

## RECORD OF DISCUSSION, ACTIONS AND DECISIONS

<b>MEETING</b>	Phase 1 Management Team	
<b>DATE</b>	August 28, 2014	
<b>PARTICIPANTS/ REGRETS</b>	<b>Attending:</b> Victor Maddalena, David Stokes, Steve Shorlin, Diana Deacon, Vernon Richardson, Gary Paterno, David Bradbury-Squires, Amanda Pendergast, Cathy Donovan, Gerona McGrath, Vina Broderick, Vivian Whelan	
<b>AGENDA ITEM</b>	<b>DISCUSSION/ ACTIONS</b>	<b>RESPONSIBLE</b>
<b>1.0. Agenda</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>2.0. Notes Last Meeting</b>	<ul style="list-style-type: none"> <li>• Review Minutes February 27, 2014</li> </ul>	
<b>3.0. Business Arising</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>4.0. Standing Items</b>	<p>4.1 ILS</p> <p>4.1.1. ILS changes (template, peer review, self-directed learning)</p> <ul style="list-style-type: none"> <li>• Some changes have been made.</li> <li>• Take content in the previous weeks' sessions and integrate them into a learning opportunity.</li> <li>• There will be 5 short stems, pieces of the stories from the previous two weeks of content. Each stem will be divided between 2 groups. One group will do the medical expert and one group will do the non-medical expert CanMed roles.</li> <li>• Those groups will switch each time.</li> <li>• The work will be done in small groups.</li> <li>• There are templates that they can use. There are templates for the facilitators and the group leaders.</li> <li>• The facilitator will take each group through each of the stems for discussion.</li> </ul>	

- Dr. Steve Darcy will do the first ILS on September 12. The first ILS session will be an orientation to the ILS.
- The students have two assignments during Phase 1 – one at the mid-point of Phase 1 and the other at the end of Phase 1 where the students have to select any one of the stems they have done during the first half or the second half. They have to write a four to five page paper going through all of the CanMeds, highlighting important issues. They have to develop and self-directed learning plan and how they are going to achieve that.
- Faculty are welcome to come to any of the ILS sessions.
- The assessment forms will be sent via one45 for the students to fill out.

#### 4.1.2. Update from ILS WG meetings

- There is a meeting scheduled for next week.

### 4.2 Special Projects Update

#### 4.2.1. Independent Projects (process/more projects)

- The management of Independent Projects is going to be split between UGME and MESC.
- UGME will oversee all of the Learning Contracts.
- Victor will be sending out an email to Phase 1 faculty with all of the changes that have been made.
- Everything will be connected to links.
- Student who want a wet lab have trouble getting wet lab people. Students suggested that for the students who carry their independent project into the summer and link it to SURA. Then they would have a total of seven weeks.

#### 4.2.2. Update from SP WG meetings

### 4.3. Assessment

#### 4.3.1. Peer Review

- The Peer Assessment form will now be on one45 instead of paper format.

#### 4.3.2. Formative & Summative Assessment Questions/Challenges

- A meeting is planned to review all four exams for Phase 1.
- Would like to have questions at least 2 weeks before the meeting.
- Faculty will be given one week to respond.
- Would like faculty to know that they do need this time in order to review the questions to make sure they are in the NBME criteria and that they are linked to the objectives. If not, they can get back to the faculty.
- A timeline has been set up and all of the meetings scheduled to review exams after they occur.
- Reviewed questions on Monday and most are really good.
- Some of the questions were the same as last year. Jennifer will review last year's exams to ensure there aren't any duplicate questions.
- The number of questions hasn't been established yet.
- It was agreed that there will be 2 questions per hour of teaching.
- We are working on a question bank.
- If faculty could review the previous questions submitted, it would be easier.
- Reassessment exams are being built at the same time as the Summative Assessment exams.
- One faculty member feels that there could be more questions on the exam instead of one question per 90 seconds. The faculty member feels that the students could answer two or three questions per every 90 seconds.
- Some of the questions take longer and some questions take shorter time to answer.
- There needs to be an invigilation policy.

**Action:** Ask SAS to consider a proposal for consistent policies around exam questions.

#### 4.3.3. Reassessment

- 

#### 4.3.4. P&P Review – Summative Assessment

- 

#### 4.3.5. Update from Assessment WG meetings

- All assessment maps have now been approved by UGMS.
- The assessment maps will be presented to the students on Tuesday at the Orientation.
- 

#### 4.3.6. Workload Issues – Assessment sub group

#### 4.4. Teaching/Learning Methods

##### 4.4.1. Update from T/L WG meetings

- The last meeting was in May.
- Would like to have reps from all Phases on the Working Group.
- There was talk about awarding of teaching or recognition of teaching.
- Would like to have events where students are invited when, for example, a faculty members wins an award.
- In terms of teaching and learning, the biggest thing is to try to come up with some ways to engage faculty that curriculum changes are not bad, that it doesn't mean more work for them, and that it can mean less work for them. There are people and resources that can facilitate how they engage students, the kind of teaching methods used, that there are ways of making a Powerpoint presentation that is a few years old, better.
- Would like to have faculty who have changed their teaching/learning methods to attend faculty meetings.

*Action: Gary Paterno should come to the next PESC Committee meeting.*

*Action: Invite Working Group leads to Phase Management Team meetings.*

#### 4.5. Faculty Development Workshops

##### 4.5.1. Time Management & Studying/Preparing for MCQ's – session time

- A faculty wide group has been started who is looking at everything that's been done in terms of faculty development.

	<ul style="list-style-type: none"> <li>• They will try to come up with a coordinated plan for faculty development.</li> <li>• They want to fill in the gaps and reduce some redundancy.</li> <li>• The group is primarily led by the managing staff of the different groups who do it, i.e., our group, PDCS, HSIMS, Clinical Learning Simulation Centre, and Discipline of Family Medicine.</li> <li>• The first meeting was in August.</li>   <li>• An inventory is being done of what's happening across the faculty already and to come up with a plan on needs assessment and to make sure everything is being offered.</li> <li>• In terms of Faculty development, it is important to integrate new faculty into this as soon as possible. There needs to be orientation for new faculty.</li> <li>• Because teaching and learning is changing, it is important for faculty who belong to MUNFA who are a part of the collective agreement; there is a definition of teaching and learning and what counts as contact hours.</li> <li>• With cooperation of MESC there is a staff member in MESC working on that topic.</li> </ul> <p><i>Action: Don will get Gary in touch with the person who is coordinating this.</i></p> <ul style="list-style-type: none"> <li>• Maria Goodridge had organized a sessions for the clinical skills teaching. Not all the sessions were very well attended.</li> <li>• It is a struggle to get tutors for the clinical skills sessions.</li> </ul> <p><i>Action: Don will meet with Maria to develop a strategy.</i></p> <p>4.5.2. ePortfolio Session/Recorded</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>4.5.3. Other</p>	
<b>New Business</b>	<p>5.1. Resignations/Replacements</p> <ul style="list-style-type: none"> <li>• There were two resignations from the Phase 1 Team – Rod Russell and Fern Brunger.</li> </ul>	

- There is no plan to replace them at this time.
- We are working towards formal appointments of expert leads and subject leads.
- As for the student reps, one will stay on the Phase 1 Team and a new one from the current Phase 1 class will be appointed to the team.
- A list of potential expert leads has been generated.

*Action: Victor will discuss getting a new class rep with the class president.*

#### 5.2. Faculty Mentors (Student Feedback/Go-forward Plan)

- Students coming from diverse backgrounds such as music, they sometimes get behind and don't know where to go. A faculty member as a mentor who could give some extra tutoring, advice, etc. could be available. Maybe have some sort of faculty mentorship.

*Action: Don will bring to Student Affairs to approach the student in a unified way regarding Faculty Mentors.*

#### 5.3. Evaluation Update

Healthy Person course:

- There will be a midpoint evaluation towards the end of October. There will be a final evaluation in December for the course content.
- The faculty members will be evaluated after each block.
- With Community Engagement, the course content ends in December. A course evaluation and a faculty evaluation will be done then.
- Janet Bartlett, Community Health, will take care of the site evaluations in January.
- Based on feedback from students last year, there was some confusion with the course names.
- With Special Projects and Clinical Skills, they will go as per usual.

#### 5.4 Other

- Orientation for the new Phase 1 students is next Tuesday, September 2.
- Everyone is invited.
- With regard to rooms, Phase 1 and Phase 2 students won't be assigned a particular

	<p>lecture hall as was done previously.</p> <ul style="list-style-type: none"> <li>• If a session requires a certain room, inform Vivian in UGME.</li> <li>• Room M1M101 is tiered and has outlets for charging electronics. The chairs are fixed.</li> <li>• Room M1M102 is flat with moveable tables. This room is good for small group activities.</li> <li>• Should be some sort of faculty tour or orientation session for faculty to see what audio/visual aids are available before they are actually in the rooms.</li> <li>• Not all rooms are up and running.</li> <li>• The main lecture theatres are about 90% functioning.</li> <li>• Someone from HSIMS will be nearby at the beginning of each session.</li> <li>• The cameras in the SP learning rooms are rolling all the time but not necessarily recording. Faculty need to know. Should have an orientation session for faculty.</li> </ul>	
<p><b>NEXT MEETING</b></p>	<p>Next meeting September 25, 2014, room M2M240</p>	