Phase 2 Management Team
Minutes

Tuesday, March 25, 2025
4:00 p.m.
Webex

Attendees: Amanda Fowler (Chair), Martine McKay (PEI), Tara Snelgrove, Erin Matthews, David Stokes, Jacqueline Costello, Heidi Coombs, Steve Shorlin, Katrin Zipperlen, Peter MacPherson (PEI) Delphine Grynszpan, Qasim Dogar, Michelle Simms, Brian Kerr, Jennifer Leonard

Regrets: Alison Haynes, Sarah Peddle, Taryn Hearn, Carla Peddle, Maria Goodridge

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts	
Review and approval of prior minutes - Review of action items from previous meeting	Motion to approve February minutes: Amanda Fowler Seconded: Tara Snelgrove All in favour	
1. Business Arising		
2. Assessment	- The questions have been sorted for the exam on April 3.	Action: Dr. Fowler will remind the class

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	- There hasn't been many new updates for the question bank.	to do the Theme 2 evaluation.
3. PESC	- Theme 2 evaluation was sent out late. Response rate is low	
4. Curriculum Lead	One major change: The Cardiovascular Communications Clinical Skills is only 2 hours while other Communications Clinical Skills are 3 hours. Two hours is not enough time. Motion to increase Cardiovascular Communications Clinical Skills to three hours: Amanda Fowler Seconded by: Tara Snelgrove All in favour This will be brought to UGMS for approval.	
5. Community Health	- Changes are being implemented well. - Working with this class regarding the community visit has been going really well.	
6. Research	- No report	
7. Physician Competencies	- No report	
8. Clinical Skills	- No report	
9. ILS	- The last ILS session went well. - There is no Family Medicine for the next ILS but the UGME spreadsheet is working well.	
9. Student Issues	- There are concerns that sometimes the posted lectures are different than what is taught in class. i.e. Radiology slides were different than what was presented. Learners can reach out to faculty to send correct slides to D2L for posting if they are different.	

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10. New Business	Terms of Reference - The new Terms of Reference will include voting leadership and one learner for the PEI campus. - Add PEI Campus as a standing item on the agenda. - Student Affairs should be changed to Learner Well-being and Success. Motion to approve reps for PEI: Amanda Fowler Seconded by: Tara Snelgrove All in favour.	Action: Dr. Fowler will circulate the revised Terms of Reference
11. Next Meeting	TBD	