



Student Assessment Sub-Committee Minutes

Wednesday, January 27, 2020 4:00 pm
via WebEx

Attendees: T. Adey, V. Curran, S. Dalley, E. Maxwell, S. Pennell, C. Pye, S. Reid B. Thiessen, M. Wahl, E. Winter, K. Zipperlen

Regrets (in alphabetical order): H. Coombs, S. Drodge, M. Najafizada, P. Pike, C. Skanes,

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made.	Call to order at 4:02 pm
Agenda review - Review for COI - Confirmation of Agenda	No COI declared. Agenda confirmed	
Review and approval of November 25, 2020 minutes	It was MOVED by E. Maxwell and SECONDED by B. Thiessen to approve the minutes of the November 25, 2020 minutes as presented. MOTION CARRIED.	
1. Business arising: - Action items from November 25, 2020 meeting	<p>1.1 ACTION ITEMS</p> <p>K. Zipperlen will forward information regarding the lack of submitted questions for the Phase 3 Theme 1 exam to S. Drodge, J. Gill and T. Adey. A. Haynes to speak with the UCL and Discipline Chair to reassign the teaching.</p> <p>K. Zipperlen will organize a meeting for those willing to join a working group to discuss concerns around EPAs and clinic cards. K. Zipperlen will update the Committee as necessary.</p> <p>2.3 K. Zipperlen to resend regulations regarding online invigilated exam writing prior to exams.</p> <p>2.3.4 K. Zipperlen will look into data showing comparison of these scores with other Canadian medical schools.</p> <p>3.1 T. Adey to email C. Vardy and P. Tucker to ask about possibility of returning to in-person exams in January by distributing the 80 students over 3 classrooms. T. Adey brought to Task Force where it was decided to continue with Proctorio at this time. The committee then asked if reverting to previous in-person exams practice is an option once students return, and T. Adey will bring this to the next Task Force meeting.</p>	<p>ACTION: complete.</p> <p>ACTION: S. Reid provided update later in the meeting.</p> <p>2.3 ACTION: K. Zipperlen presented edits and changes later in the meeting.</p> <p>2.3.4 ACTION: Tabled for next month.</p> <p>3.1 ACTION: T. Adey to ask the Task Force if reverting to previous practice regarding in person exams once students return.</p>

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	<p>3.1 K. Zipperlen to email voting members for decision on the motion regarding reversing the decision to allow scrap paper use during online invigilated exams. Vote completed and sent to UGMS where it was decided to move forward with not permitting scrap paper</p> <p>3.1 S. Pennell to set up tutorials for students on how to use whiteboard feature of Proctorio. Mock exam was set up for students to practice with. E. Maxwell said students are strongly against decision to not use scrap paper.</p> <p>3.3 Recommendations from curricular review</p>	<p>3.1 ACTION: Complete</p> <p>3.1 ACTION: Complete</p> <p>3.3 ACTION: Tabled for future meeting.</p>
<p>2. Standing Items</p>	<p>2.1 PHASE 1-4 ASSESSMENT UPDATES</p> <p><u>Phase 1:</u> P. Pike was not present to report.</p> <p><u>Phase 2:</u> B. Thiessen said first assessment coming up on Monday.</p> <p><u>Phase 3:</u> S. Drodge was not present to report and emailed the following update: <i>Myself and Jasbir did meet with one student over WebEx yesterday as they were flagged twice - this was a positive experience (I think for the student) and they felt reassured about the guidelines. From this we realized that some students may have misinterpreted the guidelines. The leaving the room (either at the end or beginning) applies to their own exam time.</i></p> <p><u>Phase 4:</u> S. Reid updated that an EPA subcommittee has been formed to look at EPAs and clinic cards in formative and summative assessments. They will talk to clinical leads to determine how clinic cards are being completed/utilized in ITARS, commonalities and scale being used. K. Zipperlen said they will be collecting data from every discipline to determine consistency. They will also focus on education for learners and preceptors to decrease misconceptions. S. Pennell said the old paper cards containing pertinent information could be updated and used if helpful. V. Curran shared the link to the paper they published regarding e-clinic cards as it would be useful for everyone to have https://link.springer.com/article/10.1007/s40037-020-00618-9</p>	

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	<p>2.2 STUDENT MATTERS</p> <p><u>Phase 1-3</u>: E. Maxwell had no new issues to bring forward.</p> <p><u>Phase 4</u>: C. Skanes was not present to report, and E. Maxwell had no new issues to bring forward.</p> <p>2.3 ASSESSMENT MONITORING AND EVALUATION</p> <p>2.3.1 Core Experiences assessment report (Class of 2021) K. Zipperlen presented the Course Assessment Report for Med 8710 and noted that all learners passed.</p> <p>2.3.2 Phase 4 post-Core assessment report responses (Class of 2020) MED 8720 – heavily impacted by COVID. Course Lead, Dr. Thorburn, is still working on course delivery for April.</p> <p>MED 8730 – Course Lead, Dr. Murray, said they are looking at options to update EPA assessment for non-clinical electives such as research.</p> <p>MED 8740 – Dr. Patey, course lead, indicated there were no major concerns regarding assessment. Scheduling concerns were related to COVID.</p> <p>MED 8750 – This is the most problematic for Phase 4 as assessment has received fairly low ratings over several iterations. Drs. Duggan and Atkinson are currently reviewing course delivery and assessment to address concerns; a further update to the committee will be provided.</p> <p>2.3.3 Learner satisfaction of assessment report – K. Zipperlen provided a summary of program evaluation data of all courses over several years.</p> <p>2.3.4 Graduate Questionnaire summary report – K. Zipperlen presented this report and noted that the AFMC made some changes to the questionnaire and the response rate is down from last year.</p>	<p>2.3.1 ACTION: K. Zipperlen to send the Core Experiences Assessment Report (Class of 2021) to S. Reid and N. Duggan for response and action plan, and then it will go back to PESC.</p> <p>2.3.3 ACTION: K. Zipperlen will forward Learner Satisfaction of Assessment Report to COWG and UGMS.</p>
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	<p>2.3.5 Exam blueprints Phases 2 and 3 – K. Zipperlen presented these reports.</p>	
3. New Business	<p>3.1 REVISED INVIGILATION GUIDELINES FOR REMOTE EXAMS</p> <p>V. Curran said they were updating these guidelines and proposed changes include:</p> <ul style="list-style-type: none"> - leaving room for more than 5 minutes - added wording to align with MUN document - added Memorial University Student Code of Conduct, Academic Integrity Guidelines, and Faculty of Medicine Statement of Professionalism Attributes - rewording of “Process for review of recording and follow-up” <p>Proposed changes were discussed, and the following wording was agreed upon regarding recordings being flagged for review: “Leaving the room for more than 8 minutes and/or more than two times during the exam”.</p> <p>It was MOVED by E. Maxwell and SECONDED by M. Wahl to approve the revised invigilation guidelines for remote exams with proposed edits. MOTION CARRIED.</p>	<p>3.1 ACTION: K. Zipperlen will apply edits to Invigilation Guidelines for Remote Exams and forward to UGMS.</p>
Next Meeting	February 24, 2021	5:34 pm adjourned