

Student Assessment Sub-Committee Meeting Minutes

Date: December 7, 2011, Room 2862

Attendees: Dr. Vernon Curran (Chair), Dr. Don McKay (Associate Dean, UGME), Dr. Barton Thiessen, Dr. James Valcour, Steve Pennell, Amanda Marsh, Diana Deacon, Elas Winter

Apologies: Dr. Jason McCarthy

Meeting opened at 4:05 pm

1. Review/Approval of Minutes

a. The minutes were reviewed and accepted.

Acceptance of minutes: Moved by Dr. Valcour, seconded by Ms. Marsh. Passed.

b. Follow up on action

Mr. Pennell reported that PET has been updated with a Question Comparison Report feature. Ms. Deacon has found this report feature very helpful in filtering out old questions and speeding up the process of cleaning the old test bank, which is a critical requirement before migrating to Certification Enterprise.

Ms. Deacon has received a few inquiries from course and clerkship chairs regarding the blueprint forms. Some have expressed interest in setting up another workshop.

Dr. Curran has reported to the UGMS chair on the SAC review of the Canadian Graduate Questionnaire results and identified areas where assessment strategies in clerkship are lower than national standards. Dr. Sean Murphy (UGMS chair) will bring these statistics to the attention of Dr. Jason McCarthy (Clerkship Chair).

2. Assessment process in clinical skills (Dr. Maria Goodridge, Chair Clinical Skills)

Dr. Goodridge reviewed the existing pass/fail criteria for clinical skills with the committee members and asked for their feedback on two issues:

- a. The "Conditional Pass" category is unique to clinical skills. Dr. Goodridge is concerned that students in this category were not receiving the extra remediation needed and that it is very challenging to complete remediation properly in time for the promotions committee meeting.

- b. The “Black Bag” rural medicine experience in Year Two has been added to clinical skills this year. As a mandatory experience, this should be assessed and included in the summative assessment and pass/fail calculations.

After some discussion, the committee concluded that although it is not the role of the SAC to make these changes, it could give advice on how to proceed and make some suggestions. A number of suggestions were made to Dr. Goodridge, including a review of the overall assessment strategy for the Clinical Skills course and re-design of the assessment standards and strategy, and potential examination of student grades in the course.

3. Report from Ms. Diana Deacon, Educational Specialist

a. Cleaning test bank (with Mr. Pennell)

Ms. Deacon reported that the new question comparison report added to the old PET bank is very helpful and will speed up the process of cleaning out the old question bank.

ACTION: Ms. Winter will send a copy of this report for BSMI Physiology to Dr. McKay for review.

ACTION: Ms. Deacon will contact Dr. June Harris to confirm which parts of the test bank have been reviewed and sent to subject/course chairs to date.

b. Standing item on assessment oversight

Ms. Deacon reported that assessment reports have gone to the chairs of all completed courses to date. She will monitor their response and report to the next SAC meeting. Dr. McKay stated that these assessment reports cannot be completed until the chairs receive the course evaluation from PESC. Ms. Deacon suggested that unscreened One45 reports could be provided on request to the PESC chair in the interim while the MESC office is dealing with the existing backlog. The committee members agreed that PESC and SAC reports to subject/course and clerkship chairs should ideally be coordinated and sent as one package.

ACTION: Ms. Deacon will liaise with MESC staff to facilitate the coordination of course evaluation and assessment reporting.

4. Formative/Summative Assessment Monitoring/Evaluation (Ms. Deacon)

Dr. Tanis Adey requested that the SAC review the existing Formative Assessment Policy in relation to accreditation standard ED-31 on formative assessment. Ms. Deacon presented her review of the policy using the accreditation guidelines developed by the AFMC, suggesting revisions to the existing policy to (1) cover formative feedback on small-group and one-on-one activities where students get a summative mark from the preceptor/tutor (Clinical Skills is the most obvious but there may be others), and (2) cover courses and clerkships of less than 4 weeks' duration. Language to cover both areas can be added to the policy from the ED-31 checklist. After discussion, the committee members approved these revisions in draft form. Ms. Marsh added that students are concerned because they have not received formative feedback in a timely manner, as mandated in the policy.

ACTION: Ms. Marsh will poll some of the clerkship students to see which disciplines provide timely formative feedback during the clerkship rotation.

ACTION: Ms. Deacon will meet with Ms. Melody Marshall, Policy Analyst, to discuss and draft a revised Formative Assessment Policy for review by SAC in its next meeting.

5. Business Arising

None

Meeting adjourned at 5:20 pm