

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	January 23, 2014	
PARTICIPANTS/ REGRETS	Attending: Victor Maddalena, David Stokes, Steve Shorlin, Diana Deacon, Greg Sherman, Chris Harty, David Bradbury-Squires, Amanda Pendergast, Cathy Donovan, Carla Peddle, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
1.0. Agenda	<ul style="list-style-type: none"> • No items added 	
2.0. Notes Last Meeting	<ul style="list-style-type: none"> • Review Notes November 28, 2013 	
3.0. Business Arising	<ul style="list-style-type: none"> • Rod Russell has resigned from the Phase 1 Management Team. • Victor thanked him for his service. • Gary Paterno has been added to the Phase 1 Management Team. 	
4.0. Standing Items	<p>4.1 ILS 4.1.1. Resident/BSM Leads</p> <p><i>Action: Greg to follow up</i></p> <p>4.1.2. Update from ILS WG meetings</p> <ul style="list-style-type: none"> • Elizabeth is providing good input. • New process – set up ILS well in advance and develop questions in advance. • Pull together faculty for brainstorming. 	

4.2 Special Projects Update

4.2.1 Independent Projects

- Rod Russell was the chair.
- Independent projects are going well.
- Some students are unable to complete.
- In Phase 2 students will either start a new project or finish the one they are currently working on.

4.2.2. Update from Special Projects Working Group.

- Next week's meeting has been cancelled.
- The next meeting will be in February.

4.3. Assessment

4.3.1. Peer Review

- Peer review is based on 1-4.
- People are normally choosing #4.
- People are reading the feedback.

***Action:** Diana will review and make recommendations for changes.*

4.3.2. Formative & Summative Assessment Questions – Process Challenges

- Receiving questions late and in the wrong format.
- There are 105 summative questions on the exam on February 07.
- Victor will remind specific faculty.
- If questions haven't been received after 48 hours, then Jennifer will go to Don McKay, who will then contact the Associate Deans.
- The process needs to change.
- Questions should be received 4 weeks before the exam.
- Some options are:
 - Advertise the question process before Phase begins.
 - Get the Dean to rattle some chains – let him know it's a big issue.
 - Discuss options with Don McKay.

- Request they use database of questions.
- Sit with them to change format.

Action: David and Amanda to come up with a plan.

Action: Steve and Diana to contact other schools to see what is working for them.

4.3.3 Formative Assessment Update

- Students are finishing formative assessment near the summative assessment.
- There was a question posed if formative and summative assessment questions could randomly be either. They cannot. Summative questions have to be kept secure.

Action: Chris will poll class to see if new process is working.

4.3.5. Reassessment

- Reassessment is based on the objectives that the student answered wrong.
- Reassessment dates will be included in the schedule for Phase 2.

4.3.6. P&P Review – Summative Assessment

- This is with Sean Murphy.

4.3.7. Updated from Assessment WG meetings

- Big workload
- There is new faculty teaching this month.
- There is a 2 hour meeting per week to look at questions.
- Receiving questions late and in the wrong format.

Action: Victor to meet with Dr. McKay to request extra staff.

4.3.8. Other

- Starting in Phase 2, students will receive a pass/fail.
- UGME will have the marks but they will not be given to the students.

4.4. Teaching/Learning Methods

4.4.1. Updated from T/L WG meetings

	<ul style="list-style-type: none"> • Gary Paterno is the new chair. <p>4.5. Student Development Workshops</p> <p>4.5.1. Time Management & Studying/Preparing for MCQs</p> <ul style="list-style-type: none"> • Steve to set up. <p>4.5.2. ePortfolio Session/Recorded</p> <ul style="list-style-type: none"> • Benefits of eportfolio are on d2l. • Phase 3 will probably ask for eportfolio. • Provide orientation in Phase 1. • eportfolio provides competencies from students, it is a portfolio of work so far. <p>4.6. QI Feedback – Update & Process for follow up</p> <ul style="list-style-type: none"> • Victor follows up with questions from students. • Ask Gerona to meet with Phase 1 team to go through what has worked or not. • Q.I. sessions need to be documented. • There will be Grand Rounds in May to share information from groups. • Gerona set up ground rules for Q.I. sessions. 	
New Business	<p>5.1. Faculty Mentors (Student Feedback/Go-Forward Plan)</p> <ul style="list-style-type: none"> • Victor will ask for feedback at ILS meeting. • Chris – there is nothing from the class. <p>5.2. Other - Scholarships</p> <ul style="list-style-type: none"> • Students can submit abstracts. • Should get something from ILS & Special Projects. 	
NEXT MEETING	Next meeting February 27, room 2860.	