

Student Assessment Sub-Committee		DATE	December 23, 2015
		ROOM	PDCS Room 4
<b>CHAIR</b>	Dr. Vernon Curran, Chair		
<b>MEMBERS:</b>  <b>2015 - 2016</b>	<i>Dr. Victor Maddalena, Phase 1 Lead</i> <i>Dr. Lisa Kenny, Phase 2 Lead</i> <i>Dr. Joanne Hickey, Phase 3 Lead</i> <i>Dr. Katherine Stringer, Phase 4 Lead (Clerkship Coordinator)/ Dr. Norah Duggan, Acting for K. Stringer</i> <i>Dr. Amanda Pendergast, Phase 1 Assessment Lead</i> <i>Dr. Mike Hogan, Phase 2 Assessment/Co-Lead</i> <i>Dr. Barton Thiessen, Phase 2 Assessment Co-Lead</i> <i>Dr. Gokul Vidyasankar, Phase 3 Assessment Co-Lead</i> <i>Dr. Catherine Mah, Member-at-Large</i> <i>Dr. Jessica Downing, PARNL Representative</i> <i>Dr. Donald W. McKay, Associate Dean, UGME</i> <i>Dr. Sean Murphy, Chair, UGMS Committee</i> <i>Ms. Diana Deacon, Educational Specialist (MESc)</i> <i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i> <i>Mr. Chris Harty, Phase 4 Student Representative</i> <i>Ms. Stephanie Power-MacDonald, Clerkship Student Representative</i> <i>Dr. Craig Moore, Member-at-Large</i> <i>Mr. Matthew Quann, Phase 1-3 Student Representative</i>		
<b>PARTICIPANTS</b>	Dr. V. Curran, Dr. N. Duggan, Dr. A. Pendergast, Ms. D. Deacon, Ms. G. McGrath, Dr. C. Moore, Dr. L. Kenny		
<b>RECORDING SECRETARY</b>	<b><i>(Minutes Taped) Transcribed by Carol Vokey</i></b>		
<b>INVITED GUEST</b>			
<b>REGRETS</b>	Dr. D. McKay, Dr. S. Murphy, Dr. M. Hogan, Dr. V. Maddalena, Dr. C. Mah, Dr. J. Downing, Dr. G. Vidyasankar, Dr. B. Thiessen, Mr. S. Pennell, Ms. S. Power-MacDonald, Mr. C. Harty, Mr. M. Quann		
<b>MINUTES</b>			
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME	The Chair convened the meeting at 4:05p.m.		
#1 REVIEW & APPROVAL OF MINUTES	<ul style="list-style-type: none"> <li>Item 1.a Review and Approval of November 25, 2015 Minutes</li> </ul>	Minutes for November 25, 2015 could not be approved as there were no students present. This will be deferred to January's meeting.	<b>ACTION: Approval of November 25, 2015 minutes deferred to January meeting.</b>

	<ul style="list-style-type: none"> <li>Item 1.b Follow-up on action items (D. Deacon)</li> </ul>	<p>i. <b>Assessment of Tutorials:</b> M. Hogan not present so this was tabled for next meeting.</p> <p>ii. <b>Historical mean scores of Rural Family Medicine examination:</b> D. Deacon looked at internal scores for the last four years and noted that Mean scores have been creeping up. N. Duggan said Calgary has developed a question-generating tool and has agreed to share this technology once our question bank has been built up. N. Duggan agreed that the exam needs to be tightened up a bit.</p> <p>iii. <b>Clinical Skills assessment plan:</b> V. Curran said this was to be presented at the December 16 UGMS but because he wasn't able to attend, UGMS tabled the item. V. Curran emailed D. Deacon and M. Goodridge for further clarification and then asked S. Murphy to add item to next UGMS.</p>	<p><b>ACTION: Tabled for next meeting.</b></p> <p><b>ACTION: D. Deacon to follow up with D. Stokes (HSIMS) regarding Family Medicine exam item analysis. If this is not in place, she is to come back with recommendations at next meeting.</b></p>
#2 Accreditation	ED-5A Assessment	V. Curran said we are now using the new accreditation standard 6.3 that follows CACMS standards. D. Deacon explained the status report required and that the UGME Office has asked SAS to start summarizing report regarding lifelong learning. Findings from the last accreditation visit emphasizes the issue of providing evidence of students being assessed on development. D. Deacon has started working on this status report.	<b>ACTION: D. Deacon will continue to work on this status report.</b>
#3 Phase 2 Class of 2019 Assessment Plans		<p>L. Kenney said assessment plans need to be refined before going to UGMS and she will highlight significant revisions and modifications for SAS. D. Deacon said the first addition to the plan is an online written Anatomy lab exam which is a new MCQ summative exam worth 4%. D. Deacon explained other revisions saying the Hofstee Method has been included as well as changes to ILS self-directed learning. After some discussion it was decided that SAS request using only MCQ format for all summative exams.</p> <p><b>New provisional pass mark of 80%:</b> D. Deacon to take back to M. Goodridge for further clarification.</p> <p><b>Formative assessment feedback:</b> Tutors to use comment cards for students in Clinical Skills where concerns are present. Need further clarification from M. Goodridge.</p>	<p><b>ACTION: D. Deacon to update via email on how long the Anatomy lab exam will be and how many items are included.</b></p> <p><b>ACTION: D. Deacon will ask M. Goodridge to attend next UGMS to provide clarification on the provisional pass mark as well as the formative assessment feedback.</b></p>

		<p><b>Special Project Changes:</b> Still missing rubric for Professionalism, and this is the only assignment that does not have a rubric. V. Curran to bring this to UGMS. There was some discussion on word length for assignments. D. Deacon to work on due dates.</p> <p><b>Community Engagement:</b> No change from last year</p>	<p><b>ACTION: V. Curran to inform UGMS that Professionalism doesn't have a rubric.</b></p> <p><b>ACTION: Recommendations to go to UGMS for approval.</b></p>
#4 Student Assessment Subcommittee Terms of Reference		V. Curran explained that the move from LCME to CACMS standards warrants the TOR being modified to reflect this change. Tabled for January meeting when students are present.	<b>ACTION: Keep on agenda for January meeting.</b>
#5 Assessment Procedures: % New on Reassessment Examinations		For reassessment at least 50% of the exams will be new items. D. Deacon and V. Curran recommend lowering to at least 40%. Tabled for discussion and decision at January meeting.	<b>ACTION: Keep on agenda for January meeting.</b>
#6 Grade Review Process		SCUGS would like their review of grades for all courses to find discrepancies to be given over to SAS and this will be added to SAS monitoring already in place. D. Deacon looking at best method of incorporation.	<b>ACTION: D. Deacon to research best method of adding this review into existing practice.</b>
#7 Phase 1, 2 & 3 Assessment Updates (Assessment Working Group Leads)		<p>A. Pendergast reported on Phase 1 as follows:</p> <ul style="list-style-type: none"> <li>• Last summative exam Friday and all students passed</li> <li>• Issues 1: AT QI session last week students wanted to see comments on assignments and the grading rubric. E. Winter said faculty didn't know to make comments and going forward they will be asked to do this. L. Kenny has had an issue with comments made by TA's when grading assignments.</li> <li>• Issue 2: QI Regarding Health Promotion assignment, students felt grades were inconsistent. A. Pendergast to send V. Curran email regarding this and G. McGrath will contribute data regarding raw comments.</li> <li>• MCQ Questions for Anatomy (addressed earlier)</li> <li>• Less than 15 % of students had a question correct in two of Phase 1 summative exams</li> <li>• A couple of lectures weren't on D2L until just prior to exam and students didn't have access to lecture notes. In future, questions should be posted for a specified amount of time in order to be included on an exam. A. Pendergast will send issues in an email to V.</li> </ul>	

		Curran.	
#8 Phase 4 Assessment Updates (N. Duggan)		<p>N. Duggan said:</p> <ul style="list-style-type: none"> <li>• In Phase 4 no formal review till 6 month mark (February)</li> <li>• New assessment process has been a struggle with more work for preceptors than anticipated. Preceptors are finding ITARS cumbersome because this assessment process requires qualitative feedback which is different than what they are used to. V. Curran and D. Deacon to attend a CDC meeting in the New Year to offer help. Development of an app that works with One45 is being looked at that will make the process easier. SAS needs to be able to evaluate the EPA system.</li> </ul>	<b>ACTION: D. Deacon and S. Pennell to attend CDC meeting in January regarding evaluation of assessment EPAs. D. Deacon will then update V. Curran.</b>
#9 Student Issues		No students present to report.	
#10 Formative/Summative Assessment Monitoring/Evaluation	<p>a) Reports from Education Specialist (D. Deacon)</p> <p>b) Phase 1 and # Exam Blueprints (D. Deacon)</p>	Tabled for next meeting.	<b>ACTION: Add to next agenda.</b>
#11 Update on EPA Project		Tabled for next meeting.	<b>ACTION: Add to next agenda.</b>
#12 Clinical Decision-Making Questions		Tabled for next meeting.	<b>ACTION: Add to next agenda.</b>
#13 Business Arising		Tabled for next meeting.	<b>ACTION: Add to next agenda.</b>