

**Phase 3 Management Team**  
**December 7, 2016**  
**1600- 1730**  
**M2M218**  
**Minutes**

**Present:**

Joanne Hickey – Chair, Jinelle Ramlackhansingh, , David Stokes, Steve Shorlin, Katrin Zipperlen, Carla Peddle, Gerona McGrath, Laura Gillespie, Diana Deacon, Vivian Whelan, Maria Mathews, Lynn Morris-Larkin, Akshay Sathya, Rebecca O’Leary, Nadine Rockwood

**Regrets:**

Don McKay, Debra Bergstrom, Gokul Vidyasankar

**1.0. Review/Approval of Agenda**

**2.0. Review/Approval Minutes November 9, 2016**

Removed last two sentences under 3.4.

Motion to accept with change: Laura Gillespie

2<sup>nd</sup> by: Joanne Hickey

All in favor.

**3.0. Business Arising**

**3.1. Undergraduate Content Lead Recruitment**

- There is a UCL meeting in January. Surgery is currently being recruited.

**3.2. Tutorial/small Group teaching guidelines/standardization**

- There will be a workshop the first week of February. A reminder will be sent to the organizers of the tutorials about the workshop.
- It should be clear if anything is expected of the students before a tutorial. There needs to be a system as part of the tutorial guide of how students are notified if any prep work is needed. This needs to be figured out through UGME and HSIMS.

**3.3. Peer Assessment**

- Item removed from the agenda.

**3.4. MCQ procurement**

- There have been two exams so far and they have gone well.

**3.5 D2L Issues**

- Students had a meeting with UGME and HSIMS representatives. There are concerns about assessments not on D2L and sessions not marked as mandatory.
  - Due dates used to be embedded in the calendar, but not in Phase 3. The due dates are in the student handbook. If it’s embedded in the calendar, then it’s in multiple places. There needs to be one central location for the assessment due dates. The students will receive a session on January 23 on how to populate their calendar. They can set reminders for different things.

#### **4.0. Standing Items**

##### 4.1. Integrated Learning Sessions Working Group – Report

- No new issues

##### 4.2. Assessment Working Group – Report

- Proceeding with exams. Timely MCQ recruitment has improved significantly this iteration

##### 4.3. Research Curriculum Working Group – Report

- Katrin sent form to students to make sure everyone is on track. The deadline to respond is this Friday.
- Phase 2, Class of 2020, is changing to an oral presentation and asking if Poster can be moved to Phase 3. Nadine will get feedback from the class. Phase 3 presentation will proceed as is this year.

Motion to change the presentation to a poster starting with class of 2020: Laura Gillespie

2<sup>nd</sup> by: Joanne Hickey

All in favor

##### 4.4. Teaching/Learning Methods Working Group – Report

- Tutorial guideline development is ongoing

##### 4.5. Clinical Skills – Report

- Member not present

##### 4.6. PESC/Quality Improvement – Report

- PESC met on November 15. Policies were updated. They viewed the graduation question results. There was a positive learning environment. MCCQE 2 wasn't as positive. Our students are not in the top half across the country. This is based on the old curriculum.

##### 4.7. Block Review/QI

- No responses so far from faculty.

##### 4.8. Student Issues - Discussion

- Concerned about the Community Health exam in Phase 3, AHS and Environmental Health.
- Feedback from students that learning objectives for Biochem need improvement. If students can highlight which objectives, Laura can look into it.
- ILS stems are diverse and not reflective of the block. Students can give feedback to Steve Shorlin. They would like to follow one person/family for 5 stems. Follow up with Susan Mercer.

##### 4.9. Faculty Issues - Discussion

- Mentors were told that they would have to cover cost for data collection and analysis for benchwork research. Will ask Don McKay.

##### 4.10 Accreditation

- No update. Report is due December 15.

#### **5.0 New Business**

##### 5.1. Timely release of summative exam grades.

- There was an exam on Monday, November 28. Students who potentially have to reassess didn't receive official notice until the following Monday. The reassessment was Thursday of the same week.
- Students can review coaching report right away. Sometimes there is a bit of a wait for feedback on questions from faculty. We will try to improve. More discussion is needed.
- We will have a look at where exams and reassessments are.

**6.0 Date Next Meeting: January 11, 2017**