

STEERING COMMITTEE

Minutes – Wednesday, December 9, 2009

12:00pm – 1:30pm EDT/Toronto

Present: John Gilbert, Lindsay Burke, Hassan Soubhi, Esther Suter, Ellen Bull, Valerie Banfield, Ivy Oandasan, Alix Arndt

Regrets: Rita Karakas, Andrea Burton, Jacquie Lemaire, Frederick Montpetit, Bill Lahey, Louise Nasmith, Carole Orchard, Ruby Grymonpre,

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Item	Topic	Actions
1.0	Introduction Intro, review of Oct. 19, 2009 meeting.	Approved
2.0	<p>Deferred items from last meeting</p> <p><i>2.1 Evaluation Processes</i></p> <ul style="list-style-type: none"> - Need to consider how CIHC will move ahead with evaluation. - Necessary to clarify the type of evaluation that CIHC is looking for. <ul style="list-style-type: none"> ▪ Need to ID key stakeholders. ▪ Identify who needs to know about CIHC and what key groups the organization is attempting to reach. ▪ What type of info is needed and how is it best gotten from these identified stakeholders. <p>-Ivy will distribute a template to fill in to start the discussion via email.</p> <p><i>2.2 Partnerships Strategy</i></p> <ul style="list-style-type: none"> - NaHSSA/ CIHC strategy discussions continue. -NCCDH and CIHC strategy is also in progress. -The goal is to go through the new partnerships strategy with 'friendly' partners with whom CIHC can discuss the strategy and how it does or does not work (for mutual learning purposes). -John will continue talking to AIHC at their meeting in March 2010 re: a partnerships strategy, particularly with respect to 	<p>Sort out evaluation processes and what questions we need to ask. Start this via email and phone.</p> <p>Ivy to send out Kathryn's template to begin the discussion about 'type' of evaluation that is required.</p> <p>Check out Basecamp</p>

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	<p>CAB meetings.</p> <p><i>2.3 CIHC Post 2011</i></p> <ul style="list-style-type: none"> -Ideas on Basecamp. -Some discussion of CIHC as a distributed virtual organization. -Some discussion about making CIHC a resource centre that has guidelines and fees for membership. -Issues to be resolved: How does CIHC make a decision on this? At what point and how does CIHC land on a decision? -Should CIHC incorporate? Timeline to do so? Without incorporation future opportunities, such as those noted above, cannot be ascertained. 	<p>and add thoughts on the post 2011 world!</p> <p>Val to re-send her video.</p> <p>Ivy may have a variety of videos that could be linked to as well?</p> <p>Contact Alix if you need to use Go To Meeting! Use of it is encouraged .</p> <p>As abstracts are accepted for ATBH V, please let people know.</p>
3.0	<p>Secretariat Update</p> <p><i>3.1 Social Media</i></p> <ul style="list-style-type: none"> - Twitter, Facebook continue to grow in numbers of followers. -Blog is now moved to CIHC servers. -Sean is working on a project Social Media 101 and has started the interview process (Sean works 8 hours a week). -Survey on social media went out to a relatively small number of people to test the waters. Good response from those who responded regarding social media as a tool that could be used by CIHC. -Firewalls are a challenge in many institutions and some people aren't allowed to access social media sites at their work. 	

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	<p>-Discuss with Sean the potential of CIHC doing podcasts.</p> <p><i>3.2 ATBH V Abstracts</i></p> <p>-A couple thus far accepted from the Secretariat: CIHC Library and the Inter-ed Global Community workshop.</p> <p><i>3.2 Online tools</i></p> <p>-Go to Meeting created and ready for use.</p> <p>-Basecamp set up and ready for use.</p> <p>-Online newsletters as CIHC moves into a more 21st century virtual structure.</p>	
4.0	<p>Updates</p> <p><i>4.1 Mainstream</i></p> <ul style="list-style-type: none"> ▪ Progress Report <p>-Two conference calls occurred: Oct 21 and Nov 5.</p> <p>-Good input in terms of ideas and in terms of what they'd like to work with.</p> <p>-Concerns a. cultural differences, and b. that a tool in one place may not work in another. Nonetheless those who participated indicated that it is important to have a place to share materials.</p> <p>- Regular communication amongst Mainstream co-leads and Secretariat and Mainstream members.</p> <p>-Basecamp is in use by the Mainstream group.</p> <p>-Two initial areas (not limited to but thus far identified) of focus:</p> <ul style="list-style-type: none"> ▪ Communication tools (led by Val). ▪ Collaborative Team Tools (led by Ellen). <p>-Next step is to build membership in the groups.</p>	
	<p><i>4.2 Curricula</i></p> <ul style="list-style-type: none"> ▪ Competencies Framework <p>-Feedback is in. Lesley and Carole are working to incorporate.</p>	<p>SC should approve the final release of the Competenci</p>

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	<p>-The revised final document will be signed off by the Steering Committee</p> <p><i>4.3 Research & Evaluation (Esther/Ruby/Hassan)</i></p> <ul style="list-style-type: none"> ▪ Progress Report <p>-Tools subcommittee is on track. Currently reviewing abstracts on tools.</p> <p>-A manuscript working group has started. Esther will report more as this group moves along.</p> <p>-Research community group is developing a graduate student network.</p> <p><i>4.4 MSR update (Hassan)</i></p> <p>-2-pager document.</p> <p>-Project is ongoing. 7 provinces instead of 6 (Alberta came back).</p> <p>-Colleagues from Nova Scotia are considering joining.</p> <p>-MSR project is a unique project (with different content, different practice sites and larger communities) than existing projects, such as the Western Collaborative.</p> <p><i>4.5 Eastern Collaborative (Hassan)</i></p> <ul style="list-style-type: none"> - Discussions have started. -The group is starting with social media to build the network. <p><i>4.6 Health Canada (Jacquie)</i></p> <p>Jacquie unable to be on call.</p> <p><i>4.7 NaHSSA update (Lindsay)</i></p> <ul style="list-style-type: none"> -Difficulties in recruiting for R&E sub-group three. - NaHSSA continues its work with respect to sorting out the details of their participation at the January Ontario IPE meeting. Attending is a struggle financially. -NaHSSA is in discussions with Health Canada about a Contribution Agreement. These discussions are evolving into a discussion about a contract rather than a Contribution Agreement. 	<p>es Framework. This will come back to the next SC meeting for review.</p>



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5.0	<p>Other Business</p> <ul style="list-style-type: none">- First issue of JRIPE now online! Congratulations Hassan and team!-John still trying to collate a list of post secondary institutions that have centres or offices for IPE. Hopes to have this to share by next meeting, we do need to be able to see the landscape to find out what's happening on the health delivery side.	<p>Send John ideas you may have related to post secondary IPE institutions.</p>