

Phase 1 Management Team
September 28, 2017
1600- 1730
M2M240
Minutes

Present: Amanda Pendergast, David Stokes, Sheldon Smith, Kaitlin Quinlan, Diana Deacon, Vivian Whelan, Jon Church, Pam Pike, Gerona McGrath, Katrin Zipperlen, Laura Gillespie, Akshay Sathya, Don McKay **Observer:** Jinelle Ramlackinsingh

Regrets: Norah Duggan, Steve Darcy

1.0. Review/Approval of Agenda

2.0. Business Arising

2.1. Phase Management Team Terms of Reference

2.1.1. There is a new draft Terms of Reference for the Phase Management Teams. Voting members include at least four faculty members. Faculty are recruited if they show interest. Voting members also include two students and the Associate Dean. Other members include reps from SAS, HSIMS, CLSC, PESC and UGME recording secretary. There is no rep from CLSC yet. UGME Curriculum Manager can be removed; it's not going to be renewed right away. The Team meets once a month in the fall and a couple of times in the New Year. A quorum is half the voting members plus one. Decisions are made on a majority vote. Minutes are taken and approved. It was suggested to include a rep from Phase 3.

2.2. Observer

2.2.1. Jinelle Ramlackinsingh will be attending the Phase 1 Management Team meetings as an observer only, as part of her studies.

3.0. Standing Items

3.1. Healthy Person

3.1.1. Questions are being received in a timely manner. It was just brought to our attention that a student contacted the professor directly regarding a question. The question will be credited with two correct answers. It is preferred that if there is a question of concern, that the students either contact Dr. Pendergast or fill out a challenge card while in the exam. The challenge cards are reviewed. Plus the stats of the questions are reviewed.

3.2. Community Engagement

3.2.1. Almost all students have been placed. The schedule is being sent to students one week in advance. Some students have conflicts and would like more notice. Not all physicians have been recruited.

3.3. Clinical Skills

3.3.1. Clinical Skills is going well. There is a new case this year.

3.4. Physician Competencies

3.4.1. Any issues have been solved. Almost everyone has been matched. Katrin has registration forms. There will be a session for working on the poster.

3.5. Integrated Learning Sessions

3.5.1. ILS is decreased down to three sessions. The first session was an introduction, practice type session. There are two other sessions later on in the semester.

3.6. Evaluation/Quality Improvement

3.6.1. There will be a session on October 6 by Dr. Alan Goodridge regarding evaluations and the role of PESC. There will be two QI sessions for students to give feedback. Akshay Sathya is a good mentor for the Phase 1 students. The percentage of students completing evaluations has been declining. Now they are more spaced out. The evaluation office is more interested in continued improvement and refining things that have been put in place.

3.7. Student Issues – Discussion

3.7.1. Students are struggling with anatomy lectures. The students feel that it is disorganized and they are confused about what is being tested. The professor references the book but in general with no specific chapter. They were also told to use Google. There was information removed from the slides to make them shorter, but the students feel as if they are missing information. The Lab stations are different and inconsistent. If a station has no lab tutor, then the students receive no extra input. Students are receiving different amounts of information. It was the same problem last year. The facilitators don't know exactly what is being tested on. The manual doesn't include extra information. Dr. Pendergast encouraged the students to give feedback re: teaching styles. Some formative questions were not in the notes. Course reps are in place to discuss issues with respective professors. The block 1 exam was good except for anatomy. Students like the new computers in the computer classrooms. There is no feedback yet for community engagement. Formative and summative assessments are being reviewed. There is a new lead in Community Engagement who is being proactive. It is improved this year from last year. Clinical Skills are going good. Epidemiology and Biostatistics had a big drop in attendance. Lectures are hard to follow and it's hard to hear the professors. It was suggested that they use lapel mics. The professors have difficulty answering student questions. Formative questions on the slide didn't belong to the professor so he couldn't answer student questions. It was suggested that he remove information on the slides that isn't his. Some slides are incorrect. Kieran Lacey is the class rep for Physician Competencies. Students can evaluate specific faculty. Epi and Biostats questions have been received. The students received questions from the professor in class instead of on D2L. Last year was the first time for an MCQ exam for Epi and Biostats. Assessment working group is unaware of who write the questions. There was poor attendance last year. There are no issues with ILS.

3.8. Faculty Issues – Discussion

3.8.1. There are concerns about lecture capture. Faculty decide whether or not to record. They start and stop recording. The signed paper is collected by HSIMS at the end of the day. Faculty are given 24 hours to decide whether or not to post their recording. Lectures can be taken down any time after posting. Recordings are deleted at the end of the academic year. Four out of six were recorded in one day. Send faculty to HSIMS if

they need more information. There are two reps in the class that can help faculty with recording.
Remind faculty not to go overtime.

4.0. New Business

5.0 Date Next Meeting: October 26, 2017