
Undergraduate Medical Education Committee (UMEC)

APPROVED

September 9, 2022

1:00 – 3:00 PM

Meeting took place via Zoom

Attendees: Adam Bass, Janeve Desy, , Chris Naugler (Chair), Sarah Weeks (Co-Chair), Mike Paget, Carol Hutchison, Karen Fruetel, James Fewell, Kathy Fu, , Taj Jadavji, Shannon Leskosky, Kim Meyers, Naminder Sandhu, , Marcy Mintz, Shelly Sullivan (Admin)

Regrets: Kevin Busche, Melinda Davis, Adrian Harvey, Rahim Kachra, Martina Kelly, Dan Miller, Richard Walker, Mohamed Bondok, Allison Brown

Call to Order

The UMEC meeting took place via Zoom and was called to order @ 1:04pm by Dr. S. Weeks (Chairing in Dr. Naugler's absence).

Consent Agenda

Approval of Agenda

First: Dr. James Fewell **Second:** Ms. Shannon Leskosky

All in favor – Motion Approved

Motion approved with Dr. Weeks suggesting she would show the working draft of the document for input and comments and then circulate electronically for approval

Approval of Minutes from June 24, 2022

First: Dr. Taj Jadavji **Second:** Dr. Doug Myhre

All in favor – Motion Approved

Motion approved with the two minor corrections that need to be made. 1. RIME Curriculum TOR change to RIME Curriculum Committee TOR. 2) Alberta Advanced Education ([Motion to accept the change of 'Low' to 'Load'](#))

New Business

RIME Curriculum Committee structure – TOR approval

Dr. Weeks briefly reviewed the TOR draft that was written by Dr. Rahim Kachra with the committee, outlining the committee's roles and responsibilities. One suggestion was made to remove the word 'clinical' from the ROLE description; seeking a basic science appointee and student reps. Sarah Weeks will make the changes to the TOR and circulate to UMEC members for final approval and vote.

1. Standing Items:

3.1 Pre-Clerkship Committee:

Dr. Weeks informed the committee they are now back in person (mostly), temporary zoom groups and still struggling with Faculty Recruitment. There have been no leadership changes since the previous PCC meeting in June. The Class of 2024 are in their third and final week of Career Exploration in July, they are the first class to have a week of vacation in July and just completed their Course 5 exam. The Class of 2025 completed Population Health and now in the midst of Course 1 Anatomy and Medical Skills and their first career exploration week will take place in December. Dr. Weeks reported that they are still trying to fill some of the RIME leadership roles, they are accepting applications for pre-clerkship educators (34) and small group facilitators (50). She announced the three new Block Directors (Dr's Theresa Wu, Adam Bass and Murray Lee) as well as Directors of other portfolios that will take over the operationalization of RIME.

3.2 Clerkship Committee

Dr. Sarah Weeks presented updates from the Clerkship Committee on Dr. Busche's behalf. The Class of 2024 will be starting Clerkship in January 2023 with a mix of electives. They will have one mandatory block followed by Community Engaged Learning and Interprofessional Education Weeks. She reported that UME as well as Student Advocating and Wellness (SAW) have been providing sessions for students on what clerkship is all about. They have started booking local electives for their first few blocks and then will be booking visiting electives. Not all schools are accepting incoming students for January 2023 but will be in September/October pending the FMC portal being able to book some of those electives. A reminder that the Clerkship lottery is a process used for clerkship to give students the opportunity to list in order the things that they would like and with primary importance the things that they're thinking of applying to within the CaRMS match that they have those rotations prior to the MSPR cut off in October. Dr. Busche was told by the National UME Dean's that the timeline will be finalized at the AFMC Board meeting in October. The Class of 2023 are currently in Clerkship and have had several recent presentations about CaRMS from both UME and SAW. CaRMS will be hosting a session for the class about how the CaRMS process works in late September and CaRMS online will open for students in October.

3.3 Student Evaluation Committee

Dr. Desy informed the committee that there has not been a SEC meeting since June 2022. They continue to have the research committee meet on a weekly basis. The CCME deadline for submissions is approaching and if anyone has some education related research to consider submitting to that conference. This is a national conference on medical education. She reported they continue to have an ongoing success mentorship-based remediation program. Four new members were hired earlier this year and have been successful. They have met with many students on an ongoing basis and looking at faculty development in the fall. They continue to work closely with SAW and provide additional support to students. She reported there was another centre located on main campus also called Success Centre and have found additional resources that they have been providing students who are struggling academically in our program.

Dr. Desy reported that things are running smoothly, back in full person assessments in the usual format in PCC perspective and from a Clerkship perspective, one change is they will be having an interim competency committee meeting which will take place in November around MSPR data pull. She reported they continue to work on finalizing the assessment plan for RIME. They have started to move some of the existing assessments onto the card system and has been running smoothly. They continue to upload more questions onto that system. A new thing they are about to embark on with a master's level student is to start trying to define the number of successful completions of each clinical presentation that the undergrad students will have to do in order to move forward from the pre clerkship to clerkship curriculum.

3.4 Student Reports: Class of 2023: No representation

3.5 Student Reports: Class of 2024

Ms. Kathy Fu informed the committee that the Bilbies just completed their Course 5 final exam. Things are going smoothly getting the electives they were hoping for in the first couple of blocks of clerkship. They did meet with the Class of 2025 VP Academics as well as other representatives of various small groups and reported they are all doing well and will be electing their new representatives within the next week or so.

3.6 Student Reports: Class of 2025: No representation

3.7 Accreditation Update

Dr. Marcy Mintz informed the committee that she started with the committee in May 2022 to oversee the accreditation and the external review will take place in Fall 2024. There are ~3 possible dates and the accreditation steering committee will be meeting next week to discuss dates further. She reported in 2024 there will be a virtual meeting held for the first ~3 days, followed by an in-person meeting a couple of months later with the first potential date for the virtual meeting being in September, second one in early October and the third in later October. A secure date will be set in place after the steering committee meeting next week.

There will be a mock review in January 2024. Mock reviewers from the outside will be recruited whereas external reviewers will be appointed by CACMS. Dr. Mintz reported there is a steering committee that she will chair and ~7 additional committees with subcommittee chairs and members who will be invited by sub-committee chairs.

Dr. Mintz met with Mr. Matthew Matteo regarding the election of the leadership group for the Class of 2025. She will be able to finalize student representation in all of the subcommittees and Matthew will then speak with the leadership group about this. As for subcommittee chairs, there will be a formalized student subcommittee, ISA (Independent Student Analysis) committee who will be responsible for organizing student surveys. This survey is distributed by the AFMC in Jan 2023.

3.8 Associate Dean's Report (C. Naugler):

Dr. Naugler informed the committee that there as been an ask by the Ministry of higher education and Minister of Health for both UofA and UofC to look at the possibilities of increasing enrollment in the future. Discussions have been taking place at the level of ~2 Deans and relevant ministries. He will keep the committee updated.

Meeting was adjourned at 2:20pm.

The next UMEC Meeting will take place on November 18, 2022