

Minutes – October 23, 2013 <i>Student Assessment Sub-Committee Meeting</i>			
MEETING	STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	October 23, 2013, Wednesday, PDCS Meeting Room 4 , 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. Bruce Sussex (Dr. Tanis Adey on Sabbatical), Dr. Sean Murphy, Ms. Diana Deacon, Mr. S. Pennell Students: Saghar Sadeghi UGME Rep: Elas Winter Minutes Taped		
PARTICIPANTS	Dr. Vernon Curran, Dr. Donald W. McKay, Dr. John McLean, Dr. Weldon Bonnell, Dr. James Valcour, Ms. Diana Deacon, Mr. Stephen Pennell, Ms. Stephanie Power-McDonald Guest: Victor Maddalena UGME Office: Ms. Elas Winter, Ms. Jane Westcott-Stevens		
REGRETS	Dr. Barton Thiessen, Dr. Jason McCarthy, Dr. Bruce Sussex, Dr. Sean Murphy, Ms. Saghar Sadeghi		
AGENDA	Item	DISCUSSION	ACTION
Welcome		The Chair noted that quorum was present and the meeting convened at 4:00 p.m.	
1. Review-Approval of Minutes	a) Approval of September 2013 Minutes	<ul style="list-style-type: none"> Approval of the September 2013 Student Assessment Committee Minutes. 	<p>MOTION: It was MOVED by Dr. James Valcour, and SECONDED by Dr. Weldon Bonnell to approve the Minutes of the September 25, 2013 meeting as presented.</p> <p>All were in favour and the MOTION CARRIED.</p>
	b) Follow-up on Action Items	<ul style="list-style-type: none"> Elas Winter contacted the student representatives and provided alternate options for attending meetings of the Committee. Steve Pennell followed up with C&C regarding the online Family Medicine examination and noted that it will take a couple of weeks to rectify the firewall and other security issues. At that time, Family Medicine will be able to convert the exam to the new software. D. Deacon followed-up with the Phase 1 leads and those responsible for assessment to determine if any progress had been made on the construction of new test items. Her findings will be presented later during the meeting. D. Deacon has contacted Dr. Donovan regarding assessment and they 	<p>Action: D. Deacon will notify Family Medicine when the software is functional.</p>

		<p>are in the process of developing other rubrics for the Special Projects course.</p>	
<p>2. Clerkship Evaluation Form</p>		<ul style="list-style-type: none"> • During the last meeting, D. Deacon presented some suggested changes to the Clerkship Evaluation Form. The proposed changes were presented to the PESC Committee who made the following suggestions: <ul style="list-style-type: none"> ○ Questions with regard to core clerkships that are greater or less than four weeks in duration should be removed as there are no longer any core clerkships that are less than four weeks; and, ○ The addition of a note regarding the mini-cex. D. Deacon discussed the issue with Gerona McGrath and it was decided that it could be included as a note under “Witnessed History and Physical”. 	<p>Action: D. Deacon to follow-up and ensure that the revised Clerkship Evaluation Form has been implemented.</p> <p>MOTION: It was MOVED by Dr. Weldon Bonnell, and SECONDED by Dr. James Valcour to approve the revised Clerkship Evaluation Form.</p> <p>All were in favour and the MOTION CARRIED.</p>
<p>3. Terms of Reference</p>		<ul style="list-style-type: none"> • The Chair suggests that revisions to the Student Assessment Committee Terms of Reference are required. These changes should better reflect the new curriculum and how it is being managed and governed. • It was noted that under the ex-officio members on the current Terms of Reference; the Senior Instructional Design Specialist should read Manager of Health Education and Technology. • It was suggested that the “Segment Review” accreditation requirement be reviewed during the process to revise the Student Assessment Committee Terms of Reference. 	<p>Action: Dr. Curran to consult with Dr. Goodridge regarding proposed changes to the PESC Terms of Reference.</p> <p>Action: The change to the ex-officio members section of the current Terms of Reference should be made.</p> <p>Action: Committee members are asked to review responsibilities and suggest any additions or modifications to the Terms of Reference.</p>
<p>4. Review of Summative Examination Assessment Blueprints.</p>		<ul style="list-style-type: none"> • The Chair welcomed Victor Maddalena to the meeting. • Dr. Maddalena provided information and answered questions with regard to assessment, remediation and learning contracts during Phase 1. • With regard to the Healthy Person course, students will complete formative quizzes every week. These quizzes are not graded on content but on participation. Students will receive full points for having completed the formative quizzes. The summative assessment will comprise a re-write for any student who falls below the pass mark. Those who do not pass the re-write will enter into an individualized learning contract which will be appropriate for their 	

		<p>specific needs. A faculty supervisor will be appointed to oversee the learning contract.</p> <ul style="list-style-type: none"> For each of the Integrated Learning Sessions (ILS), students will engage in peer assessment. They will complete an assessment of the group leader, a position which rotates through all the students. The group leader, in turn, assesses the students. At the end of phase 1, the students are asked to write a reflective piece with regard to how the process of peer assessment will influence their practice as a physician. A specific rubric is being developed for use as an assessment tool. 	
	a) Healthy Person Course	<ul style="list-style-type: none"> D. Deacon presented the Summative Assessment Blueprint for the Healthy Person Course. It was noted that a blueprint should be constructed for any summative exam. The blueprint ensures appropriate content sampling validity of the exam as well as ensuring that questions on the exam are covering the variety of topics and subject matter from each particular section. The Chair suggested that the SAS Committee review subsequent blueprints as they become available. Further, that the Committee will take a monitoring role to ensure that blueprints are being constructed and submitted as a guide for each summative exam. 	
5. Review of Assessment Rubrics	<p>a) Healthy Person b) Clinical Skills c) Community Engagement d) Special Projects</p>	<ul style="list-style-type: none"> D. Deacon presented a summary outlining the availability of rubrics for each of the different assessments in Phase 1. It was recommended that a standardized scale be implemented across all rubrics. It was also recommended that in the future the rubrics be made available to the students to ensure that they are aware of how their work will be assessed. 	Action: D. Deacon to provide the existing rubrics to the Chair for review.
6. Findings of lit review and scan of grading practices.		<ul style="list-style-type: none"> D. Deacon outlined her findings from a literature review and environmental scan of other medical schools with regard to the pass/fail grading practices. She stated that the literature is still quite limited, but there are some good solid studies. The majority of medical schools have moved to the pass/fail grading system. 	
7. Review of summative assessment reporting.		<ul style="list-style-type: none"> Due to time constraints, this item has been deferred to the November 27th meeting. 	

8. Formative/Summative Assessment Monitoring/Evaluation		<ul style="list-style-type: none"> Due to time constraints, this item has been deferred to the November 27th meeting. 	
Adjournment		The meeting adjourned at 5:35 p.m.	
<p>Next meeting – November 27, 2013 in PDCS, Meeting Room 4 at 4:00pm.</p>			