



## Phase 3 Management Team Minutes

Wednesday, December 1, 2021

4:00 p.m.

Webex

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Attendees: Jasbir Gill, chair, Alison Haynes, Fiona Landells, Katrin Zipperlen, Suzanne Drodge, Michelle Simms, Heidi Coombs, David Stokes, Carla Peddle

No quorum

Regrets: Brian Kerr, Rod Russell, Jerry McGrath, Suzanne Drodge, Deb Bergstrom

Recorded by: Vivian Whelan

Topic	Details	Action Items and person responsible
Introduction and Welcome		Jasbir Gill
Agenda review <ul style="list-style-type: none"><li>- Review for Conflict of Interest</li><li>- Confirmation of Agenda</li></ul>	No conflict	Jasbir Gill
Review and approval of prior minutes – Review of action items from previous meeting	No quorum. Deferred until the next meeting.	Jasbir Gill
1. Assessment Working Group	No issues. Good responses for the credits after. Some faculty do not provide good quality questions or enough questions. If an instructor does not submit questions, it is flagged and brought to Heidi's attention. Need to track faculty who do not comply. Learning is objective based and challenge cards are	Suzanne Drodge/ Katrin Zipperlen

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	<p>useful. Perimeters need to be put in place on the challenge cards.</p> <p>Action: J. Gill will follow up with K. Zipperlen and/or S. Drodge re: challenge cards.</p>	
2. Curriculum Lead	There are some issues with scheduling. Some lectures are moved because instructor is not available. Sequence is tried to be kept.	Alison Haynes
3. PESC	The Phase 3 reports were approved by UGMS. There is a QI session on December 10. QI feedback is reviewed at PESC.	Heidi Coombs/ Jasbir Gill
4. Clinical Skills	Going well. Systems are finished. Now in specialty skills.	Debra Bergstrom
5. ILS	ILS is going well	Jerry McGrath
6. Research Curriculum Group	Going well. Will send an email in January or February to see where everything is. Learners can contact Michelle.	Rod Russell Michelle Simms
7. Community Health & Faculty Issues	No update	Rick Audas
8. Physician Competencies	No update	Stephanie Atkinson
9. Learner Issues	No issues. J. Gill – Monte Carlo was good.	Georgia Darmonkow Fiona Landells Ian Janes
10. Accreditation Updates	No update	Brian Kerr
11. Next meeting	TBD	

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