

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	June 04, 2013	
PARTICIPANTS/ REGRETS	Attending: Dr. Victor Maddalena, Juanita Barrett, David Stokes, Melody Marshall, Dr. Don McKay, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
Review Agenda	<ul style="list-style-type: none"> • No additions 	
	<p>Terms of Reference</p> <ul style="list-style-type: none"> • Two students will be added in the fall. • The incoming class president will be asked who. • There will be a minimum of four faculty members. <p>Schedule of Meetings</p> <ul style="list-style-type: none"> • Commencing on Friday, July 12 until December 13, there will be a bi-weekly meeting as follows: • July 12, July 26, August 09, August 23, September 06, September 20, October 04, October 18, November 08, November 29, December 13. • The meeting on July 12 will be 8:30 – 10:30 with the remainder of the meetings 9:00 – 11:00. • All meetings will be in the HSIMS Boardroom, room 1601. • If required, we will meet more frequently. 	

Schedule

- The schedule will be going to UGMS tomorrow, June 05.
- With the new building still under construction, there is some confusion of which rooms to book.

Actions:

- For now, book rooms in both buildings for at least a month.

Friday Mornings

- The previous two- three weeks are integrated in this session and set in context of families/ communities
- The last hour (at least) will be MCQ type questions.
- The last 15mins will include feedback re what worked/ what should change
- The first couple of weeks will have a lot of objectives that will link well with the stories for the first Friday morning session; may have to focus on other areas (e.g. ethics)
- There will be two levels of feedback: 1) assessment by instructors; 2) assessment by students.
- Instructors need two months' notice of teaching.
- Basic science formative assessment may be through MCQ on the first Friday in September.
- It was suggested that Juanita and David to tag team Friday mornings in the beginning to watch for bumps.

Actions:

- Each two-week block requires someone to oversee. This person should be based on the majority of content.
- A person should be appointed to oversee all.
- Instructors for each 2-3 week period need to be brought in to review key content, learning objectives, and formative/ summative assessment as they relate to the stories.
- Rule and regulations need to be drafted and sent to MELT (One pager each session).

David

Victor/ Juanita

	<p>Special Projects: Friday Afternoons</p> <ul style="list-style-type: none"> • The first Friday afternoon will be done by HSIMS. • Diversity and Ethics on October 18 may move to Phase 2. • October 25 is left open. <p>Special Projects (integrated & 4 weeks)</p> <ul style="list-style-type: none"> • Based on CanMEDs • Core sessions (1/2 day) within 4 weeks have not been set up yet. • A special working group needs to be set up with a team lead and a total of four people. • Need suggestions re projects <p><u>Action:</u></p> <ul style="list-style-type: none"> • Have working group by July. <p>PMLP (Physician Management Leadership Program)</p> <ul style="list-style-type: none"> • Add PMLP to the curriculum with the M.D. Program. <p>Community Health</p> <ul style="list-style-type: none"> • Dr. McKay will ask Drs. Mulay and Mearow regarding how to obtain faculty. • Consult with Dr. Peters of who sets up Community Health debriefing after the rural visit. • Dr. McKay is ok with Dr. Cathy Donovan leading the Community Health rural placement. 	<p>Victor/ Juanita</p> <p>Victor/ Juanita/ David</p>
<p>NEXT MEETING</p>	<p>July 12, 2013</p>	