

<b>Student Assessment Sub-Committee</b>		<b>DATE</b>	June 27, 2018
		<b>ROOM</b>	PDCS Room 5
<b>CHAIR</b>	Dr. Vernon Curran, Chair		
<b>MEMBERS:</b>  <b>2017 - 2018</b>	<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>		
<b>PARTICIPANTS</b>	V. Curran, M. Nuaaman (call-in), M. Turpin (call-in), C. Moore, T. Adey, D. Deacon, S. Pennell		
<b>RECORDING SECRETARY</b>	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
<b>INVITED GUEST</b>			
<b>REGRETS</b>	P. Pike, M. Hogan, G. Vidyasankar, S. Woodrow, N. Duggan, M. Najafizada, S. Murphy, G. McGrath		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME	The Chair convened the meeting at 1608h.		
#1 REVIEW & APPROVAL OF MINUTES	1.1 Review and approval of agenda.	The agenda could not be approved as quorum was not met.	
	1.2 Review and approval of May 30,	The minutes of the May 30, 2018 meeting could not be approved as quorum	

	2018 minutes.	was not met.	
#2 BUSINESS ARISING	<p>Action items from May meeting.</p> <p><b>*These items were not addressed and will be kept on the agenda for next meeting.</b></p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- N. Duggan to update on possible duplication of Pediatric ITARS and has sent this to Dr. Doyle for a response. Keep on agenda.</li> <li>- 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.</li> <li>- 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.</li> </ul>	<p><b>ACTION: Periodic review to be included in the curriculum review.</b></p> <p><b>ACTION: N. Duggan waiting for response.</b></p> <p><b>ACTION: N. Duggan waiting for response.</b></p> <p><b>ACTION: Ongoing</b></p> <p><b>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.</b></p>

<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>3.3 Formative/summative assessment monitoring/evaluation (D. Deacon)</p> <p>3.3.1 Phase 2 exam blueprints</p> <p>3.3.2 Phase 2 Class of 2020 assessment report responses</p> <p>3.4 Progress testing (N. Duggan)</p> <p>3.5 EPA Project update (Chair)</p>	<p><b>Phase 1:</b> P. Pike not present.</p> <p><b>Phase 2:</b> M. Hogan not present.</p> <p><b>Phase 3:</b> G. Vidyasankar not present.</p> <p><b>Phase 4:</b> N. Duggan not present.</p> <p>M. Nuaaman expressed concern re lack of clarity around the Progress Testing. D. Deacon said details are still being worked out, and S. Pennell suggested speaking to N. Duggan for more information. V. Curran will email N. Duggan to ask if she can send out a brief communique to students to answer questions around Progress Testing.</p> <p>Nothing from M. Turpin.</p> <p>D. Deacon presented Phase 2 exam blueprints.</p> <p>D. Deacon presented Phase 2 Class of 2020 assessment report responses from Dr. Kenny for information.</p> <p>N. Duggan not present.</p> <p>D. Deacon said surveys have gone out, and because response has been limited she asked the student SAS representative for help. M. Turpin will send out original email to students encouraging them to complete the survey. D. Deacon said they are planning focus groups with students and CDC's for July, August and September. S. Pennell added that the University last week finally</p>	<p><b>ACTION: V. Curran will email N. Duggan to send out a brief communique to students regarding Progress Testing questions.</b></p>
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<p>#4 New Business</p>	<p>3.6 Curriculum review report (G. McGrath)</p> <p>4.1 Phase 4 Longitudinal Integrated Clerkship (LIC) assessment procedures, plans and tools (N. Duggan, D. Deacon)</p> <p>4.2 Phase 1 Class of 2022 assessment plans</p> <p>4.3 Adding Professionalism to the Phases 1-3 Assessment Plan</p>	<p>signed an agreement for an enterprise-wide survey tool.</p> <p>G. McGrath not present.</p> <p>Not covered. To be circulated for e-vote.</p> <p>Not covered. To be circulated for e-vote.</p> <p>Not covered.</p>	
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