

Clerkship Administrators Committee

Meeting Notes

Meeting Date: September 27, 2018 Meeting Time: 1 – 2pm		Meeting Location: iTLC-A	
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MEETING SCHEDULE
<ul style="list-style-type: none"> • SEPTEMBER 27, 2018 • JANUARY 17, 2019 • APRIL 18, 2019

ITEMS FOR FOLLOW UP: <ul style="list-style-type: none"> • Room Resources/Chairs in conference rooms specifically – Melissa Fischer to follow up at the OEA Deans meeting • Carly to add link to OASIS Knowledge Base to Course Admin page • Melissa to follow up with Christine Vigeant regarding the possibility to use iTLC rooms for video recording (possible alternatives from IT) 		

Item #	Presenter	Comments/Meeting Notes
1	Steve Roll / Michele Carlin	<p>OASIS Feedback</p> <p>Thank you to Michele for fielding constant questions and assisting with all issues encountered.</p> <p>Discussion of the new Grade Entry process which is beginning in OASIS now. Coordinators shared questions regarding the new system, fielded by Michele & Brianna from IREA. Non-finalized grades immediately appear in the GradeBook; this applies to GradeBook features only, not comments.</p> <p>Work in progress: error with overwriting the automatic grade calculation on the grade reports.</p> <p>Easier aggregate reporting than in E*Value. Reporting allows PDF generation by student (comments only? Michele to follow-up).</p> <p>Course Rosters accessed by the OASIS homepage; if you right click on the header row, you can select which fields you want to see (add/remove certain fields if desired)</p> <p>Please e-mail Steve Roll with additional suggestions/questions/concerns surrounding OASIS</p>

Item #	Presenter	Comments/Meeting Notes
2	Colleen Burnham	<p>Changes to FCES</p> <p>Question from group: were the concerns about professionalism in FCEs brought to action? Two cases were brought to the CSAEB, which were initiated by the clerkship administrator.</p> <p>For full details see attached presentation slide deck.</p>
3	Melissa Fischer	<p>General Announcements</p> <p>Recording lights have been installed in all iTLC rooms to alert users to whether or not the room is actually recording (this is indicated by a green/blinking light).</p>