

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	August 15, 2013	
PARTICIPANTS/ REGRETS	Attending: Dr. Victor Maddalena, Juanita Barrett, David Stokes, Carla Peddle, Dr. Rod Russell, Diana Deacon, Steve Shorlin, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
Review Agenda	No additions	
Review Notes August 09, 2013	No notes from previous meeting	
Business Arising	<p>3.1 Space/Room Assignments</p> <ul style="list-style-type: none"> • All rooms are booked for the Special Projects. • Rooms are booked up to Christmas. • Dr. Maddalena will be sending out a letter to all course chairs, expert leads, and associate deans to go through the schedule, confirm that there is a faculty member and room assigned to every session. <p>3.2 Policy Required for Excused Absences (Don/Maria/CS)</p> <ul style="list-style-type: none"> • Two courses are mandatory: Clinical Skills and Community Engagement. • Parts of Special Projects will have mandatory attendance. • The Integrated Learning Sessions (Formative Assessment) are mandatory. 	

3.3 Faculty Leadership

3.3.1 Interim Matrix – Chairs

- There will not be chairs but we will check re the potential of Expert Leads.
- Each one will be determined based on the needs for each section.
- Have to decide how to identify these individuals.
- A list needs to be developed and sent to MELT.
- Victor will be sending an email to all course chairs asking them to do six things.

Action:

- Victor to follow up with MELT

3.3.2 Physiology rep

- Dr. Maddalena sent an email to Dr. Karen Mearow but haven't heard back.
- Dr. Maddalena will request a meeting with Dr. Mearow to resolve that.

Action:

- Victor to follow up with Karen

3.4 ILS Sessions

3.4.1 Faculty Facilitators – ILS

- We need to identify leaders for the ILS sessions at the next meeting of the first group.

Action:

- Leaders for the ILS sessions will be identified at the planning meetings with these groups.

3.3.4 ILS Guidelines (template for use by all faculty) and Planning Sessions

- That will be done after the first session.
- There are five remaining Integrated Learning Sessions to plan for.

Action:

- Juanita will develop the schedule for when planning sessions will take place.
- Guidelines for the sessions will be developed at the next planning meeting with the groups

3.5. Faculty Development

- There are two hours available to us for each of the ILS planning sessions which will include:
- Overview of ILS (Victor)
- Developing Assessment Questions (Don, Steve, Carla)
- Introduction to Question Mark (Jennifer)
- Introduction to the Curriculum Map, including how to access information (e.g. objective #'s) (Jennifer)
- Facilitation Skills (Steve)
- The faculty development will be video recorded and we will have cheat sheets for the different faculty development

Action:

- Individuals noted above will make preparation for their sessions, including cheat sheets
- Victor and Juanita will check re video of sessions

3.6 Special Projects

3.5.1 PLMP: Dean Business School

- Dr. Peters has been busy with accreditation. Hoping next week there will be some movement on getting the two Deans to agree on how that will take shape.

Action:

- Victor will follow up with Sharon

3.5.2 General Discussion re SP

- On Tuesday, August 20 we are going to be issuing another weekly update from the Phase 1 team, which will give them a heads up that we now need faculty to start thinking about projects for the independent projects.
- By the end of next week faculty will get the formal details and requests to identify the projects and submit them.
- There will be research poster project fairs in December (25+ students) and February (50+ students)

3.6 Assessment

3.6.1 Professionalism online module

- Ready to go to SAS.

3.6.2 Peer Assessment

- No one is aware of any policy that doesn't allow peer assessment.
- The importance and value of peer assessment as a way of self-improvement should be introduced to students up front (day 1)
- We are recommending that we continue with the peer assessment for formative assessment of the student.

3.6.3 Marks

- MELT would like to see the opportunity for Pass and Pass Outstanding.
- There are 7 peer assessment and 7 formative assessment = 14.
- Students will receive marks for participation.
- The final mark will include: 90% summative assessment and 10% participation.
- Assessment of the objectives in Healthy Person is going to be through the tutorials, maybe the lab, and the rest from the ILS.
- In Health Person there are two ways that they receive their participation mark: The peer assessment and the formative assessment. In order for a student to receive 10 marks they have to participate in all 14 assessments.

Action:

- Dr. Maddalena asked that everyone give peer assessment and participation some thought.
- Juanita will look up other universities to see what they do.

3.6.4 Formative & Summative Assessment Questions

- We have asked faculty for the questions for the first ILS session. A letter will be going out again tomorrow, with attachments to remind them.
- The attachments will have topics for each of the areas. The people will be asked to confirm the hours, the people, if there are labs, etc.
- They will be asked to forward 3 formative questions and 2 summative questions per lecture.
- Need the questions attached to the objectives based on their number.

Action:

- Victor and Juanita will update the group next week re status of formative and summative questions

3.6.5 Lab Exams

- We still don't know the status of lab exams.
- Received a long email from Dr. McLean regarding lab exams.
- The lab exams will be part of the 90%.

Action:

- Juanita and Dr. Maddalena will follow up with Dr. McKay.

3.6.6 Questionmark Database Live

- Questionmark is installed and ready to go.
- The accounts have been created.
- The staff have been trained.
- Several faculty attended a session where they were introduced to the various types of questions.
- We are internally going to do a test.
- We will go through the process with the students with a fake exam to get a feel for what the space will be like with 80 students.

3.6.7 Curriculum Map

- The Database is live. Edits are being made.
- Jennifer Kirby, Moya Clarke, and David Stokes are going to meet offsite to go through Phase 1 to ensure that everything matches what it should.
- Some of the titles of lectures have been changed through David and Vivian.

3.6.7 P&P Review

- 3.6.7.1 Formative – will be changed to 10%. MELT said it's good to go. It will now go to SAS.
- 3.6.7.2 Summative – Receiving feedback from Mary and the rest of MELT about Summative and Formative.
- 3.6.7.3 Promotion – MELT will provide information.

	<p>Action:</p> <ul style="list-style-type: none"> When all P&P's related to Assessment are updated, they will go to SAS then UGMS <p>3.7 Community Health</p> <p>3.7.1 Community Visit – Objectives/Issues</p> <ul style="list-style-type: none"> Dr. Donovan is still away. 	
New Business	<p>4.1 Other</p> <ul style="list-style-type: none"> Dr. Fern Brunger will be joining the Phase 1 Management Team. On Tuesday there will be another weekly update with information going out about assessment and special projects and the transition. At the end of the week an email will be sent regarding the independent projects. All of this will generate some email traffic. David received an email from Roger Greene concerned about the change of titles of some tutorials. David will forward the email to Juanita and Dr. Maddalena and copy Ed Randell. <p>Action:</p> <ul style="list-style-type: none"> Victor and Juanita to follow up re change of tutorial topics 	
NEXT MEETING	August 23, 2013, 0900 - 1100	