

**Phase 3 Management Team
January 7, 2015
1600- 1730
M2M240
Minutes**

Present:

Joanne Hickey
Maria Mathews
Don McKay
Lynn Morris-Larkin

Susan Mercer
Debra Bergstrom
Laura Gillespie
Mark Earle (Class of 2018)
David Bradbury-Squires (Class of 2017)

Staff

David Stokes
Diana Deacon

Gerona McGrath
Vivian Whelan

1.0. Review/Approval of Agenda

2.0. Review/Approval Notes December 3, 2014

Motion to approve: Maria Mathews
2nd: Lynn Morris-Larkin
All in favour.

3.0. Business Arising

3.1. Faculty Orientation Package

- Joanne sent everyone a link to the faculty orientation package. The link isn't published and working yet.
- We will start sending out that link to faculty a block or two in advance of when they are actually teaching.
- There will be a link to CBlue, objective map, links to the schedule, and a list of contacts.
- Joanne will include a cover letter that will include some background, how faculty fits into the Phase, including an invitation to ILS.
- Will also include the dates for exam question deadline.

Motion to move forward with the orientation package:

Moved by Maria Mathews
2nd by Laura Gillespie
All in favor.

3.2. Snow Day Plans ILS

- Need a snow day plan for ILS.
- If ILS is cancelled due to a snow day, and it can't be rescheduled, have a Plan B.
- Plan B would be to have a virtual small groups + an in-class large group for 1 to 1.5 hours. Students would have an online discussion on the snow day that cancels ILS.
- Set up D2L in such a way that the students could have a discussion online inside of D2L within their own groups.

- The discussion forums can become active on those days. Then they can be used if needed.
- Discuss this with the students during the next ILS.
- A QI piece can also be added to D2L.

Motion for approving the snow day plan of having small groups via small groups with a rescheduling of the large group in an abbreviated time frame:

Moved by: Susan Mercer

2nd by: Maria Mathews

All in favor

Action: Joanne will bring this plan to the other Phases and bring feedback to next meeting.

3.3 Assignment Correction Plan

- There are a total of 5 assignments to be corrected.
- This is presently Dr. Hickey's responsibility. There is a similar situation in Phase 1.
- It makes sense for the Phase lead to correct 3 of these assignments which are based on their life-long learning.
- The other two assignments are PMLP. The PMLP is going to be replaced by a Faculty of Medicine PLC version.
- There are five 2000-2500 word x 80 assignments that need to be corrected. One is already in and Dr. Hickey will do that one.
- Most are due in June. There is one due now and one due in early February.
- The other three are due in June. We need a plan for these.
- One possibility is to have a Grad student help with the assignments.
- Another possibility is farming it out amongst the Team.
- All of the assignments have well defined Rubrics.
- For consistency, it would be better if one person corrected all of them. If a Grad student is correcting and it takes more than 10 hours, then it gets complicated.

Action: Joanne to discuss options at Phase Management Meeting

4.0. Standing Items

4.1. Integrated Learning Sessions Working Group

- There are no new issues.
- They have the last 2 sets of stems to do.
- Facilitators: All of the family physicians are filled in. There are some specialists filled in for later in the year.
- No negative feedback from students.

4.2. Assessment Working Group

- Meeting weekly to go through questions.
 - There are two recurrent issues: 1. The timely receipt of questions. 2. The format of the questions.
 - The orientation package should help with this.
- There was one assignment that the students weren't given a numeric grade but were given a pass/fail.
 - We need a grade to calculate the final mark. If using a rubric, can get a number. Not all assignments have rubrics.

- In Phase 2, Diana calculated their overall percentage based on the number of marks that were represented by the assignments that had numerical grades.
- If an assignment is put into a drop box in D2L, a rubric can be associated with that drop box. As you are reading the assignment in D2L, you can check off on the rubric and then click submit. It automatically gives you a number.

Action: Joanne to bring issue regarding numeric assignment of grades to Phase Management and then provide a proposal to SAS/UGMS.

- 4.3. Special Projects/Independent Projects
- The students should have submitted their learning contracts in December.
 - In terms of the assessment, there are now 10 faculty who have agreed to be judges for the PowerPoint presentation. The presentations will run simultaneously. The class will be broken up into groups of 8.
 - Everything is on schedule.
 - Some students were late submitting their learning contract. There was a fairly tight deadline.
 - Students would like to have two or three weeks to submit a learning contract.
 - No issues with the Special Projects.
- 4.4. Teaching/Learning Methods Working Group
- There has been no meeting since the last meeting.
 - The existing Terms of Reference are not compatible with a few aspects of how the curriculum must be run. Dr. McKay met with Dr. Paterno, David, and the policy analyst and revised the Terms of Reference. The Team is welcomed to look at them.
 - When we have links or information that would be useful to Faculty, we can incorporate that into the orientation package. We could include a teaching/learning contact person.
 - There are still a lot of lectures instead of small group teaching scheduled. There doesn't have to be lectures, teaching can be done in a different format.
- 4.5. Quality Improvement
- There has been one QI session since the last meeting
 - There has been good feedback with the way assessments are being done in class, both with workload and effective use of time.
 - Communication has improved.
 - There was positive feedback about individual faculty.
 - There was some constructive feedback about the schedule and the balance of the schedule in terms of a heavy schedule before and exam and at the end of the year.
 - Flexibility is not always there when looking at when things are. Sometimes changes are made based on individual's teaching schedule.
 - If there was a particular area where the students very overwhelmed, Dr. Hickey asks the students to let her know.
 - Concern regarding a multiple assignments due at the same time.
 - These assignments are due at the end of the year and can be done in a longitudinal manner throughout the year
 - Regarding student concerns of uniformity across tutorial groups – suggestion to recommend tutor guide or tutor notes for the tutors on what to cover in the sessions

- An online communications forum will be launched in the next few days called QRS – Feeling the Pulse. It is linked to “You Said, We Did.” David has been involved with the “You Said, We Did.” This is a way for us to solicit comments, good or bad, anonymously or identifying yourself. You scan the QRS code and it takes you to a web site where you type in your comment. Would like to know which class when commenting.
- Associated with that, David, Gerona and Dr. McKay will be collating the responses. All the responses will be catalogued and made available.

4.6. Student Issues

- The students want to know when the Phase 4 Preparation Course will be available online.
- If a Clinical Skills is cancelled due to a snow day, attempts are made to reschedule. If it can't be rescheduled, the students aren't penalized for it.
- Does the Independent Projects continue into Phase 4? Leave for ongoing discussion.

4.7. Faculty Issues

- One ongoing issue is that by removing the course chairs, nobody knows who's in charge of deciding who teaches what. Who is responsible for making sure that when people go on sabbatical or retire their lectures are covered?
- If somebody wants to teach it, who do they contact?
- The proposal that has come through the Phase Team Leads is that we identify streams such as Clinical Skills, Community Engagement, etc. Those that are involved in each phase would comprise a committee. The Healthy Person, Acute and Episodic, and the Chronic courses are more complex. Without reverting back to courses such as Physiology, Anatomy, that same concept could happen. The UGMS Committee is open to suggestions.
- All of the Phases need to be talking to each other so that the curriculum is coordinated and coherent.
- The idea of the Phase Oversight Working Group having a more expanded role has been discussed.
- With regard to knowing when a person is going on sabbatical or retiring, Dr. McKay has brought it up at the Senior Management Committee and he will bring it up again. It has to be agreed upon at that level.

4.8 Accreditation

- There is an objective to every learning session.
- There's a parallel process going on of assigning key words. Every faculty will eventually be asked to review those key words and make changes as appropriate.
- If any faculty members wants to do their own linkage, they are more than welcome.
- If anyone wants to assign their own key words, they can do so.
- It is preferred to use Medical Education Subject Heading (MESH) words.
- There may be cases where a MESH word may not be suitable.

Other

- Dr. Hickey has a conflict of interest with a student in the Class of 2017.
- She is a family member. Dr. McKay and Dr. Hickey submitted a conflict of interest plan to the Conflict of Interest Committee which has been approved.

- Dr. Maddalena, and in his absence Dr. Kenny will act as Dr. Hickey's surrogate.

5.0. Date Next Meeting: February 4, 2015, 4-5:30