

**Phase 3 Management Team
December 2, 2015
1600- 1730
M2M240
Minutes**

Present:

Joanne Hickey – Chair, Susan Mercer, Diana Deacon, Laura Gillespie, Maria Mathews, Brian Harnett, David Stokes, Steve Shorlin, Debra Bergstrom, Gokul Vidyasankar, Lynn Morris-Larkin, Jinelle Ramlackhansingh, Gerona McGrath, Carol Vokey

Regrets:

Don McKay

1.0. Review/Approval of Agenda

No additions

2.0. Review/Approval Minutes November 5, 2015

Motion to approve: Maria Mathews

2nd: Laura Gillespie

All in favour.

3.0. Business Arising

3.1. Proposal to UGMS re: Undergraduate Content Leads

- A proposal to have Undergraduate Content Leads and Vertical Integration Groups will go to UGMS this month.

3.2. Block Review Process

- The block review for faculty has started.
- Only received feedback from one faculty member for the first block of Phase 3.
- The issue came up in PESC that we don't have a process once we receive the information. Gerona passed the information on to Jinelle.
- Questions weren't received by Dr. Gillespie. Gerona will follow up with Vivian.
- There has been feedback regarding
 - not enough time to teach.
 - Faculty doesn't know what has already been taught. Teaching could be duplicated.
- The vertical integration committee will review the objectives and how they are being taught.
- Students are not always getting a break between lectures or during a lengthy lecture. A reminder was sent to all faculty about the length of lectures and breaks for students.
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3.3. New Research Curriculum Didactic Teaching

- Joanne, Laura, Katrin met to discuss the current Independent Project Plan for the current students. The two forms were revised.
- Discussed the didactic teaching that this class has already had from a research curriculum point of view.
- Will meet in the New Year and fill in any gaps.

3.4. Clinical Skills Leave Limits

- There was an amendment made to wording and language.
- Joanne will clarify with clinical skills what is meant by Internal Medicine. There is nothing in the schedule titled Internal Medicine.

Action: Debra Bergstrom will email Maria Goodridge for clarification of what is Internal Medicine.

- If a session is made up it is not considered missed.
- If a student misses more than four, there is a potential for failure of the course.

Motion: Accept the Clinical Skills Leave Limits with the change of terminology as discussed.

Motioned by: Debra Bergstrom

Seconded by: Joanne Hickey

All in favour

4.0. Standing Items

4.1. Integrated Learning Sessions Working Group – Report

- Status quo.
- Student engagement in the large group session continues to be the biggest challenge
- The non-medical expert role continues to be minimized
- Plan to re-start the ILS working group across the phases to continue to work on these issues

4.2. Assessment Working Group – Report

- The second exam has been reviewed.
- Logistically the exam review process is running well
- Doing ok with getting questions. The bank is growing.
- In terms of notifying students if they are in jeopardy, there needs to be a process in place. There is different communication from different groups. In Phase 1 students who may be in jeopardy of failing an exam is notified before the Hofstee is done – Phase 3 will follow the Phase 1 template to maintain consistency
- Anybody can review their exam but those who failed get first priority.

4.3. Special Projects/Independent Project Working Group – Report

- Nothing to report until next week.
- A question from a biomedical science faculty member re: mentoring. They do mostly basic sciences and wet bench research and they are thinking about mentoring a student. Some looked at the data collection and analysis portion which occurs in Phase 3. For regular bench research, two weeks isn't enough.
 - Could they use data that a graduate student has collected?
 - There are now data sets online that the students can use.
 - At present this seems potentially reasonable, but will need to be decided on a cases by cases basis

4.4. Teaching/Learning Methods Working Group – Report

- If a faculty member wants to record his/her lecture, HSIMS will lend them the equipment needed.
- Students like recorded sessions.

4.5. Clinical Skills – Report

- The biggest issue is the timing of the exams.

4.6. PESC/Quality Improvement – Report

- Trying to improve ILS.

- At PESC Diana presented comparable statistics with current and historical marking schemas. Under the new Hofstee is much like the old standard deviation method.
- There were a lot of positive comments about Clinical Skills. Students were pleased with the scheduling and the notifications they have been receiving.
- There were a lot of good comments about the interprofessional modules.
- Continued concerns from students regarding tutorials
- There was a suggestion that some of the aboriginal population assignments could be done in-class.
- There were some concerns with e-modules – there are too many slides and too long for the amount of time.
- Some of the students had issues with the Interprofessional Skills training.

4.7. Student Issues – Discussion

- Some students are concerned with having a 2.5 week block this time but the first block was 5 weeks. Students would like the blocks split more evenly.
- Students identified areas of redundancy between sessions
- Students expressed constructive feedback regarding tutorial sessions

4.8. Faculty Issues

- Maria Mathews' AHS sessions need to be rescheduled.
- Faculty had concerns about having online grading of the write-ups. An email was sent out about why it is being done this way and positive feedback was received.
- Positive feedback – no issues recruiting faculty graders

4.9. Accreditation

- Gerona will have something for the next meeting regarding Phase reviews.

5.0 New Business

- The students feel that the curriculum is coming together. There are no gaps.

6.0 Date Next Meeting: December 2, 2015