

## **Undergraduate Medical Education Committee (UMEC)**

### **APPROVED**

June 24, 2022

1:00 – 3:00 PM

Meeting took place via Zoom

**Attendees:** Kevin Busche, Janeve Desy, Martina Kelly, Chris Naugler (Chair), Sarah Weeks, Mike Paget, Dan Miller, Carol Hutchison, Karen Fruetel, Mohamed Bondok, James Fewell, Kathy Fu, Adrian Harvey, Taj Jadavji, Shannon Leskosky, Kim Meyers, Naminder Sandhu, Rahim Kachra, Marcy Mintz, Gretchen Greer, Allison Brown, Sharon Litton (Admin)

**Regrets:** Adam Bass, Melinda Davis, Richard Walker

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### **Call to Order**

The UMEC meeting took place via Zoom and was called to order @ 1:02pm by Dr. C. Naugler (Chair).

### **Consent Agenda**

#### **Approval of Agenda**

**All in favor – Motion Approved**

#### **Approval of Minutes from April 1, 2022**

**All in favor – Motion Approved**

### **1. Standing Items:**

#### **3.1 Pre-Clerkship Committee:**

Dr. Weeks reported that Course 4 is now back in person and the Anatomy lab is now open to students. There have been no changes with PCC leadership since the annual report was given. RIME is a standing item at PCC and working to keep committed faculty engaged as well as recruit more generalists and interviewing new roles for RIME. She reported there have been a few struggles with recruitment and have been working with program directors to help recruit senior residents as it's an important opportunity for them to get some teaching experience transitioning to practice. A PCC Retreat is planned for September to inform creation/curation of small group cases with the help of Dr. Martina Kelly. The Class of 2025 will be welcomed on July 4<sup>th</sup> and welcomes any questions, comments or feedback.

### **3.2 Clerkship Committee**

Dr. Kevin Busche reported that the Class of 2022 is now finished. The CaRMS match rate was 93.5% in the first round. The second round was lower at 40%. Unfortunately, the match to Family Medicine was a little disappointing at just ~23%. The program is doing much better exposing our students to Family Medicine, particularly pre-clerkship than any other schools in the country. All our students now do a Family Medicine block and before the MSPR cut off all students have one four-week block in a rural setting and the other half in a urban setting.

Dr. Busche reported that things are moving along for the Class of 2023. Some issues mentioned was the surgical evening coverage as there are fewer residents available to do the coverage, occasional clerks with COVID and they have lost some of their clinical assistants. Unfortunately, our clerks do not have the opportunity to access patients as they needed to be transferred to other hospitals due to lack of surgical coverage.

The Class of 2024 will start clerkship in January 2023 and will have visiting electives. Hoping to have more information for CaRMS timeline after AFMC meeting in October, as currently we are making our best educated guess for the Clerkship lottery.

### **3.3 Student Evaluation Committee**

Dr. Desy reported that that SEC met on June 20<sup>th</sup>, 2022. She announced Dr. Glenda Bendiak is the new sub-committee Chair. She will be responsible for managing all appraisals from students. Two additional members at large have been added, Dr. Edwin Cheng and Dr. Dan Miller. She reported a few minor policy changes. Now allowing anatomy faculty at every exam and a slight change was made with timing around exam review policies that will accommodate when there are extenuating circumstances when a student may have not received their unsatisfactory result within the time frame that would have allowed them to review their exam before the rewrite. They are in the process of updating the clerkship ITER to be a little more clear to which aspects will either appear on a students MSPR and which ones will not. They are hoping to have those changes implemented at the end of this calendar year after this years MSPR's are completed. They are also working on a process to provide more clear expectations to the students approximately where the passing threshold will be set for each of the courses as there have been some concerns from students not knowing if they are on track to pass. The plan is to provide them with the last two years passing threshold so they have some idea where to expect the passing threshold that will be set for each of the PCC level of courses.

The research committees continue to meet on a weekly basis and things are going really well. They continue to use the research submission portal that they created.

**3.4 Student Reports: Class of 2022:** No representation

**3.5 Student Reports: Class of 2023:** No representation

### **3.6 Student Reports: Class of 2024**

Kathy Fu reported to the committee that they just completed the Course 4 final exam and happy to be moving into Integrative & ICP course. She received comments from students that they wish they could have started this earlier on in Medical School. They are looking forward to Career Exploration Week and their summer break.

Mohammed reported that students are curious about RIME and how things will be addressed from the current curriculum and hoping to get more formal communication.

### **3.7 RIME (R. Kachra / A. Brown)**

This was covered in the RIME requests for Approval

### **3.8 Accreditation Update (Dr. M. Mintz)**

Dr. Naugler started by welcoming Dr. Marcy Mintz to the team. Dr. Mintz reported that she met with Dr. Harvey and Gretchen Greer since taking over the position on May 1<sup>st</sup>. Every 8 years there is a full accreditation. The last one took place in 2016 and the interim one was in 2021. No date has yet been set for 2024 but most likely will take place Fall 2024. Dr. Mintz is hoping to start forming the accreditation subcommittees early September. Dr. Mintz will be meeting with Dr. Adams the last week of June to discuss the process of the subcommittees and once the subcommittee chairs are secured, they will be involved in choosing the members to ensure all elements could be reviewed by each subcommittee.

### **3.9 Associate Dean's Report (C. Naugler):**

Mr. Paget gave a PowerPoint presentation of CaRMS data from 2014 – 2022.

### **New Business**

#### **RIME requests for Approval:**

Dr. Naugler thanked Dr. Kachra for all his hard work and leadership on the subcommittee and reported that this subcommittee and is now dissolved and will be removed as a standing item with UMEC agendas.

**Motion to accept the RIME subcommittee Progress Report from April/May 2022**

**First: Dr. Patel  
Second: Dr. Fewell  
All in Favor**

#### **CACMS Notification of Change Form**

CACMS is required by the committee on accreditation of Canadian Medical Schools. Dr. Naugler and Dr. Kachra met with the secretariat in April for advice on how they should proceed with documentation for CACMS and the first step was the notification change form which was pre circulated for the committees review prior to the meeting.

**Motion to approve Change Form is approved by UMEC for submission to CACMS**

**First: Dr. S. Weeks  
Second: Dr. Sandhu  
All in Favor**

Dr. Naugler gave a brief pre-clerkship financial update regarding the implementation of RIME. He did report a current issue which was to address several transition years as there is a misalignment of the fiscal year and academic year.

**Alberta Advanced Education Load Change Proposal**

This is a process that goes through several university committees who submit the load changes application to the Ministry of Advanced Education. Load change refers to the number of units in the curriculum calendar and what's charged for tuition.

**Motion to accept Load Change proposal**

**First: Dr. K. Meyers  
Second: Dr. J. Desy  
All in Favor**

**Proposed Preclerkship Curriculum Schedule**

Dr. Kachra reported there are two attachments, the weekly schematic and the Class of 2026 RIME units. He did report there was a slight change in the weekly schematic but doesn't impact anything overall.

**Motion to approve:**

**First: Dr. Sandu  
Second: Dr. Meyers  
All in Favor**

**RIME Curriculum Committee (RC) TOR**

Dr. Naugler reported this will be a DRAFT Terms of Reference since Dr. Kachra reported that modifications have been made since this was sent out.

**Motion asking the committee to proceed with the creation of a Curriculum Committee based on the draft Terms of Reference**

**First: Dr. Weeks  
Second: Dr. Fewell  
All in Favor**

**Clerkship Committee Terms of Reference: Approval**

Dr. Busche reported that Dr. Marcy Mintz was added to the TOR as the Accreditation Lead as a non-voting member and an EDI Champion as a voting member across the committees. He also reported that Dr. Adrian Harvey's title has now been changed to Assistant Dean for Program and Student Evaluations.

**Motion to Approve the CC TOR:**

**First: Dr. K. Busche  
Second: Dr. J. Fewall  
All in Favor**

Meeting was adjourned at 2:31pm.

The next UMEC Meeting will take place on September 9, 2022