

Student Assessment Sub-Committee		DATE	September 27, 2017
		ROOM	PDCS Room 4
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2017 - 2018	<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></p>		
PARTICIPANTS	V. Curran, G. Vidyasankar, T. Laughlin, M. Nuaaman, M. Turpin, S. Woodrow, M. Najafizada, G. McGrath, D. Deacon, S. Pennell		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	J. Ramlackhansingh, Community Health PhD. student		
REGRETS	P. Pike, M. Hogan, C. Moore, D. McKay, S. Murphy		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 1605h.	<p>T. Laughlin has emailed N. Duggan (the new Phase 4 Assessment Lead) and will let the Committee know if she wants to be Phase 4 representative.</p> <p>Introductions were made for new Committee members. J. Ramlackhansingh (Community Health Ph.D. student) will be observing governance committee meetings to gather information for a project she's working on. She will only be taking handwritten notes and will not be identifying individuals. She stepped out for the Committee to discuss, and there were no issues. She thanked the Committee for agreeing to let her observe. V. Curran explained the pilot for peer</p>	ACTION: T. Laughlin will let the Committee know if N. Duggan will be replacing him as Phase 4 representative.

		assessment for Phases 1 and 3 (Phase 2 after Christmas) for J. Ramlackhansingh's information	
#1 REVIEW & APPROVAL OF MINUTES	<p>a) Approval of March 29, 2017 and April 26, 2017 minutes.</p> <p>b) Follow-up on ACTION items from March 29, 2017 meeting.</p>	<p>The minutes of the May 31, 2017 minutes were reviewed.</p> <p>It was MOVED by M. Turpin and SECONDED by G. Vidyasankar to approve the May 31, 2017 minutes as presented.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p> <p>i. <u>MED 6780 Community Engagement II assignment</u>: M. Najafizada said they have had meetings and content has been revised for clarification. There was some discussion on weighting and word limits.</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>iii. <u>Research curriculum ethics assignment</u>: D. Deacon said this has been rectified.</p> <p>iv. <u>Phase 3 Environmental Health assessment</u>: D. Deacon met with Drs. Sarkar, Hickey and Ramlackhansingh to discuss. Phase 3 doesn't include environmental health any longer so this is no longer an issue for them. There will be the same examination review process for questions on environmental health in the Phase 1 Community Engagement examination in hopes of catching problems early.</p> <p>v. <u>Roll-out and evaluation of T-Res 2 clinic e-card app</u>: S. Pennell said app rolled out about a month ago, and he has heard good things. D. Deacon presented student survey that will be sent in December or January to seek out helpful feedback and asked the Committee for suggestions. G. McGrath will send D. Deacon her comments on wording. T. Laughlin said his students had concerns regarding narrative feedback, and he has sent V. Curran and Phase 4 Committee a document on how to obtain the most helpful feedback. S. Pennell wondered if there was a way to evaluate the entire work flow, and D. Deacon said they will be working on that. V. Curran suggested having a focus group later in the year. D. Deacon asked the Committee to send her any suggestions.</p>	<p>ACTION: M. Turpin moved and G. Vidyasankar seconded the approval of the May 31, 2017 minutes. Motion carried.</p> <p>ACTION: D. McKay to send email to faculty regarding use of rubrics.</p> <p>ACTION: G. McGrath will send D. Deacon her comments on wording of Clinic Card student survey.</p>

		<p>vi. <u>Leadership module rubrics</u>: D. Deacon said leadership modules have been revised, first in Phase 3 has been done and they are working on the second. Dr. Maddalena is working with OPD and MESC staff to make assessments and rubrics specific to each module.</p> <p>vii. <u>Peer assessment implementation and evaluation</u>: V. Curran said this is rolling out as a pilot this year, and they will be evaluating it. M. Nuaaman said there are concerns and they need more direction on what is acceptable feedback. D. Deacon said this will be explained in a session and asked the Committee to send her any feedback.</p>	
#2 Request from graduate student to attend SAS meeting as observer	J. Ramlackhansingh - guest	Covered above.	
#3 PHASE 1 – 4 ASSESSMENT UPDATES (Assessment Working Group Leads	<p>a) Phase 1</p> <p>b) Phase 2</p> <p>c) Phase 3</p> <p>d) Phase 4</p>	<p>a) Representative not present.</p> <p>b) Representative not present.</p> <p>c) G. Vidyasankar said they had their first exam this week, and things are going smoothly. He initiated discussion on faculty member having to credit a question as questions have to be submitted before lectures. S. Pennell suggested faculty members capturing lectures but time would have to be allocated for students to listen to them.</p> <p>d) T. Laughlin said N. Duggan is just getting started with taking over Phase 4 so there is no official report. They are focussing on roll-out of clinic card app which seems to be going fairly well, and they are working through challenges that arise.</p>	ACTION:
#4 STUDENT MATTERS		<p><u>Phase 1-3</u>: M. Nuaaman updated on concern regarding lack of feedback on Phase 2 Community Engagement essay which was worth 65% of the course. M. Najafizada said the Phase 2 Assessment Group is working on resolving this.</p> <p><u>Phase 4</u>: M. Turpin updated on logistics issues of rotations not being sufficiently explained, assessment-wise. D. Deacon said assessment plans are in the student handbook, and M. Turpin said they lack details and are outdated. D. Deacon will forward this to UGME and Clerkship APA's.</p>	ACTION: D. Deacon will forward concern regarding assessment plans to UGME and Clerkship APA's as discussed.

<p>#5 Formative/ Summative Assessment Monitoring/ Evaluation (D. Deacon)</p>	<p>a) Phase 2 Exam Blueprints b) Phase 4 Class of 2017 Assessment Report</p>	<p>a) D. Deacon reviewed the Phase 2 Exam Blueprints, and said they were quite good, overall. b) D. Deacon received response from Dr. Iqbal for Medicine 4750 Practice Continuum for Class of 2017. Assessment of independent modules rated very low, assessment plan is under review and expect to continue making changes as appropriate.</p>	
<p>#6 Progress testing (T. Laughlin)</p>		<p>T. Laughlin said he and D. McKay are working on this and will be meeting with MCC in the next week or so regarding the products they have available. The cheaper options do not provide enough feedback, and the option that provides the necessary feedback is quite expensive. More details at next meeting (keep on agenda).</p>	<p>ACTION: Keep “Progress testing” on agenda for discussion at next meeting.</p>
<p>#7 Periodic review (T. Laughlin)</p>		<p>T. Laughlin sent an example of a guide to periodic review produced by Family Medicine residents to use as a starting point as we work towards a better financial position as it is costly to do this for all students. He is presenting on this in Montreal in November, and he will bring feedback to Committee after that (keep on agenda).</p> <p>T. Laughlin asked to add Assessment Continuum Summit to next agenda as this has a huge bearing on future of assessment. He will send the white paper to D. Deacon for discussion at next meeting.</p>	<p>ACTION: T. Laughlin to bring back information on periodic review after his meeting in November.</p> <p>ACTION: Add “Assessment Continuum Summit” to next agenda for discussion. T. Laughlin to send white paper on this to D. Deacon.</p>
<p>#8 Update on EPA Project</p>		<p>D. Deacon said this is continuing, papers are being prepared on original EPA’s, ethics application is being submitted to continue research.</p>	
<p>#9 Business Arising</p>		<p>No business arising.</p>	

The meeting adjourned at 1726h, and the next meeting is scheduled to take place on October 25, 2017.