

Phase 3 Management Team
November 9, 2016
1600- 1730
M2M218
Minutes

Present:

Joanne Hickey – Chair, Jinelle Ramlackhansingh, Gokul Vidyasankar, David Stokes, Steve Shorlin, Katrin Zipperlen, Carla Peddle, Gerona McGrath, Laura Gillespie, Diana Deacon, Vivian Whelan, Susan Mercer via teleconference

Regrets:

Don McKay, Nadine Rockwood, Maria Mathews, Debra Bergstrom

1.0. Review/Approval of Agenda

2.0. Review/Approval Minutes October 5, 2016

Approval deferred.

3.0. Business Arising

3.1. Undergraduate Content Lead Recruitment

- Jinelle met with Darrell Boone. He will arrange for five area specific UCLs, i.e., orthopedics, ENT. We still need Pathology. There will be a UCL meeting in January.

3.2. Tutorial/small Group teaching guidelines/standardization

- There was a meeting held to discuss a workshop. Lynn has revised the tutor guide. There will be a workshop in January, which should be scheduled after the UCL meeting.

3.3. Peer Assessment

- Drop boxes on D2L will be used to collect the data. The next face-to-face QI session is November 25 – Joanne will present to the students at that time. Katrin will send an email with further details. First pragmatic reflection is due on January 30.

3.4. MCQ procurement

- Gokul contacted the other assessment leads. Mike Hogan is in agreement to involve UCLs in obtaining questions.

3.5 MED 7740 Phase 4 Preparation – course review

- Dr. David Jones is the new Chair for the Phase 4 Prep course.
- There are no major changes to the course. The main issues are logistics. Looking at CLSC being main organizers. Dr. Jones meets with content leads to go through content and details of the feedback. He has started working with HSIMS regarding the online modules. There was a lot of good feedback about the apps and wondering if more apps can be used. Everything is going well.
- The course structure is favorably rated. It has improved over the past couple of years.
- Joanne will send an email out for approval. (Update – approved via evote and sent to PESC)

4.0. Standing Items

4.1. Integrated Learning Sessions Working Group – Report

- There have been a couple of ILS sessions. Proximity of an exam depends on how engaged students are. The second session didn't go as well as the first session because the students were preparing for an exam coming up on Monday. Note was made that some students are chosen as group leaders more than others. If there is an imbalance, the students can contact Katrin at UGME. Mixing the groups is a good idea so that the students aren't in the same group all the time.

4.2. Assessment Working Group – Report

- It is going well. There was only one session that was not examined.

4.3. Research Curriculum Working Group – Report

- Online modules have been launched. There was no formal registration at the beginning of Phase 3. Maybe follow up with the students in December before the Christmas break. We should ask if they have met with their mentor. This Phase is data collection and analysis.

4.4. Teaching/Learning Methods Working Group – Report

- Discussed under 3.2.

4.5. Clinical Skills – Report

- Kelly Penton has replaced Marilyn Moss as the Clinical Skills Experience Coordinator.

4.6. PESC/Quality Improvement – Report

- The Phase review report was delivered at the last PESC meeting. It was accepted by the Committee. It went to UGMS the next day. All the documentation is in place for the next phase review.

4.7. Block Review/QI

- The first block review has been sent to faculty. No feedback has been received to date.

4.8. Student Issues - Discussion

- Most issues were D2L. There were a few computer glitches which prevented D2L from being updated. Vivian had to send emails to the class when there were schedule changes over the course of 3 or 4 days. This has since been resolved.
- Students are unsure about clarity of what sessions are mandatory. Leave requests are becoming an issue. Maybe Carla can sign some leaves on behalf of Joanne. The Handbook states and all absences require a leave request. It has been communicated to the students to submit a leave request form and if they have questions to ask UGME. The first step of any leave is to submit a leave request form to UGME.
- Gerona will make notes of what to bring up for QI.

4.9. Faculty Issues - Discussion

- Negative feedback was received for the flipped classroom. They were late finishing. The students would like to have more class time to complete the modules. They had the modules ahead of time to do the prep work. Then they had four hours of small group teaching to discuss the case. We would like to have more small groups. The same content was covered that was in the modules. Each group was facilitated by a faculty member.

- Students would like to have lectures recorded live. HSIMS is continuing to work on this.

4.10 Accreditation

- No update

5.0 New Business

6.0 Date Next Meeting: December 7, 2016