

Undergraduate Medical Studies Committee Meeting		DATE	May 18, 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. 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, V. Curran, S. Pennell, J. Hickey, T. Laughlin, L. Kenny, A. Goodridge, G. McGrath, A. Pendergast		
<b>REGRETS</b>	S. Drover, K. Goodyear, M. Hayward, K. Stringer, J. Campbell, L. Alcock		

<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 WELCOME		The meeting was called to order at 1600 hours.  <i>Note that the April 20<sup>th</sup>, 2016 meeting was cancelled as the University had closed due to poor weather.</i>	
#2 AGENDA APPROVAL		The Agenda was approved. D. McKay added Lab Teaching / Anatomy Lab to the Agenda.	<b>ACTION: Add Lab Teaching in Anatomy Lab to the Agenda.</b>
#3 APPROVAL OF MINUTES		Minutes of March 16, 2016 meeting were approved.	<b>ACTION: In March 16, 2016 minutes, delete “acting” beside Carla Peddle’s name in the Permanent Members list.</b>
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	<p>A. Goodridge reported:</p> <ul style="list-style-type: none"> <li>A financial incentive (to the class) for achieving a certain level of participation in course evaluations has been offered but has never been achieved. PESC is therefore advising that this should be discontinued. PESC is continuing to work on the education regarding course evaluations.</li> <li>CanMEDS role change from manager to leader: evaluation forms are based on CanMEDS format and some modification is necessary to reflect recent changes. G. McGrath to follow up with S. Pennell regarding how this impacts curriculum mapping. D. McKay suggested this may be a good time to conduct an official review of program objectives.</li> </ul> <p>It was <b>MOVED</b> by D. McKay and <b>SECONDED</b> by V. Curran to change program competencies to reflect change in CanMEDS role from “manager” to “leader” for the Class of 2020. D. McKay also <b>MOVED</b> to form ad hoc committee to review program competencies.</p> <p style="text-align: right;">All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>ACTION: G. McGrath to follow up with S. Pennell on change in curriculum mapping.</b></p> <p><b>ACTION: It was moved by D. McKay and seconded by V. Curran to change program competencies as per CanMEDS role and to form an <i>ad hoc</i> committee to review program competencies. Motion carried.</b></p>

		<ul style="list-style-type: none"> <li>Updated Terms of Reference for PESC: Reference to accreditation standards has changed to be consistent with CACMS rather than LCME. References to clerkship and pre-clerkship have been removed, as these are no longer current terms. Membership stipulations have been changed from a term of 3 years, renewable once, to remove the condition that there may be only one renewal. There was discussion on this point; D. McKay reminded the committee that accreditation standards required sufficient members of faculty on such committees relative to administrative personnel. S. Murphy wanted it noted that we are sensitive to the need to give junior faculty members the opportunity to serve on committees such as PESC and we must do our best to ensure turnover on these committees.</li> </ul> <p>It was <b>MOVED</b> by A. Goodridge and <b>SECONDED</b> by D. McKay to amending the Terms of Reference for PESC as presented.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <ul style="list-style-type: none"> <li>Course review policy: changed to reflect CACMS wording and modified course review requirements. Intensive reviews component deleted as this is now being done through Phase Leads.</li> </ul> <p>It was <b>MOVED</b> by A. Goodridge and <b>SECONDED</b> by J. Hickey to accept changes to course review policy with suggested edits and to delete the intensive review policy.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <ul style="list-style-type: none"> <li>Phase review policy: changed to reflect CACMS wording, eliminated need of phase lead report as this is already being done.</li> </ul> <p>It was <b>MOVED</b> by A. Goodridge and <b>SECONDED</b> by L. Kenny to accept changes to phase review policy as presented with edits.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p>	
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	Item 4. b. SAS report	<p>V. Curran updated Committee on the following:</p> <ul style="list-style-type: none"> <li>• P4 Summative Assessment Procedure: this has been significantly overhauled to reflect change from Clerkship to Phase 4 and EPA’s. As this is such a lengthy document, S. Murphy suggested that a group should review and perhaps make it more concise. New version to be presented at next UGMS meeting.</li> <li>• Peer assessment forms: as scores from ILS groups using existing forms are not giving effective feedback, 2 new forms closely related to clinic cards will replace existing forms to provide more qualitative, coaching feedback. D. Deacon to follow up with S. Pennell or A. Siscoe to ensure implementation as of September, 2016.</li> <li>• P4 NBME: information received by K. Stringer at CCME regarding NBMEs was presented and discussed. As there is a trend of schools moving away from NBMEs, it may be a good time to move forward on constructing our own exams. D. McKay said S. Shorlin will be organizing a “Train the Trainer” event where an expert will assist in proper exam question writing in multiple choice as well as clinical decision based writing. At least one person from each discipline is to attend to become a trainer and conduct sessions in each discipline. Progress testing was also briefly discussed. It was decided the Phase 4 Committee will have to look at the feasibility of making our own exams and S. Murphy will contact K. Stringer regarding this.</li> <li>• Exam question format: As a follow up item, an instructor has requested permission to use “fill in the blank” items in the P1 summative exam.</li> </ul>	

		<p>This has already been permitted during this iteration of P1. After discussion, as there is only one exam left, it was decided to allow the use of fill in the blank questions for this remaining examination. The Committee agreed that the nature of examination questions should be specified by the assessment plan for an individual course and this will be considered in future assessment plans. Taking this specific request as instructor feedback, the SAS committee will look at this in more detail. S. Murphy to send email to V. Curran and L. Kenny to follow up.</p>	
	Item 4. c. iTac Report	<p>S. Pennell reported as follows:</p> <ul style="list-style-type: none"> <li>• One 45 has released app 2 weeks ago and is being evaluated</li> <li>• S. Murphy to send S. Pennel report on lecture capturing</li> <li>• T-Res clinic cards pilot in June / July</li> <li>• Informatics e-module curriculum informatics working group to create IT “certification” for province-wide use</li> <li>• Phase 4 prep materials almost finalized.</li> </ul>	
Report from NB		<p>T. Laughlin reported as follows:</p> <ul style="list-style-type: none"> <li>• Potential LIC pilot in NB. K. Stringer and L. Power working with others to coordinate pilot in Moncton. There are some logistical issues. Overall this is looking good, and Moncton faculty quite interested 2017 start up. D. McKay said there was on accreditation issue around starting CACMS parallel stream which requires 18 months notification as well as a form completed re assessment details. First to Phase 4 committee, then to UGMS committee.</li> </ul>	
#5 PHASE 4- REPORT/ISSUES		<p>K. Stringer not present to report.</p> <ul style="list-style-type: none"> <li>• MED 8710 Assessment plan: A draft of the “P4 Core Experiences Course” Assessment plan was circulated. S. Murphy suggested that in the absence of the P4 Lead, given that there was no urgency to approve this today this could be tabled until the next meeting.</li> </ul>	<b>ACTION: MED 8710 Assessment plan tabled.</b>
#6 PHASE 3 REPORT/ISSUES		<p>J. Hickey said Phase 3 is mostly running smoothly and updated the Committee on several items.</p> <ul style="list-style-type: none"> <li>• MED 7740 assessment plan: A draft of the assessment plant proposed for the “P4 Preparation Course” was presented and discussed. A minor grammatical edit was suggested but otherwise</li> </ul>	<b>ACTION: MED 7740 Assessment plan approved.</b>

		<p>there were no concerns.</p> <p>It was <b>MOVED</b> by J. Hickey and <b>SECONDED</b> by L. Kenny to accept changes to phase review policy as presented with edits.</p> <p>All were in favour and the <b>MOTION CARRIED.</b></p>	
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny raised the following issues for clarification:</p> <ul style="list-style-type: none"> <li>Issues around faculty claiming not being informed about teaching in a timely fashion. L. Kenny and J. R to meet with D. Boone.</li> </ul>	
#8 PHASE 1 REPORT/ISSUES		No report as A. Pendergast not present.	
#9 SENATE, SCUGS, AND UNIVERSITY ISSUES			
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		No Issues to report.	
#11 ACCREDITATION ISSUES		No issues to report.	
#12 UGME OFFICE REPORT AND ISSUES		No issues to report.	
#13 MATTERS ARISING FROM THE MINUTES		No items.	
#14 NEW BUSINESS		UCL role re: integration of curriculum. Tabled for next meeting.	
#15 ADJOURNMENT		Meeting adjourned at 1800 hours.	
Next Meeting		Next regular meeting scheduled for 15 June 2016.	

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

Sean W. Murphy, MD

Committee Chair