

Student Assessment Sub-Committee Minutes

Wednesday,
April 22 2020
4:00 pm
via teleconference

Attendees: T. Adey, V. Curran, D. Deacon, S. Drodge, N. Duggan, P. Pike, C. Pye (Vokey), C. Skanes, B. Thiessen, B. Turner, E. Winter

Regrets (in alphabetical order): H. Coombs, S. Murphy, M. Najafizada, S. Pennell, N. Rockwood

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group.	CTO 4:04 pm
Agenda review - Review for COI - Confirmation of Agenda	No COI declared. There were no additions to the Agenda.	
Review and approval of April 1 2020 minutes	Minutes from the November 27, 2019 meeting were not approved as quorum was not met at the January 28, 2020 meeting (the meetings scheduled December 11 and February 26 were deferred). It was decided, due to more pressing matters at hand, the November 27 minutes would be brought back for approval at a later date. It was MOVED by B. Turner and SECONDED by C. Skanes to approve the minutes of the April 1 2020 meeting as presented. All were in favour, and the MOTION CARRIED.	ACTION: It was MOVED by B. Turner and SECONDED by C. Skanes to approve the minutes of the April 1, 2020 meeting as presented. MOTION CARRIED
1. Business arising: Action items from April 1, 2020 meeting	ACTION: D. Deacon to make changes to MED 7730 and will send to V. Curran for UGMS. D. Deacon had distributed the updated rubric re Phase 3 Research Curriculum to the committee and the changes were discussed. C. Skanes confirmed that some students can continue on previous course if they have already completed, and D. Deacon said yes. MED 7740 Phase 4 Prep – no changes made yet, discussing a new proposal in Phase 3 meeting tomorrow. Clinical Skills: The two Clinical Skills courses are still outstanding, and the proposal to UGMS for approval. MED 7750 Community Engagement III ACTION: N. Duggan and A. Pendergast to consult with course co-chair to look at objectives and if components already completed should be assigned 100% of the course.	Completed Ongoing Ongoing Completed and approved by SAS and UGMS



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	<p>D. Deacon had email conversation with them, and they are working on an alternate assignment to make up the 65% the visit would normally account for and based on previous clinical work in Phases 1 and 2.</p>	
<p>2. Review of Phase 4 Assessment Plans Class of 2022</p>	<p>MED 8710 Executive Summary covers all changes to this course:</p> <ul style="list-style-type: none"> - no major changes in assessment methods - change in criteria for successful completion and comprehensive review - new language re clinic cards and comprehensive review - added wording re fail grade from UGMS/UGME to all assessment plans - put in the definition of rural site for the block, LIC streams and Rural Family Medicine rotation - added the New Brunswick rural site definition - changed language to EPAs are “assigned” instead of “required” in this rotation, and this change is made as necessary - reached out to Discipline Coordinators and any minor changes in assessments, D. Deacon is keeping track of them. <p>MED 8720:</p> <ul style="list-style-type: none"> - proposal to change name to Clinical Skills pending SCUGS approval - no change to assessment methods or criteria - adding paragraph on fail grade <p>MED 8730:</p> <ul style="list-style-type: none"> - added information on fail grade <p>MED 8740:</p> <ul style="list-style-type: none"> - no changes to assessment method or criteria for completion - update of rural site definition - addition of information on fail grade <p>MED 8750:</p> <ul style="list-style-type: none"> - name change request has gone to SCUGS to rename it as Physician Competencies 4 to bring Phase 4 courses in line with sequencing in other phases 	

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	<p>- added CanMeds role for coming year, formative activity, large and small group discussions, online vs in person still up in the air, formative adding completion of discussion as the assessment method. No assignment or mark.</p> <p>- Class of 2022 finishing Phase 3 now, as the data analysis collection report was removed in Phase 3, it is now added here. Only applies to this class.</p> <p>- no change to criteria of completion</p> <p>- added in statement regarding fail grade</p> <p>B. Turner asked about if the selectives one pager document could be used as a reference in the assessment plan. N. Duggan said it is unknown what s/electives will look like Class of 2022, but it would be usable. N. Duggan to send D. Duggan link for inclusion.</p> <p>D. Deacon said the overall Phase 4 Assessment Plan contains same changes as listed above.</p> <p>It was MOVED by N. Duggan and SECONDED by S. Drodge to approve changes as presented. All were in favour and the MOTION CARRIED.</p> <p>D. Deacon will update and send to V. Curran and S. Murphy.</p>	<p>ACTION: Completed</p> <p>ACTION: It was moved by N. Duggan and seconded by S. Drodge to approve changes as presented. Motion carried.</p> <p>ACTION: D. Deacon to update assessment plans and send to V. Curran and S. Murphy. Completed.</p>
<p>3. Standing Items</p>	<p>3.1 Phase 1-4 assessment updates:</p> <p><u>Phase 1:</u> P. Pike had nothing new to update. D. Deacon had been advised by A. Pendergast, to update as follows:</p> <p>MED 5710: exams were comparable, good response rate of 4.3</p> <p>MED 5720: Clinical Skills assessment had a good response rate with no areas for improvement</p> <p>MED 5730: Physician Competencies course, overall rating of 4.2/5, in yesterday's Phase 1 Management Team meeting they looked at course evaluations</p> <p>MED 5740: Community Engagement – rated at 3.6/5</p>	

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	<p>all issues identified have been acted upon</p> <p><u>Phase 2:</u> B. Thiessen updated: - first block 3 exam done at home, went fine, everyone passed, no significant difference from previous years - Clinical Skills is being worked on</p> <p><u>Phase 3:</u> S. Drodge updated: - had exam, no reassessment needed, one deferral but she is not sure when they will be writing</p> <p><u>Phase 4:</u> N. Duggan had nothing further to add.</p>	
3.2 Student Matters	<p><u>Phase 1-3:</u> C. Skanes asked about exam they had last week in which some questions weren't mentioned at all in the lectures given. D. Deacon will follow up with C. Skanes on this. S. Drodge said they will look at this.</p> <p><u>Phase 4:</u> B. Turner had no new issues to discuss.</p>	ACTION: D. Deacon will follow up with C. Skanes regarding exam questions that weren't in lectures. S. Drodge will look at this as well.
3.3 Assessment monitoring and evaluation	D. Deacon gave a review of blueprints that she had previously distributed to the committee.	
4. New Business	No new business was brought forward.	
Next Meeting	May 27 at 4:00 pm. The Clinical Skills proposal can be emailed for discussion or a special meeting can be called if need be.	5:13 pm adjourned