

(Draft) Minutes / Action Items – Student Assessment Sub-Committee Meeting

MEETING	STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	February 27, 2013, Wednesday, PDCS Meeting Room , 4:00pm -5:30pm		
MEMBERS AS OF September 2012	Members: Dr. Vernon Curran, Dr. John McLean, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Jason McCarthy, Dr. Tanis Adey, Ms. Diana Deacon, Students: UGME Rep: Minutes Taped		
PARTICIPANTS	Attendees: Dr. Vernon Curran, Dr. John McLean, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Tanis Adey, Ms. Diana Deacon, Alison Pittman UGME Office: Elas Winter		
REGRETS	Dr. Don McKay, Ms. Saghar Sadeghi		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	V. Curran opened meeting 4:00 pm	<ul style="list-style-type: none"> Call to Order 	
ADDITIONS TO THE AGENDA	Agenda	<ul style="list-style-type: none"> Agenda was reviewed 	
#1	<ul style="list-style-type: none"> Item 1.a Review/Approval of minutes 	<p>Approval of January 23, 2012 minutes</p> <ul style="list-style-type: none"> Minutes were reviewed. 	<p>ACTION:</p> <p>Moved: James Valcour Seconded: John McLean Carried: All in favor</p>
	<ul style="list-style-type: none"> Item 1.b Follow up on Action Items 	<p>Follow-up on ACTION items:</p> <ul style="list-style-type: none"> Vernon met with Dr. Moffatt regarding the ITERs. There is a professionalism document that has to be approved by Faculty Council. Once this document is approved the UGMS committee will revisit the changes to the ITERs. Vernon invited Dr. Moffatt to return to SAS at some point in the future to review the professionalism items on the ITERs as necessary. 	<p>ACTION:</p> <ul style="list-style-type: none"> None
#2 POLICY UPDATES	<ul style="list-style-type: none"> Item 2.a Formative Assessment Policy – UGME 	<p>Formative Assessment Policy – Undergraduate Medical Education:</p> <ul style="list-style-type: none"> Review of revisions or recommended revisions and additions to the formative assessment policy for preclerkship and clerkship. Revisions and additions were made to the following: 	<p>ACTION:</p> <ul style="list-style-type: none"> Jason will ask the Clerkship Committee how they document assessment feedback for

		<p><u>Definitions</u> – changes to the formative assessment / feedback. <u>Policy</u> – 1.2. Formative Assessment: Preclerkship 2.0, 2.1 and 2.2 Formative Feedback: Clerkship <u>Procedures</u> – 1.2 and 1.4 Formative Assessment; Preclerkship. 2.0, 2.1, 2.1.1-2.1.7.</p> <ul style="list-style-type: none"> The members of the committee decided that in 1.2 the terms “early enough” should be changed to “at midpoint. Also, to remove “formal feedback” and replace with just “feedback.” 	<p>clerkship.</p> <ul style="list-style-type: none"> Diana will attend the next Clerkship Committee meeting to discuss how to document feedback from clerkship. <p><u>MOTION:</u> Revisions to preclerkship Formative Policy Moved: W. Bonnell Seconded: J. Valcour</p> <ul style="list-style-type: none"> Vernon will be bringing the Formative Assessment Policy with all revisions to Dr. Murphy to be approved by the UGMS.
#3	<ul style="list-style-type: none"> Item 3 Update on Faculty Development initiatives 	<p>Update on Faculty Development initiatives – Assessment (D. Deacon)</p> <ul style="list-style-type: none"> A series of workshops on assessment are being planned and offered through MESC and PDCS 	<p>ACTION:</p> <ul style="list-style-type: none"> None
#4	<ul style="list-style-type: none"> Item 4 Summary of Assessment for Undergraduate Medical Student Handbook 	<p>Summary of Assessment for Undergraduate Medical Student Handbook (D. Deacon)</p> <ul style="list-style-type: none"> SAS has provided a section on assessment for the new student handbook. The new student handbook is available online but not finalized. A faculty handbook will be available online at a later date. 	<p>ACTION:</p> <ul style="list-style-type: none"> None
#5	<ul style="list-style-type: none"> Item 5a Formative/Summative Assessment Monitoring/Evaluation 	<p>Reports from Education Specialist (D. Deacon)</p> <ul style="list-style-type: none"> Introduced a table she is using for tracking assessment reports. Reviewed GI and CH II assessment reports. 	<p>ACTION:</p> <ul style="list-style-type: none"> Diana will add a column to her table as a checklist to determine if a preclerkship

			course/subject has a formative assessment.
#6	<ul style="list-style-type: none">▪ Business Arising	Business Arising <ul style="list-style-type: none">• None	
#7 ADJOURNMENT	<ul style="list-style-type: none">▪ Item 6	<ul style="list-style-type: none">• Meeting adjourned at 5:20pm	
Next meeting - Wednesday, March 27, 2013 in PDCS Meeting room 5 at 4pm.			