

Phase 3 Management Team
October 5, 2016
1600- 1730
M2M240
Minutes

Present:

Joanne Hickey – Chair, Jinelle Ramlackhansingh, Gokul Vidyasankar, David Stokes, Katrin Zipperlen, Carla Peddle, Gerona McGrath, Laura Gillespie, Diana Deacon, Lynn Morris-Larkin, Vivian Whelan

Regrets:

Don McKay, Nadine Rockwood, Maria Mathews, Connie Hapgood

1.0. Review/Approval of Agenda

Added Assessment Reviews

2.0. Review/Approval Minutes June 1, 2016

Made a correct under 3.2. Removed 'faculty' in the middle of the third sentence. Approval deferred.

3.0. Business Arising

3.1. Undergraduate Content Lead Recruitment

- There was a meeting with Surgery scheduled but it was cancelled. Dr. McKay has contact Darrell Boone.
- There has been no response from Obs/Gyne.
- A UCL for Pathology is also needed.

3.2. Tutorial/small Group teaching guidelines/standardization

- There has been a meeting and another one scheduled for next week. A guide for small group sessions for tutors is being created. Steve Shorlin will provide a workshop for faculty. Would like to have someone familiar with small group teaching to join the workshop.
- Formative questions are done weekly. A percentage of old material is on each exam.

3.3. Peer Assessment

- Joanne met with the students. They are ok with Pragmatic Reflection. They are quite content that there is no reflection at the end.
- If a drop box can be used on D2L, feedback can be given and it tracks if anyone is missed.

4.0. Standing Items

4.1. Integrated Learning Sessions Working Group – Report –

- Deferred

4.2. Assessment Working Group – Report

- Discussion regarding incorporation of UCLs in exam question recruitment. Need the same process for all Phases. The UCLs can be used as a communication liaison on an informal basis. Sometimes it's hard to write questions before the session is taught. Maybe have a hard deadline for questions on the last reminder email. Will discuss further in future

- Material not assessed in the Chronic Patient course will be addressed. A small group has met to start to deal with this issue

4.3. Research Curriculum Working Group – Report

- There are no issues, it just started. Next year, the students need to be reminded to contact mentors when starting Phase 3 in September. Maybe add something in the Handbook about what is involved with the Phase 3 Research Curriculum.
- Next year Phase 2 will end in June. The students will have their projects done before then. Phase 3 will start in the Fall.

4.4. Teaching/Learning Methods Working Group – Report

- Discussed under 3.2. Jinelle will send notes to Lynn on small group teaching.

4.5. Clinical Skills – Report

- Deferred

4.6. PESC/Quality Improvement – Report

- All course reviews are in except for Phase 4 Prep.
- The overall Phase 3 review from the first iteration Class of 2017 is for the Teams interest and review.
- There has been a favorable improvement since the Class of 2017 from the students.

4.7. Block Review/QI

- Deferred

4.8. Student Issues - Discussion

- Deferred

4.9. Faculty Issues - Discussion

- Deferred

4.10 Accreditation

- Deferred

5.0 New Business

5.1.

6.0 Date Next Meeting: November 2, 2016