

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	August 23, 2013	
PARTICIPANTS/ REGRETS	Attending: Dr. Victor Maddalena, Juanita Barrett, David Stokes, Carla Peddle, Dr. Rod Russell, Steve Shorlin, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
Review Agenda	No additions	
Review Notes August 15, 2013		
Business Arising	<p>3.1. Space/Room Assignments</p> <ul style="list-style-type: none"> • All rooms are booked. • Dr. Maddalena will be contacting the people involved in the first two weeks of the schedule asking if they have their labs/rooms, equipment, tutors, etc. • At the end of the second week he'll contact the people involved in the next two weeks. He'll continue this throughout the whole phase. • Special Projects have rooms. • Lab: Not sure re issues • Small rooms re ILS required <p>Action: Check re access to 7 small rooms – Vivian</p> <p>3.2 Policy re Excused Absences</p> <ul style="list-style-type: none"> • Unclear re whether changing form vs. Policy • Sessions that there is required attendance include: e.g. CS , exams, ID SP's, labs 	

Action: This policy needs to be reviewed and put on D2L for each course (Don to do)

3.3 Response from Chairs re schedules etc.

- They have til Monday to respond

Action: Victor will visit everyone for each week

3.4 Physiology

Action: Don will follow up Karen and Dean

3.5 ILS

3.5.1 Schedule re planning meetings

- There are 3 WG meetings next week; we will need the story questions for these groups (ethics ones need reworking)

Action:

- Juanita will ensure story questions ready for Monday
- Victor to follow up with Daryl re changing ethics questions

3.5.2 Leaders (students)

Students need to be divided into groups (of 8 or 10 dependent on small room numbers) with lead rotation for each. They will also need faculty development re leading group and peer assessment; to be done on first ILS session.

It was noted that there may be a challenge with all students getting opportunity to lead group in ILS sessions for Phase 1.

Faculty need development re how they can:

- Lead the introductory sessions for ILS and the large group sessions/ formative assessment/ QI feedback
- Support the small group leads (students) in actually facilitating their groups (encouraging dialogue, getting everyone involved etc)

- Faculty leaders need to be identified for at least the first 2 ILS sessions.

Action:

- Vivian will forward Victor and Juanita list of students (?9 groups of 9)
- Victor, David and Juanita will set students up in groups with a list of leads on rotation basis
- Victor, David and Juanita will discuss options re how to manage student leadership for those who will not get the opportunity through IL sessions
- Steve and David will develop presentation for students for first ILS session re:
 - Facilitating group
 - Peer assessment
- Steve will develop a faculty session for the 3 WG's that can assist faculty in providing leadership at the ILS and also other small/ large group sessions
- Victor and Juanita to get Faculty leads for first 2 ILS sessions at the ILS meeting on Monday.

3.5.4 Guidelines for ILS Template

Action:

- Victor and Juanita after Monday ILS session (as required)

3.6 Faculty Development

3.6.1 Included within ILS planning meetings – leaders for FD

- Juanita to send Steve latest ppt re: ILS
- See earlier action re FD

3.7 Special Projects

3.7.1 PLMP – Dean Business School

Action:

- Sharon following up

3.7.2 Faculty to do first 2 weeks

- This will be addressed at SP meeting

3.7.3 Feedback re projects

- Lots of great ideas.

3.8 Assessment

3.8.1 Assessment – Professionalism online module – to go to SAS

3.8.2 Peer Review – Follow Up

- Will be used qualitatively; we will stay away from grades
- How to peer assess – should be included in first morning of ILS session as noted above; as well the importance should be referred to on the first morning introductions
- For the lead, it should include self-assessment as well as rest of group
- There will need to be a process for tracking attendance and evaluation feedback for the peer review (should they all be given directly to student at the time, copied and returned to the student, each student have a number to do anonymous tracking, etc.)

Action:

- Importance of peer assessment noted in first morning of class sessions (Victor)
- The tracking issues to be followed up by the Thursday meeting re ILS session

3.8.3 Formative & Summative Assessment Questions

- Have heard from June and Ed re: assessments

Action:

- Victor to send out another reminder message and remind re need numbers associated with objectives (go to <http://www.med.mun.ca/ugmecurriculum/> and see need help?)
- At the next meeting we should discuss lead time required to have questions.

3.8.4 Lab Exams

- We are still unclear re lab exams; Don had a long email from John McLean and we

	<p>are probably not going to do anything virtually in this first Phase.</p> <p>Action:</p> <ul style="list-style-type: none"> • David will develop list of options, then he and Juanita/ Victor will meet with BS faculty to resolve (if do, must be done in their present time). <p>3.8.5 P&P Review</p> <ul style="list-style-type: none"> • P&P's are being reviewed. <p>3.9 Community Health</p> <p>3.9.1 Community Visit – Objectives/Issues</p> <ul style="list-style-type: none"> • Victor and Juanita meeting next with Cathy/Kath next week. 	
<p>New Business</p>	<p>4.1 Previous CAM Sessions</p> <p>Action:</p> <ul style="list-style-type: none"> • David to send Juanita the list of present CAM sessions and who teaches. <p>4.2 Huddles</p> <ul style="list-style-type: none"> • Huddles are starting next week. <p>Action:</p> <ul style="list-style-type: none"> • Juanita to extend invite to Judy/Karen <p>4.3 Borderline – linkage with assessment and promotion</p> <ul style="list-style-type: none"> • P/F is all that is required for transcript. There needs to be a decision of how we will proceed internally for grading and how to identify/ manage students in academic difficulty. <p>Action:</p> <ul style="list-style-type: none"> • This should be discussed at MELT and be reflected in P/P 	

NEXT MEETING	August 30, 2013, 0900 - 1100	

DRAFT