

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	July 26, 2013	
PARTICIPANTS/ REGRETS	Attending: Dr. Victor Maddalena, Juanita Barrett, David Stokes, Carla Peddle, Dr. Don McKay, Dr. Rod Russell, Diana Deacon, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
Review Agenda	3.5.4 Question Mark was added under Assessment	
Review Notes June 12, 2013	Deferred	
Business Arising	<p>Dr. Rod Russell was welcomed to the team.</p> <p>3.1 Meeting with Wes/Wade</p> <ul style="list-style-type: none"> • Juanita, David and Dr. Maddalena met with Wes and Wade to talk about the new building. • Barring unforeseen issues that may arise, it will be January 2014 before we occupy the new building. • We should plan as if the new building does not exist. • With the new building not being ready we have less space. Lecture Theatre A has been designated to Nursing. The room was given away before the building situation was known. • Need an accurate as possible projection of when students do not have a room. • How many groups for the tutorials? How many rooms required? 	

- This will be discussed with MELT directly after this meeting.

3.2 Policy Required for Excused Absences (Don/Maria/CS)

- Dr. McKay is close to having a single form.
- The goal is to have all medical students, regardless of year or phase, follow the same rubric for excused reasons.
- Standard reasons: sickness, special circumstances, professional development leave, personal, etc.
- Currently the Clerkship or Pre-clerkship coordinator makes the final ok. The equivalent will be the Phase lead making the final ok.
- There are two courses in Phase 1 that have required attendance: Clinical Skills and Special Projects.
- Clinical Skills will most likely follow the current rubric of three times: miss one time without excuse it goes on your Dean's letter, miss two without excuse it goes on your Dean's letter and you cannot get above a borderline, third miss without excuse, you fail the course.
- A small group needs to be formed which will include someone from Clinical Skills, the Special Projects working group, and a student rep. They will then bring back recommendations to this Committee.
- How much time can be missed in Special Projects?
- We need the Special Projects group to make an arbitrary decision for this year.

Action: Dr. McKay to send the draft leave policy to Juanita.

3.3 Friday Mornings

3.3.1 Name for Sessions

- These sessions are in the calendar as Healthy Patient, Family, and Communities.
- Will suggest to MELT to name these sessions "Integrated Review Session."

3.3.2 See Actions List

- The first planning session was held last week.
- Faculty from the first four weeks of curriculum were invited.
- The planning session turned into a Q & A about Friday mornings.

- A number of actions items came out of that meeting. Juanita passed out a list of the actions.
- Phase 1 stories will be distributed with notes from this meeting. The stories are on the website.
- Diana passed out draft peer assessment for group members and leaders for Friday mornings.
- A participation mark can be given but students cannot grade another student.
- The concept of using this has to go to SAS then go through UGMS.
- Identify sample questions.
- The first Friday session will be used to orient the students.
- Students will be given questions before the Friday morning sessions.
- October 4 will be based on five weeks, after that each Friday session will be based on two or three weeks.
- Need a planning group for all of the Friday morning sessions.
- Also need a stories working group.
- Logistics for students of small groups: one student will lead each group and alternate so that each student will have a turn as being leader.
- Follow up with the first two sessions to see who will be the faculty facilitator. This will be discussed with MELT this afternoon.
- Course chairs should be involved for now.
- Physiology is the only outstanding area.

Action: Dr. McKay will email past course chairs to solicit their help for the first iteration.

Action: Dr. McKay will contact Dr. Mearow regarding names for Physiology.

- Need three more faculty members for the Phase 1 Management Team.
- Still need a Phase 2 leader.
- We need questions with answers from faculty for the integrated sessions.
- We need a database of summative assessment questions.
- David will follow up with the lab people re: what a lab exam looks like. It may not be possible to have lab exams.
- Question Mark should be able to be used for lab exams.
- David will follow up with a date of when the database will be finished.
- There is a development workshop in August regarding questions, Question Mark, and assessment. How to write formative and summative questions

related to objectives.

- A communication needs to be sent out to let faculty know about the new curriculum.

3.3.3 Space Issues

- Speak to Eugene if there are any issues with room bookings.
- There are a couple of days with a conflict.
- The rooms are currently booked until Christmas.
- Rooms need to be booked in the Health Science after Christmas.
- There are a few places where we don't know how many rooms are needed or how many faculty will be teaching.
- One idea for the first year is to have Tuesday afternoon free for one year and Wednesday afternoon for the other year.

3.3.4 Faculty Issues

- Who is going to be facilitating the Friday morning sessions? Covered under Actions List.

3.3.5 Other

3.4 Special Projects

3.4.1 PLMP – for Phase 1 and Link with Dean Business School

- If Dr. Peters is present this afternoon in the meeting with MELT, it can be discussed then.

3.4.2 General Discussion re SP (see template)

- There are some sessions that are integrated.
- Some topics were changed.
- Half day sessions will occur every Friday afternoon.
- All of the Friday afternoon sessions have been populated that will occur before the first Community Health visit. They will not all be used.
- The template still needs a bit of work.
- Community visit and Clinical Skills have mandatory attendance.
- Friday afternoon assessment sessions are mandatory.

	<ul style="list-style-type: none"> • How will assessment be done on Friday afternoons? Re: ethics, legal issues. • Students will be given a menu from which they can select an independent project. For the first four-week have students conduct a literary review on a topic of choice. Some could write a research proposal. They will prepare a poster. Need to find faculty to mentor the students who will see them from beginning to end. • Research needs to be more prominent in the curriculum. • A complaint from students during accreditation is that we are not offering them research projects that they want. <p>3.5 Assessment</p> <p>3.5.1 Assessment – Professionalism online module - deferred</p> <p>3.5.2 Peer Assessment</p> <ul style="list-style-type: none"> • Covered under Actions List, 3.3.2 <p>3.5.3 August Session</p> <p>3.5.4 Question Mark</p> <ul style="list-style-type: none"> • A three-day workshop was held for Question Mark – the new exam program. • This program can have multiple types of questions. • A database of questions needs to be developed. <p>3.6 Community Health</p> <p>3.6.1 Community Visit – Objectives/Issues - deferred</p>	
New Business	4.1 Phase 1 Priority Activities - deferred	
NEXT MEETING	August 9, 2013, 1100 – 1300, room 2868	