

Phase 1 Management Team Minutes

Monday, October 23, 2023

4:00 p.m.

Webex

Attendees: Sandra Cooke-Hubley (chair), Katrin Zipperlen, Alison Haynes, David Stokes, Riley Moores, Zaina Albalawi, Sajid Khayer, Brian Kerr, Natalie Beausoleil, Michelle Simms, Deb Bergstrom, Pam Pike, Joel Koops

Regrets: Heidi Coombs

Recording secretary: absent

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 Motion to approve: Alison Haynes Seconded: Zaina Albalawi All in favour	
1. PESC	- No report	Heidi Coombs
2. Assessment	- The second exam occurred today. Everything is going good. - The Phase Working Group are meeting on Monday.	Pam Pike Katrin Zipperlen
3. Clinical skills	- Evaluations were sent out on October 18, due back November 1.	Joel Koops
4. ILS	- Cases are ready. Waiting on preceptors. Working on recruiting Internal Medicine in November - The intro ILS is tomorrow	Debra Bergstrom



Phase 1 Management Team Minutes

Monday, October 23, 2023

4:00 p.m.

Webex

5. Physician Competencies	-	James Quinlan
6. Research	<ul style="list-style-type: none"> - Continuing to receive questions. The upcoming deadline is October 27. - So far, 32 have submitted. Expecting an influx in next coming days. - Everyone should have supervisors. 	Zaina Albalawi Michelle Simms
7. Community Health	- No news.	Natalie Beausoleil
8. Curriculum Lead Minor curriculum changes	<ul style="list-style-type: none"> - One minor curriculum change: - Submitted by Dr. Ed Randell to change his Amino Acid Metabolism III from Independent Learning Module to in-class teaching. <p>Motion to support changing Amino Acid Metabolism III from an Independent Learning Module to an in-person session. Motion to agree: Pam Pike Seconded by: Debra Bergstrom All in agreement.</p>	Alison Haynes
9. Faculty concerns	- No report	
10. Student concerns	<ul style="list-style-type: none"> - Had the second exam this morning. No feedback has been received. Some technical issues in 1M102. - Students discussed having a supplemental e-module for lectures. Dr. Randell will look at this next year. - A new evaluation form has gone out asking the positive/negative aspects of providing e-modules for Biochemistry. Student reps were asked to remind their class. The feedback responses have been low. - Feedback is on one45 vs. Brightspace to keep it separated and anonymous. 	Riley Moores Sajid Khayer

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



Phase 1 Management Team Minutes

Monday, October 23, 2023

4:00 p.m.

Webex

11. New Business	- When the PowerPoint slides are updated on D2L, it's hard to sort out if that is the newest version or a version from last year. The class are not made aware if there have been updates.	David Stokes will look into this.
12. Next Meeting	Nov 27, 2023	