

Minutes / Action Items – Student Assessment Sub-Committee Meeting

MEETING	STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	May 29 th , 2013, Wednesday, PDCS Meeting Room 5 , 4:00pm -5:30pm		
MEMBERS AS OF September 2012	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		
PARTICIPANTS	Attendees: Dr. Vernon Curran, Dr. John McLean, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Ms. Diana Deacon, Mr. S. Pennell, Dr. Olga Heath UGME Office: Ms. Elas Winter		
REGRETS	Dr. Donald McKay, Dr. Weldon Bonnell, Dr. Tanis Adey, Ms. Saghar Sadeghi		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	V. Curran opened meeting at 4:10pm.		
ADDITIONS TO THE AGENDA	Agenda	<ul style="list-style-type: none"> Reviewed Agenda 	
#1	<ul style="list-style-type: none"> Item 1.a Review/Approval of minutes 	<ul style="list-style-type: none"> Approval of April 2013 Minutes <ul style="list-style-type: none"> Cannot approve Minutes – no quorum. Correction by Steve Pennell: Should say “UGME Program Objectives” instead of “CanMED Program Objectives” in Item 3. 	
	<ul style="list-style-type: none"> Item 1.b Follow-up on ACTION items 	<ul style="list-style-type: none"> Dianna followed up with Dr. Peters regarding the formative assessment policy. It is now up on the website and it is indicated that it is still in review as of the 20th of March. Dianna and Dr. Vernon Curran met with Family Medicine regarding the Clerkship Exam, and offered suggestions on reviewing the validity characteristics of the exam. Family Medicine will work on this over the next six months with Dianna’s support. Reviewed MCC Scores. In Part I, MUN’s overall score stayed the same. In Part II, MUN grads improved overall. Steve Pennell attended Clerkship Committee meeting and spoke about the Clerkship Dashboard. Steve is going to show Dr. Jason McCarthy how data is retrieved on One45. 	<p>Action: Dianna and Dr. Curran will follow up with Dr. Duggan and Dr. Stringer.</p> <p>Action: Dianna will follow-up with HSIMS to do an item analysis on the current items that are offered through the D2L website.</p>

<p>#2 Assessment of Collaborator Skills (Academic Half Days UGME)</p>	<ul style="list-style-type: none"> Item 2 	<ul style="list-style-type: none"> Dr. Olga Heath was introduced to the committee. She provided a background to the committee of new workshops being introduced in the undergraduate curriculum focussing on CanMEDS Collaborator role competencies. Dr. Heath was particularly interested in advice from the Committee on assessment of these competencies. The use of an E-Portfolio containing assessment activities linked to the objectives of the workshops was a key suggestion from Committee members. Dr. Heath will build the comments into a proposal to send to UGMS for Preliminary approval and will return when she has specific learning objectives. 	
<p>#3 Assessment Validity Guidelines</p>	<ul style="list-style-type: none"> Item 3 	<ul style="list-style-type: none"> The guidelines were developed by Dianna Deacon in preparation for the Family Medicine Meeting. It could be used on a go-forward basis for evaluating the validity of MCQ type exams. Dianna presented and discussed the guideline document. She will forward it on to UGMS to be shared with phase leads in the new curriculum. 	
<p>#4 Formative/Summative Assessment Monitoring/Evaluation</p>	<ul style="list-style-type: none"> Item 4.a Reports from Education Specialist (D. Deacon) 	<ul style="list-style-type: none"> Dianna Presented two reports: <ul style="list-style-type: none"> CH – Health Care Delivery <ul style="list-style-type: none"> There were no outstanding issues BSM II – Immunology <ul style="list-style-type: none"> There were comments under the assessment plan. <ul style="list-style-type: none"> Evaluations scores are above benchmark, reliability coefficient for their final was below benchmark (a 60 item exam). Students indicated issues with item levels and format. Action is being taken on it. Student feedback on assessment from Evaluation forms was discussed. Dianna presented a summary document. Student feedback for the NBME was below 3.5 across clerkship. Dianna suggested she send a recommendation to PESC to alter Questions on evaluations forms, particularly Clerkship evaluation form. Dianna reported that she has not heard back from some course Chairs on the Summative Assessment Reports and she has sent out email reminders. She has started this practice to send a reminder 30 days after her first email, and will keep a running file. 	<p>Action: Dr. Curran to prepare and forward a letter to Dr. Murphy, Chair of UGMS concerning student evaluation ratings of the NBME in clerkship.</p> <p>Action: Dianna will bring a sample of the student evaluation form and her proposed changes to the next meeting.</p> <p>Action: 15 days after Dianna’s reminder email, if she has not received a response, Vernon will intervene with a phone call.</p>

#5 Business Arising		<ul style="list-style-type: none">• Exam software update by Steve Pennell. He is nearing the ability to purchase and is waiting for a few final forms to go through. If it is approved, the software will be purchased and will take 3 days to install. Following the installation there will be 3 days set up for training.• Expecting this to be complete by the end of June.	
#6 ADJOURNMENT	<ul style="list-style-type: none">• Item 6	5:45 pm	
Next meeting - June 26th, 2013 in PDCS, Meeting Room 5 at 4:00pm.			