



# Undergraduate Medical Education Committee (UMEC) Minutes

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## Undergraduate Medical Education Committee (UMEC)

### APPROVED

February 12, 2021

1:00 – 3:00 PM

Meeting took place via Zoom

**Attendees:** Drs. Allison Brown, Kevin Busche, Janeve Desy, James Fewell, Adrian Harvey, Carol Hutchison, Taj Jadavji, John Kortbeek, Doug Myhre, Chris Naugler (Chair), Ian Walker, Richard Walker, Ms. Karen Chadbolt, Ms. Shannon Leskosky, Ms. Erica Lindquist, Mr. Mike Paget

**Regrets:** Drs. Melinda Davis, Karen Fruetel, Benedikt Hallgrimsson, Martina Kelly, Kevin McLaughlin, Dan Miller, Sarah Weeks, Ms. Laura Ansell (Palmer), Mr. Scott Bell, Ms. Suzanne George, Ms. Tabitha Hawes, Mr. Arjun Maini, Ms. Kerri Martin

**Guests:** Drs. Jocelyn Lockyer and Rahim Kachra

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### Call to Order

The UMEC meeting took place via Zoom and was called to order @ 1:00 p.m. by Dr. C. Naugler (Chair).

#### 1. Approval of Consent Agenda

The February 12<sup>th</sup>, 2021 Consent Agenda was approved noting the addition of the Pre-Clerkship Terms of Reference. The November 20<sup>th</sup>, 2020 UMEC Minutes were approved.

#### 2. New Business:

### Competency Committee (Dr. J. Desy)

Dr. Desy informed members that the Competency Committee TOR was presented for the first time and approved by the UMEC Committee last year for the Class of 2020. Dr. Desy explained that because the Competency Committee was a new committee and at the time of its inception it was unsure if it would be used only once, therefore it was requested to have it in existence for only one year. Since COVID has continued to be a disruptor for the Class of 2021 clerkship year, Dr. Desy is requesting to continue the use of the Competency Committee to make graduation decisions for the students. Dr. Desy noted that since we are switching to competency-based medical education, she would like to reintroduce the Competency Committee and accept it as a standing committee. With regard to the duties of the Competency Committee, a change this year is that we have made the opportunity to have two meetings. Dr. Desy explained that last year, the Competency Committee met once and reviewed all of the assessment data of every student. The committee then voted to either graduate, not graduate or vote undecided. Dr. Desy explained that if one member of the committee dissented then that student would automatically be forwarded to SARC. Dr. Desy noted that a revision for the upcoming year is if a committee member is undecided on whether a student should graduate during the first Competency Committee meeting, additional data will be requested and potentially the committee will be able to

come to a consensus during a second meeting. Therefore, the committee would reconvene for a second meeting and talk only about the students that have no firm consensus. If there is still a member who does not agree after the second meeting, then that student would be referred to SARC. The second revision is the role and responsibility of recommending students for graduation, this going forward, will be outlined in a document entitled "Promotion Graduation Standards Document." This document summarizes what the graduation standards are. It was suggested that Dr. Desy add a sentence in the Roles and Responsibilities section of the Competency Committee TOR to indicate to whom the Competency Committee makes the recommendation to. Dr. Desy will add that the recommendations are made to the Associate Dean and that the Associate Dean is responsible for recommending students to SARC.

**MOTION: Moved by Dr. D. Myhre. Seconded by Dr. T. Jadavji**  
UMEC approve the revised Terms of Reference of the Competency Committee.

**CARRIED**

**EDI Initiative (Equity, Diversity and Inclusion) Sub-Committee (Dr. C. Naugler)**

Dr. Naugler reminded UMEC members that this is a sub-committee of UMEC. This is an initiative to form a committee that would look at issues related to equity, diversity and inclusion, in particular look at curricular delivery of evaluations and also give a lens to any summative or formative examination that would be reviewed through EDI.

**ACTION:** The Equity, Diversity and Inclusion Terms of Reference will be circulated to UMEC members for an electronic vote.

**Student Evaluation Committee TOR – Membership (Dr. J. Desy)**

Dr. Desy explained that the revision to the SEC membership is a change of the student representatives. There were no changes to the composition of the TOR.

**MOTION: Moved by Dr. J. Kortbeek. Seconded by Dr. R. Walker**  
UMEC approve the Student Evaluation Committee revised membership.

**CARRIED**

**Pre-Clerkship Committee TOR (Dr. C. Naugler on behalf of Dr. S. Weeks)**

Dr. Naugler explained on behalf of Dr. Weeks that the one revision to the Pre-Clerkship Committee TOR is the addition of a Student Advising and Wellness (SAW) Faculty Representative as a non-voting member. Dr. Naugler explained that it is important for SAW to have representation because students will ask about decisions that are being made at the Pre-Clerkship Committee.

**MOTION: Moved by Dr. R. Walker. Seconded by Dr. T. Jadavji**  
UMEC approve the revised Pre-Clerkship Terms of Reference.

**CARRIED**

**RIME (Re-Imagining Medical Education) Update (Dr. R. Kachra)**

Dr. R. Kachra, the Director of Teaching Innovation for the UME explained that RIME is taking pre-existing models

that already work in the UME and creating a structure to support this and to embed the concept of quality improvement in the curriculum. He reported that they have created a committee of innovative, productive and motivated medical educators who are all experienced experts in their specialties. Dr. Kachra explained that the RIME Committee has been asked by UMEC to consider the feasibility and desirability of curricular overhaul. Dr. Kachra commented that if the proposal is pedagogically sound it is therefore desirable. Whether the implementation is feasible depends largely on two things, which he is asking of UMEC today: 1) firm commitment for UMEC to accept recommendations within reason, and 2) a firm timeline. Discussion ensued among UMEC members. The committee also discussed an appropriate timeline for the RIME program to start, this was also discussed by UMEC in great detail. Dr. Desy suggested that the RIME committee make a timeline and therefore this timeline could be implemented in either 2022 or 2023. Dr. Naugler suggested that RIME be a standing item on the UMEC Agenda.

**MOTION: Moved by Dr. I. Walker. Seconded by Ms. E. Lindquist**

The RIME subcommittee has brought forward a recommendation and asking for the UMEC Committee to endorse that recommendation brought forward by the RIME subcommittee.

**CARRIED**

### 3. Standing Items:

- a. **Pre-Clerkship Committee:** The Class of 2023 are currently in Course III with several year one courses wrapping up (Anatomy, AEBM and Medical Skills I). All small groups are continuing online over Zoom, this will be reassessed for Course IV with the potential for a hybrid model. As well, percentages of students responding to event based and overall course surveys is significantly lower than usual. Dr. Weeks is looking at various options to improve this including scheduling in-class time to complete surveys. Dr. Harvey reported that he and his team are looking into ways to improve survey responses as well.
- b. **Clerkship Committee: Class of 2021** – Dr. Busche explained that the Clerks in the class of 2021 are currently in the “CaRMS crunch”. They have submitted all of their documents and are waiting to hear about CaRMS interviews (taking place from March 8 to March 28).

**Class of 2022** – Dr. Busche explained that this class started clerkship two and half weeks ago. They started with a 14-week program that is completely novel this year. The new programs include a boot camp (to obtain material that was missed during pre-clerkship because of COVID), junior clerkship week (a gentle introduction for the students to get an idea of what it is like to be a clerk in a clinical environment), inter-professional education electives (clerks work with medical people like nurses, physiotherapists, optometrists, etc.), community engagement learning teaching sessions (clerks are interacting virtually because of COVID this year, but hopefully next year this will be done in person with our partner organizations through the Indigenous Global Health Office) and a portion of Course 8 which normally would be dispersed throughout their clerkship year, will be taught at the beginning of the year, and the remainder will occur longitudinally as usual.

Dr. Busche explained that even though the class of 2023 has not yet begun their second year, the Clerkship Committee is thinking about what the basic format of their schedule is going to look like. One of the biggest challenges is that the planning for clerkship requires the CaRMS timeline and the timeline is not yet set for the Class of 2023.

- c. **Student Evaluation Committee:** Dr. Desy reported that they have started to collect EPAs for the students in the class of 2021. The students are doing a very good job in getting the EPAs

completed throughout their clerkship training and they will be factored into the Competency Committee's graduation decisions at the end of the year. With regard to the class of 2022, they are just starting their clerkship. Prior to the students going into Clerkship they did their Med Skills II OSCE. The SEC Committee had a few motions circulated electronically in the past week with regard to the Med Skills OSCE. Dr. Desy reported that there had been an inadvertent data leak on the OSCE where the names of the OSCE stations became available on the students' electronic system "Dolphin" the day before the exam and so this impacted all of the Physical Exam stations and Procedural Skills stations because it essentially told the student, who had signed into that system and what the stations were. Dr. Desy reported that this created an issue with how we should analyze the exam results given this leak. Therefore what they wanted to do was to ensure that they were not penalizing any student who didn't see this data prior to writing their exam, so they decided to set the passing grade as they normally would but for any student who is unsatisfactory on a first attempt we did not put this on their record. Therefore, the student could have a repeat attempt that would be counted as their first attempt. Dr. Desy reported that they are still confident that they can assess all of these skills because now that they have implemented EPA data within the clerkship, they know that the students are having these EPA's assessed on regular intervals going forward. Dr. Desy informed members that the problem has been fixed and they are confident that it is not going to happen again. With regard to the class of 2023, they just completed the first quiz of Course III and SEC had a couple of motions at their most recent meeting regarding the exams. Dr. Desy explained that students still come to write their final summative exam in person (due to COVID restrictions this takes six lecture theatres and many invigilators). With regard to quizzes, Dr. Desy explained that they do not have access to six lecture theatres or numerous invigilators for every quiz therefore it was important to have motions passed to protect the integrity of the online exams. The motions passed were 1) scrambling the order of questions on those exams so that every student has a unique item order on their exam, and 2) they are not allowing backwards navigation throughout the exam, so as a student proceeds through the questions, they submit a question and then they are unable to go back to a prior question and this is to prevent collusion and cheating on those exams, and 3) the last policy that SEC implemented is that they will bring in as many students as they can for each of the mid-point assessments to write in person and currently that means we have space for 38 students to come and write their exam in person. The goal is to ensure that every student has the opportunity over the remainder of this year to write one of their mid-point exams in person. Dr. Naugler thanked Dr. Desy and her committee for all of their hard work.

- d. **Student Reports:** Class of 2023 - Ms. E. Lindquist reported that the Class of 2023 is currently in the middle of Course III and feels that most students have caught up with the pace. She also reported that AEBM and Anatomy will be wrapping up in March, as well the class will be doing their first OSCE in March, as well as their first week of Pre-Clerkship Electives in March. Ms. Lindquist reported that many students from her class are currently accessing SAW and that they are very grateful that they have that resource.

- e. **Accreditation Report:**

Dr. Lockyer gave an accreditation update. She thanked everyone who participated in the self-study and reported that after two years they have now closed off the documents with the exception of a few updated TORs and will send to the reviewers. The date has been set for early May and those who will be participating have been contacted. Dr. Naugler thanked Dr. Lockyer and her team for all of their hard work.

- f. Associate Dean's Report:** Dr. Naugler reported that a big issue this time of year is the UME Budget. He was happy to report that we have stable funding for the next year going forward unless there is a dramatic change. He thanked M. K. Chadbolt for all of the hard work that she and her team have put in.

**Meeting was adjourned @ 2:40 p.m. by Dr. Naugler (Chair).**

**Minutes by Jane McNeill**