

Phase 2 Management Team Minutes

Monday, February 1, 2021

4:00 p.m.

Webex

Attendees: Heather Jackman (Chair), David Stokes, Alison Haynes, Barton Thiessen, Fiona Landells, Georgia Darmonkow, Katrin Zipperlen, Steve Shorlin, Brian Kerr, Maria Goodridge, Jacqueline Costello, Carla Peddle, Stephanie Atkinson, Jacqueline Costello

Regrets: Tanis Adey, Heidi Coombs

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		
Agenda review - Review for Conflict of Interest - Confirmation of Agenda		
Review and approval of prior minutes - Review of action items from previous meeting	January 11, 2021 minutes were approved with no changes.	
1. Business Arising		
2. Assessment	The first block exam was today. Four were below 70%, the Hofstee was 67% and one learners was below that. There were no problems with	



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	receiving questions. Most were from the bank but new questions are still being received. Faculty can avail of faculty development. Some are not following the guidelines with developing questions. This block was not affected by COVID last year. Questions received are evaluated by the assessment team for content. Some are reusing questions. S. Shorlin will have a faculty development workshop towards the end of the month. When HSIMS requests exam questions they attach tips of how to write multiple choice questions.	
3. Evaluation	There will be a QI session on Wednesday at 11:30. Heidi sent questions to the class. Fiona released the survey to the class which closes at 6:00 today.	
4. The Patient	In-person labs have been approved to start on February 13. The class was given a survey to sign up for the labs. Then they were scheduled into groups. There is some overlap with clinical skills. The lab schedule has been sent to faculty and learners. Some have asked to switch labs for the first lab on February 16. Try not to switch. Tutors are being recruited. During the UCL meeting last discussion, low attendance was discussed. It is a big commitment for the tutors. We encourage student to attend. One group had nobody attend	

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	or had only one student. An email will be sent to the class.	
5. Community Health	No report	
6. Physician Competencies Research Day	Physician Competencies – no issues. Research – Feedback was asked from the class. They are almost 50/50 regarding live vs. pre-recorded. The Spring will be virtual. If any questions regarding in-building research, contact Jacqueline Costello.	
7. Clinical Skills	Cardiovascular is finished and Respiratory has begun. The schedule was late being sent out last week. There have been last minute cancellations and a last minute email to recruit tutors.	
8. Student Issues	Heather has been receiving emails regarding instructors going overtime. It was a huge issue this block but it was an issue last Friday, which didn't go well. There were three one-hour back to back sessions via live Webex. But there was supposed to be a 20 minute group session but that didn't happen. Students were writing in the chat regarding the time but the professor ignored it. Pre-recorded sessions are going overtime as well. The discipline chair, Dean, or academic advisor should be contacted for those going overtime regarding their evaluation.	

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	<p>The labs will be pre-recorded. There will be videos for PoCUS.</p> <p>There is a meet and greet with the class of 2024 on Friday at 10:30.</p> <p>When asked about the exam content, answers were vague.</p>	
9. Accreditation		
10. New Business		
Next Meeting	<p>Motion to adjourn: Barton Thiessen Seconded: Maria Goodridge Next meeting: March 1, 2021</p>	

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