

Student Assessment Sub-Committee		DATE	October 25, 2017
		ROOM	PDCS Room 4
<b>CHAIR</b>	Dr. Vernon Curran, Chair		
<b>MEMBERS: 2017 - 2018</b>	<p><i>Voting members:</i>  <i>Dr. Pam Pike, Phase 1 Assessment Lead</i>  <i>Dr. Mike Hogan, Phase 2 Assessment Lead</i>  <i>Dr. Gokul Vidyasankar, Phase 3 Assessment Lead</i>  <i>Dr. Tom Laughlin, Phase 4 Assessment Lead</i>  <i>Ms. Mais Nuaaman, Phase 1-3 Student</i>  <i>Mr. Mackenzie Turpin, Phase 4 Student</i>  <i>Dr. Samantha Woodrow, PARNL Resident</i>  <i>Dr. Craig Moore, Member-at-Large</i>  <i>Dr. Maisam Najafizada, Member-at-Large</i></p> <p><i>Ex officio (non-voting) members:</i>  <i>Dr. Donald W. McKay, Associate Dean, UGME</i>  <i>Dr. Sean Murphy, Chair, UGMS Committee</i>  <i>Ms. Gerona McGrath, PESC</i>  <i>Ms. Diana Deacon, Educational Specialist, Assessment</i>  <i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i>  <i>Ms. Elas Winter, Support Staff, UGME</i>  <i>Ms. Carol Vokey, Support Staff, UGME</i></p>		
<b>PARTICIPANTS</b>	V. Curran, P. Pike, G. Vidyasankar, T. Laughlin, M. Nuaaman, S. Woodrow, M. Najafizada, D. McKay, G. McGrath, D. Deacon, S. Pennell		
<b>RECORDING SECRETARY</b>	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
<b>INVITED GUEST</b>			
<b>REGRETS</b>	M. Hogan, M. Turpin, C. Moore, S. Murphy		
<b>MINUTES</b>			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 1610h.	T. Laughlin will confirm with N. Duggan who will be representing Phase 4 at these meetings.	<b>ACTION: T. Laughlin will confirm with N. Duggan regarding who will represent Phase 4 at SAS.</b>
#1 REVIEW & APPROVAL OF MINUTES	a) Approval of September 27, 2017 minutes.	The minutes of the September 27, 2017 minutes were reviewed.  It was <b>MOVED</b> by M. Nuaaman and <b>SECONDED</b> by M. Najafizada to approve the September 27, 2017 minutes as presented.	<b>ACTION: M. Nuaaman moved and M. Najafizada seconded the approval of the September 27, 2017 minutes. Motion</b>

	<p>b) Follow-up on ACTION items from September 27, 2017 meeting.</p> <p>i.) Evaluation of T-Res 2 Clinic e-card app and process.</p>	<p>All were in favour, and the <b>MOTION CARRIED.</b></p> <p>i. <u>Evaluation of T-Res 2 Clinic e-card app and process</u>: A small committee has been put in place to oversee the new clinic card app and they met this week. D. McKay has signed a letter granting N. Duggan access to necessary data.</p> <p>ii. <u>Professionalism essay rubric</u>: D. McKay to send email to faculty regarding using rubrics. C. Vokey to remind him.</p>	<p>carried.</p> <p><b>ACTION: C. Vokey to remind D. McKay to send email to faculty regarding use of rubrics.</b></p>
<p>#2 PHASE 1 – 4 ASSESSMENT UPDATES (Assessment Working Group Leads</p>	<p>a) Revision of Phase 3 assessment plan (G. Vidyasankar)</p>	<p>P. Pike said they have an exam this week.</p> <p>D. Deacon updated that Phase 2 is working on the Class of 2021 assessment plans and they should be ready for next SAS meeting.</p> <p>G. Vidyasankar said they have had their second exam, and things are going well. He initiated discussion on revision of Phase 3 assessment plan. He has spoken with D. Deacon regarding this and found that changes can be made to assessment plans if everyone is in agreement as long as students are not being disadvantaged.</p> <p>T. Laughlin updated on the following:</p> <ul style="list-style-type: none"> <li>- Clinic card app seems to be working well for both faculty and students</li> <li>- D. McKay and T. Laughlin met with M. Blayney in Moncton regarding the LIC a couple of weeks ago and he had some suggestions such as having students immersed for the first month in Family Medicine and the 9 month student review could be the time to review objectives.</li> <li>- D. McKay explained how T. Laughlin has found a way to align required clinical learning experiences with EPA's and how this can be used to customize assessment.</li> </ul>	
<p>#3 STUDENT MATTERS</p>		<p>M. Nuaaman brought forward the following student concerns:</p> <ul style="list-style-type: none"> <li>- As recently discussed in the Phase 3 meeting as well as PESC, a Clinical Epidemiology assignment in Phase 3 did not reflect lecture material or cover stated objectives. She explained how they obtained feedback through an informal poll, and D. McKay cautioned this process as it was not done in a collegial fashion, and faculty had no input into questions asked. He said there are other measures in place to bring issues forward and it is important to work together to correct them. G. McGrath said, from the PESC perspective, they</li> </ul>	<p><b>ACTION: G. Vidyasankar and J. Gill will review the Epidemiology assignment and objectives and report back to SAS. G. McGrath will inform J. Gill of process and will add item to PESC agenda if necessary.</b></p>

		<p>understand that course evaluations won't come out until May, and they want to work with the students through the appropriate channels and address this issue as soon as possible. D. McKay said we need to agree on and develop a mechanism for rapid response together. G. Vidyasankar said he can see D. McKay's concern and suggested someone should talk to the instructor. G. Vidyasankar and J. Gill will review assignment and objectives, and G. McGrath will let J. Gill know what the next step is.</p> <p>- Discomfort regarding Peer Assessment question, "Would you feel comfortable referring your family members to this person in the future?" V. Curran said the scale has been validated, and it was decided to let the pilot run its course with comprehensive evaluation at the end.</p> <p>- As per M. Turpin, Phase 4 students are concerned with how long it takes for NBME grades to be posted and asked if the grades could be released earlier. D. McKay said national standard says grades should be released within 6 weeks, and D. Deacon will bring to Phase 4 Committee for discussion.</p> <p>- Student frustration over T-Res app for clinic cards and the quality of narrative feedback they are receiving as well as how it will impact their MSPR's. Is it possible to send out the T-Res survey sooner? D. Deacon said they are applying for ethics approval and didn't plan on sending out the survey until March/April. S. Pennell said the app does prompt preceptors to complete assessments. D. Deacon is also working on a two-page teaching tip for faculty on how to use the app effectively. D. McKay suggested we need to determine the precise nature of the problem before we try to fix it. T. Laughlin said the "Characteristics of a Good Clinic Card" should help. M. Nuaaman will relay to M. Turpin.</p>	<p><b>ACTION: D. Deacon will bring student concern of how long it takes to receive NBME grades to the Phase 4 Committee for discussion.</b></p> <p><b>ACTION: M. Nuaaman will relay results of discussion on T-Res app to M. Turpin.</b></p>
<p>#4 Formative/ Summative Assessment Monitoring/ Evaluation (D. Deacon)</p>	<p>a) Phase 1 and 3 Exam Blueprints</p> <p>b) Phase 1 Class of 2020 assessment report responses</p> <p>c) Phase 2 Class of 2020 assessment reports</p>	<p>a) D. Deacon reviewed the Phase 1 and 3 Exam Blueprints and said results were quite good.</p> <p>b) D. Deacon reviewed Phase 1 Class of 2020 assessment report responses from A. Pendergast. Responses were considered appropriate.</p> <p>c) D. Deacon reviewed Phase 2 Class of 2020 assessment report and said the statistics are generally good with main comments around assessment overload in Phase 2. M. Nuaaman questioned the number of students who passed the OSCE, and D. Deacon will check with Clinical Skills on this.</p>	<p><b>ACTION: D. Deacon will distribute reports to Phase Leads, with copies to Associate Dean and Phase Assessment Leads</b></p>

	<p>d) Phase 3 Class of 2019 assessment reports</p> <p>e) Phase 4 Class of 2018 assessment reports</p> <p>f) Assessment monitoring reports update</p>	<p>d) D. Deacon reviewed Phase 3 Class of 2019 assessment reports and said overall stats were good. G. Vidyasankar asked to see historic reports on the Hofstee in a summary table across the board, and D. Deacon said this can be done.</p> <p>e) D. Deacon reviewed Phase 4 Class of 2018 assessment reports and said most students were progressing as expected. Those students identified as having concerns were addressed. G. McGrath said PESC will be doing a curriculum review in the 5<sup>th</sup> year of the new curriculum which would be next summer.</p> <p>D. Deacon has received the responses from the graduate questionnaire and will review at next meeting.</p> <p>D. Deacon explained reports due to come to SAS with regards to monitoring:</p> <ul style="list-style-type: none"> <li>- report on student satisfaction with assessment on a 3-5 year trend from course evaluation surveys will be ready for discussion at November meeting</li> <li>- 3-5 year trend by course for the summative assessment marks with Hofstee for discussion at November meeting</li> <li>- LMCC Part I report for Class of 2017 for December meeting</li> <li>- NBME scores with 3-5 year trend for November meeting. D. McKay invited D. Deacon to participate in tomorrow's teleconference with the MCC regarding accreditation.</li> <li>- Phase 1-3 summative exam stats in monitoring</li> <li>- review of inventory of assessment instruments and tools for December meeting to look at rubrics being used that may require updating.</li> <li>- annual review of assessment monitoring from the UGME office is in progress and will be ready for November meeting.</li> </ul>	<p><b>ACTION: D. Deacon will check with Clinical Skills on the number of students who passed the OSCE.</b></p>
<p>#5 Progress testing (T. Laughlin)</p>		<p>T. Laughlin commented on the following:</p> <ul style="list-style-type: none"> <li>- <u>Progress testing</u>: met with MCC to discuss using their items and forms for progress testing, and a proposal was written requesting the MCC for use of their forms for free/low cost. They are still waiting for formal answer on how to proceed. They have created the deadline of end of December, and if they do not receive a positive response from the MCC, they will explore other options:</li> </ul>	

		<ol style="list-style-type: none"> <li>1. University of British Columbia is willing to share their materials for free.</li> <li>2. Provide the comprehensive NBME.</li> <li>3. Do what we're doing now which is the least acceptable option.</li> </ol> <p>He will keep us up to date on this issue.</p>	
#6 Periodic review (T. Laughlin)		Keep on agenda.	
#7 Assessment Continuum for Canada White Paper (T. Laughlin)		T. Laughlin has sent the White Paper from National Assessment Summit for Committee review.	
#8 Update on EPA Project		Deferred – ongoing.	
#9 Business Arising		No business arising.	

The meeting adjourned at 1745h, and the next meeting is scheduled to take place on November 29, 2017.