

<b>Student Assessment Sub-Committee</b>		<b>DATE</b>	September 26, 2018
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Vernon Curran, Chair		
<b>MEMBERS:</b>  <b>2018-2019</b>	<p><i>Voting members:</i>  <i>Dr. Pam Pike, Phase 1 Assessment Lead</i>  <i>Dr. Barton Thiesen, Phase 2 Assessment Lead</i>  <i>Dr. Jasbir Gill, Phase 3 Lead (until Phase 3 Assessment Lead is appointed)</i>  <i>Dr. Norah Duggan, Phase 4 Lead</i>  <i>Ms. Brooke Turner, Phase 1-3 Student</i>  <i>Ms. Mais Nuaaman, Phase 4 Student</i>  <i>Dr. Jeremy Loh, 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, D. Deacon, S. Pennell, M. Najafizada, G. McGrath, P. Pike, B. Thiessen, J. Loh, M. Nuaaman, J. Gill, N. Duggan		
<b>RECORDING SECRETARY</b>	<b><i>(Minutes Taped) Transcribed by Carol Vokey</i></b>		
<b>INVITED GUEST</b>	Ms. Jacinta Reddigan, Policy Analyst, Faculty of Medicine		
<b>REGRETS</b>	C. Moore, T. Adey, S. Murphy		
<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.  1.2 Review and approval of May 30 and	The agenda was approved.	

	June 27, 2018 minutes.	<p>The minutes of the May 30 were reviewed.</p> <p>It was <b>MOVED</b> by P. Pike and <b>SECONDED</b> by M. Nuuaman to approve the May 30, 2018 minutes as presented.</p> <p style="text-align: center;">All were in favour, and the <b>MOTION CARRIED.</b></p> <p>Quorum was not met and the June 27, 2018 minutes could not be approved.</p>	<p><b>ACTION: It was moved by P. Pike and seconded by M. Nuaaman to approve the May 30, 2018 minutes as presented. Motion carried.</b></p> <p><b>ACTION: Approval of the June 27, 2018 minutes tabled until next meeting.</b></p>
#2 BUSINESS ARISING	Action items from May and June meetings.	<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>- V. Curran will email N. Duggan to send out a brief communique to students regarding Progress Testing questions.</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: Complete</b></p>



	<p>3.3 Formative/ summative assessment monitoring/evaluation (D. Deacon)</p> <p>3.3.1 Phase 2 exam blueprint, Block 6</p>	<p>reassessment issues on case by case basis. The progress test has NBME governed rules with only one 15 minute break. Travelling for sites in the winter could be an issue. S. Pennell said UGME should have to find a site for students to write the exam, and HSIMS will work with that site to set it up. <b>Phase 4:</b> What is the policy on adding EPA's mid rotation as one had been added by the Obstetrics/Gynecology CDC. V. Curran said nothing should be added to the assessment plan. Students would have to be notified before beginning of rotation, and should not cause hardship to any student. S. Pennell said if this EPA is not in the app, then it is not tracked. M. Nuaaman to send email to S. Pennell regarding this for his follow up. D. Deacon will contact CDC for clarification. Some rotations have decided to cancel formative mid-term exams now that progress testing is in place. Even though N. Duggan gave CDC's freedom to decide, why do we discuss changes to approved assessment plans if people can change them at any time? A lot of confusion as to which exam students will have. Need clarity. V. Curran, D. Deacon, N. Duggan, C. Peddle and T. Adey should meet to discuss. D. Deacon will follow up and organize a meeting of those involved. Ms. Nuaaman's own concern, last iteration assessment plans were approved by evote without opportunity to have feedback/ discussion. Can we draft earlier before last meeting of summer? V. Curran explained delay was due to changes to Phase 3 and 4 assessment schedules. D. Deacon will bring issue to Phase Leads and UGME, and draft timelines as to when assessment plans need to be completed. D. Deacon said things will certainly have to be pushed back to be approved in May and then to be approved by UGMS.</p> <p>D. Deacon presented Phase 2 exam blueprints for final block exam in spring. No outstanding issues, no topics without questions.</p>	<p><b>ACTION: M. Nuaaman to email S. Pennell regarding the addition of an Obs/Gyne EPA mid rotation for him to follow up to see if it's being tracked in the app.</b></p> <p><b>ACTION: D. Deacon to contact Obs/Gyne CDC to follow up on above.</b></p> <p><b>ACTION: D. Deacon to set up a meeting between V. Curran, D. Deacon, N. Duggan, C. Peddle and T. Adey to discuss changes being made to Phase 4 assessment plans after publication in student handbook.</b></p> <p><b>ACTION: D. Deacon to draft timelines for submission of assessment plans to go to UGMS for approval.</b></p>
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#4 New Business	<p>4.1 Date for October meeting.</p> <p>4.2 Review of Summative Assessment Procedure for Phases 1-3.</p> <p>4.3 Review of Summative Assessment Policy for Phases 1-4</p> <p>4.4 Review of Examination Invigilation Procedure</p>	<p><b>October 30, 2018. E. Winter to book the room and send out a reminder.</b></p> <p>J. Reddigan reviewed circulated document to determine if updates are required. D. Deacon suggested merging PERGS within the Assessment Working Group, and each phase would have an Assessment Working Group. V. Curran to email T. Adey for approval of change and will copy J. Reddigan and D. Deacon. D. Deacon reviewed proposed language changes. Once approved, tracked changes can be sent out again for final comments/concerns.</p> <p>J. Reddigan reviewed circulated document to see if there are any updates required. G. McGrath suggested changing “evaluate” to “assess”, and the Committee agreed to this. J. Reddigan to bring to next UGMS Committee meeting for approval.</p> <p>J. Reddigan reviewed changes to Examination Invigilation Procedure to make it more relevant to Faculty of Medicine. D. Deacon suggested changing “students” to “learners”. S. Pennell will work on the issue of having a count-down clock in the exam room. The Procedure will also be sent to students for their review. J. Reddigan will make proposed changes and resend to Committee for final comments/concerns.</p>	<p><b>ACTION: E. Winter to book the room for October 30<sup>th</sup> and send out a reminder of the date change for next meeting.</b></p> <p><b>ACTION: V. Curran to email T. Adey for approval of change to merge PERGS within the Assessment Working Group and will copy J. Reddigan and D. Deacon.</b></p> <p><b>ACTION: J. Reddigan to bring changes to the Summative Assessment Policy for Phases 1-4 to next UGMS Committee meeting for approval.</b></p> <p><b>ACTION: S. Pennell will work on solving the issue of having a count-down clock in the exam room.</b></p> <p><b>ACTION: The revised Procedure will be sent to students for their review.</b></p> <p><b>ACTION: J. Reddigan will make proposed changes and resend to Committee for final comments/concerns.</b></p>