

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

MEETING	STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	October 24, 2012, Wednesday, Room 2862, 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 Students: Alison Pittman, Saghar Sadeghi UGME Rep: Minutes Taped		
PARTICIPANTS	Attendees:	V. Curran (Chair), D. Deacon, J. Valcour, B. Thiessen, J. McLean, W. Bonnell, T. Adey, A. Pittman	
	UGME Office:	Tape Recorded	
REGRETS	S. Murphy, D. McKay, J. McCarthy, S. Sadeghi		12 8/12 4/12
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> V. Curran opened meeting 4:00 pm 	<ul style="list-style-type: none"> Call to Order Dr. McLean, professor of Neuroscience, is the new representative from Bio Medical Sciences. Introductions were done around the table. 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> Agenda was reviewed. 	
REVIEW / APPROVAL OF MINUTES #1 a.	<ul style="list-style-type: none"> Item #1.a Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes from June 2012 were reviewed at the last meeting. There were no major edits. September minutes review. No changes were made. 	ACTION: June minutes Moved: A. Pitman Seconded: J. Valcour Carried: All in favour September minutes Moved: J. Valcour Seconded: B. Thiessen Carried: All in favour

#1 b.	<ul style="list-style-type: none"> ➤ Item #1.b Follow-up on ACTION Items 	<p>ACTION Items from September's Meeting:</p> <p>Reviewed Action Items:</p> <ul style="list-style-type: none"> ➤ Item 4 – Following up MCC Workshop. Ms. Deacon and Dr. McKay have yet to meet. ➤ Trying to recruit another clinician representative to sit on the Committee. Dr. Curran has identified a couple of potential recruits to Dr. Murphy. ➤ Clinical Skills representative was suggested to join the Committee. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Items from September's Meeting were reviewed.
#2	<ul style="list-style-type: none"> ➤ Item #2 Draft Policy – Summative Assessment Clerkship 	<p>Draft Policy – Summative Assessment Clerkship</p> <ul style="list-style-type: none"> ➤ Draft policy on Summative Assessment in Clerkship was introduced and reviewed. This draft version was prepared by Diana Deacon, Drs. Curran and McKay. This policy mirrors aspects of the Pre-Clerkship Summative Assessment policy and also identified important standards and principles to guide assessment across the core Clerkship rotations. ➤ Following review by SAS, the policy will be brought forward to Clerkship Committee for review and subsequently to UGMS for final approval. Goal is to have it approved and in place by December. ➤ Ms. Deacon and Dr. Curran proceeded to review the various sections of the policy. 	<p>ACTION:</p> <p>Approve in principle Summative Assessment Procedure for Core Clerkship Rotation</p> <ul style="list-style-type: none"> • Motion: W. Bonell • Seconded: J. Valcour • Carried: All in favour
#3	<ul style="list-style-type: none"> • Item #3. Formative/ Summative Assessment Monitoring/ Evaluation (Deacon) 	<p>Formative/Summative Assessment Monitoring/Evaluation</p> <ul style="list-style-type: none"> • No new assessment reports have come back. • 2011-2012, except for Clerkship, are up-to-date. • The first report of the 2012-2013 academic year, which is ISD II Hematology course, has gone out. • CGQs come out after the 4th year students have graduated. Dr. McKay receives those. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Dr. Curran will follow up with Dr. McKay regarding the CGQs.
#4	<ul style="list-style-type: none"> • Item #4 a. Faculty 	<p>Faculty Development (Assessment)</p>	<p>ACTION:</p> <ul style="list-style-type: none"> • D. Deacon will follow up with

	Development (Assessment)	➤ Nothing to report.	Dr. McKay.
#5	<ul style="list-style-type: none"> • Business Arising 	Business Arising No business arising.	
ADJOURNMENT #5	<ul style="list-style-type: none"> • Item 6 	<ul style="list-style-type: none"> • Meeting adjourned at 5:30pm • Next Meeting date is <ul style="list-style-type: none"> - Wednesday, November 28, 2012 in PDCS Meeting room. 	