

Student Assessment Sub-Committee		DATE	November 27, 2013
		ROOM	PDCS Room 4
CHAIR	Dr. Vernon Curran		
MEMBERS: 2013 - 2014	<i>Dr. Donald W. McKay</i> <i>Dr. John McLean</i> <i>Dr. Barton Thiessen</i> <i>Dr. Weldon Bonnell</i> <i>Dr. James Valcour</i> <i>Dr. Jason McCarthy</i> <i>Dr. Bruce Sussex</i> <i>Ms. Diana Deacon</i> <i>Mr. Steve Pennell</i> <i>Dr. Sean Murphy</i> <i>Ms. Saghar Sadeghi</i> <i>Ms. Stephanie Power-McDonald</i> <i>Ms. Melody Marshall</i>		
PARTICIPANTS	Dr. V. Curran, Dr. D. McKay, Dr. B. Thiessen, Dr. J. Valcour, Dr. B. Sussex, Ms. Diana Deacon, Ms. Stephanie Power-MacDonald		
RECORDING SECRETARY	Ms. Jane Stevens (<i>Minutes Taped</i>)		
GUESTS			
REGRETS	Dr. J. McLean, Dr. W. Bonnell, Dr. J. McCarthy, Dr. S. Murphy, Mr. S. Pennell, Ms. Saghar Sadeghi		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	Dr. Curran (Chair) convened the meeting at 4:05 p.m.	<ul style="list-style-type: none"> • Call to order. • Quorum in attendance. 	
#1 REVIEW & APPROVAL OF MINUTES	<ul style="list-style-type: none"> • Item 1.a Approval of October 2013 Minutes 	<ul style="list-style-type: none"> • The Minutes from October 2013 were adopted as presented. <p>It was MOVED by J. Valcour, Seconded by B. Thiessen, to accept adopt the Minutes of the October 2013 meeting as presented.</p> <p>All were in favour and the MOTION CARRIED</p>	ACTION: Motion to approve the Minutes of the October 2013 meeting.
	<ul style="list-style-type: none"> • Item 1.b Follow up on Action Items 	<ul style="list-style-type: none"> • Diana Deacon followed-up with Family Medicine with regard to their internal exam and the new software. It was suggested that Steve Pennell, Diana Deacon, Vernon Curran and Elan Winter meet with Nora Duggan to discuss the new software system. 	ACTION: Meeting to be arranged with Family Medicine to discuss the software system.

		<ul style="list-style-type: none"> • The Clerkship Evaluation Form has been uploaded onto One45 and all Academic Program Assistants have been notified. • The Chair met with Dr. Goodridge and discussed the proposed changes to the Terms of Reference with regard to the revised program structure and curriculum. • The Chair is in receipt of all Phase 1 rubrics. It will be proposed that a common rubric template will be developed prior to next year's Phase 1 commencement. The template will ensure a common scoring system for all rubrics. • Flowchart for exam development, implementation and follow-up is still being worked on. 	<p>ACTION: Flowchart on exam development, implementation and follow-up should be available for January's meeting.</p>
<p>#2 TERMS OF REFERENCE</p>		<ul style="list-style-type: none"> • The Chair reviewed proposed TOR changes made by PESC to their Committee structure and has prepared a draft SAS membership document for discussion at today's meeting. • Suggestions for additional revision include: <ul style="list-style-type: none"> ○ Phase 1 and 2 representatives, comprised of team leads or coordinators or their delegates. ○ Clerkship and pre-clerkship representatives would be included until the new curriculum is fully implemented. ○ Due to the fact that residents assess students a post-graduate resident representative is suggested. ○ One or two faculty members at-large. These should be individuals with an interest in medical education or assessment. There would no longer be faculty appointments from divisions or disciplines. ○ Terms of office should be outlined. ○ Addition of a specific area of additional responsibility regarding the collection and monitoring of data and provision of advice relating to data in relation to accreditation assessment standards. 	<p>ACTION: The proposed Terms of Reference to be revised by the Chair for next meeting.</p>

<p>#3 REVIEW OF SUMAMTIVE ASSESSMENT BLUEPRINTS</p>	<ul style="list-style-type: none"> Item 3.a Phase 1 Courses 	<ul style="list-style-type: none"> D. Deacon presented the Summative Assessment Blueprint for the Healthy Person second exam. Objectives will be reviewed at the end of each phase as an ongoing process to ensure appropriate content validity sampling demonstrated on exams and to ensure that students are not over-evaluated on certain topics. 	<p>ACTION: D. Deacon to ensure the addition of a column identifying number of course hours on future summative assessment blueprints.</p>
<p>#4 FORMATIVE & SUMMATIVE ASSESSMENT REPORTING</p>	<ul style="list-style-type: none"> Item 4.a Key informant interview findings 	<ul style="list-style-type: none"> D. Deacon presented the key informant interview findings from July, 2013. Generally, the process was seen as favourable. It was suggested that a follow-up process is required to improve the response rate. It would be useful to have some item analysis data on the report. 	
	<ul style="list-style-type: none"> Item 4.b Review of new Summative Assessment Report Format 	<p>D. Deacon presented the new Student Assessment Report form.</p> <ul style="list-style-type: none"> An assessment report will be provided at the end of the Healthy Person Course. PESC reports are being reviewed and any concerns and student feedback will be relayed to the committee. The two final columns; % of borderlines and % of pass outstanding, are not relative to the new curriculum. With regard to MCQ's, work is ongoing to provide question feedback to individual instructors. 	
<p>#5 FORMATIVE & SUMMATIVE ASSESSMENT MONITORING & EVALUATION</p>	<ul style="list-style-type: none"> Item 5.a Reports from Educational Specialist 	<ul style="list-style-type: none"> No further reports; hematology and neurology reports scheduled to be distributed and replies are expected back in short order. A policy has been developed with regard to timelines for provision of course reports. Reports are to be made available within 30 days, response from the course chair is then required within 30 days. Juanita Barrett and Diana Deacon have been working with MELT to review policies which may be affected by the new curriculum. They have had input from the Assessment Working Group. It was suggested that a process be developed to ensure that those identified as responsible to supply exam questions are notified at an early enough date. 	<p>ACTION: Upon completion of review, findings will be provided to the SAS Committee by D. Deacon.</p> <p>ACTION: A process should be developed to ensure the timely notification to those responsible for supplying exam questions.</p>

#6 BUSINESS ARISING		There was no further business.	
#7 ADJOURNMENT		The Student Assessment Sub-Committee adjourned at 5:15 p.m.	
Next Meeting		December 18 th , 2013	