RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	September 27, 2013	
PARTICIPANTS/ REGRETS	**Attending:** Victor Maddalena, Juanita Barrett, David Stokes, Steve Shorlin, Diana Deacon, Rod Russell, Vernon Richardson, Greg Sherman, Carla Peddle, Vivian Whelan	
AGENDA ITEM	**DISCUSSION/ ACTIONS**	**RESPONSIBLE**
Review Agenda	No additions	
Review Notes September 06, 2013	Deferred	
New Business	**3.1 Terms of Reference Review** **3.1.1 Phase 1 Management Team** • There was some discussion re the relationship between the Phase 1 Management Team and UGMS and subcommittees of UGMS • Each Team will include 8 faculty members. • Currently there is one student appointed to the Team by the Medical Student Society. Another student should be appointed to the Team. • Faculty added: Cathy Donovan (Community Health), Vina Broderick (Clinical Skills), Amanda Pendergast (consistent throughout all Phase for Assessment WG), Greg Sherman (ILS), Vernon Richardson (Independent Projects). • The student will service one calendar year: Phase 1 – September to September; Phase 2 - March to March. **Action:** • Juanita will poll the Team via doodle with options of meeting on Tuesday or Thursday, 4-6.	

- Victor to identify another student for Team

3.1.2 Assessment WG
- The term for Faculty is a minimum of two years.
- Replaced "every 2-3 weeks" after Collation and follow up of formative assessments with "weekly."

3.1.3 Special Projects WG
- Meetings are every 3rd Thursday, 2-4.

3.1.4 ILS WG
- Need a staff member to provide support.
- Will require support from UGME and MESC.

3.2 Excused Absences – Update
- Within Healthy Person the only sessions that are mandatory are: ILS, Assessment, some labs.
- Within Community Engagement the only mandatory sessions are the Debriefing, Preparation, and Community Visits.
- IPE is no longer mandatory. The Friday afternoon sessions are not mandatory.
- Clinical Skills are mandatory. If he/she misses more 3 sessions, student fail.
- Within Special Projects the only things mandatory are: the PLMP modules, Learning Contracts, Projects Student Presentation
- Victor verbally informed the students of the change.
- Students have to fill out a leave request form whether it's for a mandatory session or not.
- Track students' absenteeism.
- Students cannot move into Phase 2 until Phase 1 is passed.

Action: Victor to meet with Don re: are there any mandatory labs.

Business Arising	**4.1 Logistics**
	    4.1.1 Rooms/labs
	        • All rooms are good
	
	    4.1.2 Huddles
	        • No need for any more huddles.
	
	    4.1.3 Physiology rep
	        • Bruce Van Vliet and John Smeda will be available as consultants for Physiology.
	
	4.2 Response from Chairs re schedules etc.
	    • Responses are improving.
	
	4.3 ILS
	    4.3.1 Leaders
	        • Greg Sherman is the lead for the ILS sessions.
	        • Juanita, Steve, David and Victor will be consistent representatives at the ILS sessions.
	        • The student leaders will change at each session.
	
	    4.3.2 Questions (3rd session – to be posted October 7)
	        • The questions are developed by the stories working group and the content experts within that block of time for each ILS.
	        • October 4 is the next ILS session.
	        • Questions are provided for discussion at the beginning of the ILS block.
	        • The questions are posted online on d2l.
	
	    4.3.3 Guidelines (template for use by all faculty)
	        4.3.3.1. ILS Sessions
	Steve Shorlin has drafted.
	
	        4.3.3.2. Student Self Remediation	

Steve Shorlin has drafted a template for the students.

4.4. Special Projects
   4.4.1. Changes to Schedule/Faculty
- The two week research blocks have had some changes.
- The Learning Contract has been moved to Oct 15.
- Roger Greene's session is now one hour, was three hours.
- Students have been divided into Groups A, B, and C.

4.5. Assessment
   4.5.1. Assessment Maps Update
- Maps need to be updated.

   4.5.2. Assessment – Professionalism online module – to SAS
- Juanita will follow up with Diana.

   4.5.3. Peer Review – Issues (e.g. CH)
- CH wants to use an adapted Peer Assessment tool.
- Students have proposed that the team leader would do a general peer assessment on the group.

   4.5.4. Formative & Summative Assessment Questions
      4.5.4.1. Process Challenges
- The request for questions has been modified.
- SAS wants to review the questions.
- Don will contact faculty who haven't submitted questions on time.
- Either we have course chairs or have a new process.

Action: Victor will send an email to faculty explaining the process from when we request a question up to the point of when the exam is delivered.

Action: Victor to discuss with Don and Sharon re the relationship of the Phase Management teams and UGMS and SAS.

4.5.5. Lab Exams
- There will be no lab exams.

4.5.6. P&P Review
4.5.6.1. Formative/Summative/Promotion/All
- There is a meeting on Monday.

4.6. Faculty Development
4.6.1. ePortfolio
- ePortfolio is like a big drop box in d2l.
- Would like to have all the reflective pieces that form some of the student assessment that in the ePorfolio.
- A lot of faculty disagree.
- It was recommended to the students that if they submit something for review for faculty, take a copy of it and put it in their ePortfolio, tag it, mark it, identify it.

Action: David and Steve to record a session about eProtfolios and put it in the faculty development folder.

4.6.2. Sessions Online
- Victor wants his Learning Contract to be recorded.
- Can all of the sessions during the first 2-week block be recorded and put somewhere for access for remainder of 2-weeks blocks; this will be based on faculty consent to be recorded.
- There is no extra space in case of a snow day; therefore, recorded sessions could be accessed by students if classes are cancelled.

Action:
- Rod will ask Faculty doing presentations in Special Projects 2 weeks if they are OK with recoding; if they are he will connect with HSIMS to arrange
- Victor will contact HSIMS re recording his Leaning Contract session

	4.7. Student Mentors – Faculty • This has not been addressed. • Get direction from MELT.	
Other	**Terms of Reference/ Dates of meetings** **Action:** Juanita to send Vivian the terms of reference for all working groups- members should look at meeting dates re regular times for these meetings and put in their calendar See attached.	
NEXT MEETING	October 24th, 2013 from 4-6 PM in Room 1361	