
Undergraduate Medical Education Committee (UMEC)

Approved

June 20, 2025

1:00 – 3:00 PM

Meeting took place via Zoom

Attendees: A. Adel, A. Bromley (Chair), R. Buck, S. Buffel, K. Busche, J. Desy, K. Dinsmore, L. Harper, M. Hsu, C. Hutchison, S. Ivaturi, T. Jadavji, R. Jalil, M. Mintz, K. Myers, K. Osei-Tutu, M. Paget, N. Sandhu, C. Svrcek, S. Weeks and T. Wu

Regrets: A. Bass, P. Chiu, B. Hallgrimsson, C. Horwood, K. Martin, M. Lee, S. Lee, S. Leskosky, A. Randhawa, R. Sanguinetti, D. Slater and D. Zuege

1. Call to Order

Dr. Amy Bromley opened the meeting with a land acknowledgment and reflections from the Decolonizing Healthcare Congress, emphasizing the importance of integrating Indigenous ways of knowing into healthcare education. She highlighted the concept of nested learning loops and the need for deeper understanding and self-actualization in healthcare systems. The committee was encouraged to consider these perspectives in their ongoing work, particularly in updating the Terms of Reference.

2. Consent approval Agenda: Dr. Weeks Approved; Dr. Myers Seconded

Consent approval of minutes: Dr. Harper Approved; Dr. Sandhu Seconded

3. New Business

Dr. Amy Bromley introduced Suzanne Buffel as the new Administrative Coordinator for UME. She also welcomed representatives from the SAMP program, including Dr. Rick Buck, Associate Dean, and Kelly Dinsmore, Project Manager – Academic.

UME Leadership Update

Dr. Bromley provided updates on UME leadership. Dr. Kevin Busche would be stepping down, with Dr. Sarah Weeks assuming the role in July. Several leadership roles are currently posted, including Assistant Dean for Pre-Clerkship, a Professionalism Advisor, and a Quality Improvement Coordinator.

Terms of Reference – for approval

The Terms of Reference (TOR) were reviewed, with updates to membership roles, inclusion of CACMS standards, and annual reporting requirements.

Motion to Approve: Dr. Sarah Weeks

Seconded: Dr. Jadavji

All in Favour

Attendance Policy – for approval

Dr. Sarah Weeks delivered a detailed update on the UME Attendance Policy, prompted by a significant increase in student absences—particularly in Block 2, where the median number of missed days reached 17, equivalent to over three weeks of programming. This raised concerns about the loss of experiential learning and the burden

placed on peers. While many absences were legitimate, inconsistencies in policy enforcement had led to the approval of non-compliant requests.

To address this, the revised policy introduces three key changes: (1) students are allowed up to two automatically approved conference-related absences per program, with additional requests reviewed individually based on academic performance and context; (2) students who accumulate ten or more absences in a block will be required to meet with the Assistant Dean to identify potential barriers and offer support; and (3) unapproved absences may result in the issuance of an EPA 0, a professionalism tool used to document and address accountability concerns.

Dr. Weeks emphasized that the policy is not punitive but supportive, aiming to balance flexibility with fairness. Conference absences do count toward the 10-day threshold, but the policy allows for compassionate consideration of circumstances such as illness or personal hardship. Student representatives engaged in the discussion, seeking clarification and affirming the importance of a case-by-case approach. The policy was approved by the committee.

Motion to Approve: Dr. Svrcek

Seconded: Dr. Harper

All in Favour

LOA Policy – for approval

Dr. Sarah Weeks presented updates to the Leave of Absence Policy, noting its close connection to the Attendance Policy. A short-term LOA is required when students need more than three consecutive days off for academic or personal reasons. While the criteria for approval remain unchanged, the policy language was revised for clarity and alignment with other institutional policies.

Dr. Amy Bromley proposed standardizing parental leave by replacing separate maternity and paternity provisions with a unified parental leave policy. The committee supported this change, recognizing that equal leave duration promotes fairness and avoids structural bias. Although the Canadian standard is now 18 months, the policy will maintain a one-year leave for practical academic continuity, with flexibility for extensions as needed.

The committee also discussed removing the requirement for SARC approval for standard parental leave, citing the administrative burden and potential delays. SARC meetings are infrequent, and the process can be intimidating for students. Instead, routine parental leaves will be managed within the UME office unless exceptional circumstances arise. The proposed changes were approved by the committee.

Motion to Approve: Dr. Desy

Seconded: Dr. Svrcek

All in Favour

Dr. Amy Bromley transitioned the meeting to the business arising section, noting that several committee reports had been circulated in advance. To streamline the process and avoid additional follow-up emails, she proposed approving the reports during the meeting. With no objections from attendees, the committee agreed to proceed.

UME Research Committee Annual Report – for approval

Dr. Kevin McLaughlin presented the UME Research Committee report, highlighting strong student engagement in extracurricular research. A voluntary survey showed that 70% of respondents were involved in research, with a median of two projects per student. Over half had authored at least one publication, indicating a high level of scholarly activity.

The committee reviewed 27 research proposals involving UME learners, approving 25. Additionally, a commitment was made to include at least one learner in every new education research project, either during its development or as a subject matter contributor. Dr. Amy Bromley commended these efforts, noting they directly address student concerns about limited research opportunities and align with the CSM strategic plan to amplify learner voices in academic initiatives.

Motion to Approve: Dr. Weeks
Seconded: Dr. Sandhu
All in Favour

Pre-Clerkship Annual Report

Dr. Sarah Weeks provided an update on the progress of the Pre-Clerkship (PO2) class, noting that students are performing well academically as they approach their Unit 8 exam and Block 2 OSCE. She highlighted a reduction in leaves and course repetitions, attributing this to the success of the RIME curriculum. The team has maintained strong leadership continuity, with Dr. Patrick Lee continuing to play a key role in content development. A significant milestone was the appointment of Dr. Kristen Black as the Indigenous Health Lead, whose contributions have been impactful and well-received.

Efforts to improve onboarding and faculty engagement have also been a focus. While two Pre-Clerkship Coordinator (PC) roles were vacated, they were temporarily absorbed by existing staff, with plans to recruit replacements. The team has emphasized better onboarding processes and recognized outstanding educators with awards from the Class of 2026. Additionally, the program continues to enhance accessibility and leverage digital tools like FreshSheet to support student learning. Dr. Weeks expressed pride in the program's progress and gratitude to the team for their contributions.

Motion to Approve: Dr. Harper
Seconded: Dr. Buck

Clerkship Annual Report

Dr. Kevin Busche provided a brief overview of the Clerkship Committee report, covering updates from March 2024 to March 2025. He noted that the committee is currently seeking two new resident representatives, with plans to fill those roles over the summer. These positions are valuable but often short-term due to the nature of residency training.

He also reported several leadership transitions within clerkship roles. Dr. Taylor Wong replaced the Internal Medicine Evaluation Coordinator, and other departmental clerkship leadership changes were noted. These updates were included as part of the broader report, which was submitted for committee approval.

Motion to Approve: Dr. Weeks
Seconded: Dr. Desy

Student Evaluation Committee Annual Report

Dr. Janeve Desy presented the Student Evaluation Committee report, highlighting several key updates to student assessment practices. The most significant change was the integration of clerkship written exams into the longitudinal clinical skills course, replacing the previous model of separate exams for each rotation. Additionally, pre-clerkship exams were revised to include novel questions—initially capped at 20%, but now increased to 20–50%—to better assess content taught in class beyond the standard practice materials.

Dr. Desy also introduced a new examination deferral policy. Under this policy, students may defer an exam once, but a second deferral is not permitted. If a student fails to write the deferred exam on the scheduled date, they will receive a grade of zero. These changes aim to enhance academic integrity, consistency, and fairness in the assessment process.

Motion to Approve: Dr. Busche
Seconded: Dr. Sandhu

4. Business Arising from the Minutes

Big 10 Update

Dr. Leah Harper provided an update on the ongoing revision of the Big 10 learning objectives. A working group was re-established to refine the previously proposed version, which had not been accepted by the Strategic Education Committee. The revised structure retains the “Big 10” format and introduces a preamble to articulate the core values of the undergraduate medical program. The learning objectives are being streamlined to enhance clarity and alignment with both curriculum content and assessment. Final revisions are expected soon, followed by stakeholder engagement and anticipated approval in September.

Accreditation

Dr. Marcy Mintz presented the results of the recent accreditation review. The school received an “Indeterminate Term” status, effectively a 36-month accreditation, with a limited CACMS review scheduled for Fall 2028. Of the 14 flagged elements, 12 were rated unsatisfactory and 2 satisfactory with monitoring. A Mini-DCI report is due in August 2026. Some elements, such as social accountability and information technology, were upgraded following institutional feedback. Ongoing efforts are addressing flagged areas including diversity, student mistreatment, faculty sufficiency, and student health policies. Dr. Mintz acknowledged the collaborative work that contributed to the positive outcome, and Dr. Amy Bromley commended the leadership and transparency that helped ease student concerns throughout the process.

5. Standing Updates:

3.1 Student Report – Class of 2026

Shiva Ivaturi and Alam Randhawa had nothing to report.

3.2 Student Report – Class of 2027

The Class of 2027 representatives, Marissa Hsu and Adibba Adel, Marissa Hsu and Adibba Adel provided a

brief student update. They shared that the class is currently in Week 8.2, preparing for the upcoming Unit 8 exam and Block 2 OSCE. Community-engaged learning placements are on hold for the summer but are expected to resume in July. They also noted ongoing collaboration between student representatives and block leadership to support smooth transitions between blocks and to incorporate student feedback. These efforts aim to enhance the

learning experience for both current and incoming students.

3.3 RIME Pre-Clerkship Committee

Dr. Sarah Weeks reported on the RIME Pre-Clerkship Committee. RIME 3.0 is underway with stable leadership and improved onboarding. Dr. Kristen Black has been hired as the Indigenous Health Lead. Student feedback and academic performance have been positive.

3.4 Clerkship Committee

Dr. Kevin Busche provided the Clerkship Committee update. Clerkship orientation and lottery are in progress. EPA 0 has been implemented, and a new longitudinal exam format has been launched. A new feedback system now ties ITER release to student evaluations.

Dr. Kevin Busche provided updates on clerkship preparations and student engagement. The Class of 2027 is currently receiving orientation and guidance from various faculty members, including the evaluator and electives director, to prepare for their upcoming clerkship. Students will also be introduced to the clerkship lottery system, which customizes their rotation schedules.

To support academic success, clerkship directors have developed exam preparation materials, especially for students who have not yet experienced all rotations. Additionally, a new feedback process has been implemented: students must complete end-of-rotation evaluations to receive their final ITERs, with unsatisfactory evaluations released immediately. This change aims to improve both the volume and quality of student feedback, which is highly valued and actively used to enhance the program.

Dr. Amy Bromley shared recent data comparing RIME and legacy students. Analysis of over 1,000 ITERs revealed no significant differences in negative feedback, but RIME students received notably more positive comments. One area where RIME students outperformed was in knowledge of disease prevention and health promotion. Dr. Bromley emphasized that these results affirm the curriculum's success in preparing students to be generalist physicians focused on proactive, patient-centered care. She expressed pride in the program's direction and gratitude to the team for their contributions.

3.5 Student Evaluation Committee

Dr. Janeve Desy reported that the Student Evaluation Committee has consolidated clerkship exams into longitudinal assessments. Novel questions have been added to pre-clerkship exams, and a new exam deferral policy has been aligned with the main campus.

3.6 UME Research Committee Update

Dr. Kevin McLaughlin shared that 70% of surveyed students are involved in extracurricular research. There have been 14 education research publications, and there is a strong commitment to involving learners in research design.

3.7 Accreditation Update

Leah Harper provided an update on the Big 10 revision, noting that a working group is refining the learning objectives and preamble to better reflect the program's values. Dr. Marcy Mintz delivered the accreditation update, confirming that the school received an "indeterminate term" status with a follow-up review scheduled for 2028. Several flagged elements are being addressed, and the school is actively working on improvements.

3.8 SAMP Update

Dr. Rick Buck provided a comprehensive update on the Southern Alberta Medical Program (SAMP), highlighting key academic and infrastructure milestones. While the permanent facility in Lethbridge will not be

ready by July 2026, a fully equipped temporary space has been secured to welcome the inaugural cohort of 20 students—referred to as the program’s “trailblazers.”

To support regional representation, a rural admissions scoring system has been introduced. This includes a declaration of interest, a reference from a rural contact, and evaluation by a rural-focused panel. Dr. Ben Andruchow has been appointed as Pre-Clerkship Director, and recruitment is ongoing for additional faculty development roles.

Dr. Buck also acknowledged concerns from Medicine Hat regarding potential underrepresentation. In response, efforts are underway to strengthen engagement and ensure sufficient clerkship capacity in that region. Mike Paget added that faculty development planning is progressing well, with a pilot week in Lethbridge anticipated for January.

The team expressed deep appreciation for the continued support from colleagues across the institution and is energized by the collaborative spirit driving the program forward.

Dr. Amy Bromley encouraged committee members to share these opportunities within their networks. The goal is to attract individuals who can support distributed learning, broaden faculty and student engagement, and ultimately enhance educational experiences while empowering learners to make meaningful contributions in underserved communities.

3.9 Associate Dean’s Report

Dr. Amy Bromley concluded with the Associate Dean’s Report. She expressed excitement for the incoming class of 186 students, who will begin on July 2, 2025. She noted that RIME students are outperforming legacy students in key areas, particularly in prevention and health promotion.

Meeting Adjourned: 2:55 pm

Next UMEC Meeting: September 26, 2025