



Phase 3 Management Team Minutes

Wednesday, May 6, 2020

4:00 p.m.

Teleconference

Attendees: Jasbir Gill, chair, Meena Saad, Diana Deacon, Katrin Zipperlen, Vivian Whelan, David Stokes, Heidi Coombs, Suzanne Drodge, Mallory Pitts, Brian Kerr, Carla Peddle, Debra Bergstrom, Rick Audas, Jerry McGrath

Regrets: Rod Russell, Tanis Adey

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	Motion to accept agenda: Debra Bergstrom Seconded: Suzanne Drodge All in favour.	
Review and approval of prior minutes –Review of action items from previous meeting	Motion to accept April 23 minutes: Mallory Pitts Seconded: Meena Saad All in favour	
1. Phase 4 Prep	Working on an online system. Deliver what can go virtual as scheduled. There will need to be about 5 days for in-person sessions. We don't know when that will happen.	
2. Clinical Skills	Working out logistics of virtual clinical skills and a virtual OSCE. It's currently not possible. Plan for the remaining sessions. There will be no physical exam now. It will have to wait until they return to class. There won't be an exam in the fall. Assessment can	

Our Vision: Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.



Phase 3 Management Team Minutes

Wednesday, May 6, 2020

4:00 p.m.

Teleconference

	be done using what has been completed as a formative assessment.	
3. Curriculum Lead Review program objectives/course goals	The changed and updated program objectives and course goals will be brought to UGMS for approval. It has to go to all Phases first.	Requested an e-vote by Monday
4. Research Curriculum Group	Communicating with the learners as to what to look for in Phase 4. There have been lots of calls and emails with the learners.	
5. Assessment Working Group	The assessment maps in the Handbook are being kept up-to-date.	
6. PESC	Updating evaluation form for the five courses. Adding preferred method of online learning and what works well. Holding the clinical skills forms for now.	
7. Curriculum Lead		
8. Student Issues	<p>Feedback was received regarding dates of assignment changed. There is no Rubric. Issue when a new due date is sent to D2L or directly to learners without Diana Deacon's knowledge. The assignment for Dr. MacDonald is not included in the assessment plan. The assignment is formative and no mark will be assigned as summative. The Handbook is as up-to-date as possible.</p> <p>There is confusion around the Patient Safety assignment. The due date for Health Law has changed.</p>	

***Our Vision:** Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.*



Phase 3 Management Team Minutes

Wednesday, May 6, 2020

4:00 p.m.

Teleconference

9. Faculty Issues	No issues	
10. Accreditation Updates	Moving ahead with communication plan. Everything will be ready to go when the new date is announced.	
Next Meeting	June 3, 2020	