

Minutes & Actions - UGMS Committee Meeting			
MEETING	UNDERGRADUATE MEDICAL STUDIES COMMITTEE MEETING MINUTES		
CHAIR	DR. SEAN MURPHY		
DATE	February 15, 2012		
SECRETARY	Ms. B. Furey		
PARTICIPANTS	Attendees: S. Murphy, D. McKay, S. Mulay, S. Pennell, L. Gillespie, V. Curran, E. Hillman, S. Ackerman, T. Adey Student: H. Coffey UGME Reps: P. Mullins-Richards, B. Furey (Minutes)		12 /19
REGRETS	T. Adey, L. Glynn, J. Farrell, M. Hogan, A. Goodridge, J. McCarthy, L. Barnett, 7 /19		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING TIME	<ul style="list-style-type: none"> S. Murphy opened the meeting at 4:05 pm 	<ul style="list-style-type: none"> Quorum in Attendance 	
AGENDA APPROVAL	<ul style="list-style-type: none"> Item # 1 Additions to the Agenda. 	<ul style="list-style-type: none"> Dr. McKay added topic Feedback to Students 	ACTION: Items were added under Business Arising. <ul style="list-style-type: none"> Item #3 (b) Feedback to Students (D. McKay) Item #3 (c) Administration of Exams V. Curran / D. McKay
APPROVAL/ REVIEW OF MINUTES	<ul style="list-style-type: none"> Item #2 S. Murphy suggested that, after review, the minutes be accepted. 	<ul style="list-style-type: none"> Minutes were approved from December 14, 2011. 	ACTION: Minutes Approved

<p>#3 BUSINESS ARISING</p>	<ul style="list-style-type: none"> Item#3 (a) Update regarding UGMS restructuring (S. Murphy) 	<ul style="list-style-type: none"> Dr. Murphy spoke on UGMS Committee restructuring. Dr. Peters had asked committee to continue for January and February months. This will be the last meeting of this membership. 	
	<ul style="list-style-type: none"> Item #3 (b) Feedback to Students (D. McKay) 	<ul style="list-style-type: none"> Dr. McKay reported on some matters recently approved by Senate. 	
	<ul style="list-style-type: none"> Item #3 (c) Administration of Exams (V. Curran, D. McKay) 	<ul style="list-style-type: none"> Dr. Curran updated the Committee, re: administration of exams. Dr. Vernon and Dr. McKay will meet. 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Vernon and Dr. McKay to meet February 22, 2012
<p>#4 NEW BUSINESS</p>	<ul style="list-style-type: none"> Item 4 (a) Revised formative assessment policy (S. Murphy, Chair) 	<ul style="list-style-type: none"> Dr. Murphy updated the Committee regarding formative assessment policy revisions and highlighted new changes. After considerable discussion surrounding the exact format of formative assessment, Dr. Murphy suggested wording change of: <i>"Where practical the formative assessment tool should closely resemble the summative instrument"</i> 	<p>MOTION: Moved: Dr. V. Curran Seconded: Dr. S. Pennell</p> <p>ACTION: UGME to move forward with Revised formative Assessment Policy.</p>
	<ul style="list-style-type: none"> Item# 4 (b) Revised summative assessment policy (S. Murphy) 	<ul style="list-style-type: none"> Dr. Murphy spoke on topic of revised Pre-Clerkship summative assessment policy. <u>Document</u> was presented on PowerPoint <ul style="list-style-type: none"> - 9.5 Grading for Objective Structures Clinical Examinations (OSCE) (Appendix E should have 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Murphy will forward this to SAC for further revision

		<p>been removed)</p> <ul style="list-style-type: none">• Discussion took place surrounding the grading scheme for OSCE's; leaving old policy on website until issues resolved with policy; using new format while ensuring which parts of the policy apply; and ensuring the practices be in compliance with the policy.	
#5 Any other Business	<ul style="list-style-type: none">• Item 5 Update on changing UGME's schedule (D. McKay)	<ul style="list-style-type: none">• Dr. D. McKay discussed that the Clerkship schedule may be changed to enable synchronization with the timing of clerkships in New Brunswick. He reported that the matter was put to the MED II class and 85% of those who voted, approved of the change (i.e., a delay of the start date by two (2) weeks.• Dr. Murphy asked for Dr. McKay to update Committee at the next meeting.	ACTION: <ul style="list-style-type: none">• Dr. McKay to make the changes of dates for the Diary and submit to Registrar's Office by due date of Friday.• Dr. McKay to update Committee at the next meeting.
#6 Topics for future Meetings as Standing Items	<ul style="list-style-type: none">• Item#6 Topics for Future Meetings	<ul style="list-style-type: none">• Topics for the Future Meetings as Standing Items:<ul style="list-style-type: none">- Update on Administration of Exams (V. Curran, D. McKay)- Update on Changing UGME's schedule- Deferred exam policy- Revised Summative Assessment Policy- Revised promotions policy- Clerkship rotation patient care experiences policy (2006) – regular review.	ACTION: <ul style="list-style-type: none">• Dr. Murphy, Chair, to list topics as Standing Items in upcoming meeting agendas.
Adjournment	<ul style="list-style-type: none">• Adjourned at	5:45pm.	
Next Meeting Date	<ul style="list-style-type: none">• March 21, 2012 Wednesday 4:00pm – 5:30pm		

<p>MEMBERS AS OF 2012</p> <p>Alphabetical Listing</p>	<table> <tr> <td>Ackerman,</td> <td>Sally</td> <td><Sally.Ackerman@med.mun.ca>;</td> <td></td> </tr> <tr> <td>Adey,</td> <td>Tanis</td> <td><tadey@mun.ca>;</td> <td></td> </tr> <tr> <td>Barnett,</td> <td>Linda</td> <td><lbarnett@mun.ca>;</td> <td></td> </tr> <tr> <td>Coffey,</td> <td>Hilary</td> <td><hcoffey@mun.ca>;</td> <td></td> </tr> <tr> <td>Curran,</td> <td>Vernon</td> <td><vcurran@mun.ca>;</td> <td></td> </tr> <tr> <td>Edwards,</td> <td>Laura</td> <td><laurae@mun.ca>;</td> <td></td> </tr> <tr> <td>Farrell,</td> <td>Jamie</td> <td><Jamie.Farrell@med.mun.ca>;</td> <td></td> </tr> <tr> <td>Gillespie,</td> <td>Laura</td> <td><lgillesp@mun.ca>;</td> <td></td> </tr> <tr> <td>Glynn,</td> <td>Lindsay</td> <td><lglynn@mun.ca>;</td> <td></td> </tr> <tr> <td>Goodridge,</td> <td>Alan</td> <td><agoodrid@mun.ca>;</td> <td></td> </tr> <tr> <td>Hillman,</td> <td>Elizabeth</td> <td><ehillman@mun.ca>;</td> <td></td> </tr> <tr> <td>Hogan,</td> <td>Michael</td> <td><Michael.Hogan@med.mun.ca>;</td> <td></td> </tr> <tr> <td>McCarthy,</td> <td>Jason</td> <td><jason.mccarthy@easternhealth.ca>;</td> <td></td> </tr> <tr> <td>McKay,</td> <td>Donald</td> <td><ugme.associatedean@med.mun.ca>;</td> <td></td> </tr> <tr> <td>Mulay,</td> <td>Shree</td> <td><Shree.Mulay@med.mun.ca>;</td> <td></td> </tr> <tr> <td>Mullins-Richards,</td> <td>Paula</td> <td><Paula.Richards@med.mun.ca>;</td> <td></td> </tr> <tr> <td>MURPHY,</td> <td>SEAN</td> <td><swmurphy@mun.ca></td> <td>= Chair</td> </tr> <tr> <td>Pennell,</td> <td>Steve</td> <td><Steve.Pennell@med.mun.ca>;</td> <td></td> </tr> <tr> <td>Furey,</td> <td>Bernadette</td> <td><ugme.secretary@med.mun.ca></td> <td></td> </tr> </table>	Ackerman,	Sally	<Sally.Ackerman@med.mun.ca>;		Adey,	Tanis	<tadey@mun.ca>;		Barnett,	Linda	<lbarnett@mun.ca>;		Coffey,	Hilary	<hcoffey@mun.ca>;		Curran,	Vernon	<vcurran@mun.ca>;		Edwards,	Laura	<laurae@mun.ca>;		Farrell,	Jamie	<Jamie.Farrell@med.mun.ca>;		Gillespie,	Laura	<lgillesp@mun.ca>;		Glynn,	Lindsay	<lglynn@mun.ca>;		Goodridge,	Alan	<agoodrid@mun.ca>;		Hillman,	Elizabeth	<ehillman@mun.ca>;		Hogan,	Michael	<Michael.Hogan@med.mun.ca>;		McCarthy,	Jason	<jason.mccarthy@easternhealth.ca>;		McKay,	Donald	<ugme.associatedean@med.mun.ca>;		Mulay,	Shree	<Shree.Mulay@med.mun.ca>;		Mullins-Richards,	Paula	<Paula.Richards@med.mun.ca>;		MURPHY,	SEAN	<swmurphy@mun.ca>	= Chair	Pennell,	Steve	<Steve.Pennell@med.mun.ca>;		Furey,	Bernadette	<ugme.secretary@med.mun.ca>	
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19 on Committee

UGMS Meeting Agenda

Date: February 15, 2012 Start Time: 4:00pm End Time: 5:30pm Location: PDCS - Meeting Room #4

- 1. Agenda approval
- 2. Approval of Minutes - December 14, 2011
- 3. Business Arising
 - a) Update regarding UGMS restructuring - Chair
- 4. New Business
 - a) Revised formative assessment policy - Chair
 - b) Revised summative assessment policy - Chair
 - c) Scheduling changes (general discussion) - Dr. D. McKay
- 5. Any other business
- 6. Topics for future meetings
- 7. Adjournment

2012 Meeting Times:

	ID	Date	Start	End	Status	Notes
1	41440	18 JAN 2012	Wednesday	16:00	17:30	1 = Cancelled by Chair
2	41441	15-FEB-2012	Wednesday	16:00	17:30	1 = Meeting occurred ✓
3	41442	21-MAR-2012	Wednesday	16:00	17:30	1
4	41443	18 APR 2012	Wednesday	16:00	17:30	1 = to be rescheduled
5	41444	16-MAY-2012	Wednesday	16:00	17:30	1
6	41448	19-SEP-2012	Wednesday	16:00	17:30	1
7	41449	17-OCT-2012	Wednesday	16:00	17:30	1
8	41450	21-NOV-2012	Wednesday	16:00	17:30	1
9	41451	19-DEC-2012	Wednesday	16:00	17:30	1
10	41467	16-JAN-2013	Wednesday	16:00	17:30	1

Equipment = Computer
Room = Meeting Room 4

In Professional Development Conference Area.