

<b>Student Assessment Sub-Committee</b>		<b>DATE</b>	November 28, 2018
		<b>ROOM</b>	M2M240
<b>CHAIR</b>	Dr. Vernon Curran, Chair		
<b>MEMBERS:</b>  <b>2018-2019</b>	<p><i>Voting members:</i></p> <p><i>Dr. Pam Pike, Phase 1 Assessment Lead</i></p> <p><i>Dr. Barton Thiessen, Phase 2 Assessment Lead</i></p> <p><i>Dr. Jasbir Gill, Phase 3 Lead (until Phase 3 Assessment Lead is appointed)</i></p> <p><i>Dr. Norah Duggan, Phase 4 Lead</i></p> <p><i>Ms. Brooke Turner, Phase 1-3 Student</i></p> <p><i>Ms. Mais Nuaaman, Phase 4 Student</i></p> <p><i>Dr. Jeremy Loh, PARNL Resident</i></p> <p><i>Dr. Craig Moore, Member-at-Large</i></p> <p><i>Dr. Maisam Najafizada, Member-at-Large</i></p> <p><i>Ex officio (non-voting) members:</i></p> <p><i>Dr. Tanis Adey, Associate Dean, UGME</i></p> <p><i>Dr. Sean Murphy, Chair, UGMS Committee</i></p> <p><i>Ms. Gerona McGrath, PESC</i></p> <p><i>Ms. Diana Deacon, Educational Specialist, Assessment</i></p> <p><i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i></p> <p><i>Ms. Elas Winter, Support Staff, UGME</i></p> <p><i>Ms. Carol Vokey, Support Staff, UGME</i></p>		
<b>PARTICIPANTS</b>	V. Curran, D. Deacon, B. Thiessen, J. Gill, N. Duggan, M. Najafizada, B. Turner, L. MacMillan (in for M. Nuaaman), C. Moore		
<b>RECORDING SECRETARY</b>	<b><i>(Minutes Taped) Transcribed by Carol Vokey</i></b>		
<b>INVITED GUEST</b>	Ms. Katrin Zipperlen, Curriculum APA, UGME		
<b>REGRETS</b>	P. Pike, M. Nuaaman, J. Loh, T. Adey, S. Murphy, S. Pennell, G. McGrath		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME	The Chair convened the meeting at 1600h.	Introductions were made for the benefit of new members.	
#1 REVIEW & APPROVAL OF MINUTES	1.1 Review and approval of agenda.	The agenda was approved.	

	1.2 Review and approval of October 30, 2018 minutes.	<p>The minutes of the October 30, 2018 meeting were reviewed.</p> <p>It was <b>MOVED</b> by B. Thiessen and <b>SECONDED</b> by B. Turner to approve the October 30, 2018 minutes as presented.</p> <p style="text-align: right;">All were in favour, and the <b>MOTION CARRIED.</b></p>	<p><b>It was moved by B. Thiessen and seconded by B. Turner to approve the minutes of the October 30, 2018 meeting as presented. Motion carried.</b></p>
#2 BUSINESS ARISING	Action items from October meeting.	<p>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.</p> <p>N. Duggan to update on possible duplication of Pediatric ITARS and has sent this to Dr. Doyle for a response. Keep on agenda.</p> <p>D. Deacon to contact Obs/Gyne CDC to follow up on the addition of an Obs/Gyne EPA mid rotation. D. Deacon to contact CDCs to confirm that information in assessment plans and student handbook is the same.</p> <p>D. Deacon has drafted timelines for submission of assessment plans, and V. Curran has forwarded timelines to UGMS and D. Deacon to forward to Phase Leads once approved by UGMS.</p> <p>V. Curran to ask H. Coombs-Thorne to set up a meeting of the EPA Project Committee. D. Deacon, N. Duggan and V. Curran to advise H. Coombs-Thorne of their availability in order to convene the meeting in the next two weeks.</p> <p>Once the Curriculum Review Report is complete, G. McGrath will follow up with D. Deacon re issues that relate directly to SAS.</p>	<p><b>ACTION: N. Duggan said this has been brought to Pediatrics and will be addressed in an upcoming dedicated Phase 4 Leadership meeting.</b></p> <p><b>ACTION: N. Duggan said this has been brought to Pediatrics and will be addressed in an upcoming dedicated Phase 4 Leadership meeting.</b></p> <p><b>ACTION: D. Deacon spoke to Phase 4 and will contact CDCs individually next week to ensure consistency.</b></p> <p><b>ACTION: Submission of assessment plans timelines have been approved by UGMS, and have been distributed to Phase Leads.</b></p> <p><b>ACTION: Meeting of the EPA Project Committee is scheduled for next week.</b></p> <p><b>ACTION: Ongoing</b></p>

		<p>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.</p> <p>S. Pennell will work on solving the issue of having a countdown clock in the exam room.</p> <p>J. Reddigan has updated Summative Assessment Policy for Phases 1-4, Summative Assessment Procedure for Phases 1-3, and Exam Invigilation Procedure and reviewed the final changes for the Committee. In addition, from later discussion around grade release procedure, it was decided to add this information to the Summative Assessment Procedure so that instructors have to send marks to the UGME office and not give them to students beforehand. Summative Assessment Policy and Procedure have been approved by UGMS and will be added to the website soon. Exam Invigilation Procedure to be discussed further by V. Curran, J. Reddigan, and T. Adey for clarification and review of University regulations to determine if FOM needs something more specific. J. Reddigan to bring back at a later date.</p> <p>Concerns around assessment will be addressed to Community Health Rep. at next meeting. B. Turner and L. MacMillan explained concerns around change in instructor, scheduling issues, may not be the best assessment method for this material.</p> <p>Concerns around assessment and assignment referencing format were addressed to Community Health Rep, M. Najafizada who said they recommend using the same format consistently through any given assignment. That is all that matters to the instructors. Learners can decide which citation format to use.</p> <p>D. Deacon to follow up with Dr. Trahey on questions re: Phase 2 Patient Safety essay and case study assignment.</p>	<p><b>ACTION: Complete</b></p> <p><b>ACTION: Ongoing</b></p> <p><b>ACTION: J. Reddigan will bring Exam Invigilation Procedure back to future meeting to update. D. Deacon to confirm when Summative Assessment Policy and Procedure are added to website, and coordinate message to faculty through UGME.</b></p> <p><b>ACTION: Complete</b></p> <p><b>ACTION: Complete</b></p> <p><b>ACTION: Complete</b></p>
#3 STANDING ITEMS	3.1 Phase 1-4 assessment updates (Ph. Assessment Leads)	<p><b>Phase 1:</b> P. Pike was not present to update.</p> <p><b>Phase 2:</b> B. Thiessen has met with D. Deacon to organize for the start of the Phase and get things out to students. They will meet again in December to prepare for January.</p>	

		<p><b>Phase 3:</b> J. Gill said there was nothing significant to report except they are still looking for a PERG (now PAWG) representative. She commented this is good role for someone just starting and asked others to spread the word. D. Deacon said the PAWGs are in place for Phase 1 and 2.</p> <p><b>Phase 4:</b> N. Duggan gave a brief report on progress testing saying next test is December 7 which will be the first formative one. The September exam was the baseline which will be in Phase 4 prep course from now on. In a prior meeting timing of final exam was discussed. It was originally scheduled for the last day of core, with one opportunity for remediation 2 weeks later. Students expressed concern about having to write remediation exam while being away doing selectives/electives. Students who have to remediate could do elective in the area, or use vacation or could write in another test site (may be fee involved). Phase 4 rep survey said wanted it before core ended. The least impact would be end of core with remediation post core. Marks were very good last time with no one receiving an unsatisfactory score. L. MacMillan said class vote is split. V. Curran said the exam date in the assessment plan needs to be changed but changes have to be done according to University regulations, and D. Deacon will ask E. Hillman for clarification. Performance in Rural Family Medicine exam after change to a formative component has had a huge drop off and this has been fed back to Phase 4 student reps. 2<sup>nd</sup> progress test results not in yet.</p>	<p><b>ACTION: D. Deacon will ask E. Hillman for clarification on how to change exam date in the assessment plan.</b></p>
3.2 Student matters (Student Representatives)		<p><b>Phase 1:</b> B. Turner reported no concerns. Last exam went well.</p> <p><b>Phase 3:</b> No specific rubric for the professionalism assignments.</p> <p><b>Phase 4:</b> Student evaluation information for Phase 4 spread out in different places and would like a document put together as a more comprehensive listing of assessments to ensure they are meeting all the requirements.</p> <p>Clerks have complained about not getting entrustable in rotations and contradictions in the assessment plan. N. Duggan said this may be a faculty development issue and she will address with Discipline Chairs. V. Curran suggested sending out information on proper completion of clinic cards, and N. Duggan said they already have done that but it's taking time to catch up.</p>	<p><b>ACTION: D. Deacon to follow up with N. Duggan.</b></p> <p><b>ACTION: N. Duggan will address clinic card issues with Discipline Chairs.</b></p>

3.3 Formative/ summative assessment monitoring/ evaluation (D. Deacon)	3.3.1 Phase 1 and 3 examination blueprints	D. Deacon presented Phase 1 and 3 examination blueprints and highlighted trends and issues.	
	3.3.2 Phase 3 and 4 assessment reports	D. Deacon presented Phase 3 and 4 assessment reports for the Class of 2020. In Phase 3 The Patient: Chronic Conditions course, she highlighted an issue brought forward to PAWGs regarding reasoning behind answers to formative questions.  Need to review list of assessment methods in the Phase 4 MED 8710 evaluation forms. Many of the methods listed are not in use.	<b>ACTION: D. Deacon to follow up with PAWGs regarding providing reasoning behind answers to formative questions.</b>  <b>ACTION: D. Deacon to follow up with G. McGrath about reviewing list of assessment methods in MED 8710 evaluation forms.</b>
	3.3.3 AFMC Graduate Questionnaire	D. Deacon presented the result of the AFMC Graduate Questionnaire and noted the following: - Relatively little information specific to assessment - Question styles have changed - Different Likert scale was used so unable to compare with results from previous years	
	3.3.4 Learner satisfaction with assessment in Phases 1- 4 report	D. Deacon gave a brief summary of learner satisfaction with assessment in Phases 1-4 report. V. Curran to bring the annual reports to UGMS Committee for information, and D. Deacon will send the reports to G. McGrath and A. Goodridge as well.	<b>ACTION: V. Curran to bring the annual reports to the UGMS Committee for information.</b>  <b>ACTION: D. Deacon to send the annual reports to G. McGrath and A. Goodridge.</b>
	3.3.5 Phases 1-3 summative assessment marks report	D. Deacon presented the Phases 1-3 summative assessment marks report and said learners are maintaining good grades across all courses with no major anomalies.	
	3.3.6 NBME grades report	D. Deacon presented statistical test comparing MUN and all Canada results based on means and standard deviation. N. Duggan will send to CDCs.	<b>ACTION: N. Duggan to send this report to CDCs.</b>
	3.3.7 Phase 4 assessment monitoring report	K. Zipperlen presented the Phase 4 assessment monitoring report. In summary, the numbers are still good but are trending lower.	

3.4 EPA Project update (Chair)		Tabled for next meeting.	<b>ACTION: Tabled for next meeting.</b>
3.5 Curriculum review report (G. McGrath)		G. McGrath not present to report.	
#4 New Business	4.1 Language re: consequences of not meeting course criteria	T. Adey not present to discuss. Tabled for next meeting.	<b>ACTION: Tabled for next meeting.</b>
Next meeting		<b>December 12, 2018 at 4:00 pm. Decision will be made within a week regarding if next meeting will be needed. Meeting adjourned at 5:40 pm.</b>	