



Student Assessment Sub-Committee NOTES

Wednesday, June 22, 2022, 4:00 pm
via WebEx

Attendees: H. Coombs, V. Curran, R. Perrier, C. Pye, S. Reid, T. Snelgrove, M. Wahl, K. Zipperlen, E. Winter

Regrets (in alphabetical order): S. Drodge, N. Duggan, T. Hearn, C. Langmead, E. Maxwell, M. Najafizada, S. Pennell, P. Pike

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group.	Call to order at 4:07 pm
Agenda review -Review for COI -Confirmation of Agenda	No COI declared. Agenda was approved	
Review and approval of May 25, 2022 minutes.	<i>It was MOVED by M. Wahl and SECONDED by R. Perrier to approve the minutes of the May 25, 2022. All were in favour and the MOTION CARRIED.</i>	
1. Business arising		
1.1 Review of action items		
Action Items from April 27, 2022		
S. Drodge updated on concerns about faculty sharing questions in lectures, and 2 questions were shared over email accidentally and have now been removed. K. Zipperlen suggested sending a reminder email to faculty.		ACTION: Ongoing. K. Zipperlen will follow up with T. Hearn.
ACTION: Reminder email to be sent to faculty re sharing of information.		
ACTION: K. Zipperlen will seek approval of 27 April meeting minutes via e-vote.		ACTION: Ongoing
Action Items from May 25, 2022		
1.2 Implementation of EPA recommendations: update on faculty development		ACTION: Ongoing
S. Shorlin shared an update on the EPA recommendation of further faculty development for faculty instructors giving effective feedback to clinical learners. ACTION: S. Shorlin to prepare a one-page flyer of resources on clinic cards and feedback to be shared with SAS.		
1.3 Review of Burr method and scaled scores		ACTION: Complete. UGMS approved use of Burr method and scaled scores.
This was presented and discussed during the 27 April 2022 meeting. ACTION: K. Zipperlen to reach out to Michelle Simms (UGMS) to provide the link and power point presentation to be distributed prior to the next UGMS meeting.		
1.2 SAS Meeting Schedule academic year 2022-2023		ACTION: K. Zipperlen will confirm 2022-2023 meeting dates and provide new WebEx link to E. Winter for distribution to members.
After discussion, it was decided to continue with the same day at the same time each month, virtually for now. K. Zipperlen will confirm a list of dates to E. Winter with a new WebEx link and distribute to committee for 2022-2023 meeting year. Virtual vs. in-person will be evaluated in December.		
2. Standing Items		
2.1 PHASE 1-4 ASSESSMENT UPDATES		
Phase 1: P. Pike was not present to report.		
Phase 2: T. Snelgrove updated last exam is coming up. Everything is on track.		
Phase 3: S. Drodge was not present to report.		



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<p>Phase 4: S. Reid reported K. Zipperlen and her have been working on the implementation plan for using the Customized Assessment Services by NBME for progress tests. Will update as they move forward.</p> <p><u>2.2 STUDENT MATTERS</u> <u>Phases 1-3:</u> C. Langmead was not present.</p> <p><u>Post Grad:</u> R. Perrier had nothing new to report.</p> <p><u>2.3 ASSESSMENT MONITORING AND EVALUATION</u> <u>2.3.1 Exam Blueprint Phase 2</u> K. Zipperlen presented exam blueprint for Phase 2 Class of 2025 Theme 4 Exam: Joint Pain and Musculoskeletal Disorders. Appropriate number of questions were received.</p> <p><u>2.3.2 Exam Blueprint Phase 3</u> K. Zipperlen presented exam blueprint for Phase 3 Class of 2024 Theme 10 Exam: Lymphadenopathy, Splenomegaly and Cancer/Care of the Elderly/Pain Management. Appropriate number of questions were received.</p> <p><u>2.4 Implementation of EPA recommendations</u> K. Zipperlen presented SAS recommendations for EPA Assessment Working Group report – Implementation and Timeline and updated on the progress. V. Curran thanked K. Zipperlen and S. Reid for their work and said we will check in with them in the fall.</p>	<p>ACTION: Keep on agenda as standing item for further updates in the fall.</p>
<p>3. New Business</p>	
<p>3.1 Updated Phase 4 summative assessment procedure K. Zipperlen presented information on updates to the Phase 4 summative assessment procedure. Now going to Policy Committee and asked for final review by this committee. Changes include: removal of reference to assessment blueprints that are no longer being used; reference to minimum number of clinic cards per week was removed; some LIC references were updated to reflect changes in assessment plan; addition of section on progress testing and standard setting for examinations; addition to Grading section about disagreeing with ITAR.</p> <p style="text-align: center;"><i>It was MOVED by V. Curran and SECONDED by T. Snelgrove to approve the changes as presented to the Phase 4 summative assessment procedure. All were in favour and the MOTION CARRIED.</i></p>	<p>ACTION: K. Zipperlen will check with policy analyst re next steps and will advise V. Curran.</p>
<p>Next Meeting: No July or August meetings necessary so the next meeting will be held at the end of September. Any urgent matters will be discussed via email in the interim.</p>	<p>Adjourned at 4:45 pm.</p>



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From a student health standpoint K. Zipperlen and V. Curran have begun analyzing the workload of learners across the phases. They are looking for references to expected workload and should have something further to present by September meeting.	
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