

RECORD OF DISCUSSION, ACTIONS AND DECISIONS

MEETING	Phase 1 Management Team	
DATE	September 25, 2014	
PARTICIPANTS/ REGRETS	<p>Attending: Victor Maddalena, Juanita Barrett, Don McKay, David Stokes, Steve Shorlin, Diana Deacon, Vernon Richardson, Cathy Donovan, Greg Sherman, Gerona McGrath, Melody Marshall, Cecily Stockley, Cassandra Hawco, Vivian Whelan</p> <p>Regrets: Vina Broderick, Amanda Pendergast,</p>	
AGENDA ITEM	DISCUSSION/ ACTIONS	RESPONSIBLE
1.0. Agenda	<ul style="list-style-type: none"> • Standing Items on the agenda will be streamlined. It will include Reports from the Working Groups, Quality Improvement, Student Issues and Accreditation. Faculty Development will be removed. • Attendees to the Phase 1 meetings should include Working Group leads who have reports, students, and the other members are voluntary. • Victor will ask the Working Group Leads for a ½ page report, if there is anything to report. • Rename Evaluation to Quality Improvement. • UGMS approved a scheme for Phase assessment that will occur every year. • If we use the same framework to assess every course, which will make the Phase review automatically done. • Special Projects will be renamed to Physician Competencies. • 	
2.0. Notes Last Meeting	<ul style="list-style-type: none"> • Review Minutes August 28, 2014. There were no changes. 	
3.0. Business Arising	<ul style="list-style-type: none"> • Two students from Phase 1 have joined the Team: Cecily Stockley and Cassandra Hawco. <p>3.1. Gary Paterno has been invited to the next PESC meeting.</p>	

3.2. All of the Working Groups have leads and they should attend the Phase 1 Management Team meetings.

Action: Invite the Working Group leads to the Phase 1 Management Team meetings.

3.3. Linking Gary Paterno with the person coordinating teaching/learning contract hours review.

- This has been addressed.

3.4. Strategy for CS faculty development

- Dr. McKay and Dr. Goodridge met. They have a plan to move forward with this.
- The issue is that some tutors can't make the sessions in the regular time. Clinical Skills time can be outside 9-4 with the understanding that the student will not have anything else added.
- Need to get more faculty members to work within 9-4 so that we don't have to go outside the normal hours.

- Finding clinical preceptors for the community visits is becoming more difficult.
- Two physicians in St. Anthony have been lost. This is relevant to the first placement.
- There are preceptor meetings next week.

Action: Dr. McKay and Dr. Donovan to meet to discuss a plan.

3.5. Phase 1 (class of 2018) student reps

- Cecily Stockley and Cassandra Hawco were welcomed as the student reps for the Class of 2018.

3.6. Faculty Mentors/Student Affairs

- Dr. McKay contacted Student Affairs. They do have something and it is in their hands.

Action: Dr. McKay to invite someone from Student Affairs to the next meeting to provide an

	<i>update.</i>	
4.0. Standing Items	<p>4.1 ILS</p> <ul style="list-style-type: none"> • ILS is just getting started. • The first session of ILS was a bit of a mock and orientation. • The first full ILS session is tomorrow, September 26. <p>4.2 Special Projects Update</p> <ul style="list-style-type: none"> • Nothing to report at this time. • When approved, the name will change to Physician Competencies. This may happen early 2015. <p>4.3. Assessment</p> <ul style="list-style-type: none"> • No major issues. The first exam is coming up. • Response from faculty for questions has been good. • The Assessment Working group has a sub-group set up to get questions. • A request went to SAS to look at consistent policies regarding exam questions. • There are a lot of procedures around how the exams are put together, how many questions per instructional hour, etc. that have been practiced but never formalized. • Diana will do some research and will bring back to the October meeting. • Dr. Maddalena commended the Assessment Working group and the work they have done. • With regard to the reassessments, the questions are asked for at the same time as the original exam. • The reassessments have about 35% new questions compared to the original exam. • On November 14 there is an exam in the morning and in the afternoon there is an IPE session. The students asked about changing the IPE to another time. • The students will have half a day before that to prepare IPE. 	

	<p>4.4. Teaching/Learning Methods</p> <ul style="list-style-type: none"> • <p>4.5. Quality Improvement</p> <ul style="list-style-type: none"> • The evaluation plan was presented to PESC. • The first set of evaluations for the Healthy Person course will take place on Monday, September 29, right after the exam. • There will be a mid-point evaluation in October where the students can evaluate the content of the course as well as the faculty members. • The next Quality Improvement session will be tomorrow, September 26. The first session went very well in terms of students being positive. There is still some confusion around the same items as last year, i.e. D2L vs. one45. <p>4.6. Student Issues</p> <ul style="list-style-type: none"> • No more issues at this time. 	
<p>New Business</p>	<p>5.1. Phase Team Faculty Replacements</p> <ul style="list-style-type: none"> • Dr. Maddalena recommended leaving things as they are for now unless a need for additional faculty replacement is identified. <p>5.2. Accreditation and what is expected of the Phase 1 Management Team</p> <ul style="list-style-type: none"> • We have processes in place at MUN – the Course Review Policy. • There are annual reviews of courses. A large part of that is the student evaluation of our curriculum. • A review of the curriculum as a whole has been finished in the last couple of years. This lead to the new phase curriculum. • Course review and curriculum as a whole are two standards required for accreditation. • Also required is segment review. In the past our segments were two: pre-clerkship and clerkship. Now there are four: Phase 1 through 4. • We have to have policies and practices to show that the phases are being reviewed. This was agreed to in principle at the UGMS meeting. 	

	<ul style="list-style-type: none"> • They agreed to a certain type of template so that certain questions would be asked from adequacy of technology, adequacy of library resources, assessments of the learning environment, adequacy of faculty, are the topics right, are the residents prepared for their role as teachers. This would all be in the segment review. • This has to be done soon because we have to have evidence that it has been done. • Phase 1 has already had a review. Now we need a modification. • The Phase would be responsible to take in in addition to it's own analysis of where the teaching is happening and everything else, incorporate the student evaluation, respond, that's all in writing. • The students can take back to their constituency and say this is what we said and this is what's going to happen. • The policy to generate that will be in front of the UGMS Committee but Dr. McKay recommends to Gerona and the PESC Committee to go ahead and start the Phase 2 review. • An Accreditation team will be here February 24 – 27, 2015. • Now is the time to bring forward any issues. We should be constantly preparing for accreditation. <p><i>Action: Dr. Maddalena will meet with Dr. McKay before the next meeting to see what the work plan should look like.</i></p>	
NEXT MEETING	Next meeting October 23, 2014, room M2M240	