complained they wanted to use fill in the blank questions vs. MCQ's. This request was directed initially to SAS, and the faculty member was permitted to proceed with the fill in the blank questions.</li> <li>• This issue was discussed at length. The Committee agreed that the assessment plan for a given course is the official statement of the nature of an assessment within that course. It has been the general understanding that examinations are MCQ. The assessment leads of each phase have the responsibility to review submitted questions and either approve or reject them based on their format and content. It does not seem reasonable to allow individual faculty members to decide what questions format they will use, unless the faculty member can provide a rationale to why this cannot be done. Faculty members are also encouraged to provide feedback after each iteration of a course, and this includes the assessment format.</li> <li>• In the future, phase committees and SAS are advised to consider specifying the nature of the questions on assessments in the assessment plans.</li> <li>• Dr. Murphy will follow up with Dr. McKay regarding this specific complaint.</li> </ul> | <p><b>ACTION: S. Murphy will discuss the issue of MCQ questions with D. McKay and follow up at the next meeting.</b></p> |
| #8 PHASE 1 REPORT/ISSUES                          |  | No report as A. Pendergast not present.   |  |
| #9 SENATE, SCUGS, AND UNIVERSITY ISSUES           |  | No report   |  |
| #10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES |  | No report   |  |
| #11   |  | D. McKay referenced standards related to this Committee that need to be   |  |

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| ACCREDITATION ISSUES                 |  | <p>kept at the forefront and will have to be reported on in the Fall:</p> <ul style="list-style-type: none"> <li>• 6.3 (previously ED-5-A) Self-directed and life-long learning - involves showing evidence of progression and that we can sustain self-directed and lifelong learning</li> <li>• 8.1 Curricular management - the hardest elements to meet due to its complexity information to come from 8.3</li> <li>• 8.2 Use of medical education program objectives - making good progress by working with HSIMS staff</li> <li>• 8.3 Curricular design, review, revision/content monitoring - next PESC meeting will be devoted to segment review then we will be able to provide evidence of progression</li> </ul> <p>Work is ongoing on how to do an overall integration review, and next meeting the Committee will look at the structure of the UCL's and their role in this process.</p> |  |
| #12 UGME OFFICE REPORT AND ISSUES    |  | Nothing to report.   |  |
| #13 MATTERS ARISING FROM THE MINUTES |  | <p>SAS Terms of Reference:<br/>V. Curran said they have been updated to CACMS standards. Some minor edits were made including the addition of a new responsibility regarding faculty development in the area of assessment.</p> <p>It was <b>MOVED</b> by V. Curran and <b>SECONDED</b> by L. Kenny to adopt the revision to the Terms of Reference for SAS.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>   | <b>ACTION: It was moved by V. Curran and seconded by L. Kenny to adopt the revision to the Terms of Reference for SAS. Motion carried.</b> |
| #14 NEW BUSINESS                     |  | No new business.   |  |
| #15 ADJOURNMENT                      |  | Meeting adjourned at 1719 hours.   |  |
| Next Meeting                         |  | Next regular meeting scheduled for 20 April 2016.  |  |

A handwritten signature in black ink, appearing to read 'Sean W. Murphy, MD'. The signature is fluid and cursive, with a large, sweeping 'M' at the end.

Sean W. Murphy, MD

Committee Chair