

Student Assessment Sub-Committee		DATE	May 30, 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, M. Turpin, C. Moore, N. Duggan, T. Adey, G. McGrath, 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, S. Woodrow, M. Najafizada, S. Murphy		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 1602h.		
#1 REVIEW & APPROVAL OF MINUTES	1.1 Review and approval of agenda. 1.2 Review and approval of April 25,	The agenda was reviewed and approved. T. Adey would like to add the item "Adding Professionalism to the Phases 1 to 3 Assessment Plan" to the agenda.	ACTION: Item to be added to next meeting agenda.

	2018 minutes.	<p>The minutes of the April 25, 2018 minutes were reviewed.</p> <p>It was MOVED by C. Moore and SECONDED by M. Nuaaman to approve the April 25, 2018 minutes as presented.</p> <p style="text-align: right;">All were in favour, and the MOTION CARRIED.</p>	ACTION: C. Moore moved and M. Nuaaman seconded the approval of the April 25 28, 2018 minutes. Motion carried.
#2 BUSINESS ARISING	Action items from April 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 to be included in curriculum review in May. G. McGrath said this will be done and any recommendations on administrative changes will be submitted to UGMS. - N. Duggan to update on low percentage of clinic cards in Pediatrics after taking this back to the discipline meeting to look at the numbers with Dr. Tyna Doyle, CDC Pediatrics. - N. Duggan to update on possible duplication of Pediatric ITARS and has sent this to Dr. Doyle for a response. Keep on agenda. - N. Duggan updated on concern regarding NBME pass or fail being included on MSPR. This was discussed at the last Phase 4 meeting and it was decided to keep the NBME reference there with current wording. - N. Duggan updated on Emergency Medicine rolling exam, after consulting with AFMC Clerkship group to see if other schools are using this system. In some LICs, a variation of the rolling exam is used, but we are the only ones using a variable exam. They are discussing whether or not students will be given the opportunity to rewrite if they want. Implementation of Progress Testing may solve the issue. - 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. - D. Deacon to ensure all changes have been made to all documents involved 	<p>ACTION: Complete</p> <p>ACTION: Periodic review to be included in the curriculum review.</p> <p>ACTION: N. Duggan waiting for response.</p> <p>ACTION: N. Duggan waiting for response.</p> <p>ACTION: Complete</p> <p>ACTION: Ongoing</p> <p>ACTION: Complete</p>

		<p>with Formative Assessment Policy and forwarded to UGMS.</p> <ul style="list-style-type: none"> - D. Deacon to send student scheduling feedback to Phase 3 Lead for future reference. M. Nuaaman to send info to G. McGrath re: moving the Administration and Health Systems exam from Community Engagement in Phase 3 to Phase 1. - M. Nuaaman has sent an email to D. Deacon and V. Curran regarding concern over inconsistent research project evaluation, and D. Deacon has forwarded to L. Gillespie. - M. Nuaaman has sent concern regarding formative feedback process in Phase 2 Clinical Skills to the Clinical Skills Group. - M. Nuaaman has explained exam item analysis with Phase 3 and 2 students. - G. McGrath has checked into process of identifying faculty members who do not submit exam questions as required. There is a new process in which this can be tracked by the Instructional Designers in HSIMS and the information will be added to faculty evaluations. - S. Pennell and his group have discussed the idea of faculty members receiving feedback on how students perform answering questions when QuestionMark moves to the cloud. He presented the newest version of the Assessment Question Workflow, and he will send it to Committee members as well as have it included in the Student Handbook. G. McGrath said coaching reports are available to all students, and E. Winter can email them out upon request. - D. Deacon attended the Phase 3 meeting and it was decided the modified rubric will be used if necessary for students without ethics approval. 	<p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: S. Pennell to send the newest version of the Assessment Question Workflow to Committee members as well as have it included in the Student Handbook.</p> <p>ACTION: Complete</p>
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<p>#3 STANDING ITEMS</p>	<p>3.1 Phase 1-4 assessment updates (Phase Assessment Leads)</p> <p>3.2 Student matters (Student Representatives)</p> <p>3.2.1 Change to language in assessment plans (M. Nuaaman)</p> <p>3.2.2 Resident Feedback on clinic e-card process (S. Woodrow)</p>	<p>Phase 1: P. Pike said they are working on fall assessment plans.</p> <p>Phase 2: M. Hogan not present.</p> <p>Phase 3: G. Vidyasankar said things were going well with no major concerns. Last block exam went very well.</p> <p>Phase 4: N. Duggan said the Phase 4 Committee is discussing what to do with block testing next year if progress testing isn't implemented.</p> <p>M. Nuaaman asked why the Phase 2 Community Engagement assignment has to be submitted in a written/printed format. D. Deacon suggested she contact Janet Bartlett in Community Health.</p> <p>M. Nuaaman has met with T. Adey and A. Warman (Student Affairs) regarding students who are on the borderline and their need to be identified and supported prior to Phase 4. She proposed to amend language in the assessment plan to state when students have to write 2 or more reassessments or fail a reassessment or who have an unadjusted score of less than 70 twice they have to meet with the Phase Lead (or be contacted by the Phase Lead via email) to reach out to students having difficulty. T. Adey said as pre-clerkship chair in the past, she met with borderline students along with Student Wellness to establish a connection. It was beneficial as it documented pre-existing conditions as well as supports could be put in place. After some discussion, it was decided the change would be made to the assessment plan, and the Phase Leads would be responsible for identifying students meeting this criteria.</p> <p>D. Deacon brought forward the list of concerns sent to S. Woodrow by residents regarding the clinic e-card process:</p> <ul style="list-style-type: none"> - technical issues (not receiving notifications) - uncertainty regarding information the clerk/resident should be entering - evaluations aren't reflective of feedback given and they are unsure what to do - evaluating clerks they haven't worked closely with - concerned re: lack of training on app and EPAs <p>D. Deacon said workshops, surveys and focus groups have been and will be</p>	<p>ACTION: M. Nuaaman to contact J. Bartlett in Community Health re format for submission for the Phase 2 Community Engagement assignment.</p> <p>ACTION: Proposed change to assessment plan will be made.</p> <p>ACTION: Concerns to be incorporated into study to be conducted regarding the EPA Project.</p>
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	<p>3.3 Formative/ summative assessment monitoring/evaluation (D. Deacon)</p> <p>3.3.1 Phase 2 and 3 exam blueprints</p> <p>3.4 Progress testing (N. Duggan)</p> <p>3.5 EPA Project update (Chair)</p> <p>3.6 Curriculum review report (G. McGrath)</p>	<p>provided as part of the EPA Project study and suggested these concerns be incorporated.</p> <p>D. Deacon reviewed Phase 2 and 3 exam blueprints.</p> <p>N. Duggan brought forward proposal to move to progress testing for the Class of 2020 beginning August 2018. Slides were presented and there was much discussion. M. Turpin and G. Vidyasankar said they do not support the proposal. M. Nuaaman said she supports the concept, but not the fact the exam questions are not Canadian based.</p> <p>It was MOVED by N. Duggan to implement and evaluate progress testing for the Class of 2020 beginning August 2018 for one year, but not to include final mark on MSPR and SECONDED by M. Nuaaman.</p> <p style="text-align: right;">MOTION CARRIED by a small majority.</p> <p>Deferred to next meeting.</p> <p>Deferred to next meeting.</p>	<p>ACTION: It was moved by N. Duggan and seconded by M. Nuaaman to implement and evaluate progress testing as a pilot for the Class of 2020 beginning August 2018, and the final mark would not be included on MSPRs. Motion carried. Will be submitted to UGMS by N. Duggan.</p> <p>ACTION: Deferred to next meeting.</p> <p>ACTION: Deferred to next meeting.</p>
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#4 New Business	4.1 Phase 4 Longitudinal Integrated Clerkship (LIC) assessment procedures, plans and tools (N. Duggan, D. Deacon)	Deferred to next meeting.	ACTION: Deferred to next meeting.
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The meeting adjourned at 1810h, and the next meeting is scheduled to take place on June 27, 2018.