Curriculum Oversight Subcommittee Minutes

Tuesday, June 23, 2020
1:00 p.m.
Webex

Attendees: Alison Haynes, Brian Kerr, David Stokes

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts No additions to the agenda	
Review and approval of prior minutes and action items	Minutes approved	RE: New MCCS - Alison: Send email to UCL's for their feedback on the new MCCs before the fall. RE: Assignment Due Dates: David: Get the HSIMS team to add due dates to assignment folders in D2L for this fall.
1. Phase 1 Curriculum	Curriculum Change Requests reviewed: Minor objective changes approved and updated in track sheet.	Alison: Inform faculty of approvals.

Our Vision: Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.

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		David: Update in CBlue for the next academic year. David: Follow up with Dr. Andronowski RE: Anatomy changes to unsure objectives are correctly distributed.
2. Phase 2 Curriculum	Curriculum Change Requests reviewed: Minor objective changes approved and updated in track sheet.	Alison: Inform faculty of approvals. David: Update in CBlue for the next academic year.
	Major change for theme title to change – Joint Pain to Joint Pain and Musculoskeletal Disorders.	Alison: Submit this change to the Phase 2 Management Team.
	Discussed feedback regarding attendance to the in-person labs that were scheduled for the Phase 2 class. Students signed up to be in attendance for these labs which required a lot of resources, both people and equipment. Unfortunately, when the session occurred there was a significant number of students who did not show up.	Alison: Follow up with Drs. Adey and Jackman to address this concern with students.

3. Phase 3 Curriculum	Curriculum Change Requests reviewed: Minor objective changes approved and updated in track sheet.	Alison: Inform faculty of approvals. David: Update in CBlue for the next academic year.
4. Phase 4 Curriculum	The addition of the Professionalism Independent Learning Module to Phase 4 is now going to UGMS for approval.	
5. Objectives Review	There are still some outstanding disciplines who have not reviewed their objectives.	Alison: Send email to appropriate UCL's to push to get this completed.
6. Mandatory Sessions	The update to the mandatory sessions including the definition and list of sessions have been approved by the UGMS. The assessment plans and schedules for each of the phases have been updated accordingly.	
7. COS Terms of Reference and Membership	The Terms of Reference for the Curriculum Oversight Working Group was approved by the UGMS.	
8. UCL Meetings	COS has met with many of the UCLs. It was discussed it is not necessary to meet with everyone, but the opportunity was given. It was discussed that we will follow up with a	Alison: Follow up with any UCL that we need to meet with.

	couple of UCL's where we know there were some issues that may need to be discussed.	
9. Accreditation Updates	Discussed email received from Dr. Ogunyemi regarding CACMS Standard 7.6.	Alison: Follow up with Dr. Ogunyemi with feedback from COS. Brian: Follow up with COS if we need to review any DCIs.
	A question was raised regarding scheduling and the addition of new content. It was noted that there is no time limit given for each course just an amount of time that can be scheduled within a week. The protected time policy has been used to help guide the schedule. Classes are scheduled between 9AM-4PM with a one-hour lunch break. Tuesday afternoons from 12PM onwards is protected time. Additionally, a three-hour block is left on scheduled as self-directed learning time.	Brain: Follow up regarding any policies (or changes to policy) or accreditation standards regarding this. Alison: Follow up with Vivian to ensure that any time the class is split (i.e.; Clinical Skills), it is indicated in the schedule that those who are not scheduled at that time are scheduled for Self-directed learning. David: Create a visual of how it would look in D2L to represent the self-directed learning time is the schedule.

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10. Next Meeting	Next meeting July 20, 2PM	