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## Undergraduate Medical Education Committee (UMEC)

### Approved

December 12, 2025

1:00 – 3:00 pm

Meeting took place via Zoom

**Attendees:** A. Adel, N. Boechler, A. Bromley (Chair), R. Buck, S. Buffel, J. Desy, D. Fatima, J. Gill, L. Harper, T. Killam, S. Leskosky, K. Martin, K. Myers, M. Paget, N. Sandhu, C. Svrcek, D. Slater, S. Weeks, C. Wong, T. Wu, D. Zuege

**Regrets:** A. Bass, T. Bismar, D. Carpentier, P. Chiu, K. Dinsmore, B. Hallgrimsson, C. Horwood, M. Hsu, S. Ivaturi, R. Jalil, M. Lee, S. Lee, K. Osei-Tutu, A. Randhawa, R. Sanguinetti, S. Smith, T. Jadavji, S. Tally

### 1. Call to Order

The meeting was called to order by Dr. Amy Bromley, who began with territorial acknowledgments and a reflection on the winter solstice, emphasizing gratitude for the land and the lessons it offers. She shared a quote from Indigenous Tourism Alberta highlighting winter as a time for rest, renewal, and rejuvenation, and acknowledged the importance of learning from the land and those who came before us.

2. **Consent approval Agenda:** Approved  
**Consent approval of Minutes:** Approved

### 3. New Business

#### Introduction of New Block Director

Dr. Sarah Smith was introduced as the new Block 3 Director, replacing Dr. Adam Bass. Sarah brings experience as a pre-clerkship educator and will join Dr. Carolyn Wong and Dr. Murray Lee in this role. Amy expressed appreciation for Dr. Bass's contributions and wished him well in his new position as Program Director for Nephrology.

#### Flex Day Absence Policy Clarification

The group discussed how flex days interact with the 10-day absence threshold and reached consensus that flex days, including half-days, will count toward the 10-day limit. Dr. Theresa Wu emphasized that this policy is not punitive but serves as an early warning system to monitor student wellness and academic progress. Dr. Bromley will respond to the CMSA's letter to clarify these points and maintain ongoing dialogue with student leadership. Dr. Bromley also noted that she is open to exploring whether a half-day absence could be counted as a half day rather than a full day, and discussions on this will continue with student leadership.

#### Pre-Clerkship Director Positions

The committee approved a proposal to elevate Dr. Kristen Black's role from Indigenous Health Portfolio Lead to Director of Indigenous Health, with an increased FTE to reflect her significant responsibilities in curriculum development, faculty leadership, and capacity building. This change acknowledges the unique scope of Indigenous health curriculum and its distinction from other portfolio roles.

**Motion Passed**

The committee also endorsed the creation of evaluation coordinator positions for each block to strengthen exam quality and ensure alignment with curricular objectives. These coordinators will contribute to blueprinting, question development, and card review, addressing student feedback and supported by faculty development initiatives. The proposal was approved by consensus, with recognition of funding considerations. In addition, updates to the Block Director job profile were presented to clarify deliverables, accountability, and integration responsibilities. These revisions formalize current practice and expectations, with no changes to FTE.

**Motion Passed**

#### **PCC Membership Addition**

The committee approved the addition of Dr. Rick Buck, Associate Dean for SAMP, and Dr. Ben Andrews, Pre-Clerkship Director for SAMP, to the PCC membership to ensure compliance with accreditation requirements.

**Motion Passed**

#### **4. Business Arising from the Minutes**

The committee noted two key items arising from the previous meeting. The Student Evaluation Committee (SEC) has approved the updated version of the Big Ten, which will be released shortly. In addition, Faculty Council has authorized a redesign of the SARC process to align with recent legal requirements, with Dr. Glenda Bendiak leading this initiative.

#### **5. Standing Updates:**

##### **3.1 Student Report – Class of 2026**

Nothing to report as Shiva Ivaturi and Alam Randhawa were unable to attend.

##### **3.2 Student Report – Class of 2027 and Class of 2028**

The Class of 2027 officially completed pre-clerkship as of the meeting date. Adibba expressed gratitude on behalf of the class for the faculty and committee's efforts in organizing and supporting pre-clerkship, noting both highlights and challenges throughout the experience. She reported that Exam 12 was held earlier in the week and that competency committee meeting dates have been communicated to students. Updates for Electives 3 and 4 are currently being distributed, with AFMC applications for Electives 5 and 6 scheduled after the holiday break.

The Class of 2028 reported that they are wrapping up Block 1 (Unit 1.4.3) and preparing for their fourth unit exam and first OSCE next week. Students expressed positive feedback about the teaching in this unit, highlighting the effective mix of didactic learning and hands-on clinical experience, particularly during recent workshops. They also noted that engagement has been high and thanked faculty for their efforts in creating meaningful learning experiences. Additionally, the class met with the Student Evaluation Committee (SEC) recently to discuss post-exam feedback processes and is awaiting the implementation of improved feedback mechanisms as they transition into Block 2 in the new year.

##### **3.3 RIME Pre-Clerkship Committee**

Dr. Wu's pre-clerkship update was presented under the New Business section of the meeting.

##### **3.4 Clerkship Committee**

The Clerkship Committee reported that the Class of 2026 has submitted all CaRMS applications and completed

their first summative progress test, with the second scheduled at the end of clerkship. Students must pass one of these tests and complete 43 EPAs to graduate; support meetings are underway for those behind trajectory. Upcoming milestones include CaRMS interviews and OSCEs in mid-January. For the Class of 2027, clerkship begins in January, and while the AFMC electives portal has improved since its launch, issues persist with schools overestimating capacity, resulting in canceled electives after acceptance and payment. UME leadership is working with AFMC to resolve these concerns. Home electives have been successfully booked for all students, and rural electives remain outside the portal due to their individualized matching process. Students are being asked to apply for rural electives only if they intend to accept them, given the significant effort required to arrange these placements.

### **3.5 Student Evaluation Committee**

Dr. Janeve Desy reported that the Student Evaluation Committee passed a motion clarifying that once an examination booklet is submitted, it cannot be returned or altered under any circumstances. She also noted a change to the post-exam review process: the survey collecting feedback on specific exam questions will now be distributed by the evaluation office, which will share all results verbatim with student representatives. This adjustment is intended to streamline the process and expedite exam result releases. Additionally, the committee is working to establish and communicate fixed exam release dates in advance to reduce uncertainty for students. Dr. Desy highlighted that this is a particularly busy period with numerous exams and upcoming competency committee meetings.

### **3.6 UME Research Committee Update**

Dr. Janeve Desy provided the UME Research Committee update, highlighting the success of the Eclipse event held on December 1. The event featured a keynote presentation by Dr. Watling to both student classes, numerous scholarly project poster presentations, and the distribution of faculty awards. Additional scholarly sessions were offered in the afternoon, creating a comprehensive and engaging experience for participants. Feedback is currently being collected to identify areas for improvement, and planning is underway to host a similar event next year, likely in December.

### **3.7 Accreditation Update**

Dr. Lea Harper reported that work is underway to prepare the accreditation status update due in August 2026, following the 2025 report. She noted that efforts are focused on addressing key elements, including faculty sufficiency—supported by the hiring of new PCEs and TGFs—and improving community-engaged learning experiences through data collection and partnership enhancements. Significant curriculum work is ongoing, and a recent student survey yielded a strong response rate, with encouraging results, particularly regarding increased awareness of mistreatment policy and process. The team aims to complete the DCI by April and meet with the Accreditation Committee in May before submitting the final report.

### **3.8 SAMP Update**

Dr. Rick Buck shared the SAMP update, noting significant progress and upcoming milestones. He highlighted that from January 12–16, ten students from the Class of 2028 will participate in a trial run of Week 2.5.2 at the University of Lethbridge campus, an event expected to draw considerable interest from faculty observers. Pre- and post-questionnaires will be administered to both students and faculty to gather feedback. Rick also reported ongoing efforts to hire preceptors in preparation for the July 2026 implementation and described site visits aimed at increasing clerkship capacity. Additionally, planning continues for faculty development to ensure preceptors are ready for teaching. On the infrastructure side, Rick presented a preliminary floor plan for the new SAMP building, which will include two large subdividable classrooms, a gross anatomy lab, an Indigenous gathering space with smudging capability, student study areas, and a clinical training skills space.



Undergraduate Medical Education Committee (UMEC)  
Minutes

**Meeting Adjourned:** 2:40 pm

**Next UMEC Meeting:** March 6, 2026