

Phase 3 Management Team
September 5, 2018
1600- 1730
M2M240
Minutes

Present:

Jasbir Gill - Chair, David Stokes, Stephanie Pomeroy, Kaitlin Quinlan, Diana Deacon, Steve Shorlin, Gerona McGrath, Alison Haynes, Katrin Zipperlen, Carla Peddle, Tanis Adey, Vivian Whelan

Regrets:

1.0. Review/Approval of Agenda

2.0. Review/Approval Minutes June 6, 2018

3.0. Business Arising

3.1. Calls for expressions of interest.

- Replacements are needed for Maria Mathews, Laura Gillespie, Lynn Morris-Larkin and Gokul Vidyasankar. The most important are ILS, Research and Assessment. Jacinta, Carla and Tanis meet on Friday. A description needs to be included when sending expressions. The Phase leads are responsible for filling the committee. Through accreditation, a certain skill set is required.
- Expressions of interest, including a description, need to come from the Associate Dean, UGME. A group will be in charge of selection.

4.0. Standing Items

4.1. Integrated Learning Sessions – Report

- The first ILS session is on Friday. Susan has everything ready. The second ILS is on September 21.

4.2. Assessment Working Group – Report

- The assessment working group will meet on a weekly basis. Jasbir will stand in for Gokul on the assessment working group and SAS. Question response is going good. We now have a good bank. Assessment plans are in the handbook and approved by UGMS. The assessment schedule is also in the handbook. Links to both are on D2L. The last updated date is on the bottom of the page.
- Questions are worked through one-on-one. Diana developed a two-page document. There is also a faculty development video. We can use the UCL to promote material. There is a workshop in September re: small group and tutorial.

4.3. Research Curriculum Working Group – Report

- Ethics officer did a workshop. A few students attended. Katrin will get student material on D2L. Students will know who to contact if help is needed. Chandra is willing to have another drop-in session or students are welcome to email her. Steve and Katrin will make a list of key points for Ethics. There will be a sub-committee for any proposals before they go to HREA. Chandra will sit on that committee also.

4.4. Clinical Skills – Report

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4.5. PESC – Report

- All reports from the previous iteration have been sent to the Phase lead. Gerona and Jasbir will discuss. The biggest problem is the low response rate. Maybe send the evaluation to a percentage instead of everyone.
- Students like QI due to immediate responses. Students don't want them before exams. We would like student feedback re: curriculum.

4.6. Block Review

- Add to PESC review.

4.7. Student Issues - Discussion

- Exam 8 in the spring is on April 8, the Monday after Coams conference. The exam was originally scheduled on April 5, before the conference. UGME was asked to move the exam to April 8 because of the OSCE on April 1. To move the exam back to April 5, 100% of the class need to agree. The students will ask their class.

4.8. Faculty Issues - Discussion

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4.9 Curriculum Lead

- Ongoing communication. Gathering information regarding gaps right now. There are currently 6 participants. The focus group meets on Tuesday.

4.10 Accreditation

- Dr. Hearn is interpreting from the interim report. Work towards accreditation 2021.

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