

**Phase 1 Management Team**  
**November 26, 2015**  
**1600- 1730**  
**M2M240**  
**Minutes**

**Present:** Victor Maddalena, Cathy Donovan, Jinelle Ramlackansingh, Jon Church, Steve Darcy, Katrin Zipperlen, Diana Deacon, Carla Peddle, Amanda Pendergast, Mackenzie Turpin, Carmen Grinton, Laura Gillespie, David Stokes, Cecily Stockley, Maria Goodridge, Gerona McGrath, Vivian Whelan

**1.0. Review/Approval of Agenda**

No additions

**2.0. Review/Approval minutes from October 22, 2015**

No changes

**3.0. Business Arising**

**4.0. Standing Items – Course Reports**

4.1. Healthy Person/Integrated Learning Sessions

- There are only two ILS sessions remaining in Phase 1.
- ILS was well received. Maybe ILS should change for each Phase according to the needs of the students. It is more difficult to write stems for Phase 1.

4.1.1. Anatomy Lab Exams

- There have been 2 lab exams. The students didn't do as well as they thought they would on the first lab exam. There were some issues which were addressed for the second lab exam. Everyone passed on the second lab exam.
- The questions on the second lab exam weren't as specific as on the first lab exam.
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4.1.2. Exam Update

- The students are writing the fourth exam on Monday.
- There were fill-in-the-blank questions on the last exam.
- Fill-in-blank questions rank lower. Would like to change fill-in-the-blank questions to MCQ.
- The question bank is going really well. Everything that is taught is being examined.
- For reassessments the goal is to have at least 30% new questions.
- Problematic questions go back to the author for review.
- For the last three years the anatomy questions have been problematic.
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*Action: Amanda Pendergast will bring to SAS the issues with problematic anatomy questions for discussion.*

## 4.2. Special Projects

### 4.2.1 Research Curriculum Working Group

- The Working Group has met.
- They agreed on a letter to go to faculty members in an attempt to recruit mentors. The letter was sent about 10 days ago.
- Jon Church and Victor attended the Biomedical faculty council meeting last week. They tried to recruit mentor amongst the biomedical faculty.
- There are 18 faculty with a total of 35 students.
- A reminder will be sent out looking for faculty mentors.
- This is a student led initiative and the faculty assess and mentor.
- Students will be provided with a list of faculty and subject areas. If they don't have a mentor they can search for one themselves.
- Students will need mentors by the start of classes in January 2016.

## 4.3. Community Engagement

### 4.3.1. Physician Preceptors

- All students have been placed. Schedules are being finalized.
- Going forward, there will be two community visits. The first community visit will happen in Phase 2 and the second community visit will happen in Phase 3.

## 4.4. Clinical Skills

- Students can apply for various reasons in clinical skills. As a result, a student could get approved leave for a few clinical skills sessions. Marilyn does what she can for students to make up clinical skills when they miss it, but it's not always possible.
- At the end of the Phase 1, the maximum number of sessions that a student can miss that have not been made up is two.
- Even with approved leave, students cannot miss more than the limit stated.
- Sick notes are not needed for one or two days off sick.
- Mandatory sessions are approved 'mandatory' by Senate.
- Are we obligated to accommodate when a student misses a mandatory session?

*Action: Maria Goodridge will contact Elizabeth Hillman, Registrar's Office re: are we obligated to accommodate students when they miss a mandatory session.*

## 4.5. Quality Improvement – Report

- Students provided a written report with feedback.
- Every item is followed up on with the individuals.
- The Phase Lead is consulted and Jinelle is also consulted sometimes with issues.
- The students can follow each issue on D2L.
- Avoid including names on the feedback.
- On matters related to the assessment plan, once the assessment plan has been approved by UGMS, there are two elements to it. One is the breakdown of assignment grades and the other is the actual timing of due dates and exam dates. On the issue of the actual percentage grades per assignment, that would require unanimous approval of the class. Scheduling remains the prerogative of UGME. Rescheduling a date does not require the approval of the students.
- Due dates for assignments can be changed if it is later. If the due date is earlier, it has to be brought to the class.
- Most instructors do a full hour instead of 50 minutes. Not many go over the hour. The students need a break in between sessions.
- If a session is 3 hours long, there should be break half way through.
- E-modules that contain a lot of slides are problematic.

- We need a list of lectures from the students that are overtime, under time, and sessions where they are cramming in too much content.
- Going forward we'll ask faculty who have two or three hour time slots, if they require that much time or less.

#### 4.6. Student Issues – Discussion

- Students want to know what gets credited on exams.
- Every challenge card is reviewed.
- The objective that was credited can be released to the students, but not the question.
- All content prior to ILS should be on the exam.
- There are two sessions that won't be tested on the next exam.

#### 4.7. Faculty Issues – Discussion

- Block reviews are underway. We have received some feedback from Faculty.
- Most of the feedback is that they don't have enough time in their sessions.
- If Faculty have a question about the faculty handbook, there should be a single contact person or a cheat sheet with names of contacts.
- Faculty should be informed when the time, date, or location of their session has been changed.
- The schedule is kept up-to-date on the web site.

### 5.0. **New Business**

#### 5.1. Undergraduate Content Leads

- The Undergraduate Content Leads position is going to go to UGMS for approval next month.
- Once it is approved, the Division Associate Deans and Clinical Chairs will be notified to appoint or nominate an Undergraduate Content Lead.
- It has been not finalized who will be on the Resource Groups. UGMS would like to have vertical integrated committees who would like at, for example, cardiovascular and look at how it spans the four phases vertically.
- The resource group would include clinical and non-clinical faculty.
- Victor will be starting sabbatical January 2016. He thanked everyone for their time.

### 6.0 **Date Next Meeting: TBA**