

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	November 28, 2013	
PARTICIPANTS/ REGRETS	Attending: Victor Maddalena, David Stokes, Steve Shorlin, Diana Deacon, Rod Russell, Vernon Richardson, Chris Harty, David Bradbury-Squires, Don McKay, Amanda Pendergast, Cathy Donovan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
1.0. Agenda	<p>Two items added</p> <ul style="list-style-type: none"> • Rewrites for summative exams • Grade posting 	
2.0. Notes Last Meeting	Review Notes October 24, 2013	
3.0. Business Arising	<p>3.1 Terms of Reference Review</p> <p>3.1.1. Phase 1 Management Team – Another Student Rep David Bradbury has joined the team.</p> <p>3.1.2. Special Projects WG – Student Rep Areej Adil is the student rep.</p> <p>3.1.3. ILS WG – Student Rep Elizabeth Woodford is the student rep.</p>	

	<p>3.1.4. Teaching/Learning Methods WG – Phase 1 & 2 Reps/Chair</p> <p>There were small revisions made to the Terms of Reference. Dr. Gary Paterno has agreed to be the Chair. He will also sit on the Phase 1 Management Team.</p> <p>3.2. Workshops: Time Management & Studying/Preparing for MCQ's</p> <p>There will be a faculty member available to us in January.</p> <p>Action:</p> <ul style="list-style-type: none"> • Steve will be in touch with him to schedule something later in January. <p>3.3. ePortfolio Session/Recorded</p> <p>Deferred.</p>	
<p>4.0. Standing Items</p>	<p>4.1 ILS</p> <p>4.1.1 Resident/BSM Leads 4.1.2 Update</p> <p>This was discussed in the working group; we will leave that with the Working Group to discuss and bring forward recommendations.</p> <p>Action:</p> <ul style="list-style-type: none"> • Juanita will add to ILS Agenda for January <p>4.1.2. Updates</p> <p>4.2 Special Projects</p> <p>4.2.1. Independent Projects</p> <p>These have advanced really well. Victor followed up with the students in terms of getting the contracts in.</p>	

From the students' perspective, the idea is good but structure could be better, for example:

- Research methodology was on the second Monday of the cycle but it might be better on the first Monday.
- There should be an orientation on the first Monday of the two-week block.
- Research presentations might be better in the second week.

Vernon has received 43 contracts, with one submission from Group A has been received. The other 26 students of Group A have until December 19. All contracts should be signed by a member of the Faculty of Medicine.

The poster fair is scheduled for February 27 & 28 in the foyer. The posters will be 11" x 17."

As we move forward we will/ may need more projects for Phase 2, 3 and 4.

Action:

- Judges for the poster fair will need to be finalized at the January meeting
- Victor to ask Faculty for more project ideas for Phase 2.

4.3 Assessment

4.3.1. Peer Review-Follow up with students

Discussion deferred.

4.3.2. Formative & Summative Assessment Questions- Process Challenges

Discussion deferred.

4.3.3. Formative Assessment Update

Discussion deferred.

4.3.4. Summative Assessment Results

Eight students failed Summative #1 and two students failed Summative #2.

4.3.6. Rewrites for summative exams

Some highlights of discussion re the summative re-writes for students who do not pass included:

- Having difficulties due to the amount of work to create a rewrite.
- There is trouble finding time to do the re-write within the students' schedule (e.g. The date for the summative exam #2 rewrite is December 03, three days before the summative exam #3)

It was suggested to have an assignment for those who fail at the end of Phase 1 instead of rewrites after each summative exam. The assignment would be based on the objectives that the student answered wrong and it would be graded as a pass/fail.

Victor is proposing to eliminate the computer exam for the rewrite. The exam will be open book and take home, and it will be solely based on the objectives that the student got wrong. The student will be asked to demonstrate their knowledge of each objective. The exam format will be long answers restricted to no more than three complete sentences or maximum of 50 words per answer. They can use diagrams or point form. This would be done in a customized word document. The student will answer on the word document and return it to the office. Appropriate faculty members will be chosen to grade the answers on a pass/fail basis. The deadline is December 20.

Some suggestions for change as we move forward to Phase 2 and adjustments to Phase 1 include:

- Time for exam rewrites needs to be added to the schedules
- We need a solution to examine students fairly that would provide the students enough knowledge when beginning Phase 2.

Action:

- Juanita will follow up re the suggestions for Phase 2/ adjustments Phase 1

	<p>4.3.5. P&P Review- Formative/ Summative /Promotion/All</p> <p>Juanita and Diana are making changes to the Summative Assessment P&P based on last fall’s discussions with MELT/ Don/ UGMS Chair and also the process now followed for summative assessment. These changes will be provided back to Sean (Chair of UGMS) for further review/ completion and review/ approval through SAS and UGMS.</p> <p>Action:</p> <ul style="list-style-type: none"> • Juanita will ensure revisions are provided to Sean for follow up and will let Phase 1 Management know outcome <p>4.4 Faculty Development</p> <p>4.4.1. ePortfolio Session Recorded</p> <p>Discussion deferred.</p> <p>4.5. Student Mentors – Faculty</p> <p>Discussion deferred.</p> <p>4.6. QI Feedback – Update & Process for F/U</p> <p>Discussion deferred.</p>	
New Business	<p>5.1. Grade Posting – Posting of Community Health grades</p> <p>Grades should be posted when ready after each community engagement.</p>	
NEXT MEETING	<p>Next meeting January 23, 4:00 p.m., room 1361.</p>	