

Student Assessment Sub-Committee			DATE	January 25, 2017
			ROOM	PDCS Room 4
CHAIR	Dr. Vernon Curran, Chair			
MEMBERS: 2015 - 2016	<p><i>Voting members:</i></p> <p><i>Dr. Pam Pike, Phase 1 Assessment Lead</i></p> <p><i>Dr. Mike Hogan, Phase 2 Assessment Co-Lead</i></p> <p><i>Dr. Barton Thiessen, Phase 2 Assessment Co-Lead</i></p> <p><i>Dr. Gokul Vidyasankar, Phase 3 Assessment Lead</i></p> <p><i>Dr. Jason McCarthy, Phase 4 Lead (Clerkship Coordinator)</i></p> <p><i>Mr. Mackenzie Turpin, Phase 1-3 Student</i></p> <p><i>Mr. Matthew Quann, Phase 4 Student</i></p> <p><i>Dr. Magdalena Lugowski, PARNL Resident</i></p> <p><i>Dr. Catherine Mah, Member-at-Large</i></p> <p><i>Dr. Craig Moore, Member-at-Large</i></p> <p><i>Ex officio (non-voting) members:</i></p> <p><i>Dr. Donald W. McKay, Associate Dean, UGME</i></p> <p><i>Dr. Sean Murphy, Chair, UGMS Committee</i></p> <p><i>Ms. Gerona McGrath, PESC</i></p> <p><i>Ms. Diana Deacon, Educational Specialist, Assessment</i></p> <p><i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i></p> <p><i>Ms. Elas Winter, Support Staff, UGME</i></p>			
PARTICIPANTS	V. Curran, D. McKay, M. Hogan, C. Mah, G. Vidyasankar, B. Thiessen, C. Moore, M. Lugowski, D. Deacon, M. Turpin, G. McGrath			
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>			
INVITED GUEST				
REGRETS	S. Murphy, J. McCarthy, P Pike, S. Pennell, M. Quann			
MINUTES				
AGENDA	ITEM	DISCUSSION	ACTION	
WELCOME	The Chair convened the meeting at 1607h.			
#1 REVIEW & APPROVAL OF MINUTES	<p>a) Approval of December 14, 2016 minutes.</p> <p>b) Follow-up on ACTION items from December 14, 2016 meeting.</p>	<p>The minutes of the December 14, 2016 minutes were reviewed. Room name was changed as it should be M1M109.</p> <p>It was MOVED by M. Hogan and SECONDED by G. Vidyasankar to approve the minutes of the December 14, 2016 meeting.</p> <p style="text-align: right;">All were in favour and the MOTION CARRIED.</p>	ACTION: It was moved by M. Hogan and seconded by G. Vidyasankar to approve the minutes of the December 14, 2016 meeting. Motion carried.	

		<p>i. <u>Summative Assessment Procedure</u>: this was approved by UGMS and will be added to the policy website.</p> <p>ii. <u>Phase 4 MED 8710 Assessment Report Response</u>: D. Deacon sent this to J. McCarthy on December 19, 2016, and will send a reminder next week.</p> <p>iii. <u>Challenge Card/Credit Information to Students (A. Pendergast)</u>: A. Pendergast sent example of email she used to send to students in 2015 regarding exam review to D. Deacon in response to M. Turpin request. The Committee discussed if it should be done again, and D. McKay said the information the students need should be found in the publically available minutes on the website. M. Hogan said challenge cards make very little difference compared to the time spent on discussing this issue, and suggested M. Turpin assure the students again that the challenge cards are being looked at and taken into consideration.</p> <p>iv. <u>Phase 4 MED 8750 Practice Continuum Assessment Plan: Clerkship Review</u>: Forwarded to UGMS.</p>	
<p>#2 PHASE 1 – 4 ASSESSMENT UPDATES (Assessment Working Group Leads</p>	<p>a) MED 6780 Community Engagement Essay Rubric (C. Mah)</p> <p>b) Phase 4 Independent Projects Rubrics (D. Deacon)</p>	<p><u>Phase 1</u>: P. Pike not present to report.</p> <p><u>Phase 2</u>: M. Hogan said they are doing regular reviews and first block exam will take place on Monday. No issues.</p> <p><u>Phase 3</u>: G. Vidyasankar said Block 4 question submission has improved, and he has no concerns. Phase 3 issue regarding staff summary of questions stats. This item will be discussed as Item #5 on the Agenda.</p> <p><u>Phase 4</u>: D. Deacon said there are no issues.</p> <p>V. Curran said he and D. Deacon made a presentation on SAS at today’s UCL (Undergraduate Content Lead) meeting. D. Deacon to send question writing handout to SAS Committee for information.</p> <p>a) Defer to February’s meeting.</p> <p>b) D. Deacon said these have been finalized recently by Phase 4 group and has been sent to SAS for information. The rubric was discussed at length, and it was decided that D. Deacon would take suggestions back to J. Ramlackhansingh for revision.</p>	<p>ACTION: D. Deacon to distribute question writing handout to Committee members.</p> <p>ACTION: MED 6780 Community Engagement Essay Rubric item to be deferred to February SAS meeting.</p> <p>ACTION: D. Deacon to take suggested changes to Phase 4 Independent Projects Rubric to J. Ramlackhansingh (UGME) for revision.</p>

<p>#3 STUDENT MATTERS</p>		<p>M. Turpin expressed the clerks' concern about the new T-Res app as they feel they may lose narrative feedback and dialogue, and that faculty may not complete the digital version of the clinic card in a timely manner. D. McKay explained the student inputs their version of their feedback from faculty, and the faculty member then agrees or disagrees. Clinic cards will still be available for those without the technology to complete the digital version, but their use is not encouraged. The app will provide a higher level of record keeping for both students and faculty. D. McKay said the Phase 4 team is very aware of concerns, and evaluations and surveys are in place for the February 20th pilot in Surgery, Psychiatry and OBS/GYNE.</p> <p>M. Turpin also raised concern that the current process to deal with poor performance exam questions isn't beneficial, and D. Deacon said it is ultimately up to the faculty member if the question remains or is discarded. Faculty members are made aware of items that perform lower, and the Assessment Group validates these questions.</p>	
<p>#4 Formative/ Summative Assessment Monitoring/ Evaluation (D. Deacon)</p>	<p>a) Phase 1 and 3 Exam Blueprints</p>	<p>a) D. Deacon reviewed the Phase 1 and 3 Exam Blueprints and highlighted the following:</p> <p><u>Phase 1 Block 4</u> pretty good no topics with 0 questions</p> <p><u>Phase 3 Block 2</u> no topics with 0 questions good coverage</p> <p><u>Phase 3 Block 3</u> even better had exact number of questions and coverage well received</p> <p>For the most part, questions are getting submitted. There are still some issues but it is a rare occurrence to have less questions than needed. D. Deacon is hopeful that information presented at UCL meeting will emphasize the Importance of having new questions.</p>	
<p>#5 Challenge card and item analysis feedback to faculty</p>		<p>G. Vidyasankar said a Phase 3 faculty member would like to have feedback on questions on an ongoing basis. V. Curran said this would have to be done manually which would require a significant amount of work if done for all faculty.</p>	

		D. Deacon said faculty members have the option of coming to her to review questions, and D. McKay said faculty members would be contacted if there was a problem.	
#6 Update on EPA Project		D. Deacon said the project team is working on an article for publication for Academic Medicine based on Surgery data from last year. Applications have been submitted for funding to input data, and she will bring back a report to the Committee after data crunch. They are also working on a power point presentation for CCME this year and can bring it back here.	
#7 Business Arising		M. Turpin had questions regarding scheduled reassessment as it seems like reassessments are far away from the original assessment and too close to their next exam. E. Winter said the class rep is trying to get the date changed and will have results ready for tomorrow for those who have to reassess. G. Vidyasankar said this is probably due to the additional block in Phase 3 this year and wondered if it's too many. D. McKay said he will talk to J. Ramlackhansingh, UGME Curriculum Manager, to try to shift dates to help with the timing of this interval and report back to the Committee	ACTION: D. McKay to talk with J. Ramlackhansingh to see if there was any way to shift the assessment/reassessment dates for Phase 2 and 3 and report back to the Committee.

The meeting adjourned at 1733h, and the next meeting is scheduled to take place on February 22, 2017.