

## Minutes / Action Items – Student Assessment Sub-Committee Meeting

<b>MEETING</b>	<b>STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES</b>		
<b>CHAIR</b>	DR. VERNON CURRAN		
<b>DATE</b>	January 23, 2013, Wednesday, PDCS Meeting Room , 4:00pm -5:30pm		
<b>MEMBERS AS OF September 2012</b>	Members: Dr. Vernon Curran, Dr. Don McKay, Dr. John McLean, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Jason McCarthy, Dr. Tanis Adey, Dr. Sean Murphy, Ms. Diana Deacon, Mr. S. Pennell Students: Alison Pittman, Saghar Sadeghi UGME Rep: Minutes Taped		
<b>PARTICIPANTS</b>	<b>Attendees:</b> Dr. Vernon Curran, Dr. John McLean, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Tanis Adey, Ms. Diana Deacon, Alison Pittman <b>UGME Office:</b> Elas Winter		
<b>REGRETS</b>	Dr. Don McKay		
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> <li>V. Curran opened meeting 4:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order</li> </ul>	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> <li>Agenda</li> </ul>	<ul style="list-style-type: none"> <li>Agenda was reviewed</li> <li>New Addition – Item 4c</li> <li>Business arising – Item 5b</li> </ul>	
#1	<ul style="list-style-type: none"> <li>Item 1.a Review/Approval of minutes</li> </ul>	Approval of November 28, 2012 minutes <ul style="list-style-type: none"> <li>Minutes were reviewed.</li> </ul>	<b>ACTION:</b> <b>Moved: John McLean</b> <b>Seconded: Allison Pittman</b> <b>Carried: All in favor</b>
	<ul style="list-style-type: none"> <li>Item 1.b Follow up on Action Items</li> </ul>	Follow-up on ACTION items: <ul style="list-style-type: none"> <li>There has been no report back from Dr. Moffatt regarding his meeting with the Clerkship Committee and new items he wanted to add to the ITERs. Vernon will follow-up with him.</li> <li>The clerkship summative assessment policy has been approved by UGMS.</li> </ul>	<b>ACTION:</b> <ul style="list-style-type: none"> <li>Vernon will follow-up with Dr. Moffatt.</li> </ul>
#2 POLICY UPDATES	<ul style="list-style-type: none"> <li>Item 2.a Formative Assessment Policy – UGME</li> </ul>	Formative Assessment Policy – Undergraduate Medical Education: <ul style="list-style-type: none"> <li>Revisions have been made to the formative assessment policy following consultation with the Clerkship Committee.</li> <li>Revisions were made to the following:</li> </ul>	<b>ACTION:</b> <ul style="list-style-type: none"> <li>Tanis will discuss the formative policy with the Pre-Clerkship committee at its upcoming</li> </ul>

		<p><u>Policy 2.0</u> Formative Feedback: Clerkship – 2.1,2.2  <u>Procedures 2.0</u> Formative Feedback: Clerkship – 2.1, 2.1.1 to 2.1.7.</p> <ul style="list-style-type: none"> <li>• Dr. McLean expressed some concerns about the policy requiring chairs to use formative assessment as a guideline to intervene with students. Anatomy for example has 3 summative exams which they use to determine if a student needs intervention.</li> <li>• Dr. Adey will discuss the formative assessment policy with the pre-clerkship committee and identify any issues and concerns for consideration by SAS before final revisions are forwarded to UGMS for approval.</li> </ul>	<p><b>monthly meeting and share concerns and issues with Vernon for consideration by SAS at its next meeting.</b></p>
	<ul style="list-style-type: none"> <li>• Item 2.b Summative Assessment Policy -Clerkship</li> </ul>	<p>Summative Assessment Policy -Clerkship:</p> <ul style="list-style-type: none"> <li>• The revised clerkship summative assessment policy has been approved by the Undergraduate Medical Studies Committee.</li> </ul>	<p><b>ACTION:</b></p>
#3 ASSESSMENT MONITORING INDICATORS	<ul style="list-style-type: none"> <li>• Item 3</li> </ul>	<p>Assessment Monitoring Indicators :</p> <ul style="list-style-type: none"> <li>• The assessment monitoring indicators are a summary of indicators that will be used by the SAS to monitor and evaluate methods and processes of assessment in the undergraduate curriculum.</li> <li>• Weldon suggested that the LMCC part 1 could be included as a part of the preclerkship/clerkship summative assessment marks review.</li> <li>• Assessment blueprints are also being developed by clerkship discipline coordinators for each core clerkship. Diana has already received one from surgery.</li> </ul>	<p><b>ACTION:</b></p>
#4 FORMATIVE/ SUMMATIVE ASSESSMENT MONITORING/ EVALUATION	<ul style="list-style-type: none"> <li>• Item 4.a Canadian Graduate Questionnaire (CGQ) Summary – Assessment (Ms. Diana Deacon)</li> </ul>	<p>Follow up on action items:</p> <ul style="list-style-type: none"> <li>• Diana reviewed the results of the CGQ 2012 for items pertaining to assessment in the undergraduate medical education curriculum. MUN students were on par with national averages. No concerns were identified with the CGQ results.</li> </ul>	<p><b>ACTION:</b></p>
	<ul style="list-style-type: none"> <li>• Item 4.b Reports from Education Specialist</li> </ul>	<p>Reports from Education Specialist (D. Deacon):</p> <ul style="list-style-type: none"> <li>• Diana has received assessment reports back from chairs for review from BSM I Anatomy &amp; ISD II Neurology.</li> <li>• Hematology and Biostatistics were sent out in November with no</li> </ul>	

	(Ms. Diana Deacon)	responses received to date.	
#4	<ul style="list-style-type: none"> <li>Item 4.c Electronic Distribution of Assessment reports</li> </ul>	<p>Electronic Distribution of Assessment reports:</p> <ul style="list-style-type: none"> <li>MESC recently implemented a process for the electronic distribution of all the PESC reports and faculty letters. It can be made available to SAS for the distribution of assessment report electronically and would be sent without a signature. There would be a hard copy signed by Vernon that will be kept on file.</li> <li>Endocrinology will receive the assessment report electronically.</li> </ul>	
#5 BUSINESS ARISING	<ul style="list-style-type: none"> <li>Item 5a Terms of reference</li> </ul>	<p>Terms of reference:</p> <ul style="list-style-type: none"> <li>It was suggested that the SAS should have more control/authority with regards to mandating processes of assessment within the undergraduate curriculum. The main role of the committee at this point is evaluating, monitoring and advising. Some concerns were raised about the committee's role in mandating versus advising on assessment methods.</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li><b>Vernon will ensure committee members are appraised on any pending changes to the Terms of Reference of the committee.</b></li> </ul>
#6 ADJOURNMENT	<ul style="list-style-type: none"> <li>Item 6</li> </ul>	<ul style="list-style-type: none"> <li>Meeting adjourned at 5:30pm</li> </ul>	
<p><b>Next meeting - Wednesday, February 27, 2013 in PDCS Meeting room 5 at 4pm.</b></p>			