



Student Assessment Sub-Committee Minutes

Wednesday, September 28, 2022, 4:00 pm
via WebEx

Attendees: V. Curran, R. Elliott, T. Hearn, S. Pennell, P. Pike, C. Pye, S. Reid, M. Wahl, K. Zipperlen

Regrets (in alphabetical order): H. Coombs, S. Drodge, C. Langmead, M. Najafizada, T. Snelgrove, E. Winter

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 June 22, 2022 minutes.	Quorum was not met to approve the June 22, 2022 minutes and they were reviewed as “notes”. The minutes from the April 27, 2022 meeting were approved via e-vote.	
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 the questions have now been removed. K. Zipperlen suggested sending a reminder email to faculty. ACTION: Reminder email to be sent to faculty re sharing of information. K. Zipperlen will follow up with T. Hearn. UPDATE: K. Zipperlen put together a one-page assessment tips sheet and sent it to A. Haynes, UGME Curriculum Lead, to review at UCL meeting in early October.	ACTION: Ongoing. A. Haynes, UGME Curriculum Lead, to review assessment tips sheet at UCL meeting in early October.
Action Items from May 25, 2022		
1.2 Implementation of EPA recommendations: update on faculty development	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. UPDATE: S. Shorlin has left the position for a year and will be replaced by Dr. Jinelle Ramlackhansingh, and K. Zipperlen will invite her to next SAS meeting.	ACTION: Ongoing. K. Zipperlen to invite Dr. Ramlackhansingh to the next SAS meeting.
1.2 SAS Meeting Schedule academic year 2022-2023	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.	ACTION: Complete. Virtual vs. in-person meetings will be evaluated in December.
Action Items from June 22, 2022		
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	ACTION: Ongoing



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<p>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>UPDATE: Updated Phase 4 summative assessment procedure approved and available online. K. Zipperlen said a review of the Phases 1-3 summative assessment procedure is underway, pending further discussions about clinical skills assessment processes.</p>	
2. Standing Items	
<u>2.1 PHASE 1-4 ASSESSMENT UPDATES</u>	
<p><u>Phase 1:</u> P. Pike said they are reviewing questions as they come in. Exam coming up on Monday.</p> <p><u>Phase 2:</u> T. Snelgrove not present to report.</p> <p><u>Phase 3:</u> S. Drodge not present to report.</p> <p><u>Phase 4:</u> S. Reid reported that everyone was successful in the last summative NBME exam that was written. The last progress meeting has been completed and there are no concerns re learners repeating core. Customized NBME for progress test is still being worked on. Phase 4 Management Team meeting discussed difficulty in getting assessments completed for S/Electives and they have a proposal to get them completed on time. T. Hearn explained the difficulty getting assessments done on time is a national issue and other schools across Canada have agreed to help each other. She suggested adding language around if no response from preceptor we will assume there were no issues. Discussion about giving preceptors only 3 weeks to complete ITARs and concerns over advertising this process formally.</p>	<p>ACTION: S. Reid to bring S/Electives ITAR proposal back to Phase 4 Team to address discussion items.</p>
<u>2.2 LEARNER MATTERS</u>	
<p><u>Phases 1-3:</u> C. Langmead not present to report but emailed feedback from 1st and 2nd year learners to K. Zipperlen. They are looking for more information on Burr method. K. Zipperlen to record a video for classes explaining method.</p> <p><u>Post Grad:</u> R. Elliott reported this is his first SAS meeting and asked about pros and cons of Burr Method. K. Zipperlen explained the Burr method is a published method that helps determine pass score without judges where they link pass the score to the class median and thus pass score is based on exam performance.</p>	<p>ACTION: K. Zipperlen to distribute Burr explainer video to learners.</p>
<u>2.3 ASSESSMENT MONITORING AND EVALUATION</u>	
2.3.1 Exam Blueprint Phase 2	
<p>K. Zipperlen presented blueprint for the last theme exam for the Class of 2025.</p>	



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<p>2.3.2 Phase 2 course assessment reports (Class of 2025) K. Zipperlen presented the Phase 2 course assessment reports. Patient II course assessment changes include assessment for anatomy labs. Anatomy exams were difficult and it was the lowest rated item on the program evaluation survey. Learner feedback noted issues with lab exams. Changes to address concerns will be reflected in Phase 2 assessment plan for Class of 2026, to be discussed during October meeting. Otherwise no major concerns were noted for the Phase 2 courses.</p> <p>V. Curran and K. Zipperlen to meet with M. Goodridge next week re clinical skills assessment processes and further oversight. They will update at the next meeting.</p> <p>2.3.3 Phase 3 course assessment reports (Class of 2024) K. Zipperlen presented the Phase 3 course assessment reports.</p> <p>Reports will be sent to Phase Leads for review and discussion, and their responses will be brought back to SAS in approximately 30 days.</p> <p>2.4 Implementation of EPA recommendations Nothing has happened since last meeting. New summative ITAR for the current 3rd year learners is being used.</p>	
3. New Business	
<p>3.1 Updated S/Elective ITAR completion Procedure Covered above.</p> <p>3.2 Update on Interprofessional collaboration pilot LIC initiative where allied health professionals have the opportunity to do a formative assessment of learners and a rubric has been designed for that. Only 2 learners in Fredericton participated with 5 assessments in total. The Fredericton coordinator was happy with feedback. Moncton didn't have opportunity to work with allied health professionals. Pilot will continue, with more data for evaluation next year.</p>	
Next Meeting: October 26, 2022	Adjourned at 5:20 pm.