



Student Assessment Sub-Committee Minutes

Wednesday, September 22, 2021, 4:00 pm
via WebEx

Attendees: T. Adey, H. Coombs, V. Curran, S. Pennell, C. Pye, M. Wahl, K. Zipperlen, E. Winter

Regrets (in alphabetical order): S. Dalley, S. Drodge, E. Maxwell, M. Najafizada, P. Pike, S. Reid, B. Thiessen, C. Skanes

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group. Positions for Committee have been filled, and V. Curran will confirm with M. Najafizada if he will be continuing for another year. One student position to be voted on.	Call to order at 4:05 pm
Agenda review -Review for COI -Confirmation of Agenda	No COI declared. Agenda confirmed.	
Review and approval of June 23, 2021 minutes	Minutes could not be approved as quorum for the meeting was not met. V. Curran will email members to obtain approval.	ACTION: V. Curran will email members to obtain approval of June 23, 2021 minutes.
1. Business arising		
1.1 Action items from June 23, 2021 meeting:		
<p>ACTION: V. Curran will send recommendation for writing in-person exams for the fall of 2021 to T. Adey to bring to the COVID-19 Task Force.</p> <p>Exam administration fall 2021 S. Pennell said the Chief Risk Office has advised that, pending timely roll out of the vaccine, in-person exams should be back to normal in September where groups under 100 can go back into cohorts with no social distancing required. V. Curran said recommendation has been made to COVID Task Force regarding in-person exams in the fall. S. Pennell said they have renewed Proctorio for another year to accommodate learners who may have some symptoms and need to stay off campus. Learners who are unable to write exams in-person can avail of the existing accommodations process through LWS.</p> <p><i>It was MOVED by V. Curran and SECONDED by E. Maxwell to recommend moving to writing in-person exams for the fall 2021. All were in favour, and the MOTION CARRIED.</i></p>		<p>ACTION: Complete. Learners have been set up for in-person exams for the fall.</p>
<p>ACTION: K. Zipperlen will circulate USMLE Step 2 objectives to M. Najafizada and colleagues to see what is tested.</p> <p>S. Reid updated on the changes to the NBME exam used in progress testing: - in an effort to avoid negatively affecting marks due to the change in the amount of social sciences content in the summative exam for the Class of 2022 final progress test they are bringing forward a motion to credit the Class of 2022 with the social sciences questions on the upcoming summative NBME exam in July. S. Reid said their goal would be to move towards the LMCC Canadian-based exam.</p>		<p>ACTION: Complete. Community Health faculty reviewed and found no specific objectives that should be problematic for the learners. Going forward, they will not modify how these items are scored on the progress tests as learners are doing quite well with these questions.</p>



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<p>Action items from April 28, 2021 meeting: ACTION: S. Pennell and K. Zipperlen to look at next steps regarding possibility of using Navigate to monitor academic progress in Phase 1 to 3. K. Zipperlen, S. Pennell, B. Kerr, E. Winter and V. Whelan met with Navigate to review the draft workflow created by T. Pomeroy, and they are looking at it more closely to determine its use and benefits. Reps from UGME will reach out to LWS to share information.</p>	<p>ACTION: Ongoing</p>
<p>ACTION: T. Adey, LWS, Phase Leads and Policy Analyst to meet to discuss Exam Deferral Policy. K. Zipperlen hasn't gotten any further updates. T. Adey said it's moving along. The policy analyst has reviewed the policy, and it will be distributed for feedback soon.</p>	<p>ACTION: Complete. T. Adey said this has been approved and posted on the website.</p>
<p>ACTION: EPA Assessment Working Group to discuss current e-clinic card process and provide update. S. Reid to update in Phase report.</p>	<p>ACTION: Ongoing</p>
<p>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. Keep on agenda for future review.</p>	<p>ACTION: Defer to future meeting.</p>
<p>ACTION: K. Zipperlen to look at onboarding for new SAS members to ensure compliance with accreditation standards. K. Zipperlen has been working on accreditation documentation.</p>	<p>ACTION: Ongoing deferred to next meeting.</p>
<p>ACTION: K. Zipperlen to develop template for formative question explanation. Share with Phase leads and BMS to encourage and promote providing explanation for formative exam questions. K. Zipperlen has a sample question from NBME to show how to provide answers. M. Wahl said template was coming and reminded that students can always email professors directly.</p>	<p>ACTION: Ongoing</p>
<p>1.2 SAS Meeting format The Committee discussed holding meetings virtually versus in person, and it was decided to continue virtually.</p>	
<p>2. Standing Items</p>	
<p><u>2.1 PHASE 1-4 ASSESSMENT UPDATES</u></p> <p><u>Phase 1:</u> P. Pike was not present to report.</p> <p><u>Phase 2:</u> B. Thiessen was not present to report.</p> <p><u>Phase 3:</u> S. Drodge was not present to report.</p> <p><u>Phase 4:</u> S. Reid was not present to report.</p>	



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<p><u>2.2 STUDENT MATTERS</u></p> <p><u>Phase 1-3</u>: E. Maxwell was not present to update but indicated via email that there are no concerns to bring forward.</p> <p><u>Phase 4</u>: C. Skanes was not present to update.</p> <p><u>2.3 ASSESSMENT MONITORING AND EVALUATION</u></p> <p>2.3.1 Phase 2 course assessment reports (Class of 2024) K. Zipperlen presented and explained these reports. Low response rates for course evaluations are still a concern. M. Wahl and K. Zipperlen were working on template for faculty, which is complete, and K. Zipperlen can distribute again. Learners would like more feedback, and K. Zipperlen will talk to S. Shorlin about working with E. Winter on TA training. Overall learners are doing well with assessments.</p> <p>2.3.2 Phase 3 course assessment reports (Class of 2023) PESC to review these reports in October so there may be more action items coming. Low response rate is not reason enough to change the number of exams, and it was decided to leave it as is. Reports will be discussed at next Phase Management Team meetings where Phase Leads will draft responses and send back to SAS for review/action.</p>	<p>ACTION: K. Zipperlen will connect with S. Shorlin about providing TA training material to E. Winter.</p>
<p>3. New Business</p>	
<p>3.1 Sharing assignment rubrics with learners V. Curran explained currently rubrics are posted for learners for most written assignments, but learners are not receiving rubric feedback just the mark on the assignment. Ideally, rubric feedback should be provided to review deficiencies. K. Zipperlen said narrative comments are usually sent to learners. Much more work for assistants and E. Winter to see rubric but not marks. E. Winter said prior to the pandemic, learners would come to her to pick up assignments and see rubric and comments. It was decided E. Winter will resume this practice and will send email to learners to make them aware of this opportunity.</p> <p>3.2 Navigate update K Zipperlen said they have met with team from main campus re workflow discussions. Ready to implement except to discuss what Phase Leads are able to see on the platform re concern around forward feeding. They will meet with M. Paul, Promotions Committee Chair, tomorrow to discuss.</p> <p>3.3 New questions for exam-item database K. Zipperlen explained how instructors are only submitting the minimum number of exam questions and wondered if it is time to request more questions for the database. V.</p>	<p>ACTION: E. Winter will email learners about resuming the practice of having them come to UGME to pick up assignments and view rubric and comments. K. Zipperlen will let Community Health & Humanities know that marks can be published on Brightspace.</p> <p>ACTION: K. Zipperlen will ask F. Hammond and J. Kirby to adjust wording in question reminder</p>



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Curran suggested monitoring it for a short time to see if situation improves. T. Adey suggested adding wording to email reminders encouraging them to add at least one question or variation of an existing question each year to expand the database. K. Zipperlen will ask F. Hammond and J. Kirby to change wording in question request email to reflect this.	email to encourage faculty to add at least one new question or variation of an existing question each year to expand the item database.
Next Meeting: October 27, 2021	Adjourned at 5:15 pm

DRAFT