



Student Assessment Sub-Committee Minutes

Wednesday, October 27, 2021, 4:00 pm
via WebEx

Attendees: T. Adey, H. Coombs, V. Curran, S. Drodge, N. Duggan, C. Langmead, M. Najafizada, R. Perrier, C. Pye, M. Wahl, K. Zipperlen, E. Winter

Regrets (in alphabetical order): S. Dalley, E. Maxwell, S. Pennell, P. Pike, S. Reid, B. Thiessen

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made. V. Curran confirmed with M. Najafizada that he will be continuing for another year.	Call to order at 4:03 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 was not met during the September meeting. K. Zipperlen updated that an e-vote was conducted and the minutes were approved.	
Review and approval of September 22, 2021 minutes	No quorum of members who were present at September meeting. Unable to formally approve September minutes. Minutes will be posted as "unofficial".	
1. Business arising		
1.1 Action items from June 23, 2021 meeting:		
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. <u>Update:</u> K. Zipperlen explained Navigate is a learner support system used on main campus, but we would use it as a formalized electronic tracking system to track learner progress such as reassessments and record meeting notes. K. Zipperlen said they were ready to implement but there was some hold up as feedback was needed from the privacy office.		ACTION: Ongoing
ACTION: EPA Assessment Working Group to discuss current e-clinic card process and provide update. <u>Update:</u> K. Zipperlen and N. Fairbridge have been working on final report and will be meeting next week re sharing draft report with working group and discuss next steps. Report will then be presented to Phase 4 then this committee.		ACTION: Ongoing
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.		ACTION: Defer to future meeting.
ACTION: K. Zipperlen to look at onboarding for new SAS members to ensure compliance with accreditation standards. <u>Update:</u> K. Zipperlen shared document and welcomed feedback. M. Wahl offered to help with this.		ACTION: Ongoing

Student Assessment Sub-Committee Minutes

Wednesday, October 27, 2021, 4:00 pm
via WebEx

<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.</p> <p><u>Update:</u> K. Zipperlen wondered about method for learners to contact instructors. M. Wahl said instructors should encourage learners to reach out to them with questions to get an explanation, as they felt it was a lot of work to write everything out. Sharing answers with the rest of the class would be beneficial as well. R. Perrier agreed with that approach. K. Zipperlen and M. Wahl will discuss further.</p>	<p>ACTION: Ongoing</p>
<p>Action Items from September 22, 2021 meeting</p>	
<p>2.3.1 Phase 2 course assessment reports (Class of 2024)</p> <p>Learners would like more feedback. K. Zipperlen will also talk to S. Shorlin about working with E. Winter on TA training.</p>	<p>ACTION: Ongoing</p>
<p>3.1 Sharing assignment rubrics with learners</p> <p>ACTION: E. Winter will email learners about resuming the practice of having them come to UGME to pick up assignments, view rubric and comments.</p> <p><u>Update:</u> E. Winter will reach out to learners once assignments are corrected.</p>	<p>ACTION: Ongoing</p>
<p>3.3 New questions for exam-item database</p> <p>ACTION: K. Zipperlen will ask F. Hammond and J. Kirby to adjust wording in question reminder email to encourage faculty to add at least one new question or variation of an existing question each year to expand the item database.</p>	<p>ACTION: Complete</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. V. Curran informed the committee that B. Thiessen has stepped down as Phase 2 Assessment Lead.</p> <p><u>Phase 3:</u> S. Drodge updated that challenge cards are not being used properly and suggested learner need another reminder on how they are used. K. Zipperlen will send email to Phase Leads for reminder to learners.</p> <p><u>Phase 4:</u> N. Duggan had nothing to report from assessment point of view. The Phase 4 Team will review the assessment procedure for Phase 4 and they are looking at the ITAR flow. They have confirmed pass mark for the comprehensive exam and are planning to switch to new type of exam for next year's class. More information to come.</p> <p><u>2.2 STUDENT MATTERS</u></p> <p><u>Phase 1-3:</u> C. Langmead had nothing to report from this group.</p>	<p>ACTION: K. Zipperlen will email Phase Leads to remind learners about proper use of challenge cards.</p>

Student Assessment Sub-Committee Minutes

Wednesday, October 27, 2021, 4:00 pm
via WebEx

Phase 4: C. Langmead said E. Maxwell asked her to bring forward NBME exam concerns regarding social issues and legal policy type questions. N. Duggan said it is an American exam that does not match our curriculum, but learners have done well in the past. Next year they will actually be selecting the specific questions that our learners are to be asked.

R. Perrier had nothing to report from PARNL.

2.3 ASSESSMENT MONITORING AND EVALUATION

2.3.1 Phase 2 assessment plans Class of 2025

K. Zipperlen reviewed and explained assessment plans for classes starting after Christmas.

MED 6750 – mandatory session included, Promotions Committee wanted clearer language about course success criteria and Promotions regulations which are already included in Phase 1 and 3 assessment plans. There are also some changes in assessment methods.

MED 6760 – Promotions Committee requests included, back to 2 OSCE stations as in pre-COVID.

MED 6770 – Promotions Committee requests included. K. Zipperlen to confirm due dates with instructors.

MED 6780 – Promotions Committee requests included. Planning to have the community visit completed in-person.

*It was **MOVED** by M. Wahl and **SECONDED** by R. Perrier to approve the Phase 2 assessment plans as presented. **MOTION CARRIED.***

2.3.2 Class of 2023 summative progress test pass score

K. Zipperlen explained we currently use statistical pass but with new CCSE data we could use another system. N. Duggan said Phase 4 voted to recommend staying with the statistical pass method and the pass mark at 50. Next year they are moving to a new exam using same question bank but they can choose which questions are included.

*It was **MOVED** by N. Duggan and **SECONDED** by C. Langmead that the pass score for the summative progress test for the Class of 2023 will be 50. **MOTION CARRIED.***

2.3.3 Post-Core course assessment reports (Class of 2021)

K. Zipperlen presented course assessment reports for the Class of 2021:

MED 8720 Clinical Skills IV - last class before graduation, altered significantly due to COVID

MED 8730 Electives - some restrictions due to COVID



Student Assessment Sub-Committee Minutes

Wednesday, October 27, 2021, 4:00 pm
via WebEx

<p><u>MED 8740 Selectives</u> - duration of course was shortened by COVID</p> <p><u>MED 8750 Physician Competencies IV</u> - all learners did quite well and passed this course</p> <p>2.3.4 Exam blueprints Phases 1 and 3</p> <p>K. Zipperlen presented and explained exam blueprints for Class of 2025 Phase 1 Theme 1 and Class of 2024 Phase 3 Theme 1.</p>	
<p>3. New Business</p>	
<p>3.1 SAS terms of reference</p> <p>V. Curran presented and reviewed proposed changes to the ToR to bring to next meeting of UGMS for approval. All members were in agreement with the proposed changes.</p> <p>3.2 SAS Onboarding document</p> <p>Covered above.</p>	
<p>Next Meeting: November 24, 2021</p> <p>Dr. Adey was wished good luck in her new position, and she thanked the committee for the opportunity to work with them.</p>	<p>Adjourned at 5:08 pm</p>

DRAFT