

Student Assessment Sub-Committee		DATE	June 24, 2015
		ROOM	PDCS Room 4
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2013 - 2014	<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)</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. Jatin Morkar, Phase 3 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, PAIRN 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 1-3 Student Representative</i> <i>Ms. Stephanie Power-MacDonald, Clerkship Student Representative</i>		
PARTICIPANTS	Dr. V. Curran, Dr. D. McKay, Dr. K. Stringer, Dr. M. Hogan, Dr. A. Pendergast, Dr. C. Mah, Dr. G. Vidyasankar, Dr. B. Thiessen, Ms. D. Deacon, Mr. S. Pennell, Ms. G. McGrath		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	Ellena, visiting faculty member from Shanghai, China		
REGRETS	Dr. J. Morkar, Dr. S. Murphy, Dr. J. Downing, Ms. S. Power-MacDonald		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 4:00 p.m.		
#1 REVIEW & APPROVAL OF MINUTES	<ul style="list-style-type: none"> • Items 1.a & b Approval of March 25 and April 29, 2015 Minutes 	<ul style="list-style-type: none"> • Minutes for March 25, 2015 were approved at this meeting. <ul style="list-style-type: none"> ➤ Moved by Dr. Stringer; Seconded by Dr. Hogan • Minutes for April 29, 2015 were approved at this meeting. <ul style="list-style-type: none"> ➤ Moved by Mr. Harty; Seconded by Dr. Hogan 	

	<ul style="list-style-type: none"> Item 1.c Follow-up on action items 	<ul style="list-style-type: none"> Summative Assessment Procedure for Phases 1-3 was brought to UGMS last week. V. Curran will update the Committee at a later date as to whether or not it was approved. Question Mark software issue: S. Pennell said some students not being credited with a correct answer was due to student error not a software issue. Phase 1-3 material not covered in Phase 3 was being tested in Phase 4: C. Harty said this will be addressed by K. Stinger when she speaks on Phase 4. Item statistics examples: D. Deacon shared examples to show how items are credited. Once approved, the procedures will be available for C. Harty to share with his colleagues. 	<p>ACTION: In progress.</p> <p>ACTION: Completed</p> <p>ACTION: Not yet completed.</p> <p>ACTION: D. Deacon will follow up with C. Harty once procedures are approved.</p>
#2 Accreditation		<ul style="list-style-type: none"> D. McKay said we have passed accreditation with 8 of the 131 compliance requirements requiring follow up. ED5A requires demonstration of advancement in the life-long learning component and this will have to be reported on in December 2016. This item is discussed again under #7b. and will be added to the agenda for the next meeting 	<p>ACTION: To be discussed further at September 2015 meeting.</p>
#3 Phase I, II & III Assessment Updates (Assessment WG Leads)	a. Phase I Assessment Plans, Class of 2019	<p>D. Deacon updated the Committee on changes such as:</p> <ul style="list-style-type: none"> Written assignments will only have to identify 3-4 of the Canmeds roles; length of assignments changed to number of words instead of pages and change to 200-600 word count. Weighting of exams will also be adjusted. 75% will remain until UGMS decides on recommendation. The only change in Clinical Skills is the date is specified as November 25th. Special projects methods mostly same with some to be confirmed. Dates to follow. Independent project block has no major changes, D. Deacon will confirm research question and annotated bibliography. Physician leadership certificate course names are updated. Course successful criteria have been changed 	<p>ACTION: A. Pendergast to report on progress of assessment plans at next meeting.</p>

		<ul style="list-style-type: none"> • Written Assessment Guidelines are decided upon by UGMS. V. Curran to ask UGMS for direction on guidelines. • Community Engagement no change unless with Eastern Health's input. • Ph. 1 Assessment Report: feedback from students regarding length and number of assignment. • A. Pendergast to review feedback and report back at next meeting. • S. Pennell said J. MacLean has been expressing concern about labs. S. Pennell to ask J. MacLean to email A. Pendergast with concerns. 	
	b. Phase 3 Assessment Plans, Class of 2018	<p>D. Deacon said changes include:</p> <ul style="list-style-type: none"> • the addition of Palliative Care, • minor changes in schedule with respect to instructional hours. • Clinical Skills - Section D is removed and there will be only one OSCE in April. • Special Projects will stay the same as all changes are not ready for this year. <p>G. Vidyasankar to review each assessment plan in detail along with Phase 3 assessment report which will not be ready until end of July. G. McGrath will forward assessment info to D. Deacon as soon as it's available.</p>	ACTION: G. Vidyasankar to review assessment plans and report to September meeting.
#4 Clerkship Assessment Updates (K. Stringer)	a. Phase 4 Assessment Plans, Class of 2017	<p>K. Stringer explained changes to assessment with the new Phase 4. These changes were discussed at length. Clerkship has approved the new plan, and K. Stringer asked for suggestions before the program will be discussed in the July UGMS meeting.</p> <p>S. Pennell said there are a lot of logistics to be worked out with regards to the online modules for the summative assessments.</p>	
#5 Student Issues		Tabled for discussion at next meeting	
#6 Formative/ Summative Assessment Monitoring/ Evaluation	a. Reports from Education Specialist (D. Deacon) - Core Clerkships	Tabled for discussion at next meeting	
	b. Responses to reports from Course	Tabled for discussion at next meeting	

	Chairs/Phase Leads (D. Deacon)		
	c. Quality Review of Assessment Tools/Instruments (D. Deacon)	Tabled for discussion at next meeting	
	d. Phase 2 and 3 Exam Blueprints (D. Deacon)	Tabled for discussion at next meeting	
#7 New Business	a. Strategic Plan for Assessment, 2015-2015 (V. Curran)	<ul style="list-style-type: none"> V. Curran said a recent change in the pass mark has caused a review of the methods used to determine pass standards for summative exams in Phases 1 to 3. Other medical schools have been contacted to determine the methods they are using and literature is being reviewed. There seems to be no “gold standard” on the preferred method. V. Curran and D. Deacon will compile a report to share with the Committee and when a recommendation is decided upon; the results will be presented to UGMS. 	ACTION: V. Curran and D. Deacon to compile report and distribute to committee for email approval prior to presentation to UGMS.
	b. Recommended Changes in ILS Self-Directed Learning Assignments (D. McKay)	<ul style="list-style-type: none"> D. McKay thanked all for their participation in the accreditation process. We have full accreditation, but we have to report on 8 standards with 2 of these standards having immediate implication for this Committee: one involves PESC phase reviews, and the other one, ED5A lifelong learning requirement, says we have to demonstrate advancement in student achievement in this area. ILS assignments are proof that students are being assessed in their lifelong learning skills and are actually advancing, but how do we assess? We will have to submit a report in December of 2016. This item to be added to the agenda for next meeting. 	
	c. Assessment of Tutorial Sessions (Phase 2 Representative)	Tabled for discussion at next meeting.	
# 8 Business Arising			
Adjournment		The meeting adjourned at 6:10 p.m.	