



# Student Assessment Sub-Committee Minutes

Wednesday, March 24, 2021 4:00 pm  
via WebEx

Attendees: T. Adey, V. Curran, S. Drodge, E. Maxwell, S. Pennell, P. Pike, C. Pye, S. Reid, M. Wahl, E. Winter, K. Zipperlen

Guests: J. Allison, R. Audas, B. Kerr, R. Mercer

Regrets (in alphabetical order): H. Coombs, S. Dalley, M. Najafizada, C. Skanes, B. Thiessen

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made.	Call to order at 4:05 pm
Agenda review - Review for COI  - Confirmation of Agenda	No COI declared.  Agenda confirmed. V. Curran moved item 3.1 to the beginning of the meeting.	
Review and approval of February 24, 2021 minutes	T. Adey requested change in the minutes: <b><i>She suggested there should be mandatory orientation for preceptors.</i></b> K. Zipperlen will make this edit.  It was <b>MOVED</b> by S. Drodge and <b>SECONDED</b> by T. Adey to approve the minutes of the February 24, 2021 minutes with requested edit. <b>MOTION CARRIED.</b>	<b>ACTION: K. Zipperlen to edit the February 24 minutes as discussed.</b>
1. Business arising:  - Action items from February 24, 2021 meeting	<b>1.1 ACTION ITEMS</b>  <b>ACTION: T. Adey, LWS, Phase Leads and Policy Analyst to meet to discuss Exam Deferral Policy.</b> K. Zipperlen said they had met and discussed, no updates yet. Clarification of roles is being worked on at next meeting. Working with Policy Analyst.  <b>ACTION: EPA Assessment Working Group to discuss current e-clinic card process and provide update.</b> S. Reid said next meeting is next week. This was discussed with N. Duggan and will move forward with collecting data. Will report back after next meeting.  <b>ACTION: E. Maxwell to ask learners for specific concerns regarding Proctorio and forward to S. Pennell.</b> Ongoing.  <b>ACTION: E. Maxwell to clarify learner concerns re email notifications sent after exam invigilation.</b> E. Maxwell said this was a miscommunication and no follow up required.	<b>ACTION: Ongoing</b>  <b>ACTION: S. Reid to report back on the EPA Assessment Working Group's discussion on the current e-clinic card process.</b>  <b>ACTION: Ongoing</b>  <b>ACTION: Complete</b>

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	<p><b>ACTION: S. Dalley will ask about use of clinic card app and any resident concerns at next PARNL meeting.</b> S. Dalley was not present today.</p> <p><b>ACTION: EPA assessment working group to discuss preceptor issues with T-res and provide update.</b> K. Zipperlen said they will look at meeting next week and report back.</p> <p><b>ACTION: M. Wahl will ask faculty members in BMS/Anatomy about providing explanation for formative questions and will bring back to committee.</b> Will talk with K. Zipperlen after the meeting to discuss content.</p> <p><b>ACTION: K. Zipperlen will ask S. Pennell and his group about the use of more clinical decision-making questions on exams in Phases 1-3 and bring back to next meeting.</b> K. Zipperlen said HSIMS team said it is doable, but not really supporting now as it is so resource intense. More discussion with Phase Assessment Leads at next meeting (agenda item).</p> <p><b>ACTION: S. Pennell will report back to the committee regarding the main campus periodic review system project.</b> K. Zipperlen said there was some confusion as Learner Well Being and Success had also requested a demo and late getting back to her. Scheduled for next meeting.</p> <p><b>ACTION: K. Zipperlen to ask S. Reid to discuss revising entrustability examples and addition of milestones at next Phase 4 meeting.</b> S. Reid reached out to N. Duggan and will update at next meeting.</p> <p><b>ACTION: K. Zipperlen to look at onboarding for new SAS members to ensure compliance with accreditation standards.</b> Ongoing</p> <p>1.2 E-vote for updated Clinical Skills IV assessment plan (Class of 2021)</p>	<p><b>ACTION: K. Zipperlen will email her and bring anything specific back if necessary.</b></p> <p><b>ACTION: Ongoing</b></p> <p><b>ACTION: Ongoing. K. Zipperlen will reach out to Jennifer and Fatima (copy S. Pennell) for a sample template to send to M. Wahl to provide to faculty.</b></p> <p><b>ACTION: Leave as agenda item for next meeting for further discussion with Phase Assessment Leads.</b></p> <p><b>ACTION: Ongoing</b></p> <p><b>ACTION: S. Reid will update at next meeting.</b></p> <p><b>ACTION: Ongoing</b></p> <p><b>No further discussion.</b></p>
2. Standing Items	<p><b>2.1 PHASE 1-4 ASSESSMENT UPDATES</b> <u>Phase 1:</u> P. Pike said had no update today as their next phase meeting is tomorrow.</p>	

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Phase 2: B. Thiessen was not present to report.

Phase 3: S. Drodge updated they are meeting regularly and doing well for next exam. Some time was lost due to numerous exam deferrals for last exam.

Phase 4: S. Reid said they have had their 6-month comprehensive review last week and so far things look good. There were some issues getting clinical experiences and assignments documented due to technical issues. CDCs are working on this.

## 2.2 STUDENT MATTERS

Phase 1-3: E. Maxwell said there is nothing new to bring forward for this meeting.

Phase 4: C. Skanes was not present to report, V. Curran summarized the following email from C. Skanes:

*The first issue was that of dealing with delayed ITARs. Some students have been 6+ weeks out from a rotation and have emailed their old APAs asking for status updates on when they should expect to receive their assessments with the response being that they are currently being worked on. If this is all that can be done, especially with COVID, then the students understand, however, the greater the time between a rotation ends and an ITAR is completed, the harder it is for students to challenge them or deal with any issues that may be present on their evaluations.*

*The second issue, and more important issue, is that of some staff's inability to use Tres. The majority of staff do seem to have Tres and sign off on clinic cards in a timely manner with reminders however there still are some staff who either have the app but have trouble logging on, so they don't use it at all or some staff who just don't have the app at all and don't plan on getting it. It is hard enough as a student to remind staff (and feel like a complete bother and annoyance in doing so) to sign off on clinic cards. To try and convince staff to reach out to HSIMS for technical support or to encourage them to download Tres is another battle many students don't feel comfortable facing. The last meeting's minutes noted that many people on SAS said this was a*

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	<p><i>surprise so I'm not entirely sure how to respond to that as there are still some preceptors who struggle with it or just don't have the app (albeit the majority I've encountered now in clerkship do have the app). I know I have encountered a couple of preceptors in St. John's who didn't have the app and/or had the app but couldn't figure out how to log on. Any added help would be greatly appreciated, and a potential paper clinic card option might be of some help under these circumstances.</i></p> <p><i>Another general recommendation/question regarding clinic cards - would it be possible for all APAs to send all preceptors reminders for signing off on clinic cards throughout the year/nearing the end of rotations? This added reminder might help students in getting in contact with their preceptors after their shifts and getting clinic cards signed off as the cards are often completed after the shifts/at the end of the week.</i></p> <p>T. Adey said 6 weeks is maximum allowable time to complete ITARS. It is an ongoing issue, and UGME is trying hard to track down the missing assessments. K. Zipperlen said there has been no chance to put together accreditation data for Class of 2022 regarding the percentage of late ITARS which may be helpful.</p> <p><b>2.3 ASSESSMENT MONITORING AND EVALUATION</b></p> <p><b>2.3.1 Response to Core Experiences assessment report</b> S. Reid said this was discussed at the Phase 4 team meeting on February 18. Upon review, students said the course was well received with no specific weakness identified.</p> <p><b>2.3.2 Exam blueprints Phases 2 and 3</b> K. Zipperlen presented and reviewed the blueprints for the exams for Phase 3 Theme 6 Pelvic Pain and Masses and Class of 2024 Phase 2 Theme 2 Cough and Dyspnea.</p> <p><b>2.3.3 Phase 1 course assessment reports (Class of 2024)</b> K. Zipperlen reviewed the following course assessment reports:</p>	
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	<p>MED 5710 - no significant changes to assessment, a fourth exam was introduced due to movement of content between phases. No major concerns noted.</p> <p>MED 5720 – no significant changes to assessment, no major concerns noted.</p> <p>MED 5730 – no significant changes to assessment. Leadership in Medicine and Lifelong Learning combined to one assignment. No major concerns noted.</p> <p>MED 5740 – no significant changes to assessment. No major concerns noted.</p> <p><b>2.3.4 Summary of Phase 4 Progress Exam Performance</b> K. Zipperlen explained the Phase 4 progress test is purchased from NBME and is like the USMLE Step 2. She presented a summary from NBME of results of 2 cohorts (Class of 2020 and 2021). Of note, 3 of the physician tasks were in the lower/borderline performance in the second iteration. V. Curran asked about MCCQE report and K. Zipperlen said that will be discussed next meeting. V. Curran asked to include longitudinal scores as in the past.</p>	
<p>3. New Business</p>	<p><b>3.1 Proposal for new EPA: Social Determinants of Health</b> R. Audas introduced trying to get social determinants of health incorporated into the Phase 4 curriculum according to accreditation recommendation, and J. Allison had suggested making this a new EPA. J. Allison explained this is a catalyst for conversations as well as a unique opportunity to blend assessment and learning. B. Kerr explained a gap was identified regarding the non-medical expert role in Phase 4, and this is an opportunity for us to identify where EPAs are meeting various program goals. R. Audas explained they formed an interdisciplinary Team on EPA 14 to prepare to pilot this EPA for the next cohort of Phase 4.</p> <p>After discussion, T. Adey said, from accreditation and social accountability perspectives, this EPA checks almost every box, and that faculty development will be critical to its success. P. Pike said conversations around this are happening, but nothing has been formalized. She asked if this be incorporated into history and physical during Clinical</p>	<p><b>ACTION: B. Kerr will discuss adding this EPA to Clinical Skills with M. Goodridge.</b></p>



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	Skills, and B. Kerr will discuss this with M. Goodridge. He also asked for feedback from the Committee members on this proposal. V. Curran thanked J. Allison, R. Audas, B. Kerr and R. Mercer for their presentation and invited them to come back and share further updates and information.	
Next Meeting	April 28, 2021	5:30 pm adjourned