

Minutes / Action Items – Undergraduate Medical Education Committee Meeting

MEETING	UNDERGRADUATE MEDICAL EDUCATION COMMITTEE MEETING MINUTES		
CHAIR	SEAN MURPHY		
DATE	September 28, 2012, Thursday, Room 2990-PDCS, 4:00pm -5:30pm		
	Attendees: Sean Murphy, Chair, Donald McKay, Olga Heath, Lindsay Glynn, Carolyn Morris-Larkin, John Campbell, Elizabeth Hillman		
	Students: Student for 2012-2013		
	UGME Rep: Melody Marshall, Bernadette Furey (Secretary – Minutes)		10
PARTICIPANTS	Attendees: S. Murphy (Chair), D. McKay, O. Heath, L. Glynn, E. Hillman		
	UGME Office: M Marshall, B. Furey		7/10
REGRETS	J. Campbell, C. Morris-Larkin, Student for 2012-2013		3 /10
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> S. Murphy opened meeting at 4:00 pm 	<ul style="list-style-type: none"> Call to Order Quorum was in Attendance 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> Additions were made to the Agenda 	ACTION: Agenda amended
REVIEW / APPROVAL OF MINUTES #2	<ul style="list-style-type: none"> Item #1 Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes from June 28th's meeting were approved with corrections 	ACTION: <ul style="list-style-type: none"> B. Furey to make corrections as discussed. Moved: D. McKay Seconded: E. Hillman Carried.
Business Arising #3	<ul style="list-style-type: none"> Item 3.a. Humanities, Ethics & Law teaching HELM 	Humanities, Ethics & Law teaching (HELM): <ul style="list-style-type: none"> After review of this request, no additional time was allocated to HELM teaching for the 2012 academic year. The scheduled time will be adhered to and shared between the various sections of this component of the clinical skills course. 	

	(S. Murphy)		
#3	<ul style="list-style-type: none"> Item 3.b. Curriculum revision update (S. Murphy) 	<p>Curriculum revision update:</p> <ul style="list-style-type: none"> S. Murphy provided a brief update of the status of the curriculum revision. 	
New Business #4	<ul style="list-style-type: none"> Item #4.a. Revised University academic appeals procedure (S. Murphy) 	<p>Revised University academic appeals procedure:</p> <ul style="list-style-type: none"> D. McKay gave update from the Faculty Council meeting with regards to the revised University academic appeals procedure The committee agreed that the proposed revision will not be supported MOTION: Letter outlining committee’s position to be sent to SCUGs 	<p>ACTION:</p> <ul style="list-style-type: none"> S. Murphy to draft letter to SCUGs <p>Moved: D. McKay Seconded: O. Heath</p> <p>Motion Carried.</p>
	<ul style="list-style-type: none"> Item #4.b. Revised formative assessment policy /procedure (S. Murphy) 	<p>Revised Formative Assessment Policy / Procedure:</p> <ul style="list-style-type: none"> The proposed Formative Assessment Policy (Revision date: June 29, 2012) was presented and discussed O. Heath suggested adding link to accreditation document MOTION: To approve the revised Formative Assessment Policy with the suggested change. 	<p>ACTION:</p> <p>Moved: L. Glynn Seconded: D. McKay</p> <p>Motion Carried</p>
	<ul style="list-style-type: none"> Item #4.c. Review of standing committees of UGMS (S. Murphy) 	<p>Review of Standing Committees of UGMS:</p> <p>(i) Informatics Committee</p> <ul style="list-style-type: none"> The TOR and current status of the Informatics Committee were discussed. This committee has not met since 2009-2010. The general consensus of the committee was that this committee still had a role and should be revitalized Given changes in the UGMS structure, the current TOR are not 	<p>ACTION:</p> <ul style="list-style-type: none"> L. Glynn to obtain information and documents on past Informatics Committee Informatics committee dissolved

		<p>workable. It was agreed that the committee should be dissolved and reconstituted with new TOR at a future meeting.</p> <ul style="list-style-type: none"> • L. Glynn offered to obtain more information on past Informatics Committee and to give update at a future meeting. • MOTION: To dissolve the standing committee on Informatics 	<p>Moved: D. McKay Seconded: O. Heath</p> <p>Motion Carried</p>
	<ul style="list-style-type: none"> • Item #4.d. Mandatory attendance for HELMS / Clinical Skills (S. Murphy) 	<p>Mandatory attendance for HELMS / Clinical Skills:</p> <ul style="list-style-type: none"> • S. Murphy explained this issue needed to be revisited as follow up to a discussion at the May 2012 meeting. • The intention is to indicate that, for reasons previously discussed, the mandatory attendance requirement for clinical skills will normally be waived for the HELM component • E. Hillman explained this is within the authority of UGMS and does not require a calendar change <p>MOTION: "The mandatory attendance requirement for the HELM component of the clinical skills course will normally be waived. This supersedes any previous motion of this committee"</p>	<p>ACTION:</p> <p>MOTION:</p> <p>Moved: E. Hillman Seconded: L. Glynn</p> <p>Motion Carried</p>
	<ul style="list-style-type: none"> • Item #4.e. University regulation re: correction & return of work (section 5.6.6) (S. Murphy) 	<p>University regulation re: correction & return of work (section 5.6.6):</p> <ul style="list-style-type: none"> • S. Murphy presented document and explained 5.6.6 (1) and (2) • Committee discussed that the document did not apply to this faculty's undergraduate medical students for a variety of reasons • Committee agreed that the program will <u>not</u> need a waiver for any courses in this regard. 	
	<ul style="list-style-type: none"> • Item # 4.f. Accreditation self-study action plan (S. Murphy) 	<p>Accreditation self-study action plan</p> <ul style="list-style-type: none"> • S. Murphy presented document "Institutional Self-Study Action 	<p>ACTION:</p> <ul style="list-style-type: none"> • S. Murphy to move forward with response to self-study

		<p>Plan”</p> <ul style="list-style-type: none"> • Discussion ensued. 	
OTHER BUSINESS #5	<ul style="list-style-type: none"> • Item #5.a. ED33 (D. McKay) 	<ul style="list-style-type: none"> • D. McKay discussed the issues surrounding ED33 identified by the recent self-survey 	
	<ul style="list-style-type: none"> • Item #5.b. Need additional meetings Fall 2012 (D. McKay) 	<ul style="list-style-type: none"> • D. McKay suggested that additional meetings for UGMS Committee for Fall 2012 may be required • The committee has agreed to schedule these as necessary 	<p>ACTION:</p> <ul style="list-style-type: none"> • Meetings to be scheduled as required
	<ul style="list-style-type: none"> • Item #5.c. requests to make Minutes Public (D. McKay, S. Murphy) 	<ul style="list-style-type: none"> • D. McKay stated he has received requests to post minutes for UGMS meetings in a manner that will be available for public viewing. • Discussion ensued • A request was made to learn what system other medical schools are currently using • ACTION: M. Marshall to research how other medical schools are making Minutes public and to give update at next meeting 	<p>ACTION:</p> <ul style="list-style-type: none"> • S. Murphy to add item to October’s Agenda • M. Marshall to search how other medical schools are making Minutes public and to give update at next meeting
	<ul style="list-style-type: none"> • Item #5.d. Request for standing items for UGMS agenda (D. McKay,) 	<ul style="list-style-type: none"> • D. McKay suggested some topics that should be standing items for UGMS agenda • There was general consensus that this would be useful 	<p>ACTION:</p> <p>Standing items to be added to agenda for future meetings</p>
Topics Future Meetings #6	<ul style="list-style-type: none"> • Item #6.a. Topics for future meetings 	<p>Topics for future meetings</p>	
ADJOURNMENT	<ul style="list-style-type: none"> • Item #7 	<ul style="list-style-type: none"> • Meeting adjourned at 5:50pm 	

#7	Adjournment	<ul style="list-style-type: none">• <u>Next Meeting date is Wednesday, October 17, 2012 (3rd Wed)</u>• Meeting Room for 2012-2013 year has been booked in PDCS area.	
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Minutes/Typed: Ms. B. Furey typed on October 4, 2012

Edited: Dr. S. Murphy edited on **October 13, 2012**