



Undergraduate Medical Education Committee (UMEC) Minutes

Undergraduate Medical Education Committee (UMEC)

APPROVED

January 31, 2020

1:00 – 2:30PM

HSC G750

Attendees: Drs. Ellen Burgess, Kevin Busche, Melinda Davis, Karen Fruetel, Adrian Harvey, Carol Hutchison, Aliya Kassam, Martina Kelly, Chris Naugler (Chair), Richard Walker, Sarah Weeks, Ms. Karen Chadbolt, Ms. Suzanne George, Ms. Shannon Leskosky, Mr. Arjun Maini (via teleconference), Mr. George Mulvey, Ms. Laura Palmer, Mr. Mike Paget

Regrets: Drs. Adam Bass, Janeve Desy, James Fewell, Charles Leduc, Dan Miller, Ian Walker, Ms. Kate Brockman, Tabitha Hawes, William Kennedy, Kerri Martin

Guests: Ms. Jaclyn Carter, Ms. Melissa Morrison, Ms. Cherie Tutt

Call to Order

The meeting was called to order @ 1:00 p.m. by Dr. C. Naugler (Chair). All UMEC members and guests introduced themselves. Dr. Naugler reminded members that clickers will be utilized for voting on motions, with exception of Consent Agenda/Minute approval. He noted the clicker definition is, A = Yes, B = No, C = Abstain.

1. Approval of Consent Agenda

The January 31, 2020 Consent Agenda and the September 20, 2019 UMEC Minutes were both approved. There was no addenda or corrections to either document.

2. New Business:

Procedure for Appeals of Grade Reappraisal Decisions and Academic Assessment Decisions

Ms. Melissa Morrison and Ms. Cherie Tutt from the Student Appeals Office gave an informative presentation to the UMEC Committee. Ms. Morrison explained that the role of the Student Appeals Office oversees and provides legal guidance and support to the various appeals processes within the university. On January 1, 2019 there was a new policy suite with respect to appeals involving a number of issues that students could bring forward (ex. academic progression matter, academic misconduct findings, disputes involving grades, etc). The effect of the policy was to pull many of the appeals out of the faculty level and do them in a more centralized manner. Ms. Morrison explained that with regard to appeals it is required for faculties to use the template that has been provided by the Student Appeals Office and to use it as a starting point to create an appeals process for grades. The committee will consist of faculty members (act as panel members and chairs) and will be a hearing panel of three (a chair and two members) with a decision of majority. Ms. Morrison reviewed the attached document

(Procedure for Appeals of Grade Reappraisal Decisions and Academic Assessment Decisions) with the committee.

Ms. Morrison reported that revisiting the appeals process has led to reopening the Reappraisal Process which will be a much more straight-forward process as there will not be a hearing. Ms. Morrison explained that exams that are unique to medicine are categorized as either graded term work (always stops at the Faculty Appeals Committee level) or academic assessments (may be appealed from the Faculty Appeals Committee to the University Appeals Committee). The characterization of graded term work or academic assessments is very important and will be reviewed very carefully by the Student Appeals Office. Mr. M. Paget asked if the new process would change the deferral process. Ms. Cherie Tutt explained that the deferral process is a separate process and is currently being reviewed because it is a new regulation. Ms Tutt explained that they will work closely with Ms. S. Leskosky to ensure that the Undergraduate Medical Education office is notified when changes are being made.

Ms. Tutt explained that the effective date of the attached Procedure for Appeals is the date that it is approved by the UMEC Committee.

MOTION: Moved by Dr. Weeks. Seconded by Dr. Fruetel

Accept the Cumming School of Medicine, Undergraduate Medical Education Faculty Academic Assessment and Graded Term Work Procedure. Procedure for Appeals of Grade Reappraisal Decisions and Academic Assessment Decisions.

CARRIED

Admissions Technical Standards for Students in the MD Program (Ms. Shannon Leskosky)

Ms. Leskosky informed members that the Undergraduate Medical Education Admissions added the Confidentiality Agreement (Application Process) clause to the end of the Technical Standards Policy which is related to MMI (Multiple Mini Interviews).

MOTION: Moved by Dr. M. Kelly. Seconded by Dr. Weeks

Accept the Technical Standards for Students in the MD Program Policy with the addition of the Confidentiality Agreement (Application Process) clause.

CARRIED

Clerkship Shadowing (Mr. Maini and Dr. Busche)

Mr. Maini reported that Clerkship Shadowing is currently prohibited. Mr. Maini explained that students, specifically in the classes of 2020 and 2021, would like to lift the clerkship shadowing ban to accommodate some students with very specific circumstances. Mr. Maini suggested that a clerkship student be permitted to shadow if that student changes their career path during clerkship (if rotations are cut off) to keep their opportunities for career exploration available. Mr. Maini reported that shadowing on a repeated basis with the same preceptor is one way for student familiarity with a preceptor and potentially obtain a reference letter for CaRMS. Mr. Maini explained that a student could not shadow if that student already had an elective in that discipline. Mr. Maini explained that students would register shadowing within the UME to ensure liability coverage. Dr. Weeks suggested that the Clerkship Shadowing title be rebranded to a new name (ex. Career Exploration). Dr. Busche explained that he feels that there could be a role allowing students to shadow in clerkship with very specific limitations. Dr. Busche explained that students could not shadow if they exceed their work hours or call limits. Dr. Busche explained that students would absolutely have to register the shadowing with the UME

(in an automated process). Discussion ensued amongst committee members. Dr. Hutchison stated that the SAW office was not going to police shadowing but could bring requests forward to Dr. Busche. Dr. Davis requested that with the students' permission it would be useful for her to have some context as to why students are requesting the shadowing experience as it may have implications around the pre-clerkship curriculum.

MOTION: Moved by Mr. Maini Seconded by Dr. Busche

The UMEC Committee agrees in principle to move forward with Clerkship Shadowing without a specific implementation date or timeline.

(12 votes in favor, 1 opposed, none abstained) CARRIED

UME Project Approval Form (Dr. Naugler)

The purpose of this form is to ensure that going forward all initiatives with significant changes requiring new resources, resource allocation, or involvement of resources (ex. ATSSL) is brought forward to the pertinent people involved. This form is modelled after the Faculty Approval Forms. Ms. Leskosky discussed the process for submitting the UME Project Approval Form. She explained that if a team member receives a request, it should initially be sent to the UME Associate Dean email, in order for Dr. Naugler to review the request, after that time it will be forwarded to the correct person. The UME Associate Dean email will be housed on the website.

MOTION: Moved by Dr. Naugler Seconded by Dr. Weeks

UMEC accept the UME Project Approval Form and revisit in one year to update changes.

CARRIED

Undergraduate Medical Education Terms of Reference (Dr. Naugler)

Dr. Naugler explained that because of accreditation purposes and good practice, the UMEC TOR will be revisited once per year. He explained that the UMEC membership has been revised, with no revisions to the Terms of Reference document itself.

MOTION: Moved by Dr. Naugler Seconded by Dr. Burgess

UMEC accept the revised UMEC Terms of Reference with the membership list updated.

CARRIED

Pre-Clerkship Terms of Reference (Dr. Weeks)

Dr. Weeks explained that there have been changes to the format, structure, organization as well as membership of the Pre-Clerkship Committee Terms of Reference. One of the major changes is the addition of an Anatomy representative that will replace the Basic Science representative.

MOTION: Moved by Dr. Weeks Seconded by Dr. Kassam

UMEC accept the revised Pre-Clerkship Terms of Reference with the membership list updated.

CARRIED

Clerkship Terms of Reference (Dr. Busche)

Dr. Busche explained that there have been changes to the format, structure, organization as well as membership of the Clerkship Committee. He noted Dave Beninger, our new Administrative Assistant, who developed the revisions of the Clerkship TOR.

MOTION: Moved by Dr. Busche Seconded by Dr. Davis

UMEC accept the revised Clerkship Terms of Reference with the membership list updated.

CARRIED

Student Evaluation Committee Terms of Reference (Dr. Naugler)

Dr. Naugler presented the SEC Terms of Reference. An updated membership list reflects the addition of an OHMES Representative (Dr. Kent Hacker). There are no changes in the Terms of Reference itself.

MOTION: Moved by Dr. Naugler Seconded by Dr. Weeks

UMEC accept the Student Evaluation Committee Terms of Reference with the updated membership list.

CARRIED

Clerkship Student Handbook (Dr. Busche)

Dr. Busche explained that the edits made to the Clerkship Student Handbook reflect the recent changes in the format of Clerkship with class of 2021.

MOTION: Moved by Dr. Busche Seconded by Dr. Kelly

UMEC accept the updated Clerkship Student Handbook, Class of 2021

CARRIED

Clerkship Student Feedback Policy (Dr. Busche)

Dr. Busche explained that the Clerkship Student Feedback Policy is a policy that is referenced in the Clerkship Student Handbook. This is a policy that describes when we provide formative feedback to students and has been updated for the class of 2021 (timing of rotations).

MOTION: Moved by Dr. Busche Seconded by Dr. Davis

UMEC approve the updated Clerkship Student Feedback Policy, Class of 2021 and beyond

CARRIED

3. Standing Items:

- a. **Pre-Clerkship Committee:** Dr. Weeks reported that the Pre-Clerkship Committee is moving ahead with the changes for the new Anatomy course that will be implemented next year.
- b. **Clerkship Committee:** Dr. Busche reported that the Clerkship Committee has been working on the Student Handbook and Policies that were brought forward to UMEC today. Dr. Busche explained that the Clerkship Directors have worked very hard to apply the new format of the new Clerkship (class of 2021).
- c. **Student Evaluation Committee:** Deferred due to Dr. Desy's absence.
- d. **Student Reports: (Class of 2022)** Ms. Laura Palmer and Suzanne George reported that their class is in the midst of Course III and it appears that everything is going well. The students' first quiz is on February 2nd and the class recently wrote the first AEBM quiz.

Dr. Busche explained that he is keeping in touch with our clerks regarding the Coronavirus and ensuring that they are practising good safety measures in their learning and care provision.

- e. **Associate Dean's Report:** Dr. Naugler reported that a lot of work has been delegated to the UMEC TOR, the upcoming accreditation and the budget. Ms. Karen Chadbolt has submitted our budget to the university and we are waiting to hear feedback. Dr. Naugler noted Ms. Karen Chadbolt's hard work with regard to the UME Budget.

- f. **Accreditation Report:** Dr. Jocelyn Lockyer was unable to attend today's UMEC meeting. Dr. K. Busche informed UMEC members that we are required to do an Interim Accreditation (an accreditation done between the last full accreditation in 2016 and the upcoming full accreditation in 2024). Dr. Busche explained that the UMEC Committee's participation will be minimal, however by the end of this calendar year there will be preparatory work by providing documentation.

Meeting was adjourned @ 2:30 p.m. by Dr. Naugler (Chair).

Minutes by: Jane McNeill