



Phase 1 Management Team Minutes

Monday, November 27, 2023

4:00 p.m.

Webex

Attendees: Sandra Cooke-Hubley (chair), Katrin Zipperlen, David Stokes, Riley Moores, Zaina Albalawi, Sajid Khayer, Brian Kerr, Michelle Simms, Deb Bergstrom, Pam Pike, Heidi Coombs, James Quinlan

Regrets: Alison Haynes, Joel Koops

Recording secretary: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflicts and no additions. Agenda ok	
Review and approval of prior minutes Action items	Prior minutes - deferred	
1. PESC	- No report. - Putting a report together for Biochemistry.	Heidi Coombs
2. Assessment	- Exam review went well. - The new SAS chair is Dr. Stephanie Reid.	Pam Pike Katrin Zipperlen
3. Clinical skills	- The second last clinical skills is on Wednesday. - Evaluations are next week.	Joel Koops
4. ILS	- There are no concerns. There has been one ILS so far. - It is hard to recruit facilitators. Recruitment should be centralized for all three Phases. - Waiting on faculty for December ILS.	Debra Bergstrom
5. Physician Competencies	-	James Quinlan

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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6. Research	<ul style="list-style-type: none"> - All 81 learners have a supervisor, thanks to Michelle. - About 8 are from other faculties. - The lit review is due next week. 	Zaina Albalawi Michelle Simms
7. Community Health	<ul style="list-style-type: none"> - No report 	Natalie Beausoleil
8. Curriculum Lead Minor curriculum changes	<ul style="list-style-type: none"> - There are minor changes involving the rewording of objectives. - There is one major change regarding the Vision lab. Dr. Gendron wants to Vision lab moved into Phase 1. <p>Motion to move the Vision lab from Phase 3 into Phase 1. It will have to happen twice next year. Moved by Brian Kerr All in favour Non oppose Non abstain It will go through UGMS after the Phase 3 meeting.</p>	Alison Haynes
9. Faculty concerns	<ul style="list-style-type: none"> - No report 	
10. Student concerns	<ul style="list-style-type: none"> - A few students were stressed between the unconfirmed grades and the official grades for reassessment. - Timing depends on faculty and how many questions were challenged Sometimes an executive decision has to be made. - The Anatomy labs and tutorials have no structure. <p>Motion: Sandra Cooke-Hubley will reach out to Dr. Andronowski</p>	Riley Moores Sajid Khayer



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	Students need to submit surveys for feedback.	
11. New Business	-	
12. Next Meeting	Dec 18, 2023	