

Undergraduate Medical Studies Committee Meeting		DATE	May 20, 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, V. Curran, K. Stringer, D. McKay, M. Hayward, S. Drover, S. Pennell, C. Morris-Larkin, J. Hickey, O. Heath, L. Kenny, L. Alcock		

<b>REGRETS</b>	V. Maddalena, E. Hillman, A. Goodridge, M. Marshall, S. Wakeham		
<b>RECORDING SECRETARY</b>	<i>Minutes Taped – Transcribed by Ms. Carol Vokey</i>		
<b>GUESTS</b>	Dr. Qin Ying, visiting faculty member from Shanghai, China		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
#1 WELCOME		The meeting was called to order at 1613h.	
#2 AGENDA APPROVAL		The Agenda was approved with the following additions: <ul style="list-style-type: none"> <li>• Discussion of summative assessment</li> <li>• Phase 4</li> <li>• NRP scheduling (protected time waiver)</li> <li>• Written assessment guidelines</li> </ul>	<b>ACTION: Agenda approved with noted additions.</b>
#3 APPROVAL OF MINUTES		The Minutes for the March 18, 2015 meeting were not available for circulation.  D. McKay introduced the new UGME Secretary, Carol Vokey, and Dr. Qin Ying (Ellena), a visiting faculty member from Shanghai, China.	<b>ACTION: Minutes deferred until the next meeting.</b>
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	No report; this week’s PESC meeting was cancelled, as the Chair was not available due to travel delays.	
	Item 4. b. SAS Report	Meetings are occurring regularly; the Committee is presently working on the Summative Assessment Procedures for Phases 1-3 and the Written Assessment Guidelines / recommendations. These items are included under New Business.	
	Item 4. c. iTac Report	Development of the Phase 4 / Clerkship Prep App (‘Your Clerkship’) is progressing.  Eastern Health Orientation web-based modules are approximately 90% ready.  MediTech/PACs module will be listed as a resource for this year and added to curriculum for next year.	<b>ACTION: S. Murphy will check appointment terms for members of iTac.</b>

#5 PHASE 4-CLERKSHIP REPORT/ISSUES		Deferred as further discussion is required at the Phase 4 / Clerkship committee level.	<b>ACTION: S. Murphy will propose possible dates, and C. Vokey will book meeting room.</b>
#6 PHASE 3 REPORT/ISSUES		No report.	
#7 PHASE 2 REPORT/ISSUES		L. Kenny reported that Phase 2 is progressing well. Assessment and reassessment items are included under New Business.  S. Murphy gave an update regarding Anatomy teaching and scheduling, indicating that some anatomy content will be moved back to Phase 1 to improve the overall curricular flow and integration. J. Barrett is working on changes to the schedule for next year; a draft should be ready by the end of this week.	
#8 PHASE 1 REPORT/ISSUES		No issues to report.	
#9 SENATE, SCUGS, AND UNIVERSITY ISSUES		No issues to report.	
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		No issues to report.	
#11 ACCREDITATION ISSUES		D. McKay said our accreditation report was heard by CACMS in May and is scheduled to be heard by the LCME mid-June.	
#11 UGME OFFICE REPORT AND ISSUES		D. McKay introduced the new UGME staff member earlier, and stated that interviews will take place next week for the Academic Program Administrator - a position to provide support for the Phase Leads. The search for the Manager of Curriculum position continues. The importance of having this position filled in a timely fashion was emphasized in discussion.	
#12 MATTERS ARISING FROM THE MINUTES		None	

<p>#13 NEW BUSINESS</p>		<ul style="list-style-type: none"> <li>Protected time waiver from NRP A request was made to allow a waiver on June 2nd for five students to complete NRP training as these students are completing their Pediatric rotation outside St. John's and will not have access to NRP training (mandatory) at the site of their rotation.</li> </ul> <p>It was <b>Moved</b> by S. Murphy and <b>SECONDED</b> by L. Kenny to allow a waiver for the five students to complete the mandatory NRP course on June 2.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p> <ul style="list-style-type: none"> <li>Summative Assessment – A very long and detailed discussion ensued around the results of recent summative examinations. This was raised at the previous meeting. It was agreed that results have not been satisfactory and a change in the overall grading scheme was necessary to address the issue in a timely way.</li> </ul> <p>It was <b>Moved</b> by D. McKay and <b>SECONDED</b> by L. Morris-Larkin that faculty adopt a practice of allowing a maximum of 5% reassessment rate for any given summative exam in "health stage" courses for the 2014-2015 academic year for Phases 2 and 3. As a secondary change, the relevant assessment maps will be revised to remove the requirement for a 75% average across all blocks in a given course.</p> <p style="text-align: center;">All were in favour and the <b>MOTION CARRIED.</b></p>	<p><b>MOTION: To allow waiver for 5 students to complete the mandatory NRP course on June 2.</b></p> <p><b>MOTION: To impose a maximum re-assessment rate in summative exams in health-stage courses for the 2014-2015 academic year for Phases 2 and 3.</b></p>
<p>#14 ADJOURNMENT</p>		<p>Due to time constraints, the remaining agenda items were tabled. The meeting adjourned at 1816h.</p>	
<p>Next Meeting</p>		<p>Next regular meeting will be June 17, 2015 at 1600h.</p> <p>Additional meeting to be scheduled in 2 weeks to discuss Phase 4 issues. Date to be considered if feasible.</p>	

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Sean. W Murphy, MD  
Committee Chair