



Undergraduate Medical Education Committee (UMEC) Minutes

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APPROVED

September 11, 2020

1:00 – 2:55PM

Meeting took place via Zoom

Attendees: Drs. Allison Brown, Kevin Busche, Marcia Clark, James Fewell, Benedikt Hallgrímsson, Adrian Harvey, Taj Jadavji, Martina Kelly, Dan Miller, Doug Myhre, Chris Naugler (Chair), Ian Walker, Richard Walker, Sarah Weeks, Ms. Shannon Leskosky, Mr. Mike Paget

Regrets: Drs. Melinda Davis, Karen Fruetel, Carol Hutchison, Kevin McLaughlin, Ms. Karen Chadbolt, Ms. Suzanne George, Ms. Tabitha Hawes, Mr. Arjun Maini, Ms. Kerri Martin, Mr. Mike Paget, Ms. Laura Palmer

Guests: Dr. Jocelyn Lockyer

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. Introduction of New UMEC Members

Dr. Naugler welcomed and thanked the new UMEC members joining our committee. Drs. Doug Myhre, Taj Jadavji, Allison Brown and Benedikt Hallgrímsson all introduced themselves.

2. Approval of Consent Agenda

The September 11, 2020 Consent Agenda and the June 19, 2020 UMEC Minutes were both approved with one addenda made to the Agenda. The addenda was the addition of the Shadowing Policy for Approval.

3. New Business:

Update on Leadership Changes for Courses (Dr. C. Naugler)

Dr. Naugler presented the “New Course Leadership in the UME” (attached).

The Updated Pre-Clerkship TOR (Dr. S. Weeks)

Dr. Weeks gave a “shout out” to the Administrative Supervisor, Mr. Dave Beninger, for his work on restructuring the PCC TOR to ensure that it aligned with the other UME TORs, as well ensuring that the membership roles are accurate. Dr. Weeks explained that a new addition on the PCC TOR is an OPED Representative (Diversity Champion). This representative would be the “lens” on the committee when there are changes to the curriculum or structure ensuring that inclusivity and content is appropriate.

MOTION: Moved by Dr. T. Jadavi. Seconded by Dr. M. Kelly
UMEC accepts the updated Pre-Clerkship Terms of Reference.

CARRIED

The Updated Clerkship TOR (Dr. K. Busche)

Dr. Busche also gave a “shout out” to Mr. Dave Beninger who ensured that the Clerkship TOR looked more harmonious. Dr. Busche explained that the TOR has not changed in structure with the exception of the addition of two new members added to the Clerkship Committee. Similar to PCC, a representative from OPED (Diversity Champion) has been added as well as a representative from PGME (an Assistant Dean from PGME).

MOTION: Moved by Dr. D. Myhre. Seconded by Dr. R. Walker
UMEC accepts the updated Clerkship Terms of Reference.

CARRIED

The Updated UMEC TOR (Dr. C. Naugler)

Dr. Naugler noted that there were minor changes in membership on the UMEC TOR (Dr. T. Jadavji as Faculty Representative, Dr. B. Hallgrimsson as Basic Science Department Chair, Dr. D. Myhre as Professional Educator). Similar to the Pre-Clerkship and Clerkship Committees, the addition of an OPED Representative (Diversity Champion) was added to the UMEC TOR. UMEC’s Diversity Champion is Dr. Allison Brown.

MOTION: Moved by Dr. A. Harvey. Seconded by Dr. M. Kelly
UMEC accepts the updated Undergraduate Medical Education Committee Terms of Reference.

CARRIED

The SARC TOR – Dr. C. Naugler

Following the UMEC meeting, it was noted by Dr. S. Coderre, Chair of SARC, that the Student Academic Review Committee is a subcommittee of Faculty Council. The SARC TOR is initially approved by SARC and then approved by the Strategic Education Council. The SARC TOR is not approved by UMEC.

Pre-Clerkship (PCC) Annual Report – Dr. S. Weeks

Dr. Weeks noted that the PCC Annual Report was written in March, 2020 (prior to COVID) and that the report does not reflect what is presently happening with PCC. Significant items of change for the year were: (1) The Community Engagement Pilot Project, (2) Introduction of Career Exploration Program (managed by Dr. M. Davis) and (3) Changes in Course Leadership. Dr. Naugler thanked Dr. Weeks for all of her hard work over the past year.

MOTION: Moved by Dr. K. Busche. Seconded by Dr. T. Jadavi
UMEC to approve the changes in Course Leadership as listed in the Pre-Clerkship Annual Report.

CARRIED

Clerkship Annual Report – Dr. K. Busche

Dr. Busche noted that the Clerkship Annual Report reflects the dates from March, 2019 to March, 2020. It was noted that there were a small number of changes with regard to leadership on the Clerkship Committee. Dr. Naugler thanked Dr. Busche for all of his hard work over the past year.

MOTION: Moved by S. Weeks. Seconded by Dr. R. Walker

UMEC to approve the changes in Course Leadership as listed in the Clerkship Annual Report.

CARRIED

Student Evaluation Committee - Annual Report – Dr. C. Naugler (on behalf of Dr. K. McLaughlin)

Dr. Naugler referred UMEC members to the Student Evaluation Committee Annual Report.

MOTION: Moved by Dr. K. Busche. Seconded by Dr. A. Brown

UMEC to approve the changes in Course Leadership as listed in the Student Evaluation Committee Annual Report.

CARRIED

Shadowing Policy

Dr. Busche reminded members that the Shadowing Policy had previously been discussed at UMEC (Jan 31, 2020) and that UMEC members approved, in principle, in a limited fashion allowing Clerkship students to do some shadowing. Dr. Busche reported that he recently edited the shadowing policy to include the ability for Clerks to shadow with the goal that if a student in Clerkship has had a change of heart about the path of their preferred discipline, and does not have any elective blocks between the present time and the CaRMS cut-off, they may shadow. It was also noted that shadowing should not exceed the Work Hours Rules Policy or exceed the number of calls in any given period of time.

Dr. Weeks reported that the Shadowing Policy now reflects that the students have the option to virtually shadow (logged the same way with the patient’s consent).

MOTION: Moved by R. Walker. Seconded by Dr. A. Harvey

UMEC approval of the Shadowing Policy as presented by Dr. K. Busche.

CARRIED

4. Standing Items:

- a. Pre-Clerkship Committee:** Dr. Weeks reported that the Class of 2022 small group instruction is still taking place via Zoom. Dr. Weeks noted that she ran a focus group with students to see how things were going – it was reported that all learning objectives were being covered and students were doing well; however, students are missing the social networking connection and are eager to return to more in-person learning. As of September 1st, 2020 students from the Classes of 2022 and 2023 are attending experiential learning in courses such as Communications and Physical Exam. The Class of 2023 is continuing small groups via Zoom. Dr. Weeks reported that the new Anatomy course starts with the Class of 2023. As well, significant effort in planning changes with anti-racism.
- b. Clerkship Committee:** Dr. Busche reported that the Class of 2021 is in Clerkship. Due to COVID there will be no Visiting Electives for this class, because of this, the rules have been changed for local electives (with restrictions). Dr. Busche also reported that the CaRMS format process has changed radically for this year (such as virtual interviews), as well the first and second match have both moved six weeks later than usual. Dr. Busche explained that a new form of assessment based on the 12 entrustable professional activities has been developed to help demonstrate that despite having a radically altered clerkship than was originally planned, that our students will be prepared to graduate and start their residency program. Dr. Busche reported that the Class of

2022 is still in Pre-Clerkship and will be beginning Clerkship in January, 2021.

- c. **Student Evaluation Committee:** Deferred (Dr. McLaughlin was unable to attend today's meeting).
- d. **Student Reports:** There were no student representatives from the Classes of 2021 or 2022 at today's meeting; therefore, Student Reports were deferred.
- e. **Associate Dean's Report:** Dr. Naugler noted that we have had a very challenging year with a budget cut of 20% as well as significant disruption with COVID-19. He took the opportunity to thank all of the staff and faculty for pulling together and making sure that things worked out for our students. He reported that the implementation of the Competency Committee (for the class of 2020) went very well. As well, he commented that the introduction of greater competency-based assessments in the UME Curriculum could potentially be used as a model that could be followed by other schools. Dr. Naugler reported that another significant issue that the UME has dealt with over the last year has been the recognition and response to systemic racism within the school of medicine. This has included measures taken such as adding a Diversity Champion to our PCC, Clerkship and UMEC Committees.
- f. **Accreditation Report:** Dr. Lockyer noted that the accreditation process is the ultimate quality assurance practice for the medical school. She reported that the accreditation group is making good progress. Dr. Lockyer explained that the process is made up of trust standards with approximately 108 elements and 390 requirements. The plan is that our medical school move from 390 to 220 requirements, if all goes smoothly. Dr. Naugler noted that recently the accreditation dates changed - the full accreditation is going to take place one year ahead of schedule (2024-2025) instead of 2023-2024. Dr. Naugler thanked Dr. Lockyer for all of the work and effort that she has put into the accreditation process and that our medical school is very lucky to have her as a lead for preparing for our upcoming accreditation.

Meeting was adjourned @ 2:55 p.m. by Dr. Naugler (Chair).

Minutes by Jane McNeill