

Undergraduate Medical Studies Committee Meeting		DATE	December 16, 2015
		ROOM	M2M240
CHAIR	Dr. Sean Murphy,		
MEMBERS: 2014 - 2015	<p>Student Representatives (2)</p> <ul style="list-style-type: none"> • Mr. Mark Hayward, Phase 1 – 3 Student Representative • Ms. Kylie Goodyear, Junior Student Representative <p>Academic/Administrative Representatives (5)</p> <ul style="list-style-type: none"> • Dr. Olga Heath, Faculty Representative • Dr. Carolyn Morris-Larkin, Faculty Representative • Dr. Sheila Drover, Faculty Representative • Dr. Lindsay Alcock, Faculty Representative • Dr. John Campbell, Faculty Representative <p>Permanent Members (13)</p> <ul style="list-style-type: none"> • Dr. James Rourke, Dean of Medicine • Dr. Donald W. McKay, Associate Dean, Undergraduate Medical Education • Ms. Elizabeth Hillman, Registrar’s Delegate • Ms. Carla Peddle, Acting UGME Coordinator • Dr. Alan Goodridge, Chair - Program Evaluation Sub-Committee • Dr. Vernon Curran, Chair – Student Assessment Sub-Committee • Mr. Stephen Pennell, Chair – Information Technology Advisory Committee • Dr. Kath Stringer, Clerkship Committee Chair • Dr. Victor Maddalena, Phase 1 Lead • Dr. Lisa Kenny, Phase 2 Lead • Dr. Joanne Hickey, Phase 3 Lead • Dr. Norah Duggan, Phase 4 Lead (Acting) <p>Non-Voting Corresponding Members (4)</p> <ul style="list-style-type: none"> • Dr. Tom Laughlin, Assistant Dean – New Brunswick • Dr. Mohamed Ravalia, Assistant Dean – Rural Medical Education Network • <i>Vacant</i>, Assistant Dean – Prince Edward Island • <i>Vacant</i>, Assistant Dean – Yukon 		
PARTICIPANTS	S. Murphy, K. Goodyear, O. Heath, C. Morris-Larkin, S. Drover, L. Alcock, D. McKay, E. Hillman, C. Peddle, V. Maddalena, L. Kenny, J. Hickey, N. Duggan, T. Laughlin		

REGRETS	M. Hayward, J. Campbell, J. Rourke, A. Goodridge, V. Curran, S. Pennell, M. Ravalia		
RECORDING SECRETARY	<i>Minutes Taped – Transcribed by Ms. Carol Vokey</i>		
GUESTS			
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
#1 WELCOME		The meeting was called to order at 1600 hours. O. Heath reminded the Committee this will be her last UGMS meeting as she starts sabbatical in January.	
#2 AGENDA APPROVAL		The Agenda was approved.	ACTION: Agenda approved as presented.
#3 APPROVAL OF MINUTES		The Minutes for the November 18, 2015 meeting were approved.	ACTION: Minutes approved
#4 STANDING COMMITTEE REPORTS	Item 4. a. PESC Report	A. Goodridge not present. New member-at-large needed as O. Heath is going on sabbatical. S. Murphy will follow up with D. McKay on replacement.	ACTION: S. Murphy will follow-up with D. McKay re PESC replacement.
	Item 4. b. SAS report	V. Curran not present, but S. Murphy updated the Committee on the following: i. <u>Clinical Skills Revisions</u> : As per motion brought forward from SAS to change the provisional pass mark for the Clinical Skills Assessment Plan for Phases 2 and 3 to 80%, agreed upon changes have been made. ii. <u>NBME Annual Reports</u> : S. Murphy presented reports and they were discussed. More explanation to follow from V. Curran in future meeting. iii. <u>Exam Blueprint Report</u> : Tabled for future meeting.	ACTION: Complete ACTION: V. Curran to provide further explanation at another meeting for Items ii and iii.
	Item 4. c. iTac Report	No report.	
Report from NB		T. Laughlin updated the Committee as follows: • Working on plan of action to be carried out over next 5 years	

		<ul style="list-style-type: none"> • Jim O'Brien has been added as Director of Faculty Alumni Engagement • In the process of hiring an administrator to be the main liaison between NB & NL, should be finalized in the next couple of weeks • MUN visit January 26 & 27, 2016 • He has heard the MCC's presentation on EPA's and said the MCC hopes that most Canadian schools will move towards this. D. McKay to distribute this information to Committee as Draft document. • D. McKay expressed concern re "delivering bad news" proposal. He has spoken with one of the committee members but also has to write the MCC explaining his concern. 	<p>ACTION: Dr. McKay to distribute draft MCC document to Committee and write MCC to express concern regarding EPA of "delivering bad news".</p>
#5 PHASE 4- CLERKSHIP REPORT/ISSUES		<p>N. Duggan said adjustments have been made to assessment tools based on feedback, and they are developing a database for APA's to input Clinic Card assessment into One45. This database should be a good assessment tool and will make it easier for the Clerkship Committee to identify students who need further discussion. Dr. Stringer will be back soon and will be here to attend the next UGMS Committee meeting. Assessments are going well, but it is a challenge to get enough qualitative feedback which was expected in the first couple of rotations. It is important to work on skills development for preceptors in this area. This is an ongoing, evolving project and any assistance with this is welcomed.</p>	
#6 PHASE 3 REPORT/ISSUES		<p>J. Hickey said things are going well, logistically better than last year with great faculty response. The two biggest ongoing issues:</p> <ol style="list-style-type: none"> 1. Continuing ILS Improvement, mainly student engagement. Format changes have been made as a result. 2. Communication with faculty regarding last minute schedule changes. Getting schedules out earlier my help with this. 	
#7 PHASE 2 REPORT/ISSUES		<p>L. Kenny reported:</p> <ul style="list-style-type: none"> • getting ready for next iteration of Phase 2 starting February 6th • assessment plans going to SAS on December 23, then potentially next UGMS meeting. • Phase 2 schedules populated and distributed • trying to make longitudinal links between assignments in assessment plans for students and accreditors. Need to focus more on this. 	
#8 PHASE 1		<p>V. Maddalena reported:</p>	

REPORT/ISSUES		<ul style="list-style-type: none"> Phase has gone well so far, minor logistic issues Positive QI improvement issues to be incorporated into the next Phase 1 Thanked everyone for experience of Phase 1 implementation. 	
#9 SENATE, SCUGS, AND UNIVERSITY ISSUES		<p>D. McKay updated the Committee on:</p> <p>Grade review process: In the past, SCUGS conducts reviews of grades looking for outliers and subsequent concerns are sent to the department involved. They would now like to download this responsibility to the appropriate academic units. All agreed SAS would be the best choice to do this and that they report back to UGMS.</p> <p>Retroactive Drops/Withdrawals: proposal regarding drop excused grade and returning to school. D. McKay can respond on FOM's behalf and welcomes feedback to be received by mid-January. Proposed changes allow for exceptional circumstances.</p>	ACTION: D. McKay to respond on behalf of FOM regarding Retroactive Drops/Withdrawals proposal.
#10 SENIOR MANAGEMENT COMMITTEE AND POLICY ISSUES		D. McKay said the last SMC meeting was cancelled. O. Heath needs to be replaced on this Committee as well.	
#11 ACCREDITATION ISSUES		D. McKay said active procedures for Phase 4 are in place to ensure fully aligning objectives with CBlue. UGME staff are compiling a report on history & physical, midpoint evaluation and timely summative feedback which will go to Phase 4 first then PESC and SAS.	
#12 UGME OFFICE REPORT AND ISSUES		<p>C. Peddle reported on exam review process: students are given 30 seconds per incorrect answer or a minimum of 15 minutes to review incorrect answers on an exam; they are not permitted to take notes or remove questions or answers but can take away a coaching report detailing incorrect answer objectives.</p> <p>L. Kenny congratulated UGME on how smoothly the office is running and the great job it's doing.</p>	
#13 MATTERS ARISING FROM THE MINUTES		(covered above)	
#14 NEW BUSINESS		Terms of Reference UCL (UGME Content Lead): S. Murphy has met with Phase Leads and D. McKay to compose Terms of Reference for this position. S. Murphy presented the proposed document which was discussed at	

		<p>length. It was determined that UGMS would be operationally responsible for the position and that other details such as vertical integration will be discussed in a future meeting.</p> <p>It was MOVED by S. Murphy and SECONDED by V. Maddalena that the UCL Terms of Reference be approved as written.</p> <p style="text-align: center;">All were in favour and the MOTION CARRIED.</p> <p>Clinical Skills Assessment plan revision (P2): S. Murphy presented a revision in formative assessment involving written comments. This item will be tabled until V. Curran can give further clarification. D. McKay would like to see more coaching in the first two years of medical school. T. Laughlin agreed that we should be offering the same amount of help to the “good” students as the challenged learners. Item to be added to next agenda for further discussion.</p>	<p>MOTION: S. Murphy moved that the UCL Terms of Reference be approved as written.</p> <p>ACTION: Item to be added to next agenda to obtain clarification by V. Curran.</p>
#15 ADJOURNMENT		<p>D. McKay and the committee expressed their gratitude to both N. Duggan and V. Maddalena for all their work.</p> <p>The meeting adjourned at 1736h.</p>	
Next Meeting		Next regular meeting scheduled for January 20, 2016.	



Sean W. Murphy, MD

Committee Chair