



## Phase 3 Management Team Minutes

Wednesday, January 8, 2020

4:00 p.m.

2M240

Attendees: Jasbir Gill, chair, via teleconference, Steve Shorlin, Diana Deacon, Heidi Coombs, Alison Haynes, Carla Peddle, Katrin Zipperlen, Rod Russell, David Stokes, Meena Saad, Mallory Pitts, Jerry McGrath, Brian Kerr, Debra Bergstrom, Vivian Whelan, Rick Audas via videoconference

Regrets: Tanis Adey, Suzanne Drodge

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No changes	
Review and approval of prior minutes –Review of action items from previous meeting	Minutes from December 4, 2019 were approved.	
1. Business Arising		
2. Assessment Working Group	Nothing outstanding. The results from the last exam were improved from the previous exam. The process of approving curriculum assessment maps is changing. The assessment maps need to be discussed earlier so that they may be ready in August.	
3. Research Curriculum Group	No update since the last meeting. Rod and Katrin are going to meet with some of the learners who have yet to get ethics approval to make sure they are progressing so they can meet the deliverable for	

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	this Phase. One learner still needs to submit information but nine learners still don't have ethics approval.	
4. Clinical Skills	Nothing to report.	
5. PESC	<p>A QI session is scheduled with the next ILS on January 31.</p> <p>Adding faculty pictures to the evaluation forms can be challenging. Maybe a link can be added to the faculty pages on the faculty of medicine website. Part-time faculty may not have a page with their information. Looking at ways to embed a faculty picture. Faculty can be encouraged to go to HSIMS for a picture.</p> <p>The question regarding online material being available in a timely manner was discussed at PESC. It should probably be removed from the evaluation form or reword it. Faculty are not required to provide online material. It doesn't belong on the faculty evaluation form.</p>	
6. Curriculum Lead	There is no major content change. The major and minor changes were emailed to the team. There were quite a few. The system is working well. All of the objectives are being reviewed for all of the sessions.	
7. ILS	The ILS focus group met in December regarding concerns with ILS. ILS is always before an exam and	

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	<p>it is not examined. It takes away study time. Changes to ILS will be recommended based on the focus group. Quality over quantity is important. Tips should be written for facilitators and learners.</p> <p>The new theme based curriculum has changed ILS. Are there too many ILS sessions? The facilitator guide would be different for each Phase.</p>	
8. Student Issues	<p>Block 4 was much better than block 3. Some of the tutorials are outdated. They told the facilitators who said they will work on them for next year. The ECG modules were dense. The online modules took longer than the four hours scheduled.</p>	
9. Faculty Issues	<p>No issues</p>	
10. Accreditation Updates	<p>We are moving into data collection time. Brian has sent a message to the small project teams regarding data collection instruments, such as some of the questions on the self-study. Meeting will be set up to see what concerns they have or if there are any issues.</p> <p>Currently in the process of setting up our accreditation review committee. They will review the MSS medical school self-study based on the data collection.</p>	
Next Meeting	<p>February 5, 2020</p>	