



Program Evaluation Subcommittee (PESC)
Chair: Dr. Alan Goodridge
Minute

Tuesday, Jan 17th, 2023
12:30 – 1:30 pm WebEx Virtual Meeting

Attendees: Alan Goodridge (Chair), Sandra Cooke-Hubley, Heidi Coombs, Jasbir Gill, Atena Goudarzi, Alison Haynes, Taryn Hearn, Andrea McGrath-Janes, Bruce Sussex, and Katrin Zipperlen

Regrets: Dawn Curran, Norah Duggan, Ryan Elliott, Amanda Fowler, Zhiwei Gao, Brian Kerr, David Stokes

Topic	Details	Action Items
Welcome	H. Coombs welcomed A. Haynes as the Curriculum Oversight Subcommittee (COS) representative to the meeting.	
Agenda	No conflicts of interest were disclosed. The agenda was approved with no additions.	
Minutes	Review and Approval of the Minutes of Dec 20th, 2022: <ul style="list-style-type: none"> - Moved: B. Sussex - Seconded: A. McGrath-Janes - All in Favor 	
Business Arising	<p>Biochemistry Content</p> <p>S. Cooke-Hubley provided an update about the Biochemistry content in Phase 1 and reported that COS has recommended a review of the content. The review will focus on foundational material and content that has clinical application. The review will involve S. Cooke-Hubley, as an endocrinologist, Dr. Helene Paradis, the Biochemistry Undergraduate Content Lead (UCL), and a clinical geneticist. H. Coombs will provide student feedback from the course evaluations.</p> <p>Any changes to the curriculum will be implemented in the fall of 2024.</p>	<p>ACTION: H. Coombs to provide the review team with feedback from the course evaluations.</p>

	<p>Managing Course Feedback on Faculty Evaluations</p> <p>A. Goodridge stated that they have identified several ongoing issues with the faculty evaluations in terms of:</p> <ol style="list-style-type: none"> 1) Course or content-related feedback on the reports that does not reflect faculty teaching; 2) Comparisons between faculty members; 3) Inappropriate, disrespectful, and unprofessional feedback; and, 4) Angry tirades against faculty members or their content/topics. <p>A. Haynes noted that there are merits to having content-related feedback in faculty evaluations, as long as the feedback is respectful, since faculty can then adjust their lectures accordingly.</p> <p>A. McGrath-Janes suggested a refresher session on evaluation at the beginning of Phases 2 and 3 and a document in One45 for students to review. S. Cooke-Hubley suggested videos.</p> <p>K. Zipperlen added that unprofessional feedback has been an issue at the postgraduate level as well.</p> <p>A. Goodridge proposed drafting guidelines for handling feedback that may be inappropriate for faculty evaluation and revisiting the short videos on evaluation with HSIMS.</p>	<p>ACTION: H. Coombs and A. Goodridge to draft guidelines for handling feedback.</p> <p>ACTION: H. Coombs and A. Goodridge to revisit the short videos with HSIMS.</p>
	<p>Course Evaluation Forms</p> <p>The review of the course evaluation forms will be postponed to the February meeting.</p>	
<p>Curriculum Review</p>	<p>A. Goodridge reported that the Curriculum Review is moving forward. Team members were given tasks at the December meeting and will be reporting back on their progress at the January meeting.</p>	
<p>Reports</p>	<p>J. Gill presented the Phase 3 Response Reports:</p> <ul style="list-style-type: none"> • MED7710 Patient III • MED7720 Clinical Skills III • MED7730 Physician Competencies III <ul style="list-style-type: none"> ○ K. Zipperlen reached out to Dr. James Quinlan and Michelle Simms to discuss the peer assessment assignments and also the delivery of peer assessment in Physician Competencies. • MED7750 Community Engagement III • MED7740 Phase 4 Preparation <ul style="list-style-type: none"> ○ A. Haynes and COS met with Dr. Mike Curran (former course chair) and Ashley Anthony (Phase 4 APA) about issues with the orientation; Ashley has reached out to Eastern Health to take over that part of Phase 4 Preparation because it is not curriculum-related. Eastern Health will orient the learners at the start of Phase 4 as they would any employee. 	<p>ACTION: J. Gill to revise the MED7730 Response Report to include K. Zipperlen's update.</p>

	<p>Approval of the course evaluation Response Reports for Phase 3, pending amendments:</p> <ul style="list-style-type: none"> - Moved: J. Gill - Seconded: S. Cooke-Hubley - All in Favor 	
Learner Representation	<p>Phases 1-3 – A. McGrath had nothing to report. She will advocate for students to complete the evaluation forms.</p> <p>Phase 4 – D. Curran was not present.</p>	
Updates	<p>Phase 1 – S. Cooke-Hubley asked if there is anything in the curriculum about how to approach virtual medicine. T. Hearn reported that for Clinical Skills, Psychiatry adopted virtual sessions which works well because it can include distributed faculty. A. Haynes added that there is a session in Phase 1 on digital health, another on virtual care and ethics</p> <p>Phase 2 – A. Fowler was not present.</p> <p>Phase 3 – J. Gill had nothing else to report.</p> <p>Phase 4 – N. Duggan was not present.</p> <p>UGME – T. Hearn had nothing to report.</p>	<p>ACTION: H. Coombs to send a draft email to S. Cooke-Hubley and J. Gill to ask learners to complete evaluations.</p>
New Business	<p>Student Requests for WebEx</p> <p>A. Goodridge brought up for discussion the concerns raised by students about faculty being permitted to lecture virtually while students cannot attend lectures virtually. A. Haynes explained that in cases where a faculty member needs to reschedule, their first approach is to reschedule in-person within the same theme. If the faculty member cannot reschedule in-person within that theme, or if rescheduling would take the session out of sequence, they will offer the session through WebEx or a pre-recorded lecture. However, WebEx and pre-recorded lectures are the last resort.</p>	
	Meeting adjourned at 2 PM	

Next Meeting: February 14th, 2023 – WebEx