MEMORIAL UNIVERSITY
Faculty of Medicine

iTAC
Minutes

Thursday, October 16, 2025
4:00-5:00
Microsoft Teams Meeting

Attendees: Alison Farrell, Carolyn Morgan, Kelly Dawson, Melanie Johnston, Nathaniel Visser, Riley Corbett Moores, Ryan Slaney, Sean O'Neill, Steve Pennell, Vita Omelchuk

Regrets: James Valcour, Gerard Farrell

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 Sean O'Neill 2nd Riley Corbett Moores	
3. Welcome new members	Melanie Johnston - Classroom Experiences Faculty Lead for the PEI campus Nathaniel Visser – Student Representative (PEI) Ryan Slaney – Student Representative (MUN)	Steve
4. UPEI AV Project **Project complete. New cohorts started**	The full suite system has been fully operational for nearly 10 days now. Currently, one cohort is running with PEI, primarily in Room 1M101. Next year, two cohorts will be active, requiring daily use of both large lecture theatres. The team will explore recording the faculty development sessions and creating short instructional videos.	Steve

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	On-site support staff, Mark and Sebastien, are available to assist faculty with using the technology. Recorded materials will also help clinicians who are unavailable during scheduled sessions. The finalized information will be communicated to UGMS.	
5. Learning rooms review	In all the learning rooms, we have technology to allow breakout or interactive sessions to happen in small group environments. The rooms have poly bars, effective connections through Teams or Webex, and industrial standard microphones.	Steve
6. Questionmark Exams with UPEI	The first exam has taken place recently and went well, and we are having another one on October 20th. Preparation for every single exam that we host is about getting the exams created. All the content is faculty driven, and all exam questions are mapped to the curriculum outcomes. The testing of the actual exam is done before the exam runs to ensure proper set-up and scoring. At the end of the exams, reports are generated to show that every single question that was asked is mapped to specific outcomes in all of the	Steve

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	sessions. The reports are shared with the Student Assessment Subcommittee, which is another group that reports to the UGMS like iTAC does. There is a statistical and performance analysis done on all the questions. And all of that is reviewed at every SAS meeting for every exam. We have been doing it that way since 2013, when the new curriculum was launched, and all this new technology was used. When accreditors come, they can see the process, the workflows, the document reviews, all that kind of stuff.	

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7. Bi-directional Classroom experience update	Student experiences from October 6th to today: It is great and phenomenal, and a great way to learn. The bidirectional set has made everything seamless for the last couple of weeks. Feedback on the template of the screens in UPEI: The majority of the class feel like they are a little high up from where the students are sitting. But the orientation of the screens and the way they are ordered is no problem. Extracurricular perspective: when interest groups are having a meeting, they are having difficulty setting that up. It is also during lunchtime, like lunch and learns. Students can always inform Mark and Sebastian (MUN) and Gerald and Derek (UPEI), and they will inform Steve. The two teams would love to know and get that feedback. The connection between the two universities for this project is running over a dedicated CANARIE Network. Students can book any of the learning spaces in the evenings through the room booking and may	Steve

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	use their swipe cards to get into the small group learning rooms, use the Poly systems, the laptops that are in those spaces (Webex, Teams). If there is a request for more technology, students are welcome to see Steve at HSIMS to discuss options. There will be evaluation form sent to students for every course in November, including a little section about the bi-directional classrooms, to gather feedback. Technology is desired to be as transparent as possible.	
8. UPEI/MUN Considerations – Updates?	At UPEI, a few floors are occupied, but the building is not done yet. Progress is being made in the CLSC spaces on the 3rd and the 4th floors. Mid-November will hopefully be the next milestone to have those spaces in. Testing of the software solution is being done now, which is quite invasive within those spaces, but they are in a really good shape. Multimedia studio, where video recordings and podcasts will be done, will probably be ready in January. Peter McPherson and Melanie had first formal meeting with the	Kelly Melanie

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	students to get a sense of how the first eight weeks were going. The screen height and positioning issue have been passed to the facilities management team, but there might not be much that could be done about screen placement. Students say the technology seems quite good, and they haven't had many issues in terms of the software itself. IT support is provided all the time, and any issue is addressed right away. The issue that has been brought up is asking questions to the facilitator at the end of the session. Comments: This is a direct video data connection. The system is ultra secure, and there is no ability to bring in any technologies from outside because it's not connected to the Internet – this is the CANARIE Network for research that we are using. It is something that everyone is going to have to get used to, and it will take some time. However, if it continues to be a big issue, then it can definitely be discussed internally to figure out if there is something that can be done.	

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Thursday, October 16, 2025
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	Most faculty do push the button to record the lectures. But if a student asks a question, their face is not caught on the lecture capture, only the student audio, the question and the microphone that is pushed.	
9. OCIO update	OCIO is MUN's main campus IT department that were very busy with the Canada Games in summer. UPEI got a new CIO, Mark Caduc, who has been wrapping up his first hundred days.	Sean/Kelly
10. Phase 4 Review – impact on T-Res? Formative Assessment Student Written Feedback from CDC Report: Removal of "Describe Entrustable Behaviour" and "Describe Coaching Provided"; **Complete. Been running since end of August and no issues reported.**	We had to make some changes in the education technology that is used for clerkship. It launched in August with Riley's cohort. Everything seems to be running pretty smoothly on students' end. The current system was redesigned with Steve Pennell and David Stokes, a Senior Instructional Designer, with Resilience software. It was a nine-month project to change the technology that would match a medicine program. Questions are coming in regards to switching over to Epic. HSIMS are involved in that as well. Once Epic launches, clerks will be logging into NLHS learning management system.	Steve

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11. NLHS EPIC project – curriculum impact	NLHS group is dealing with the EPIC Project. Steve, David, and a few members of the undergraduate office met with them last week to formulate a plan to roll out specifically for Med students. For the entire province, it is one of their priorities to onboard Med students as Epic launches. There are thousands of people that have to be trained. We will be mapping the objectives and the outcomes for that training. There have been discussions on the PEI side as they have a different health authority over there. So, it will be a different technology. There is a conversation happening now with the undergraduate office.	Steve
12. 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. **Complete: Mark Sullivan and Sebastien Gagnon from CITL have started with HSIMS.**	Mark Sullivan and Sebastian Gagnon from CITL have started at HSIMS.	Sean

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13. Library services update MUN/UPEI	Things are going well. One of the workshops will be held later in the computer lab and will be using Webex. Librarians at UPEI will do the hands-on portion over there to avoid the lag through Webex online demonstrations. Although there is no formal plan yet, there is a lot of discussion and some movement about coming up with a better solution in the computer classrooms. This is something being worked on, even from a hardware center.	Alison Steve
14. Student Issues	No issues identified.	
15. New Business? • Terms of reference update (TOR)		Approved by UGMS
Next Meeting	**Jan 15, 2026**	