



Student Assessment Sub-Committee Minutes

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

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

Regrets (in alphabetical order): N. Duggan, E. Maxwell, M. Najafizada, R. Perrier, P. Pike, S. Reid

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group.	Call to order at 4:05 pm
Agenda review -Review for COI -Confirmation of Agenda	No COI declared. Agenda was approved	
Review and approval of February 23, 2022 minutes.	Quorum not met, will be sent for e-approval	ACTION: K. Zipperlen will request approval via email.
1. Business arising		
1.1 Review of action items		
Action Items from February 23, 2022		
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. <i>March update: actions complete. S. Pennell says not much has changed.</i>		ACTION: Complete
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. <i>March update: C. Langmead sent feedback to K. Zipperlen re clinical skills logs being late, K. Zipperlen followed up with Dr. Goodridge who reached out to tutors, and they plan to meet with T. Hearn and C. Peddle UGME to talk about resources.</i>		ACTION: Complete ACTION: K. Zipperlen will meet with M. Goodridge, T. Hearn and C. Peddle re resources needed to resolve issue.
ACTION: V. Curran to bring forward Phase 4 Progress Test report at next UGMS meeting.		ACTION: Complete
ACTION: K. Zipperlen to include revised language regarding late assignments in assessment plans for upcoming academic year.		ACTION: Complete
2. Standing Items		
2.1 PHASE 1-4 ASSESSMENT UPDATES		
<u>Phase 1:</u> P. Pike was not present to report.		
<u>Phase 2:</u> T. Snelgrove was not present to report.		
<u>Phase 3:</u> S. Drodge updated that challenge card issue and professionalism concern have been brought to J. Gill. Kerry O'Neill has replaced Jennifer Kirby, and everything is running smoothly. Another exam coming up soon.		
<u>Phase 4:</u> N. Duggan was not present to report.		



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<p>2.2 STUDENT MATTERS <u>Phases 1-3</u>: C. Langmead had no issues to bring forward.</p> <p>2.3 ASSESSMENT MONITORING AND EVALUATION</p> <p>2.3.1 Phase Lead response to Phase 4 core and post-Core course assessment reports Discussion tabled for next meeting when N. Duggan is present. No further action required.</p> <p>2.3.2 Learner satisfaction with assessment report K. Zipperlen presented and explained this report. Responses assumed to represent the class as a whole. K. Zipperlen to provide V. Curran with an executive summary to bring to UGMS. H. Coombs asked if this was presented at PESC, and K. Zipperlen said she can and will also include the action items for the course assessment reports. V. Curran said they are planning a faculty development committee meeting in early May, and invited H. Coombs to provide an update on evaluation.</p> <p>2.3.3 MCCQE Part I summary report K. Zipperlen explained this confidential report is from the Medical Council of Canada qualifying exam Part I that is based on the test takers from last year 2021. T. Hearn said should go to UGMS for review as it relates to accreditation. H. Coombs confirmed that A. Goodridge would bring this to UGMS.</p> <p>2.3.4 Exam blueprints Phases 2 and 3 K. Zipperlen reviewed blueprints for Phase 2 Class of 2025 Theme 2: Cough and Dyspnea as well as Phase 3 Class of 2024 Theme 6: Pelvic Pain and Masses. No major concerns identified.</p>	<p>ACTION: Tabled for April meeting as N. Duggan not present.</p> <p>ACTION: K. Zipperlen to send V. Curran a summary of the learner satisfaction report to bring to UGMS.</p>
3. New Business	
<p>3.1 New process for follow-up re insufficient/low quality exam questions V. Curran presented an enhanced process with new steps to encourage instructors to submit questions for exam construction. S. Pennell explained HSIM’s workflow diagram for this application and K. Zipperlen will confirm that she has a copy. Monitoring of low-performing exam questions is a new thing for longitudinal monitoring. M. Wahl asked how instructors get stats on their questions to evaluate effectiveness, and K. Zipperlen said S. Pennell’s team can provide these upon request.</p> <p>3.2 Review implementation of EPA recommendations K. Zipperlen presented and explained the EPA recommendations and the plan to implement them. She will follow-up with S. Pennell regarding the addition of a checklist item on clinic cards. She will send V. Curran a copy of the “Implementation and Timeline” report to bring the fully supported recommendations to UGMS.</p> <p>3.3 Update regarding switch of NBME product for progress testing</p>	<p>ACTION: K. Zipperlen to send EPA recommendations summary to V. Curran who will bring it to UGMS.</p>



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<p>K. Zipperlen said SAS and Phase 4 decided to switch to a custom assessment service. The NBME question bank would be used to put exams together. Their plan was to implement for the class of 2024, but after a discussion between V. Curran, T. Hearn and C. Peddle, they decided to postpone for another academic year. T. Hearn said the budget committee approved the switch and funds are available for the custom assessment service subscription when team is ready to implement.</p>	
<p>Next Meeting: Next scheduled meeting is April 27, 2022.</p>	<p>Adjourned at 5:40 pm.</p>