

Student Assessment Sub-Committee		DATE	April 25, 2018
		ROOM	PDCS Room 5
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2017 - 2018	<p><i>Voting members:</i> <i>Dr. Pam Pike, Phase 1 Assessment Lead</i> <i>Dr. Mike Hogan, Phase 2 Assessment Lead</i> <i>Dr. Gokul Vidyasankar, Phase 3 Assessment Lead</i> <i>Dr. Norah Duggan, Phase 4 Lead</i> <i>Ms. Mais Nuaaman, Phase 1-3 Student</i> <i>Mr. Mackenzie Turpin, Phase 4 Student</i> <i>Dr. Samantha Woodrow, PARNL Resident</i> <i>Dr. Craig Moore, Member-at-Large</i> <i>Dr. Maisam Najafizada, Member-at-Large</i></p> <p><i>Ex officio (non-voting) members:</i> <i>Dr. Tanis Adey, Associate Dean, UGME</i> <i>Dr. Sean Murphy, Chair, UGMS Committee</i> <i>Ms. Gerona McGrath, PESC</i> <i>Ms. Diana Deacon, Educational Specialist, Assessment</i> <i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i> <i>Ms. Elas Winter, Support Staff, UGME</i> <i>Ms. Carol Vokey, Support Staff, UGME</i></p>		
PARTICIPANTS	V. Curran, P. Pike, G. Vidyasankar, M. Nuaaman (call-in), N. Wilson (for M. Turpin), C. Moore, D. Deacon, S. Pennell		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	D. McKay (former Associate Dean, UGME)		
REGRETS	M. Hogan, M. Turpin, S. Woodrow, N. Duggan, M. Najafizada, T. Adey, S. Murphy, G. McGrath		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 1610h.		
#1 REVIEW & APPROVAL OF MINUTES	1.1 Review and approval of agenda.	The agenda was reviewed and approved.	
	1.2 Review and approval of March 28,	The minutes of the March 28, 2018 minutes were reviewed. It was MOVED by G. Vidyasankar and SECONDED by M. Nuaaman to approve	ACTION: G. Vidyasankar moved and M. Nuaaman seconded the

	2018 minutes.	the March 28, 2018 minutes as presented. All were in favour, and the MOTION CARRIED.	approval of the March 28, 2018 minutes. Motion carried.
#2 BUSINESS ARISING	Action items from March meeting.	<ul style="list-style-type: none"> - D. Deacon will change calculations for Community Engagement and Epi/ Biostats exams to show 6 minutes per question having an analytic case nature or containing calculations. - Periodic review: will be included in the upcoming curriculum review, and PESC will report back after review is complete with feedback and recommendations. - N. Duggan was not present to update on low percentage of clinic cards in Pediatrics. N. Duggan was to take this back to the discipline meeting and look at the numbers with Dr. Tyna Doyle, CDC Pediatrics. - D. Deacon said issue of lack of aggregate reporting for Phase 3 Peer Assessment has been taken care of in One45 and will come into effect for Phase 3 in a couple of weeks. - N. Duggan not present to update on possible duplication of Pediatric ITARS but has sent this to Dr. Doyle for a response. Keep on agenda. - N. Duggan not present to update on concern regarding NBME pass or fail being included on MSPR to Phase 4 meeting. - N. Duggan not present to update on Emergency Medicine rolling exam, and will consult with AFMC Clerkship group to see if other schools are using this system. Keep on agenda. - Policy for late assignments: After meeting with Assessment and Phase Leads, it was decided to change the wording in assessment plans. D. Deacon to follow up. 	<p>ACTION: Will be done.</p> <p>ACTION: Periodic review to be included in curriculum review in May. Add to agenda for next meeting for update from G. McGrath.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: Solution found and item can be removed from agenda.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: D. Deacon to ensure wording is changed in assessment plans to reflect decision on policy for late assignments.</p>

	<p>- Review of Formative Assessment Policy (D. Deacon) that was distributed at last meeting: D. Deacon has distributed the latest version of the Formative Assessment Policy and it has now been sent to the Phase 4 group. No changes requested from Phase 4 Management Team, but UGME Curriculum/ Accreditation Advisor, UGME Coordinator and J. Reddigan suggested some changes mainly to terminology. D. Deacon to follow up on ensuring changes are made in all documents.</p> <p>It was MOVED by P. Pike and SECONDED by G. Vidyasankar to approve the Formative Assessment Policy.</p> <p style="text-align: right;">All were in favour, and the MOTION CARRIED</p> <p>- Request from students to add timestamps to rubrics to ensure the use of the correct version.</p> <p>- As the last block is very challenging schedule-wise, students are wondering if SAS gives any guidance to UGMS with regards to scheduling. D. Deacon said UGME gives her assessment dates, SAS reviews, then UGMS looks at it. D. Deacon also does an overall assessment schedule. D. Deacon to send student scheduling feedback to Phase 3 Lead for future reference. M. Nuaaman also suggested moving the Administration and Health Systems exam from Community Engagement in Phase 3 to Phase 1, and will send info to G. McGrath to be added to the curriculum review.</p> <p>- G. Vidyasankar has reached out to J. Gill regarding students' reassessment after an outdated rubric was posted. He said everyone chose to reassess and timestamping should ensure this not happening again. M. Nuaaman said the grades have been released.</p> <p>- M. Nuaaman has sent an email to D. Deacon and V. Curran regarding concern over inconsistent research project evaluation. D. Deacon to forward to L. Gillespie.</p>	<p>ACTION: D. Deacon to ensure all changes have been made to all documents involved with Formative Assessment Policy.</p> <p>ACTION: It was moved by P. Pike and seconded by G. Vidyasankar to approve the Formative Assessment Policy. Motion carried.</p> <p>ACTION: D. Deacon to add timestamps to rubrics when she works on them next year.</p> <p>ACTION: D. Deacon will send student scheduling feedback to Phase 3 Lead.</p> <p>ACTION: M. Nuaaman has sent recommendation to G. McGrath. Item can be removed.</p> <p>ACTION: Complete.</p> <p>ACTION: M. Nuaaman sent concern re inconsistent research project evaluation to D. Deacon who will forward to L. Gillespie.</p>
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		<ul style="list-style-type: none"> - M. Nuaaman to send concern regarding formative feedback process in Phase 2 Clinical Skills to the Clinical Skills Group. - M. Nuaaman to explain exam item analysis with Phase 3 and 2 students. - Resident feedback on clinic e-card process (S. Woodrow). - G. McGrath to check into process of identifying faculty members who submit exam questions as required. - D. Deacon to follow up with N. Duggan to arrange for the Formative Assessment Policy to be reviewed by the Phase 4 Committee. - D. Deacon met with S. Pennell (HSIMS) and others regarding faculty members receiving feedback on how students perform answering questions. S. Pennell presented and explained the existing Assessment Question Workflow. He explained why it would be a great deal of extra work to get the information. He said faculty, at any time, can request individual reports showing students' performance on questions. As well, students can ask faculty members to request a report. S. Pennell said once QuestionMark moves to the cloud by the end of the summer, they will take another look at it. 	<p>ACTION: M. Nuaaman to contact Clinical Skills student rep who will bring to Dr. Goodridge.</p> <p>ACTION: M. Nuaaman has explained to Phase 3 students and will address Phase 2 soon as students are just returning from break.</p> <p>ACTION: S. Woodrow not present. Keep on agenda.</p> <p>ACTION: G. McGrath not present. Keep on agenda.</p> <p>ACTION: Complete.</p> <p>ACTION: S. Pennell and his group will revisit the idea of faculty members receiving feedback on how students perform answering questions when QuestionMark moves to the cloud. He will bring back the newest version of the Assessment Question Workflow to the next meeting.</p>
#3 STANDING ITEMS	3.1 Phase 1-4 assessment updates (Phase Assessment Leads)	Phase 1: P. Pike said there were no updates. D. Deacon said schedule is coming together and will begin working on assessment plan soon which will then be reviewed with curriculum advisor. There should be draft ready to bring to this committee soon. C. Moore reminded that some people in biomedical are going on sabbatical, and we will need arrangements made so that we can	

		<p>obtain their permission to use questions.</p> <p>Phase 2: M. Hogan not present.</p> <p>Phase 3: G. Vidyasankar said things were going well with no major concerns. Topics covered in Practice Continuum in Phase 4 have been bumped back to Phase 3. Have to revisit next year.</p> <p>Phase 4: N. Duggan not present.</p>	
	<p>3.1.1 Phase 3 Research Curriculum Proposal (D. Deacon)</p> <p>3.1.2 Phase 4 Longitudinal Integrated Clerkship Assessment (D. Deacon, N. Duggan)</p> <p>3.2 Student matters (Student Representatives)</p> <p>3.2.1 Resident feedback on clinic e-card process (S. Woodrow)</p> <p>3.3 Formative/summative assessment monitoring/evaluation (D. Deacon)</p> <p>3.3.1 Phase 3 exam blueprint</p>	<p>D. Deacon has spoken with L. Gillespie and K. Zipperlen about the research curriculum and they asked her to give the committee a heads up that last year ethics approval wasn't received until end of Phase 2. There are now 5 Students waiting for ethics approval, and we may have to use same modified rubric as last year. D. Deacon will be attending the Phase 3 meeting next Wednesday and will report back and follow up.</p> <p>Still with Phase 4 and will be brought to SAS when it is ready.</p> <p>M. Nuaaman said there is nothing new to discuss. She said having the 2 LIC students pilot progress testing seems like the best option.</p> <p>S. Woodrow not present. Table for next meeting.</p> <p>Covered above.</p> <p>D. Deacon presented and reviewed the Phase 3 exam blueprint.</p>	<p>ACTION: D. Deacon will attend the next Phase 3 meeting and report back to SAS on decision on using modified rubric for 5 students without ethics approval.</p> <p>ACTION: Keep on agenda.</p> <p>ACTION: Table Resident feedback on clinic e-card process for next meeting.</p>

<p>3.4 Progress testing (D. McKay)</p>	<p>D. McKay, former UGME Associate Dean, has been working on the best way to conduct progress testing, and joined the meeting to provide an update. Progress testing is a form of assessment wherein students are repeatedly given either an identical or similar exam on more than occasion to chart progress.</p> <ul style="list-style-type: none"> • 2019 may be the earliest MCC solution. Somebody may have to look at progress testing through NBMEs until the MCC is ready. • He has spoken with LIC Committee about having a system that could be used throughout clerkship. We currently purchase Shelf exams covering 5/8 disciplines (internal medicine, psychiatry, pediatrics, surgery, obs/gyne) and there is another free for Emergency. Nothing for anesthesia. NBME also has a comprehensive clinical exam which could be used in LIC. • D. Deacon said Phase 4 Management Team has voted to use the comprehensive clinical science exam as a progress test for all the students of the Class of 2020 in June in theory contingent on the UGME's review of cost and logistics. • V. Curran said more info needed before a decision can be made, and D. McKay will send link to an article on progress testing as programmatic assessment to D. Deacon for distribution. • N. Wilson said students thought progress testing was potentially helpful, but now feel they will experience added stress as they won't be prepared for the exams. • D. Deacon will talk to N. Duggan to compile information to be emailed out to Committee members for further discussion at next meeting. 	<p>ACTION: D. McKay to send link to progress testing article to D. Deacon for distribution to the Committee.</p> <p>ACTION: D. Deacon to work with N. Duggan to compile information on progress testing to be emailed to Committee members for discussion at next meeting.</p> <p>ACTION: Keep on agenda.</p>
<p>3.5 EPA Project update (Chair)</p>	<p>The study on new e-clinic cards is being conducted with a grant through the Medical Research Fund. Funding has also been applied for through the Medical Council of Canada. The survey has ethics approval and will be run May/June for existing Phase 4 students and preceptors.</p>	

#4 New Business	4.1 Curriculum review report (G. McGrath)	G. McGrath not present to report. Keep on agenda.	ACTION: G. McGrath not present. Keep on agenda.
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The meeting adjourned at 1725h, and the next meeting is scheduled to take place on May 30, 2018.