PHASE 2 MANAGEMENT TEAM MEETING		**DATE**	March 13, 2017
		ROOM	M2M240
	Dr. Lisa Kenny, Phase 2 Lead		
MEMBERS:	Dr. Jinelle Ramlackhansingh, Curriculum Manager, UGME Dr. Vereesh Gadag Dr. Pushpa Sathya, ILS Dr. Lesley Turner Dr. Barton Thiessen, Assessment Dr. Krista Brown Dr. Norah Duggan Dr. Maria Goodridge, Clinical Skills Dr. Mike Hogan, Assessment Dr. Amanda Pendergast, Phase 1 Lead Dr. Kirsty Tompkins Dr. Don McKay, Associate Dean, UGME Katrin Zipperlen Gerona McGrath Carla Peddle, UGME Coordinator Diana Deacon, Assessment Mr. David Stokes, HSIMS Dr. Steve Shorlin, Faculty Development Peter Gregory, Class of 2019 MacKenzie Turpin. Class of 2019 Akshay Sathya, Class of 2020 Rebecca O'Leary, Class of 2020		
PARTICIPANTS	L. Kenny, J. Ramlackhansingh, B. Thiessen, D. Stokes, M. Goodridge, G. McGrath, R. O'Leary, A. Sathya, V. Gadag, N. Duggan, C. Peddle, K. Zipperlen, V. Whelan, K. Tompkins, M. Hogan, D. Mckay, P. Sathya		
REGRETS			
RECORDING SECRETARY	*Minutes Recorded – Transcribed by Ms. Vivian Whelan*		
NEW MEMBERS			

MINUTES			
AGENDA	**ITEM**	**DISCUSSION**	**ACTION**
1.0. Review/ Approval of Agenda			
2.0. Review/Approval minutes from November 7 and 16, 2016		typo under 4.7. Student Issues fixed	**Motion to approve: Vereesh Gadag** **Seconded: Don McKay** **All in favour**
3.0. **Business Arising**		Integrated into Standing Items	
4.0. Standing Items	4.1. Assessment	There are no major issues. Summative and formative questions are received and reviewed in a timely manner. There are no issues with the quality of questions however some faculty are providing only 4 answer options instead of the requested 5. Students felt this was a challenging block. They voiced concerns with the flow of the Nephrology session. They feel the Acute Kidney Injury lecture should be two hours. Ongoing issues with optimal time for reassessment. Students are requesting an option to reassess after hours.	**UGME office will report back on option to schedule after hours reassessment.**
	4.2. Evaluation	The Phase review was completed and presented. The phase management team and PESC are concerned about falling response rates. The response rate has declined over the past three years. PESC is addressing ways to increase the response rate.	

		PESC has asked SAS to review the peer assessment process. All members are as to review phase review and e-mail concerns Gerona.	
	4.3 Physician Competencies 4.3.1 Independent projects	HREB is having an Ethics week April 3 – 7, 2017. Sandra Veenstra will host drop-in clinics. Students can request another session during the second block of their research block. Dr. Gadag: offered help for quantitative and ask Natalie Beausoliel for qualitative research. Students are reminded to submit their ethics application on time.	
	4.5. Clinical Skills	Student issues There have been issues with students not receiving their clinical skills. CLSC: schedule updates on D2L at 4:00 each day. Student groups receive an email when updated. Students continue to voice concerns about variability of content taught in sessions. Dr Goodridge has notified tutors to review objectives, tutor notes and to use Bates as a reference. Dr Goodridge to keep her informed regarding faculty deviation from objectives. Students requested that all students have access to OSCE rubric. Students can view rubric but can not have paper copy. The students asked that next year that the formative OSCE and an exam shouldn't be scheduled near each other. The formative OSCE is meant to show the students what the processes are for the summative OSCE.	

	4.6. Community Engagement	Proposed by Maria Mathews, Population Health. Dr Mathew proposed the re-sequencing of topics related to population health between phases. This proposal would include moving Epidemiology and Biostatistics to phase 1. Students voiced concerns about the assessment structure in phase 1 with one exam worth 80 %. Students would prefer two exams at 40% each. The new proposal affects Physician Competencies course. The full proposal would require movement of epidemiology and biostats from Physician Competencies to Community Engagement.	**Vote: Proposal to re-sequence content as on attached spreadsheet 1, proposed course content for Phase 1 and Phase 2** **Moved by Vereesh Gadag** **Seconded by Lisa Kenny** **All in favour** **Shifting content between courses has been deferred.**
	4.7. Student Issues	All issue integrated into standing items	
5.0 NEW BUSINESS			
6.0 NEXT MEETING		TBD	