Clerkship Administrators Committee
Meeting Notes

Meeting Date: September 27, 2018
Meeting Time: 1 – 2pm
Meeting Location: iTLC-A

MEETING SCHEDULE

• SEPTEMBER 27, 2018
• JANUARY 17, 2019
• APRIL 18, 2019

ITEMS FOR FOLLOW UP:
• 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)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Presenter</th>
<th>Comments/Meeting Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Steve Roll / Michele Carlin</td>
<td>OASIS Feedback</td>
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Thank you to Michele for fielding constant questions and assisting with all issues encountered.

Discussion of the new Grade Entry process with 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.

Work in progress: error with overwriting the automatic grade calculation on the grade reports.

Easier aggregate reporting than in E*Value. Reporting allows PDF generation by student (comments only? Michele to follow-up).

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)

Please e-mail Steve Roll with additional suggestions/questions/concerns surrounding OASIS
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Colleen Burnham</td>
<td><strong>Changes to FCES</strong>&lt;br&gt;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.&lt;br&gt;For full details see attached presentation slide deck.</td>
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<td>3</td>
<td>Melissa Fischer</td>
<td><strong>General Announcements</strong>&lt;br&gt;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/blingking light).</td>
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