

Basic Science Working Group
Friday March 7, 2025
1:00 – 2:00 pm
2J2.14 WMC (Dean's Large Board Room)
Approved Minutes

1. Welcome

2. Review agenda & minutes

- The Agenda was reviewed and approved as presented.
- The Minutes of the meeting of Feb 21 were approved as presented and approved for posting on the website.

3. Follow-up on action items from previous meeting

- The terms of reference revised by the working group have been approved by DEC and will be uploaded to the website.
- Draft work timeline was reviewed: 7 March reviewer discussion, 14 March define institutional success, 21 March engagement strategy, 4 April baseline status, 11 April literature synthesis, 25 April environment scan, 30 May leadership retreat, May – June: External review, May – June: Four (4) meetings topics to be determined, 30 September: Report to be submitted.
- Feedback from Town Hall #1
 - The working group will review the feedback received March 21st to inform planning for town hall #2.
- Planning for Town Hall #2 – the viable dates for the next Town Hall were discussed and the group selected April 16 from 12:00 – 1:00 in Classroom D. We will work towards advertising and preparing for the next Town Hall.

4. Prioritize potential reviewers for external review

- The individuals short listed by the working group were discussed. A poll will be sent to the working group following today's meeting for members to vote for their top reviewers in each of the three categories along with ranking back up reviewers. The poll will close Monday, March 10 at 10:00 am and at that time invitations will go out to the top choices to see if they are available. Dr. Stelfox will go to the next reviewer in the ranked list as needed in each category (PhD Scientist External Reviewers – Clinician Scientist External Reviewers, UAlberta Reviewers External to the FoMD)

5. Discuss opportunity to lead FoMD Senior Leadership Retreat May 30th.

- The Biomedical Science Working Group has been invited to present its work at the FoMD Senior

Leadership Retreat May 30th. The working group decided to accept the invitation and use the opportunity to engage and to solicit input from Faculty leadership. Volunteers will be solicited to prepare for this opportunity.

6. Next steps

- Polls will be sent following this meeting for working group members to select preferred and backup reviewers by Monday, March 10.
- Please sign up for one of the four working subgroups who will streamline our work around literature synthesis, environmental scan, community engagement and retreat planning.

Schedule of meetings / commitments:

Next Meeting: **March 14, 2025 1:00 – 2:00 pm**