

Phase 3 Management Team
October 3, 2018
1600- 1730
M2M240
Minutes

Present:

Jasbir Gill – Chair, Logan Slade, Kaitlin Quinlan, Diana Deacon, Steve Shorlin, Stephanie Pomeroy, Debra Bergstrom, Debra Bergstrom, Gerona McGrath, Vivian Whelan

Regrets: Tanis Adey, Alison Haynes, Katrin Zipperlen, David Stokes

Logan Slade, Phase 1 rep, and Stephanie Pomeroy, Phase 3 rep, were welcomed to the team.

1.0. Review/Approval of Agenda

2.0. Review/Approval Minutes September 5, 2018

3.0. Business Arising

4.0. Standing Items

4.1. Integrated Learning Sessions – Report

- There were two ILS sessions in the first block. Two are not necessary. Gerona McGrath is helping to conduct a curriculum review. They have asked for a curriculum review after the ILS on October 19, 11:30 – 12:00. The student reps will be responsible for asking their peers to attend the session and to contact Gerona in advance of how many people are interested.

4.2. Assessment Working Group – Report

- No major issues. Currently looking for an assessment lead. Job descriptions need to be written. The wording of the policies and procedures need to be updated. The duties of the assessment lead are being redefined. The working group hasn't been active for the last several years.

4.3. Research Curriculum Working Group – Report

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4.4. Clinical Skills – Report

- The issues from last year have been addressed.

4.5. PESC – Report

- Jasbir will prepare a response for the evaluations and bring to the next meeting. The assessments reports are almost done. These will go to SAS in October and then to Jasbir.

4.6. Block Review

- To be removed from agenda.

4.7. Student Issues - Discussion

- Exam in April was discussed. The class had an anonymous poll. There were only three students who had a concern with the date of the exam, mostly because they didn't know the schedule. The poll will be redone. The committee for the conference is concerned about having the exam on Monday, April 8. Kaitlin will ask the class again about the best date for the exam. By not moving the exam, the committee arranging the conference will be at a disadvantage. The decision is a Phase 3 Management Team decision, as long as no students are disadvantaged by the change. The committee would prefer to have the exam put ahead a week or two. If the exam is held on Friday, April 5, those involved with the conference, can request a deferral.
- Cardiology material sent the night before the tutorial didn't leave enough time to prepare. The students would like cardiology together, but it is spread out too much. There is one lecture before the tutorial. The material was too specialized, it needs to be more general. It wasn't posted on D2L until the morning of the tutorial. The current Phase 3 schedule was revamped from previous years. It is now theme based.
- The students want answer keys to the tutorials. If a tutorial is long, sometimes not all of the material gets covered. Some tutors don't want to send the answer keys. Steve will send Alison Haynes info regarding the tutor guide that was sent to the leads, then she can send it to UCLs.

4.8. Faculty Issues - Discussion

- Faculty don't know what others teach. They don't have access to others' material.

4.9 Curriculum Lead

- There is a new Curriculum & Accreditation Advisor, Brian Kerr, who will start on October 15.

4.10 Accreditation

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5.0 **New Business**

6.0 **KIV**

- 6.1 Student Assessment Monitoring
- 6.2 Re-engagement of UCLs

7.0 **Date Next Meeting: November 7, 2018**