



Student Assessment Sub-Committee Minutes

Wednesday, February 23, 2022, 4:00 pm
via WebEx

Attendees: H. Coombs, V. Curran, S. Drodge, T. Hearn, C. Langmead, M. Najafizada S. Pennell, P. Pike, T. Snelgrove, M. Wahl, E. Winter, K. Zipperlen

Regrets (in alphabetical order): N. Duggan, E. Maxwell, R. Perrier, C. Pye, S. Reid

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group and introduced new Phase 2 Assessment Lead T. Snelgrove.	Call to order at 4:04 pm
Agenda review -Review for COI -Confirmation of Agenda	No COI declared. Agenda was approved	
Review and approval of January 26, 2022 minutes and e-vote for December 22, 2021 minutes	<i>It was MOVED by M. Wahl and SECONDED by M. Najafizada to approve the minutes of the January 26 meeting as presented.</i> The minutes of the December 22, 2021 meeting were approved via e-vote.	
1. Business arising		
1.1 Review of action items		
Action Items from November 24, 2021		
ACTION: Discuss feedback by S. Drodge at upcoming SAS meeting. S. Drodge provided written feedback that there needs to be a process to track and flag faculty / questions with issues (e.g. not enough questions, poorly written questions, faculty not responding to emails for new questions or the need to edit questions). <i>Update: UGMS supports follow-up in the outlined circumstances. V. Curran to meet with K. Zipperlen to review process.</i>		ACTION: Ongoing
Action Items from December 22, 2021		
ACTION: V. Curran to send copy of recommendations to N. Duggan who will bring to Phase 4 then back to this committee. N. Duggan not present to provide update. V. Curran to follow-up with N. Duggan regarding feedback from Phase 4 Team regarding recommendations for EPA assessment.		ACTION: Ongoing
Action Items from January 26, 2022		
ACTION: C. Langmead to report back to learners regarding the use of scrap paper.		ACTION: Complete
ACTION: K. Zipperlen to draft language for late assignments and bring to V. Curran and SAS for review.		ACTION: Discussed below
ACTION: V. Curran to bring revised LIC assessment plan to next UGMS meeting for approval.		ACTION: Approved and complete.
ACTION: K. Zipperlen to upload onboarding document to SAS page on website.		
2. Standing Items		
2.1 PHASE 1-4 ASSESSMENT UPDATES		
<u>Phase 1:</u> P. Pike indicated nothing to report as Phase 1 is completed.		



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<p><u>Phase 2</u>: T. Snelgrove indicated recent exam went well and group is receiving exam questions. The use of challenge cards was discussed at the last Phase 2 Team meeting. Learners over-use challenge cards. They use them to provide opinion, explain their rationale for question answer or as scrap paper. Phase 2 Team discussed limiting characters for text box or including challenge card reasons at the top. Drop-down menu not possible. C. Langmead suggested learners need explanation on proper use of challenge cards.</p> <p><u>Phase 3</u>: S. Drodge updated that the last exam went well. She reiterated that Phase 3 is seeing same issues regarding the use of challenge cards. Some learners challenge question based on content not included in notes. However, assessment is based on session objectives and not only provided lecture material. Instructional Design Specialist for Phase 3, Jennifer Kirby, is leaving her position. Fatima Hammond will take on responsibilities temporarily until new staff is hired. S. Pennell indicated hiring process is already under way.</p> <p><u>Phase 4</u>: N. Duggan not present to report.</p> <p><u>2.2 STUDENT MATTERS</u></p> <p><u>Phases 1-3</u>: C. Langmead reported that learners who need to reassess are not receiving timely feedback for their assignments (e.g. ILS assignment). V. Curran said more information is needed regarding the assignments in question to determine any issues. Learners are still awaiting update on Community Visit. Phase 2 learners are also wondering if their next exam on March 7 will be online. S. Pennell indicated that Environmental Health and Safety has recently assessed the computer labs and there is not enough space between workstations to allow for proper distancing. Therefore, exams will be delivered remotely until March 14, 2022.</p> <p><u>2.3 ASSESSMENT MONITORING AND EVALUATION</u></p> <p>2.3.1 Phase Lead response to Phase 4 post-Core course assessment reports Responses for MED 8720 Clinical Skills IV and MED 8730 Electives tabled until March meeting. Discussed responses for MED 8740 and MED 8750, no further action required.</p> <p>2.3.2 Phase 4 Progress Test report K. Zipperlen presented and explained this report. Learner performance is improving for each progress test, no concerns noted.</p> <p>2.3.3 Phases 1 course assessment reports K. Zipperlen presented and explained these reports. For Patient I course, feedback received regarding practical Anatomy exams, plan in place to address identified concerns. Also narrative comment about the use of banked questions. H. Coombs indicated PESC has heard from other learners about banked question not matching content covered in lecture or</p>	<p>ACTION: K. Zipperlen to draft challenge card explainer for learners. Send to Phase Assessment Leads for feedback; then provide to C. Langmead for sharing with Phase 2 and 3 learners.</p> <p>ACTION: C. Langmead to ask learners for more detail about assignments for which feedback is not provided in a timely manner. C. Langmead to share this with K. Zipperlen and V. Curran for further follow-up.</p> <p>ACTION: V. Curran to bring forward Phase 4 Progress Test report at next UGMS meeting.</p>
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<p>learners receiving conflicting information from different instructors. H. Coombs is suggesting for committee to consider enhanced exam review process to ensure exam questions are appropriate. Discussion about instructors choosing questions or adding the instructor's name to questions on exam. For Physician Competencies I course, feedback identified Biostats examination as problematic, suggestion to replace with assignment. K. Zipperlen will provide course assessment reports to Phase 1 Lead for further discussion at upcoming Phase 1 meeting.</p> <p>2.3.4 Exam blueprints Phases 1, 2 and 3 K. Zipperlen reviewed blueprints for Phase 1 theme 4 exam, Phase 2 theme 1 exam and Phase 3 theme 4 and 5 exams.</p>	
<p>3. New Business</p>	
<p>3.1 Revised language regarding late assignments V. Curran presented revised language regarding late submission of assignments. Learners need to request a deferral if they are unable to submit assignment by the due date. If no deferral is in place and learners submits up to two days past the due date, the assignment is accepted for grading but considered late and can only receive a maximum score of 70%. If learner submits later than two days past due date and does not have deferral, assignment is not accepted for grading. It is at the discretion of the Phase Lead in those situations to accept assignment for grading should extenuating circumstances exist.</p> <p style="text-align: center;"><i>It was MOVED by T. Snelgrove and SECONDED by C. Langmead to accept new language for late assignments as presented. All were in favour, and the MOTION CARRIED.</i></p> <p>3.2 Revised scale for grading rubrics K. Zipperlen presented new scale options for grading rubrics. Current scale only has two scale anchors for passing performance, remaining anchors relate to scoring below pass score of 70%. New options include three scale anchors for passing performance and would allow for more detailed assessment. K. Zipperlen indicated new scale option has already been tried for a few assignments, feedback from instructors has been positive. Committee did not have concerns regarding use of proposed new scale. K. Zipperlen will continue to review grading rubrics and switch to new scale options in collaboration with instructors.</p>	<p>ACTION: K. Zipperlen to include revised language regarding late assignments in assessment plans for upcoming academic year.</p>
<p>Next Meeting: Next scheduled meeting is March 23, 2022. M. Wahl has agreed to chair March meeting should V. Curran be unavailable.</p>	<p>Adjourned at 5:27 pm.</p>