

| PHASE 2 MANAGEMENT TEAM MEETING |  | DATE | Oct 10, 2018 |
|---------------------------------|--|------|--------------|
|                                 |  | ROOM | M2M240       |
|                                 | Dr. Lisa Kenny, Phase 2 Lead   |      |              |
| <b>MEMBERS:</b>                 | Dr. Natalie Beausoleil, Community Health and Humanities<br>Dr. Pushpa Sathya, ILS<br>Dr. Barton Thiessen, Assessment<br>Dr. Krista Brown<br>Dr. Norah Duggan, Community Engagement Co-Lead<br>Dr. Maria Goodridge, Clinical Skills<br>Dr. Amanda Pendergast, Community Engagement Co-Lead<br>Dr. Tanis Adey, Associate Dean, UGME<br>Katrin Zipperlen<br>Gerona McGrath<br>Carla Peddle, UGME Coordinator<br>Diana Deacon, Assessment<br>Mr. David Stokes, HSIMS<br>Dr. Steve Shorlin, Faculty Development<br>Dr. Jacqueline Costello, Research Lead<br>Stephanie, Class of 2021<br>Kaitlin Quinlin, Class of 2021<br>Logan Slade, Class of 2022<br>Claire Skanes, Class of 2022 |      |              |
| <b>PARTICIPANTS</b>             | Lisa Kenny, David Stokes, Diana Deacon, Maria Goodridge, Barton Thiessen, Tanis Adey, Claire Skanes, Natalie Beausoleil, Katrin Zipperlen, Gerona McGrath via teleconference, Alison Haynes via teleconference.  |      |              |
| <b>REGRETS</b>                  | Pushpa Sathya, Kaitlin Quinlan, Jacqueline Costello  |      |              |
| <b>RECORDING SECRETARY</b>      | <i>Minutes Recorded – Transcribed by Ms. Vivian Whelan</i>   |      |              |
| <b>NEW MEMBERS</b>              | Claire Skanes, Class of 2022   |      |              |
|                                 |  |      |              |

| MINUTES  |                 |   |   |
|--|-----------------|---|---|
| AGENDA   | ITEM            | DISCUSSION  | ACTION  |
| 1.0. Review/ Approval of Agenda                |                 |   |   |
| 2.0. Review/Approval minutes from June 4, 2018 |                 | Motion to approve<br>Moted by: Natalie Beausoleil<br>Seconded by: Tanis Adey<br>All in favour   |   |
| 3.0. Business Arising                          |                 | Integrated into Standing Items  |   |
| 4.0. Standing Items                            | 4.1. Assessment | <p>Course Assessment Reports were distributed and reviewed by Diana Deacon</p> <p>6750 – The Patient. No major assessment concern identified. Student comments from evaluation data indicate that the content could be distributed more evenly throughout the blocks.</p> <p>6760 – Clinical Skills. No major assessment concern identified. Comments included the students requesting more learn opportunities related to hearing, vision and MSK.</p> <p>6770 – Physician Competencies. No major assessment concern identified. Reflection essays make up a major component of the assessment of this course. The grading of this form of assessment is an arduous task. Some assignments have been graded by teacher assistants. Dr Kenny suggested that we should explore alternative forms of assessment. It was generally agreed by the group that reflection and essay writing are foundational skills for medical students. Faculty members should grade assignments.</p> <p>6780 –Community Engagement. No major assessment concern identified. Evaluation data indicated that the students feel the instructions need to edited and the word count shorter. The</p> | <p><b>Ensure assessment plans evenly distribute content.</b></p> <p><b>Dr Goodridge to review with Clinical Skills Committee.</b></p> |

|                  |                             |  |   |
|------------------|-----------------------------|--|---|
|                  |                             | assignment is in keeping with the SAS recommended guidelines for assignment lengths.   |   |
|                  | 4.2. Evaluation             | <p>The course evaluation reports were reviewed in detailed. Copies of each report with detailed response reports where reviewed and submitted.</p> <p>The only major area of concern was ILS. There is an ongoing issue with poor student response rates. PESC is continuing their efforts to improve response rates.</p> <p>The report of the ILS working group to PESC has been completed and Reviewed and accepted by PESC. We with integrate the recommendations in the next iteration of phase 2.</p> | <p><b>Dr Kenny to submit Evaluation response reports to PESC</b></p> <p><b>Dr Sathya to review the report of the ILS working group to PESC at next ILS meeting.</b></p> |
|                  | 4.3. ILS                    | Review of ILS working group report deferred.   |   |
|                  | 4.4. Community Engagement   | Dr Natalie Beausoleil voiced concerns about the number of community Preceptors that are no longer available to take students for their community rotation.   | <b>Dr Adey will organize a meeting to discuss this serious issue with Dr Donovan, Carla Peddle, Janet Bartlett and Dr Haynes.</b>                                       |
|                  | 4.5. Physician Competencies | <p>Ongoing meetings with HREB to discuss the ethics application process.</p> <p>Dr Natalie Beausoleil identified an issue with the current sequencing of research topics. She proposes moving the session, How to write a research question, from Phase 2 to Phase 1.</p>  | <b>Vivian will explore the potential to move this session with Dr Pendergast.</b>   |
|                  | 4.6. Clinical Skills        | No major update  |   |
|                  | 4.7. Student Issues         | Integrated into Standing Items   |   |
| 5.0 NEW BUSINESS |                             |  |   |

|                  |  |     |  |
|------------------|--|-----|--|
| 6.0 NEXT MEETING |  | TBD |  |
|------------------|--|-----|--|