

## RECORD OF DISCUSSION, ACTIONS AND DECISIONS

<b>MEETING</b>	Phase 1 Management Team	
<b>DATE</b>	November 27, 2014	
<b>PARTICIPANTS/ REGRETS</b>	<p><b>Attending:</b> Victor Maddalena, Juanita Barrett, Don McKay, David Stokes, Diana Deacon, Gary Paterno, Vernon Richardson, Greg Sherman, Cecily Stockley, Cassandra Hawco, Amanda Pendergast, Gerona McGrath, Cathy, Donovan, Vivian Whelan</p> <p><b>Regrets:</b> Vina Broderick</p>	
<b>AGENDA ITEM</b>	<b>DISCUSSION/ ACTIONS</b>	<b>RESPONSIBLE</b>
<b>1.0. Agenda</b>	<ul style="list-style-type: none"> <li>• 4.7 Faculty Issues added to the agenda.</li> </ul>	
<b>2.0. Notes Last Meeting</b>	<ul style="list-style-type: none"> <li>• Minutes were reviewed, no changes made.</li> </ul> <p>Action Items</p> <ul style="list-style-type: none"> <li>• The issue around the Ethics Checklist, Fatima building rubrics for Independent Projects and the Four Pillars are either done or in the works.</li> <li>• The Research Day has been done.</li> <li>• The students asked the class if they would be in favour of a structured delivery of the formative quizzes. Most of the class like the formatives as they are in terms of not too structured, not timed. There was a suggestion that if they are used for data analysis, put a little box at the bottom with 3 check boxes which may include “I did it as a pretest” “I used it as study material.”</li> <li>• The students asked if the following changes could be made to formative quizzes: 1) if student gets a question wrong, if there could be a better explanation of why it was wrong.</li> <li>• Students would also like to have more formative questions.</li> <li>• The timing of the release of marks has been done.</li> </ul>	
<b>3.0. Business Arising</b>	<p>3.1. Faculty Mentors for Students</p> <ul style="list-style-type: none"> <li>• Maybe would could encourage MSS to deal with Student Affairs regarding Faculty</li> </ul>	

	<p>Mentors.</p> <p>3.2. Update on Community Facilitators</p> <ul style="list-style-type: none"> <li>• Dr. McKay is scheduled to meet with Dr. Ravalia in December.</li> <li>• There is currently no news.</li> </ul>	
<p><b>4.0. Standing Items - Reports</b></p>	<p>4.1. Integrated Learning Session Working Group Report</p> <ul style="list-style-type: none"> <li>• All ILS sessions have facilitators.</li> <li>• Facilitators appreciate having the stems well in advance.</li> <li>• Ongoing adaptations to improve learning value/reduce redundancy of large group sessions.</li> <li>• It would be helpful if the students could close their laptops during the large group session.</li> <li>• We are going to try to ask the students who get up to present to actually engage the class in their discussion.</li> </ul> <p>4.2. Special Projects Working Group Report</p> <ul style="list-style-type: none"> <li>• All of the students have submitted a Learning Contract on time.</li> <li>• Most of the students submitted their Learning Contracts on the new submission form.</li> <li>• 21 of them are incomplete. 27 out of 60 have been signed off by Dr. Richardson. 9 out of 60 have been sent back for revisions.</li> <li>• One of the problems is that some students aren't ticking yes or no for Ethics Approval.</li> <li>• Dr. McKay met with Fern Brunger and the chief staff person from the HREA. They have been inundated with requests, many of which don't require ethics approval.</li> <li>• The Learning Contracts were modified to include a checklist that the faculty and students go through. This will help determine if ethics approval is required. A person from HREA has agreed to do a quick run through of all the Learning Contracts.</li> <li>• The presentations for the Four Pillars of Wisdom were held on November 24. There were 12 presentations.</li> <li>• Attendance was poor. There were 28 students present in the morning and 38 students in the afternoon.</li> </ul>	

- The speakers felt that it should be mandatory
- There were no breaks. Some of the speakers would like to have had refreshments provided.
- The students suggested to have somebody speak with the class a day or two before the presentations to give a description of the Four Pillars.
- The students would also like to have it before they have to choose their special projects.

#### 4.3. Assessment Working Group Report

- There is an ongoing problem to get faculty to submit exam questions.
- It is anticipated that it will be a problem for the next couple of years.
- It should become less of a problem as the exam banks grow.
- SAS is aware of the problem and will try to work on mechanisms to improve the process.
- The number of expected questions for the last exam was posted on D2L as 92 but on the actual exam there were only 76. Some of the students panicked when they realized there were 16 less questions. In the future, the number of questions will not be disclosed before the exam.
- Victor told the students to tell the class to prepare for the exams. We will determine how many questions there will be based on the guidelines. If there are fewer questions, concentrate on getting those questions correct.
- The students asked if the questions that weren't included will be a percentage of the new material or the old material. Summative Assessment #4 will include 10% of either Block 1, Block 2, or Block 3.

*Action: Victor will address these issues with the class during the next QI session.*

- The goal is to receive two summative questions per teachable hour.
- The issue of number of questions was brought to SAS. One of the student concerns was that the number of questions from previous material was still 10% of the original 90%.
- Diana will bring this back to SAS that we'll base the 10 or 15% on the number of new questions that we have.
- If a lab is in addition to a lecture, than no questions need to be provided.

#### 4.4. Teaching/Learning Methods Working Group Report

- Alan and Gerona are going to take to PESC the issue of rewarding teaching.
- In the Independent Projects we are going to suggest to students and faculty that if a student wish to take a lecture and put it as a potential independent module. Victor is going to volunteer one of his lectures.
- When the request is sent looking for projects, it will be suggested that one option might be to have a student or group of students take their content and put it into an independent module.
- Gary Paterno is doing that now with one of the students.
- John MacLean is one of the champions that who will be used as an example of the new teaching method via video.
- The doodle is out to bring the champions together for a meeting.

#### 4.5. Quality Improvement Report

- Gerona was asked to submit a Phase 1 review. She had some consultations with faculty members. She is in the process of doing that report.
- In particular, she is looking at the organization of the schedule, i.e., when Anatomy, Physiology, and Immunology were placed to see if that can improved in the next iteration.
- After the ILS session, in consultation with the Phase 1 students, rather than taking time in the QI sessions to review what had been talked about, David and Gerona are going to work to put materials up in D2L. Then the students can track the status of things.
- Would like to have a faculty based “You said, we did” link on the website. You said = student, We did = us. The idea is to have somewhere on a website the repository of more detailed information. Maybe there could be a link to D2L where they could get the detail for “You said, we did.”
- The student evaluation questionnaire closed last week. This is a new questionnaire. This one is loosely based on the Canadian graduate questionnaire. It gives a sense of what the students think about the academic environment, administrative offices, career and finance sessions that were held, the learning environment.
- No later than February 15, there will be new lockers.
- There will be a box placed outside of UGME for student comments that will be accessible to students 24/7.

- The participation rate for Phase 1 and Phase 3 was about 72%.
- One student mentioned that on the Healthy Person feedback there is no place Special Projects or Community Engagement feedback. The students would like to evaluate those as well.
- Community Engagement will be evaluated in early December.

#### 4.6. Student Issues

- Physiology of Pregnancy would be an excellent lecture to have as a module. There were 80 slides in 60 minutes.
- The students have received feedback for only one assignment so far.
- Victor has four assignments to mark. It is very time consuming. He will pursue hiring a grad student to help with marking.
- There is an Ethics paper due in about a week. The students haven't received the first one back yet.
- The due date for some of the assignments in December is when half the class is on Community Engagement, plus they are due at 5:00 p.m. It would be better if they could be due at midnight.
- Some students are unhappy that the Quality Improvement session was moved without notice during their Independent Projects/Community Engagement weeks.
- The January session is on the same day as Med Games, January 09. About 17 students from half the class will be gone.
- The session was moved due to scheduling conflicts.
- Students are reminded not to book flights weekdays between 9:00 a.m. and 5:00 p.m., Monday to Friday, even if there is a white space.
- Students should fill out a leave request if attending Med Games.

#### 4.7. Faculty Issues

- When faculty have a problem, there isn't a list of who to go to. They will contact D2L and are sent a ticket.
- For the next few months a person in UGME is putting together a Faculty Handbook. The goal is to have it live by the end of June.
- There should be orientation for new Faculty of what's available, who to go to, who to

	<p>talk to about new teaching methods or D2L. This will all be included in the Faculty Handbook.</p> <ul style="list-style-type: none"> <li>• If it's curriculum related Faculty should go to the UGME office.</li> <li>• Faculty question if a session should be mandatory such as the Four Pillars Research.</li> <li>• The issue of student attendance should be brought to UGMS.</li> </ul>	
<b>New Business</b>	<p>5.2. Accreditation</p> <ul style="list-style-type: none"> <li>• This coming week Dr. McKay will send to Vernon, Victor, and Juanita a few questions and he would like their input in answering those questions.</li> <li>• In some cases, he will send a draft response of what he thinks is a reasonable response. They can edit his response.</li> </ul> <p>5.3. Other</p> <ul style="list-style-type: none"> <li>• Victor is really pleased with this Phase 1. He is pleased with the level of student engagement.</li> <li>• The Phase 1 group is a delightful group to work with.</li> </ul>	
<b>NEXT MEETING</b>	Next meeting January 22, 2015, room M2M240	