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## CCNM

1255 Sheppard Ave E.  
Toronto, ON

# ADNSA Meeting Minutes

March 19, 2018

## Attendance

Jonathan Tokiwa, Dave Hall , Cindy Beernink, Mitchell Zeifman, LaToya Lewis, Tadecher Ellis, Greg Nasmith, Ashley Kennedy, Lauren McKinney, Valerie Kremer, Aidanne Macdonald-Milewski, Jamie van Erkelens, LaToya Lewis, Tadecher Ellis, Sabrina Saifullah, Kriya Siewrattan, Kayzee Sutton

## Previous Meeting Minutes

- Vote to pass meeting minutes: Greg Nasmith
- Second: Ashley Kennedy

## Part-Time Representatives

- Concerned about the amount of time and money it takes to pay and prepare for clinic entrance. With the addition of electives and block fees the process has become more cumbersome
  - Can allowable period be extended to 18 months?
  - Can the entrance exams be deferred, even if the course is done earlier, to prevent having to redo the exams?
  - Can CCNM reimburse students for these extraneous costs?
  - Jonathan: Dr. Zeifman and Dr. Tokiwa have discussed this, will have to be brought to CTC. They were aiming to bring this up in early March but due to agenda overload this will be brought to the April meeting.
    - Considering extending the eligible period
    - Looking to reevaluate the courses required to keep it to the most essential coursework
    - Changes will not be eligible for the current year, once CTC reviews requests in April they will review and discuss changes which may take an indeterminate amount of time (1-2 months). The goal is to have these

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- decisions be made in time for course selection Fall 2018 (second week in July 2018), likely by June 2018.
- Mitchell: the original decisions around this was made with the idea of preventing knowledge/skill degradation. They want to prevent too much time passing between learning skills and utilizing them so patients are not put at risk.
  - Can changes be retroactively applied if the policy change is not put in place in time?
    - Mitchell: This is not an unreasonable request and likely would be applied to prevent students from falling through the cracks of this change
  - As the financial portion of this process has become more burdensome for many part-time students since block tuition was instated Is there a way to discuss lightening this financial load that is reasonable for the school and students?
    - Mitchell: this can be discussed going forward
    - Jonathan: the cost of exams to students does not fully cover the cost of hiring SP and evaluators fully so cost changes will have to be fully negotiated to ensure changes are sustainable
  - Can part-time students write at the same time as full time students during regular exam periods?
    - Jonathan: part-time students have the option to write during the regular exam periods but for a lot of students this is not possible given their schedules
  - Mitchell: this exam series used to be run by Dr. Prousky and was organized as stations in the style of OSCE. This has been changed to reduce the burden but with the individual needs of part-time students this group style has not always worked well, this is now a good time to review these current practices.
    - Cindy: when would these changes come into effect? As there are some students come into clinic in September and January. Can the CTC communicate when this change comes into effect once a decision has been made?
    - Mitchell: once policies are established they should be in effect immediately. This will be put into the academic calendar so students and staff know when the effective date is.
    - Dave: typically the effective date for any new changes is September 1
  - Have you considered doing a few set part-time tracks?
    - Dave: the problem was that most students go part-time for varying reasons - home care issues, work/financial challenges, having to re-do courses, etc - which has made individual choices necessary. Most often after the first year of being part time students start to move into more cohesive program plans
  - Resit deadlines: an issue with practical exams has come up when instructors don't schedule practicals until after final exams. This leaves students in a period of limbo. Can

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instructors pre-schedule the dates for these practical resits so students can plan accordingly if they need to sit these?

- Jonathan: talked to faculty and OAA, the recommendation is to not miss practical exams because of how complicated it is to arrange these resits. The reason these are not predetermined is that they need to see how many students need to resit in order to calculate how many TAs are needed, and then when a date is that all needed TAs are available which makes it hard to set-up.
- Cindy: in the document that outlines deadlines it sets out the last possible day that courses and exams need to be done, so students can plan for the possible dates to be within that general period. The three week policy has only been in effect since September, so far there has not be a significant issue around students being unable to return to CCNM, therefore if there is a problem for a student the school will work with them individually based on their need and circumstance.

## Year 1 Reps

- First year survey - there was an incorrect date in the body of the reminder emails, which said November 6 instead of March 19, so not all students realized they had missed the deadline. Can they can be reopened for one more week?
  - Cindy: yes the student survey deadline can be moved to March 26
- There is a systems communication error with some student access on moodle and the course information being reflected when student have exemptions.
  - Courses that students have been exempted from are showing up on moodle as fails
  - Dave: this occurs occasionally, the best thing to do is look at sonisweb and see what is recorded there, if you notice any discrepancies or are asked. Moodle is an unofficial recording of grades, if you notice problems you can contact Academics and can review these discrepancies with sonisweb. After a period of time, incomplete are changed automatically to F, which can alter GPA. Sometimes students who have been exempted want access to the course material, students could be added to courses as viewers which may clear up the problems.

## Year 2 Reps

- NMSA has been trying to get the word out on global medicine week, with passports to encourage attendance to the prepared events
- Some students who did not pass acupuncture midterm are trying to sign-up on the test center but there are no dates listed, even after the 24 hour period has opened up
  - May have to speak with Michael directly

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## Year 3 Reps

- OSCEs were completed last week
  - Will be following up with students once grades are release
- Clinic selections are happening this week, will see how this process unfolds:
  - Students who are deferring clinic until September or January have already signed up individually with Dr. Zeifman
    - They select from spaces that will be vacated in August to help keep clinic groups stable and uniform in size throughout these changes
    - This provides a chance for students who will be entering late to shadow the student they will take over from and get some previous exposure to their future patient load
  - There are 137 students entering clinic this May and September
  - Will be closing down two shifts in the RSNC, no positions will be removed, Dr. Dunk will be retiring this year.
    - This change is because there are slightly less students entering clinic this year so the change will help keep shifts busy and well-supported.
  - New satellite clinic opening up in May in Scarborough, at Lawrence and Markham road. This clinic will run on Saturday which was the only day they have adequate space available for interns.
- Greg: has gotten questions around notifications about supplemental exams -regarding content, registration, etc. Is there a formal process or should students know that once they know they have failed it is their responsibility to contact academics to schedule a supplemental exam and arrange to meet with the professor if they would like?
  - Cindy: not reasonable to expect staff to communicate with students who have to write a supplemental exam. It is the responsibility of students to gather the information needed around writing and preparing for these exams. They can contact academics with questions if they are unsure of the process, once they know they need to write.

## Year 4 Rep

- Dave: please remind students to keep an eye on moodle for important dates such as OSAP meetings, BC student loan meetings, grad lunch, etc. Any confusion or questions can always be brought to Dave.
- Some 4th years are wondering if convocation is mandatory
  - Mitchell: Attendance is not mandatory
- Transition out of clinic: if students have to stay late how does the transition work? Would it be possible for incoming intern to get visit numbers instead of secondaries so they are

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not behind when they enter clinic. One challenge for students entering clinic is that if a 4th year is staying on, the incoming 4th year does not get the visits as patient visits but as secondaries.