AGENDA

I REPORT OF THE PRESIDENT

1. Report of the President
2. Briefing Presentation on University of Manitoba and COVID-19

II QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. on the Friday preceding the meeting.

III CONSIDERATION OF THE MINUTES OF PREVIOUS MEETINGS

1. June 24, 2020

IV BUSINESS ARISING FROM THE MINUTES - none

V REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

1. Report of the Faculty Council of the Faculty of Science RE: Temporary Modifications to the Faculty of Science Co-Op Regulations Page 2


VI ADDITIONAL BUSINESS – none

VII ADJOURNMENT

Please send regrets to melissa.watson@umanitoba.ca or jeff.leclerc@umanitoba.ca.
July 14, 2020

Mr. Jeff Leclerc
University Secretary

Re: Faculty of Science Senate Executive submission, Summer 2020

Dear Mr. Leclerc;

Please find attached the Faculty of Science’s proposed amendment to the Faculty of Science’s Co-op regulations for the consideration of the Senate Executive. This proposal is a temporary modification to the Co-op regulations in response to COVID-19. This temporary modification is for students who were scheduled to complete their third, and final, Work Term during the Summer 2020 Term.

This temporary modification has been approved by Faculty of Science committees. Specifically, by the Faculty of Science Committee on Courses and Programs (COCAP) on May 27, 2020, the Faculty of Science Executive on June 10, 2020, and the Faculty of Science Faculty Council on June 25, 2020.

Please contact me if you have any questions or concerns.

Sincerely,

Dr. Ben Pak Ching Li
Associate Dean – Undergraduate Programs, Faculty of Science
Science Co-op

“On behalf of the Science Co-op Program, the Faculty of Science is requesting the Senate Executive consider modifying Science Co-op regulations, found in Section 3.5 of the Faculty of Science section of the calendar, for students scheduled to complete their 3rd, and final Work Term in Summer 2020 and graduate in Winter 2021 or Spring 2021. Specifically, modify the requirement to allow co-op students to either graduate with the completion of a minimum of 2 Work Terms, or allow co-op students to complete their degree on a Work Term, rather than an academic term.”

Science Co-op has been negatively impacted by the COVID-19 pandemic for the Summer 2020 co-op work term. As of Friday May 8th, 26 employers have cancelled and/or revoked offers for 55 positions. This has adversely impacted Work Term 3 (WT3) students the most. There are 97 WT3 students scheduled to complete their co-op work term in Summer 2020. To date, 69 have been placed and 28 are still looking. It should be noted confirmed co-op work terms are still subject to cancellation by employers.

In Science Co-op, students must complete three work terms in order to graduate with the formal co-op designation from the University. For WT3 students, the Summer 2020 work term is scheduled to be their third and final co-op work term; prior to their graduation in Spring 2021. These WT3 students will not have an opportunity to complete their third work term at a different time in their degree program schedule as their last academic terms will be either Fall 2020 or Winter 2021. The remaining courses for these students are not offered as part of the Summer Session by the Faculty of Science. The courses are only offered during the Fall and/or Winter terms. This prevents students from shifting summer to an academic term and completing the third work term in the fall.

Accordingly, should these WT3 students not be successful in securing a work term this summer or if their summer work term is cancelled by their employer, Science Co-op wishes to allow these students to graduate as scheduled with the co-op designation by accepting, as a minimum, their two previously completed co-op work terms as fulfilling the co-op requirements. Alternatively, Science Co-op would allow these students to defer their graduation so they can complete their third work term during the Summer 2021 work term. This means these students
will finish their degree on a co-op work term. As part of current co-op regulations, students are not able to complete their degree on a work term. They must finish on an academic term. The decision on which option to select rests with the student, in consultation with their Co-op Coordinator.

Should there be any WT3 students who have space in their degree program (due to having a custom co-op schedule) to complete their third work term at an alternate time prior to the completion of their final academic terms, they will not be eligible for this concession. As well, WT1 and WT2 students are not eligible as they still will have space in their degree schedule to complete all required three co-op work terms; should they not be successful in securing a co-op work term for Summer 2020.

Science Co-op will communicate with WT3 co-op students regarding this concession to first confirm their eligibility. Once students’ eligibility and their has been confirmed, Science Co-op will communicate with the Faculty of Science Academic Advisors so these co-op students can be identified and processed as required.

By adhering to the existing co-op regulations of the completion of three co-op work terms and co-op students finishing their degree on an academic term, this would present significant delays for WT3 students to obtain their formal co-op designation. To support WT3 co-op students during these challenging times, Science Co-op is requesting these accommodations.
Background: UGME is committed to formalizing core process through the development of policy and procedure documents. This version of the policy was approved by the UMGE Progress Committee on June 12, 2020. The recommended change will impact students in Pre-Clerkship.

Purpose: To set out the process for promotion and failure of Undergraduate Medical Education (UGME) students during the Covid-19 Pandemic which complements extant University of Manitoba Examination and Final Grades policy and related procedures.

Rational: The COVID-19 pandemic has impacted the UGME Program in many ways, some of which could not be anticipated. While the transition to online/zoom lecturing has been relatively smooth at the Pre-Clerkship level, there have been some students who have been disadvantaged by this transition. A number of our students reside in small homes or have multiple young children; such students have in the past relied on study spaces that would have been provided by the UGME Program, and are now no longer provided because of building/facility closure. This has caused undue disruption to the study schedules of such students, and has hindered their performance.

As such, the Progress Committee has approved a motion to make the Promotion and Failure Policy more lenient. Each Pre-Clerkship course is ordinarily assigned a certain number of ‘course weights’, which is roughly proportional to the duration of the course. As per the Promotion and Failure Policy, if a student accumulates a particular number of course weights in a school year, this would imply a student in compelling difficulty with the entire program, and would result in failure of the year. Progress Committee has voted to suspend this rule for the duration of this academic year (beginning March 16, 2020), as well as for the duration of the next academic year, in the name of the aforementioned leniency. All other rules/policy statements will remain in force. All students will continue to be monitored by the Progress Committee, and will continue to receive assistance from Student Affairs and from the UGME Director of Remediation.

Revisions – statements are as follows:
- New Policy Statements
  - Inclusion of a statement relating to the Covid-19 Pandemic 3.2
Consultation Process: As with all UGME evaluation policy and procedure documents, this document was vetted through the Progress Committee. Please note that both student and faculty membership and participation is integral to each of these committees.

Communication and Implementation Plan: Max Rady College of Medicine students are informed of policy and procedure documents in advance of each type of examination in which they participate. Existing in digital format, broad and unlimited access is afforded to both the public and student body. At the beginning of each academic year each class of students receives a complete listing of existing, new and revised policy and procedure documents with reference to the UGME Policy webpage. Notification of policy changes will also be communicated on the notice board in the Curriculum Management System.

Faculty and staff are informed of implementation of new policies and changes to existing policies through e-mail communication, participation on committees where policies are regularly discussed and communication such as Faculty Guide distributed regularly throughout the academic year.
1. **PURPOSE**

To set out the process for promotion and failure of Undergraduate Medical Education (UGME) students which complements extant University of Manitoba Examination and Final Grades policy and related procedures.

2. **DEFINITIONS**

2.1 Pre-Clerkship – Year I and Year II of the UGME program

2.2 Clerkship – Year III and Year IV of the UGME program.

2.3 Course/Module – A Course/Module is a course of study or educational unit, which covers a series of interrelated topics and is studied for a given period of time which taken together with other such completed modules or courses counts towards completion of the M.D degree. The UGME curriculum consists of seven (7) modules and six (6) longitudinal courses occurring over a four (4) year period.

2.4 Rotation – A unit of clinical work in Clerkship.

2.5 Midterm Examination - A summative examination normally conducted at the approximate midpoint of a Course/Module. No rounding of scores will take place.

2.6 Final Examination – A summative examination at the end of a Pre-Clerkship Course/Module. No rounding of scores will take place.

2.7 National Board of Medical Examiners (NBME) Exam – National Board of Medical
Examiners (NBME) Exam – A multiple choice examination developed by the NBME that is administered at the end of the Surgery, Internal Medicine, Obstetrics/Gynecology and Reproductive Sciences, Pediatrics, Family Medicine, and Psychiatry clinical rotations at the Clerkship level of the UGME program. For students who write their NBME exam prior to May 19, 2020, attaining a mark at the 11th percentile or higher is considered a pass. For students who write their NBME exams on May 19, 2020 and thereafter, the NBME will recommend a pass mark as an equated percent correct score, and the UGME Program will determine the pass mark every September, based on this recommendation.

2.8 Objective Structured Clinical Examination (OSCE-type) – an examination used to assess the clinical skills of students.
- A pass mark will be set for each individual station using the borderline regression model, which is informed by a comparison of the global rating score to each student’s congregate score for the station. The student’s individual pass or fail status for a case will be decided by their congregate score in each case individually. Students will be required to pass a minimum of eight of twelve OSCE stations to pass the Med I and Med II Clinical Skills Courses.
- The Remedial Examinations for the Med I and Med II Clinical Skills courses will consist of eight stations. The passing grade will be determined using aggregate data from all eight OSCE stations, using the borderline regression model. This grade will be the passing grade for each station in the remedial exam. Students will be required to pass a minimum of five of eight OSCE stations to pass their remedial OSCE.

2.9 Comprehensive Clinical Exam (CCE) – An objective structured clinical-type examination used to assess the clinical skills of students in Clerkship.
- A pass mark will be set for each individual station using the borderline regression model, which is informed by the comparison of the global rating score to each student’s congregate score for the station. The student’s individual pass or fail status for a case will be decided by the congregate score in each case individually. Students will be required to pass a minimum of five of eight OSCE stations in order to pass the CCE.
- The Remedial Examinations for Med IV CCE will consist of eight stations. The passing grade will be determined using aggregate data from all eight OSCE stations, using the borderline regression model. This grade will be the passing grade for each station in the remedial CCE. Students will be required to pass a minimum of five of eight OSCE stations to pass their remedial CCE.

2.10 Final In-Training Evaluation Report (FITER) – A comprehensive summary of student performance as a necessary component of their Clerkship training in order to ensure that students acquire the full range of competencies (knowledge, skills and attitudes) required of a physician. This is electronically distributed at the start of each rotation and must be completed and submitted electronically at the end of the rotation. This must include a narrative description of medical student performance.

2.11 Maximum Allowable Failures - The number of Pre-Clerkship modular courses which, if exceeded, would result in the immediate failure of a Pre-Clerkship year, and preclude the writing of supplemental examinations. The maximum allowable failures score is based on the sum of the weights (course weights (CW)) assigned to each course. Weightings assigned to each course are based on the amount of contact time spent with students and a breakdown of weightings assigned to each course within the Pre-Clerkship curriculum is included at Annex A. In order to be eligible to write supplemental
exams, students cannot exceed nine (9) CW in Year One or ten (10) CW in Year Two.

2.12 **Pre-Clerkship Student Evaluation Committee and Clerkship Student Evaluation Committee(s) (PSEC/CSEC)** - Are responsible for the development and approval of assessment policies and rules. PSEC/CSEC bodies are responsible for the overall management and administration of examination questions; the review and evaluation of results and recommendations to the Progress Committee for approval.

2.13 **Progress Committee** - The overseeing body for student evaluations in the Undergraduate Medical Education Program. The Progress Committee assists in the design of a cohesive plan and standardized process for student assessment that follows the principles of the curriculum. Responsibilities include ensuring continuity of student monitoring, the direction of student remediation, and development of terms for promotion and failure at all stages of the curriculum.

2.14 **Working Day** – A day when the University of Manitoba is open for regular business.

3. **POLICY STATEMENTS**

A. **Pre-Clerkship**

3.1 **Successful completion of an academic year is deemed as follows:**
- Year One and Two (MED I and II)
  - Case One: Attaining a pass on each course/module and successfully completing all the required coursework in a given year
  - Case Two: Failing a number of Courses/Modules up to the maximum allowable failures, successfully completing the corresponding supplemental examination(s) and successfully completing all the required coursework in a given year

3.2 **Failure of an academic year is deemed as follows:**
- Year One and Two (MED I and II)
  - Case One: Failing a number of Course/Modules in excess of the maximum allowable failures. Students may fail up to nine (9) Course Weights (CW) Year One (I) or ten (10) Course Weights (CW) in Year Two (II). A listing of CW is outlined in Annex A.
    - **Beginning on March 16, 2020, course weights accumulated during the Covid-19 Pandemic will not count towards the total course weights accumulated by a student in their particular academic year. This policy statement will be in effect until the end of the 2020-2021 academic year.**
  - Case Two: Failing the supplemental assessment for any two (2) modular courses.
  - Case Three: Failing any three (3) longitudinal courses, or the supplemental assessment in a longitudinal course.

B. **CLERKSHIP**

*Students commencing Clerkship in 2013 or earlier*

3.3 **Successful completion of an academic year is deemed as follows:**
- Case One: Attaining a pass on each of the six (6) required NBME examinations, a pass on all clerkship rotation evaluations (FITERs), and a pass on the Comprehensive Clinical Examination (CCE).
• Case Two: Successful remediation of core/elective rotations and/or CCE and/or attaining a pass on all necessary supplemental NBME examinations.

3.4 Failure of an academic year is deemed as follows

- Failure of Clinical Assessments: The student who has received failing evaluations in one or more of the following:
  - Two major clerkships in different disciplines (Core Medicine, Surgery, Surgery Selective, Pediatrics, Psychiatry, Family Medicine, and Obstetrics/Gynecology)
  OR
  - One major clerkship and one or more of the following:
    - Its remedial
    - An ITC remedial
    - A remedial in any of the components of the Multiple Specialty Rotation (Anesthesia, Emergency Medicine, Community Health Sciences, Ophthalmology, Otolaryngology)
    - An Elective remedial
  OR
  - A remedial in two of the following:
    - Anesthesia
    - Emergency Medicine
    - Otolaryngology
    - Ophthalmology
    - Elective
    - Community Health Sciences
    - ITC

- Failure of Examinations: The student has failures in one or more of the following:
  - A single NBME subject examination three (3) times
  OR
  - A total of five (5) NBME examinations
  OR
  - The CCE after remediation

- Remediation Period: If a remediation period recommended for a student, for whatever cause, requires more than eight (8) weeks. Failure of a core clinical rotation would require remediation of the full six weeks, the student will be deemed to have failed the Clerkship Program. An outline of the minimum remediation period for Clerkship is outlined at Annex B.

Students commencing Clerkship in 2014 or later

3.5 Successful completion of an academic year is deemed as follows:

- Case One: Attaining a pass on each of the six (6) required NBME examinations, a pass on all clerkship rotation evaluations (FITERs), and a pass on the Comprehensive Clinical Examination (CCE).
- Case Two: Successful remediation of core/elective rotations and/or CCE and/or attaining a pass on all necessary supplemental NBME examinations.
- Successful pass on all Longitudinal Courses

3.6 Failure of an academic year is deemed as follows:

- Failure of Clinical Assessments: The student who has received failing evaluations in one or more of the following:
  - Two major clerkships in different disciplines (Core Medicine, Surgery (i.e. combination of Core Surgery and Surgical Specialties), Pediatrics, Psychiatry, Family Medicine, Obstetrics/Gynecology, Emergency
OR
  o One major clerkship and:
    ▪ Its remedial, a Medicine Selective remedial, or, the Musculoskeletal course remedial, or,
    ▪ A remedial in any of the assignments integral to either the Professionalism or Population Health courses.
    ▪ A Public Health remedial, or
    ▪ A remedial in the Evidence-Based Medicine Practice Course, or
    ▪ A TTR Selective remedial, or
    ▪ An Elective remedial

OR
  o A remedial in two of the following:
    ▪ Medicine Selective
    ▪ Musculoskeletal Course
    ▪ Any of the assignments integral to either the Professionalism or Population Health courses.
    ▪ Public Health
    ▪ The Evidence-Based Medicine Practice course
    ▪ TTR Selective
    ▪ Elective

- Failure of Examinations: The student has failures in one or more of the following:
  o A single NBME subject examination three (3) times

OR
  o A total of five (5) NBME examinations

OR
  o The CCE after remediation

- Remediation Period: If a remediation period recommended for a student, for whatever cause, requires more than ten (10) weeks, the student will be deemed to have failed the Clerkship Program. An outline of the minimum remediation period for Clerkship is outlined at Annex B.

3.7 FITER Pass/Fail Criteria

- FITERs will be automatically assessed, based on preceptor input, as a Pass, Borderline Pass, or Fail. The following situations constitute a FAIL:
  o If a student receives a grade of "unsatisfactory" in ONE MAJOR criterion.
  o If a student receives a grade of "unsatisfactory" in TWO MINOR criteria.
  o If a student receives a grade of "2 - Below expectations" (or worse) in ANY THREE MAJOR or MINOR criteria.

- The following situation constitutes a BORDERLINE PASS:
  o If a student receives any combination of grades below "3 - meets expectations" that does not otherwise constitute a fail, as above. PLEASE NOTE: For summative purposes, a grade of "Borderline Pass" constitutes as a "Pass". This designation serves merely to flag students that are experiencing difficulty in a non-punitive manner.

- The following constitutes a PASS:
  o If a student receives grades of "3 - Meets expectations" or better in ALL criteria.

GENERAL POLICY STATEMENTS

3.8 A student who fails Year One or Two will be required to repeat that particular year.

3.9 Until a student successfully completes all of the required coursework in a given year, they will not proceed to the next year.
3.10 A student, who fails Clerkship due to failure of clinical assessments, failure of examinations, or failure of remediation, immediately ceases in the program, and will be required to repeat the entire Clerkship Program.

3.11 A student, who has failed any repeat year, or the Repeat Clerkship, will be required to withdraw from the Max Rady College of Medicine program.

3.12 Acceptance of student results for Course, NBME, OSCE-type Examinations, and FITERs is the responsibility of the PSEC and CSEC Committees. The Chairs of these committees present these results to Progress Committee for review and approval.

3.13 The Progress Committee does not hear student appeals.

3.14 Students can appeal any evaluation decision to the Undergraduate Medical Education Student Appeals Committee.

3.15 This policy will be reviewed every five years following the approval date.

4. PROCEDURES

4.1 Pre-Clerkship — Course/Module Examinations, OSCE-type examinations

- Each course must have at least two assessments; and the final exam is to be no more than 70% of the course. Course leaders may add points for written assignments, formative assessments, attendance, and lab exams. Assessment criteria shall be articulated in the respective course syllabus.

- The Administrator, Evaluations Pre-Clerkship will track longitudinal student performance on all assessments within each year/module of the Pre-Clerkship Program. Longitudinal tracking of performance is reported to PSEC as required.

- For the CV1 and RS1 courses, the remediation periods will begin immediately after the course has been failed, and will therefore occur at the same time as other mandatory curricular time. For all other courses, remediation periods will take place in the summer. Students should only remediate one course at a time and supplemental exams will be scheduled to follow breaks within the academic schedule. Three (3) summer remediation periods will be created following each year to allow students to continue with their academic progress.

- Students required to remediate within Pre-Clerkship will be encouraged to access the College of Medicine UGME Peer to Peer mentoring program.

- At the end of the academic year, PSEC will determine whether a student has passed or failed based on cumulative performance.

- The Administrator, Evaluations Pre-Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent, within three (3) working days after decision of PSEC, to each student who did not meet the criteria for promotion to the following year.

- The Administrator, Evaluations Pre-Clerkship will provide the Administrator, Enrolment within three (3) working days after the decision of PSEC of students who:
  - Have successfully completed the academic year.
4.2 Clerkship - FITERs, NBME Examinations, CCE

- The Administrator, Evaluations Clerkship will track student performance on evaluation criteria integral to the Clerkship Program. Tracking of longitudinal assessment data will be reported to the CSEC.

- CSEC and Progress Committees will determine whether a student has passed or failed the Clerkship program based on the cumulative performance of the student on all evaluation criteria.

- Clerkship remediation periods will be scheduled on consultation with the Director, Clerkship, and Director, Remediation. Students will only remediate one (1) rotation at a time and supplemental exams will be scheduled as required.

- Clerkship Remediation will in some instances occur during other mandatory curricular time. In some instances remediation will occur during the year concurrent with other rotations.

- In October of each academic year, the Program Manager, UGME will begin to prepare a preliminary graduand listing of Med IV students together with the Administrator, Enrolment, Administrator, Clerkship, and Administrator, Electives based on the criteria established within this policy.
• When a student meets the criteria for a failure of Clerkship, the Administrator, Evaluations Clerkship will prepare a letter for the signature of the Associate Dean, UGME, which will be sent to the student required to repeat the clerkship program.

• Students who pass the Repeat Clerkship program will be included in the spring or fall grandaunt listing depending on the time of the year that they successfully completed all requirements for the clerkship program and filed for graduation.

• The Chair of CSEC will bring all information pertaining to the conduct of assessment within Clerkship to Progress Committee for discussion and approval when necessary.

5. REFERENCES

5.1 UGME Policy and Procedures - Communicating Methods of Evaluation
5.2 UGME Policy and Procedures - Accommodation for Undergraduate Medical Students with Disabilities
5.3 UGME Policy and Procedures – Deferred Examination
5.4 UGME Policy and Procedures – Supplemental Examinations
5.5 UGME Policy and Procedures - Examination Results
5.6 UGME Policy and Procedures – Invigilation of Examiners
5.7 UGME Policy and Procedures – Examination Conduct
5.8 University of Manitoba – Final Examination and Final Grades Policy
5.9 University of Manitoba – Deferred and Supplemental Examinations Procedures
5.10 University of Manitoba – Final Examination Procedures
5.11 University of Manitoba – Final Grades Procedures

6. POLICY CONTACT

Please contact the Director, Evaluations with questions respecting this policy.
COURSE WEIGHTINGS – CLASS OF 2018 AND BEYOND

Commencing with the Class of 2018, course weights (CW) are as follows:

Year One

- Foundation of Medicine – 4
- Blood and Immunology One – 3
- Cardiovascular One – 3
- Respiratory One – 3
- Neuroscience One – 4
- Musculoskeletal One – 2
- Endocrine One – 2
- Women’s Reproductive Health/Obstetrics One – 2
- Gastro-Intestinal/Hepatology/Nutrition One – 2
- Urinary Tract One – 2
- Introduction to Infectious Disease Two – 2
- Cardiovascular Two - 3.5
- Respiratory Two - 3.5

Year Two

- Oncology Two – 1
- Blood and Immunology Two - 3
- Neuroscience Two – 6
- Women’s Reproductive Health Two – 3
- Endocrine Two – 3
- Gastro-Intestinal/Hepatology/Nutrition Two – 3
- Urinary Tract Two – 3
- Musculoskeletal Two – 4
- Consolidation – 6
- Dermatology Two - 1
Annex B to Promotion and Failure Policy

**WEEKS ASSIGNED TO CLERKSHIP REMEDIATION**

Students required to remediate Clerkship rotations

- Anesthesia - 4 weeks
- Any Population Health Course Assignment – 0.5 week
- Any Professionalism Course Assignment- 0.25 week
- CCE - 2 weeks
- Core Medicine - 6 weeks
- Elective – A period of weeks equal to the length of the elective requiring remediation
- Emergency Medicine - 4 weeks
- Evidence Based Medicine (EBM) Course - 2 weeks
- Family Medicine - 5 weeks
- Medicine Selective - 2 weeks
- Musculoskeletal Course - 2 weeks
- Obstetrics/Gynecology - 6 weeks
- Pediatrics - 6 weeks
- Psychiatry - 6 weeks
- Public Health - 1 week
- Repeat NBME Failure - 4 weeks
- Surgery - 6 weeks
- Transition to Residency (TTR) Selective – A period of weeks equal to the length of the TTR selective