MEMORIAL UNIVERSITY
Faculty of Medicine

iTAC
Minutes

Thursday, April 24, 2025
4:00-5:00
Microsoft Teams Meeting

Attendees: James Valcour, Kelly Dawson, Riley Corbett Moores, Scott Aaron O'Keefe, Sean O'Neill, Vita Omelchuk

Regrets: Alison Farrell, Carolyn Morgan, Gerard Farrell, Steve Pennell

Topic	Details	Action Items and person responsible
1. Minutes - Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No Conflict of Interest	
2. Review and approval of prior minutes	Minutes Approved Riley Corbett Moores 2nd Scott Aaron O'Keefe	
3. UPEI AV Project **Phase 1:** 1M102 floor wells COMPLETE; **Phase 2:** power upgrade COMPLETE; **Phase 3:** Codec testing and Canarie network tests running between MUN & UPEI; Proof of concept testing in May; *Desks in 1M102 can only be moved by HSIMS due to the desks being tethered to the floor.*	Phase 3 is a huge and very important phase. Codec devices, more reliable than web, will transmit audio and video between St. John's and Charlottetown. That connection will also be run over Canarie, which is a very modern, robust and fast network. The UPEI is building their building. May is a big month for Facilities and Construction teams, who are checking floor by floor for deficiencies. IT is scheduled to set foot in the building to start working on the foundational infrastructure in about a month from now. Once cool, clean,	Sean Kelly

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	and connected, the AV partners will come in to start installing the equipment. Everything is proceeding as expected. AV company has a team of 15 people who will converge on our building. They have been given priority spaces, so the focus will be on the 1st and 2nd floors. Tuckers, the AV company that installed all the gear at MUN (1M101 and 1M102) is involved as well.	
4. Near complete: small learning rooms will receive Poly R30s for future breakout sessions with UPEI; expanded lecture capture abilities due to AV upgrade;	We are working on small learning rooms to have them connected.	Sean
5. UPEI/MUN Considerations- Updates	Both sides have strong teams in place, so the outcome should be favorable.	Kelly
6. OCIO update	OCIO is MUN's main campus IT department. They are very busy with the upcoming Canada Games. Residencies will be used as the hotels for the athletes (6,000 coming to St. John's). A lot of staff will be involved and volunteering during that time. Main campus IT department is heavily involved in the IT aspect of Canada Games.	Sean

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	Unfortunately, this is around the middle of August, when the classes are going to start. We are working to complete everything in advance, ensuring that all systems are operational before the cohort of 110 students begins their classes. HSIMS have been working with ITS, who run the network, and we have been replacing the routers, switches, and Wi-Fi access points in the Medical Education building, including the Auditorium. We are also heavily involved in network testing between MUN and UPEI.	
7. Phase 4 Review – impact on T-Res/one45? Formative Assessment Student Written Feedback from CDC Report: Removal of "Describe Entrustable Behaviour" and "Describe Coaching Provided"		Deferred to the next meeting when Steve is back.
8. NLHS EPIC project	EPIC is a new state-of-the-art electronic medical record system, a $660 million two-year project to replace Meditech, the old system.	

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9. HSIMS will be advertising for new medical education tech AV position to support AV implementation for MUN Regional Campus project at UPEI. They will provide in-room support for faculty.	HSIMS got permission to hire two people of a higher band level – one will be taking care of 1M101 and the other – of 1M102. This means we will have additional staff to support the launch of the first year. The company we bought high-end AV over IP equipment from will provide complimentary training for the new hires. UPEI will also have 2 people for tech support, who will help each other to troubleshoot. A series of pre-checks and daily checklists will be implemented to help ensure a smooth start to lectures. **Student comments:** It would be advantageous to have one student from the cohort on this committee.	Sean Kelly
10. Library services update MUN/UPEI		Deferred to the next meeting when Allison is present.
11. Student Issues	No issues identified.	
12. New Business? • Terms of reference update (TOR)		Approval deferred to the next meeting when Steve is back.
Next Meeting	**July 17, 2025**	