

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	August 30, 2013	
PARTICIPANTS/ REGRETS	Attending: Dr. Victor Maddalena, Juanita Barrett, David Stokes, Steve Shorlin, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
Review Agenda	“Mentors” was added	
Review Notes August 23, 2013	No changes	
Business Arising	<p>3.1. Space/Room Assignments</p> <ul style="list-style-type: none"> • All rooms are booked for ILS. <p>3.2 Policy re Excused Absences</p> <ul style="list-style-type: none"> • There will be a policy meeting to review any outstanding policies. <p>Action: Ask Don if the policy is on d2L.</p> <p>3.3 Response from Chairs re schedules, etc.</p> <ul style="list-style-type: none"> • Most have been in touch re teaching. • Juanita has been in contact with Dr. Anwar re – respiratory. <p>3.4 Physiology rep</p>	

3.5 ILS

3.5.1 Schedule re planning meetings

3.5.1.1 3 ILS meetings – update – Victor

- Faculty attendance is low.

3.5.2 Leaders

3.5.2.1 List of Students

- That is done.

3.5.2.2 Groups/Leads identified

- David will show the students how to get into d2l.
- There are groups of 4, 8, 7, 10, 12, 20.
- ILS has its own shell on d2l.

3.5.2.3 Lead Opportunities

- There are 8 in 9 of the groups and 9 in 1 group.
- Everyone will have an opportunity to lead in Phase 1: ILS sessions and Biochemistry.

3.5.2.4 Student Development

- Done.

3.5.2.5 Faculty Development Facilitation

- Steve has been doing that.

3.5.2.6 Faculty Leads – First 2 ILS Sessions

- We do have the first one.

3.5.3 Questions (first 2 sessions)

3.5.3.1 Story Questions First Session

- There is a planning meeting to discuss that.
- We should give them a couple of questions.

3.5.4 Guidelines (template for us by all faculty)

- Steve will do a cheat sheet for the ILS sessions.

3.6 Special Projects

3.6.1 PLMP: Dean Business School

- Dr. Peters spoke with the Dean of Business, this is a go.
- Need to sort out 10 sessions: 3 sessions are online, 7 sessions need to be booked into the schedule.
- Do two in Phase 1.
- Meet with the presenters to make sure that the presentation is modified for the 1st year undergraduate students.
- For a face to face session, will talk with Julia.
- All three online modules are taught by Victor. They have no time restriction.
- They have a month to do the PLMP.
- Students should do the organizational structures, which is online; patient safety, which is face to face; introduction to leadership, which is face to face.
- Patient Safety is a full day in the PLMP – reduce to three or four hours.
- Leading vs. managing is a half-day.
- Victor will speak with the facilitators for those sessions.
- There will be a pre- and post-test for the organizational structure.

3.6.2 Faculty to do first 2 weeks

- Juanita sent everyone the schedule and included suggestions of who will do what.
- Waiting for feedback from the special projects group.
- Lindsay Glynn may do the Literature Review.

Action: Victor and Juanita to meet with Lindsay to discuss the type of Literature Review.

- Research question on Wednesday afternoon – virtual module developed by Roger Chafe, we will ask if they want to share that module we already did.
- There are four pillars and four people to have four half-hour sessions.
- Dr. Fern Brunger would be good for Ethics research.

Action: Ask Dr. Reza Tabrizchi to identify people for the four pillars. Will suggest Maria Matthews for Health Services Research.

Action: Victor to ask Fern Brunger for Ethics research.

3.6.3 Feedback re projects

- Outstanding.

3.7 Assessment

3.7.1 Assessment – Professionalism online module

- Need to get this to SAS.

3.7.2 Peer Review

- This would go to the Assessment working group.
- Vernon Curran is revising assessment form for the ILS group.

3.7.3 Formative & Summative Assessment Questions

- Victor has received more the last couple of days.

Action: Add formative & summative assessment to the report by Andrew. Meet with Assessment Group.

- The questions will go to the Assessment Working Group.

3.7.4 Lab Exams

- Done.

3.7.5 P&P Review

3.7.5.1 Formative/Summative/Promotion/All

- There is a meeting set up to review that.

3.8 Community Health

3.8.1 Community Visit – Objectives/Issues

- Meeting with Community Health today to sort out the community engagement piece. Will also talk about the rural visit.

	<p>3.9 Previous CAM Sessions</p> <ul style="list-style-type: none"> • Juanita emailed John Crellin. Waiting for a reply. <p>Action: Follow up with John Crellin to see what his piece was and integrate it across the curriculum.</p>	
<p>New Business</p>	<p>4.1 Faculty Development</p> <ul style="list-style-type: none"> • Yesterday we discussed using those who are not using exam questions. • Can use portfolios, reflection, etc. • Steve will get in touch with two that were there plus Jill Allison, Cathy Donovan, and whoever else is flagged. Carolyn Sturges should be contacted. • Jill Allison is teaching a session on reflection. <p>Action: Victor, Juanita and Steve will have a pre-meeting with Jill Allison to see what she plans for her session.</p> <p>Action: Victor, Juanita, and Steve will meet with Jill Allison, Cathy Donovan, Olga Heath, Carolyn Sturges, Fern Brunger.</p> <p>4.2 Students Mentors</p> <ul style="list-style-type: none"> • Don and MELT will move forward with this. <p>Action: Juanita and Victor to put together a briefing on it and circulate to a few key people in the Phase 1 team. Then send it to MELT.</p> <p>4.3 Other</p> <ul style="list-style-type: none"> • David will put the questions for the ILS online. 	
<p>NEXT MEETING</p>	<p>September 06, 2013, 0900 - 1100</p>	