

Phase 1 Management Team
October 22, 2015
1600- 1730
M2M240
Minutes

Present: Victor Maddalena, Laura Gillespie, Jon Church, Jinelle Ramlackhansingh, Carla Peddle, Katrin Zipperlen, Cassandra Hawco, Maria Goodridge, Steve Shorlin, Carmen Grinton, Mackenzie Turpin, Diana Deacon, Steve Darcy, Gerona McGrath, Vivian Whelan

Introductions were made for the new team members – Phase 1 students Carmen Grinton and Mackenzie Turpin.

1.0. Review/Approval of Agenda

Added under New Business – Undergraduate Content Leads
Approved

2.0. Review/Approval minutes from September 24, 2015

Minutes approved

3.0. Business Arising

3.1. Grading of Assignments

- There has been some success with grading of assignments.

4.0. Standing Items – Course Reports

4.1. Healthy Person/Integrated Learning Sessions

- ILS is going well, students are engaged.
- People are lined up for the rest of ILS sessions.
- Students – small groups are more helpful. However, some students feel that ILS is long.
- ILS gets better as students learn more.
- The first hour is small group discussion then discuss the stems for approximately 1 hour 15 minutes. The last 30 minutes is QI. ILS is helpful for exams.
- Faculty members help guide the discussion.

4.1.1. Anatomy Lab Exams

- There is concern with not getting matrix. The exams aren't on QuestionMark.
- Anatomy is new to Phase 1.
- Need a running document of what changes need to be made.
- QI provides feedback from students. Block reviews will be done with faculty.

4.1.2. Exam Update

- There has been excellent submission of summative and formative exam questions.
- The Assessment Working Group is functioning very well to review exam questions.
- The whole class passed the Block 1 exam.
- A faculty driven block review will begin soon. A series of questions will be sent out to all faculty that teach within a block.

4.2. Special Projects

4.2.1 Research Curriculum Working Group

- The Working Group hasn't met yet.

- Need to get faculty mentors to help guide students. Jinelle, Katrin, Victor and Jon will meet.
- Students will be learning the research curriculum over the four Phases. In the first Phase they will do a literature review.
- Student reps should be included on the Working Group. Elect 2 student reps.
- Students can generate their own research.

4.3. Community Engagement

4.3.1. Physician Preceptors

- Janet Bartlett matches students and preceptors.
- There is a problem obtaining preceptors.
- There is a Working Group set up – coordinated by Jinelle, to find an alternate model for the community visit.
- A proposal will go to UGMS. It should be sorted for the Class of 2020.
- Victor met with Dr. Reid from South Africa who has had same issues. He gave great advice and documents. The students are more independent in setting up the community visits.

4.4. Clinical Skills

- Going smoothly so far. Students are enjoying.

4.5. Quality Improvement – Report

- The third QI session for the Class of 2019 was on October 15. Students were proactive – they had prepared a document with both positive and negative feedback. This proved to be an efficient way of gathering QI information.
- Many of the issues that were brought up have been addressed or are being addressed.
- There were many comments about the anatomy and anatomy labs. There will be changes to upcoming anatomy lab sessions and exams.
- Gerona met with Andrea Warman, Student Affairs, to ensure there is communication around the issues raised in QI.
- Developing a tracking system to follow up with what was dealt with and how. Every QI issue tracked on D2L. Students can check the progress of issues they raise.

4.6. Student Issues – Discussion

- Most issues have been forwarded.
- Schedule – the lab reassessment is on a Tuesday afternoon, same time as Gateway orientation. The reassessment time wasn't added to the initial schedule. It was hard to fit it in.
- Students are concerned about e-modules. The students were concerned that they didn't feel like e-modules. They prefer having a professor in the class. Victor asked the students to email that concern to him and Gerona.
- Gerona will copy the Team on QI.
- Concerns were sent to Victor regarding lack of Student Wellness Coordinator. Will have a lunch and learn with students to discuss stress, exams, over-studying.
- The Class of 2019 has one less assignment than the Class of 2018. The Class of 2019 has two lab exams and five summative assessments.

4.7. Faculty Issues – Discussion

- Faculty would like to have a cheat sheet for the computers in the rooms. It is being developed. There is a weekly session offered to faculty.
- There will be block reviews. The first block review will include two blocks. Feedback will be brought back to the Team.

5.0. New Business

5.1. Undergraduate Content Leads

- There has been one meeting to discuss Undergrad Content Leads (UCL).
- The UCL will work with UGME to develop curriculum. The UCL will be similar to the subject chairs in the old curriculum.
- Hoping they will be part of resource groups. Their function is yet to be determined.
- Use the UCL's and resource groups to determine which textbooks are needed.

6.0 Date Next Meeting: November 26, 2015