

# Student Assessment Sub-Committee Minutes

Wednesday, March 22, 2023, 4:00 pm  
via WebEx

**Attendees** (in alphabetical order): L. Butler, H. Coombs, V. Curran, S. Drodge, S. Pennell, P. Pike, S. Reid, M. Simms, T. Snelgrove, M. Wahl, K. Zipperlen

**Regrets** (in alphabetical order): R. Elliott, A. Gou, T. Hearn, C. Langmead, M. Najafizada

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group.	Call to order at 4:02pm
Agenda review - Review for COI - Confirmation of Agenda	No conflict of interest was declared and the agenda was approved.	
Review and approval of January 25, 2023 minutes.	<i>It was <b>MOVED</b> by M. Wahl and <b>SECONDED</b> by T. Snelgrove to accept the minutes of the January 25, 2023 meeting as presented.</i>  <i>All in favour and the MOTION PASSED.</i>	
<b>1. Business arising</b>		
1.1 Review of action items from January 25, 2022		
<b>2.3.3 Report on summative assessment marks (Phases 1-3)</b>  Action: K. Zipperlen to provide executive summary on summative assessment marks to V. Curran for UGMS.  Update: V. Curran presented executive summary at UGMS.		<b>ACTION:</b> Complete
<b>2.3.4 Report on learner satisfaction with assessment (Phases 1-4)</b>  Action: K. Zipperlen to provide executive summary on learner evaluation of assessment to V. Curran for UGMS.  Update: V. Curran presented executive summary at UGMS.		<b>ACTION:</b> Complete
<b>2.3.6 Updated Community Engagement III assessment plan (Class of 2025)</b>  Action: T. Hearn to share this change in the assessment plan to Class of 2025 at next MedSoc meeting. K. Zipperlen to provide T. Hearn with summary of change.  Update: T. Hearn brought change in assessment plan to Class of 2025 at MedSoc.  Action: K. Zipperlen to email voting members for approval.  Update: Voting members approved the change in assessment plan.		<b>ACTION:</b> Complete

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<b>3.1 New AI technologies</b>  Action: K. Zipperlen to consult with Phase Management Teams on AI technology-related statement to be used for course syllabi.  Update: AI technology related statement for course syllabi is on agenda for later in today's meeting. S. Pennell confirmed that currently meeting Phase Management Teams have had a presentation on AI technology.	<b>ACTION:</b> Complete
<b>1.2 E-votes (November 2022 minutes)</b>	
The November 23, 2022 meeting minutes were approved via e-vote.	
<b>1.3 Peer Assessment proposal</b>	
Deferred to next meeting.	
<b>2. Standing Items</b>	
<b>2.1 Phase 1-4 assessment updates</b>	
<b>Phase 1:</b> P. Pike had nothing new to report.  <b>Phase 2:</b> T. Snelgrove reported that the second exam is done. Looking into what questions learners are finding hard.  <b>Phase 3:</b> S. Drodge reported that there are still challenge cards that say "not taught in lecture." A couple of instructors for last exam didn't respond with questions. Otherwise, things are going well. S. Drodge clarified that exam questions are not necessarily from class notes, but instead objective-based learning. K. Zipperlen confirmed that this information is sent to classes prior to exam.  <b>Phase 4:</b> S. Reid mentioned that there was no progress meeting last week due to snow storm. Phase 4 OSCEs and remediation are now complete.	
<b>2.2 Learner Matters</b>	
<b>Phases 1-3:</b> A. Gou not present to report.  <b>Phase 4:</b> C. Langmead not present to report.  <b>Post Grad:</b> R. Elliott not present to report.	
<b>2.3 Assessment monitoring and evaluation</b>	
<b>2.3.1 Accreditation report Class of 2023 (AY 2021-2022)</b>	

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<p>K. Zipperlen and M. Simms presented the Annual Phase Accreditation Monitoring Report for academic year 20221-2022.</p> <ul style="list-style-type: none"> <li>• K. Zipperlen reported on element 9.4: Assessment system <ul style="list-style-type: none"> <li>○ All learners at MUN get witnessed history and physical for Class of 2022 and 2023. This was not cited in the accreditation review last year.</li> </ul> </li> <li>• M. Simms reported on element 9.5: Narrative assessment <ul style="list-style-type: none"> <li>○ We want to make sure learners get narrative feedback (i.e., clinic cards)</li> <li>○ There was a wide range for number of cards actually signed off</li> <li>○ Most learners had at least one card reviewed by preceptor for each rotation</li> <li>○ Need to follow up with Family Medicine to see why numbers are relatively low</li> </ul> </li> <li>• M. Simms reported on element 9.7: Timely formative assessment and feedback <ul style="list-style-type: none"> <li>○ Midpoint meeting is expected for all core rotations over 4 weeks long</li> <li>○ Class of 2022: all learners had midpoint review meeting, but some didn't have it on time</li> <li>○ Class of 2023: not all learners had midpoint review meeting <ul style="list-style-type: none"> <li>▪ If there was no data, it was assumed that the midpoint did not take place</li> <li>▪ If there was a meeting but it was more than 4 weeks late, not really "mid" point meeting anymore, so not counted as midpoint</li> </ul> </li> <li>○ Need 95% or above for accreditation monitoring reports</li> <li>○ Class of 2024: trying to keep better track of numbers for current class <ul style="list-style-type: none"> <li>▪ Rural Family Medicine currently has the lowest percentage of midpoint meetings on time</li> </ul> </li> </ul> </li> <li>• M. Simms reported on element 9.8: Fair and timely summative assessment <ul style="list-style-type: none"> <li>○ Final grades should be available to learners within 6 weeks</li> <li>○ Phases 1-3 (AY 2021-2022): 100% compliance for all courses</li> <li>○ Class of 2023 - Core: Obstetrics/Gynecology and Pediatrics were not within 6 weeks compliance <ul style="list-style-type: none"> <li>▪ This is an area where we were found to be not compliant in accreditation</li> </ul> </li> <li>○ Class of 2024 - Core: Doing well so far; all compliant except for Rural Family Medicine (2 learners without 6 weeks compliance)</li> </ul> </li> <li>• M. Simms mentioned that there is a new procedure for summative ITARs: expectation is that ITARs are completed in 4 weeks, which allows time for follow up if there are concerns.</li> <li>• M. Simms also mentioned that it might be beneficial to schedule midpoint meetings a week earlier to help prevent lateness.</li> </ul>	<p><b>ACTION:</b> K. Zipperlen and M. Simms to follow up with T. Hearn regarding presentation of accreditation report at UGMS.</p>
2.3.1 Exam Blueprint Phases 2 and 3	
<p>K. Zipperlen shared the following exam blueprints:</p> <ul style="list-style-type: none"> <li>• Phase 2 Theme 1</li> </ul>	

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<ul style="list-style-type: none"> <li>Phase 2 Theme 2</li> <li>Phase 3 Theme 5</li> <li>Phase 3 Theme 6</li> </ul> <p>K. Zipperlen mentioned that the assessment team is trying to choose different questions from year to year. Instructional Designers started noting which questions were used last year to avoid using them the subsequent year.</p>	
<b>2.3.2 Responses for Phase 4 course assessment reports</b>	
<p>K. Zipperlen reported that the Phase 4 course assessment reports were shared with SAS and Phase 4 Management Team; however, only two responses so far from course leads:</p> <ul style="list-style-type: none"> <li>Dr. Laura Vivian provided response for MED8730: Electives – no concerns</li> <li>Dr. Patey provided response for MED 8740: Advanced Practice Integration (Selectives) – no concerns</li> </ul> <p>K. Zipperlen mentioned that there are still delays with ITAR completion for Electives and Selectives; however, a new process is in place that allows the course lead to sign off on ITAR if preceptor does not submit it in time.</p>	
<b>2.3.3 Phase 1 course assessment reports</b>	
<p>K. Zipperlen shared the Class of 2026 Phase 1 course assessment report:</p> <ul style="list-style-type: none"> <li>MED 5710: Patient I <ul style="list-style-type: none"> <li>Changes from previous year include introduction of Burr method and anatomy bell ringer exam</li> <li>Learners are generally doing well, and course marks are in line with previous years</li> </ul> </li> <li>MED 5720: Clinical Skills I <ul style="list-style-type: none"> <li>Learners get some formative feedback, but only summative assessment is SAR (summative assessment report) based on the learner's work throughout the phase</li> <li>Course marks are in line with previous years</li> </ul> </li> <li>MED 5730: Physician Competencies I <ul style="list-style-type: none"> <li>Primarily assessed using written assignments and presentations</li> <li>Change includes a written assignment for Biostats instead of MCQ exam</li> <li>Course marks are trending upwards</li> </ul> </li> <li>MED 5740: Community Engagement I <ul style="list-style-type: none"> <li>Two summative assessments: Community Health Sessions Assignment and Early Clinical Experience Reflection</li> <li>Course marks are in line with previous years</li> </ul> </li> </ul>	<p><b>ACTION:</b> K. Zipperlen will send course assessment reports to Dr. Cooke-Hubley for response, and then update Phase 1 Management Team.</p>
<b>3. New Business</b>	
<b>3.1 Update on EPA 14 pilot (incl. UGMS vote)</b>	

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<p>V. Curran reported that there was general support from SAS committee for the EPA 14 pilot.</p> <p>EPA 14 was introduced as a pilot on health equity. Evaluation report was shared with SAS and then with UGMS. It was approved at UGMS to continue with pilot of EPA 14. It will be reevaluated once the curricular review is completed.</p>	
3.2. Responses from Phase Management Teams re chatGPT statement	
<p>S. Pennell provided update on ChatGPT. The Phase Management Teams agreed to put statement regarding AI technologies on assessment plans.</p> <p>Statement to be added to new assessment plans (starting with academic year 2023-2024): “Original work, completed wholly by you, is expected to be submitted in this course. The use of an artificial intelligence tool like chatGPT is not permitted.”</p> <p><i>It was <b>MOVED</b> by T. Snelgrove and <b>SECONDED</b> by S. Reid to approve adding a statement regarding AI technologies to new assessment plans going forward.</i></p> <p><i>All in favour and the MOTION PASSED.</i></p>	<p><b>ACTION:</b> K. Zipperlen will add the university recommended statement to all assessment plans for the new academic year.</p>
<p><b>Next Meeting:</b> April 26, 2023</p>	<p><b>Adjourned at 5:09pm</b></p>