

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	September 06, 2013	
PARTICIPANTS/ REGRETS	Attending: Dr. Victor Maddalena, Juanita Barrett, David Stokes, Steve Shorlin, Diana Deacon, Dr. Don McKay, Dr. Rod Russell, Carla Peddle, Vivian Whelan	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
Review Agenda	No additions	
Review Notes August 30, 2013	Review minutes before next meeting and email Juanita with any changes.	
Business Arising	<p>3.1. Space/Room Assignments</p> <ul style="list-style-type: none"> • Rooms are good. • Block bookings go to David. <p>3.2 Policy re Excused Absences</p> <ul style="list-style-type: none"> • Don, Rod and Maria met; modified Community Engagement – Don sent it to Cathy requesting input: re required attendance outside of the two week block. Field preparations and Debriefs are mandatory. • Rod created a template for the Healthy Adult. • Don tweeted students re absences policy. <p>3.3 Response from Chairs re schedules, etc.</p> <ul style="list-style-type: none"> • Everyone has been showing up. • Victor will continue to follow up. <p>Action: Victor will send an email to all faculty post-session(s) asking how did it go. Will do this for a couple of weeks.</p>	

3.4 Physiology rep

- Don meeting with Karen Mearow today re: physiology rep. refusing to follow procedure re questions.
- Questions will go to Jennifer.
- Discussion needs to occur at the next UGMS meeting re schedule re the process formative & summative assessments submission; there is some question of where responsibility should be coming from (Faculty Council or Dean).

Action: Victor and Juanita will follow up

3.5 ILS

3.5.1 Leaders

3.5.1.1 Faculty Leads – first 2 ILS session

- First meeting yesterday.
- Good to go for the first ILS session.

Action: Victor and Juanita to draft up a faculty lead list.

3.5.2 Questions (first 2 sessions)

3.5.2.1 Story Questions First Session (on-line)

- First session is sorted.

Action: Victor and Juanita to set up meeting with first five weeks of faculty for session 2.

3.5.3 Guidelines (template for use by all faculty) – Steve S.

3.5.3.1 Story Questions First Session

- Steve has drafted up a template for what the ILS sessions are all about.

Action: Victor, Juanita and Steve to meet to review and finalize.

3.5.4 Meeting with Planning Group for Sept 13 ILS - update

- Met yesterday, good to go.

Action: Steve will draft up some self-mediation tips for students.

3.6 Special Projects

3.6.1 PLMP: Dean Business School

- The two Deans have coordinated.
- Will announce formally that the PLMP is now integrated into the Undergraduate Medical curriculum.

3.6.2 Faculty to do first 2 weeks - Juanita

- Some gaps still need to be filled.
- HSIMS will organize groups A, B, C.
- An outlook distribution list will be created for Phase 1 class.

Action: Change the schedule to reflect that Group A (1/3 class) 1st 2 weeks of rural placement, Group B (1/3 class) 2nd 2 week rural placement, and Group C (1/3 class), 3rd rural placement.

Action: 1st meeting: Victor and Juanita to meet with Mary, Sharon, Don, and someone from MELT re vision for rural placement.

Action: 2nd meeting: Meet with Cathy, Kath, Dr. Ravalia in relation to the outcome of 1st meeting.

Action: 3rd meeting: Meet with all logistics players to sort out sequence of who does what, how and when.

3.6.3 Feedback re projects – update from Victor

- Projects are still coming in.
- Victor is still encouraging people to send in projects.

3.7 Assessment

3.7.1 Assessment Maps

- Assessment maps will go live today.
- Diana to add date, remove draft, and send to d2l.

3.7.2 Assessment – Professionalism online module

- Professionalism online module to go to SAS for review of the assessment.
- Then send to UGMS.
- PLMP should to go UGMS.

3.7.3 Peer Review – follow up – Juanita/Diana

- Vernon has made some changes and is good to go with it.

3.7.4 Formative & Summative Assessment Questions

3.7.4.1 Flow chart re process

- A flow chart was developed

3.7.4.2 Faculty for first 2 weeks – Juanita/Jennifer

- Steve is drafting a standard email that Moya will use.
- Juanita and Victor will have a look at the email.
- Once it's good to go, then Moya can start sending out all the requests to the faculty.
- Add first slide with objectives on d21.
- Will have a single entry point for all materials: powerpoint, readings, attachments, and a request for formative and summative questions.
- Develop a database of who has submitted and who has not.

3.7.5 Lab exams – Victor

- Met with John McLean re lab exams.

Action: Jennifer and David are going to meet with him to look at a specimen in the lab and see what potential questions could work. If Dr. McLean is satisfied, they will demo for him to see what he thinks.

3.7.6 P&P Review

- Happening next week.

3.7.6.1 Formative/Summative/Promotion/All – Sharon/Don et al

- Send Policies and Procedures to Phase 1 Management Team for comments and send to UGMS (after next week's meeting on Tuesday).
- Juanita, Monty and Sean are meeting to review all policies.

3.8 Previous CAM Sessions

- Integrated into the Phases.

<p>New Business</p>	<p>4.1 Faculty Development</p> <p>4.1.1 Just in Time</p> <ul style="list-style-type: none"> • Eportfolio was suggested to faculty but some don't agree. <p>Action: David will recommend to students to use eportfolio for all four year, it is something that will be there forever.</p> <p>Action: David and Steve will follow up re getting other faculty development. Will do a short video – go on MESC.</p> <p>4.2 Activities/Issues arising over past week (not addressed above):</p> <p>4.2.1 First Day (overall/video/pictures)</p> <ul style="list-style-type: none"> • A success. <p>4.2.2 Access to sessions/PPTs for ILS sessions (Copyright)</p> <ul style="list-style-type: none"> • It's the overall lectures that are the copyright issue. • When the ILS facilitators are identified, they will be sent an email with the question that they don't need to access the ILS d2l shell. <p>4.2.3 Classes going over</p> <ul style="list-style-type: none"> • A reminder is being sent today to faculty to be mindful of their time. <p>4.2.4 Objectives on slides</p> <ul style="list-style-type: none"> • In an email from Moya to all faculty she is going to send them a copy of the template telling them to put the objective on the first slide. <p>4.2.5 Schedule-change to reflect finish at 10 to hour</p> <ul style="list-style-type: none"> • This has been done. <p>4.3 Student Mentors</p> <ul style="list-style-type: none"> • Each student assigned faculty manager. • Overview re strengths of mentorship. • Send out to faculty – penitential pool for students. <p>Action: Steve – draft faculty advisor (for all years).</p>	
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NEXT MEETING	September 20, 2013, 0900 – 1100 HSIMS Boardroom	

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