

Student Assessment Sub-Committee		DATE	September 16, 2015
		ROOM	PDCS Room 4
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2015 - 2016	<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, 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> <i>Dr. Craig Moore, Member-at-Large</i>		
PARTICIPANTS	Dr. V. Curran, Dr. D. McKay, Dr. N. Duggan, Dr. M. Hogan, Dr. G. Vidyasankar, Ms. D. Deacon, Mr. S. Pennell, Ms. S. Power-MacDonald (dial in), Ms. G. McGrath, Mr. C. Moore, Mr. A. Hickey		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	Mr. A. Hickey, programmer HSIMS		
REGRETS	Dr. S. Murphy, Dr. A. Pendergast, Dr. C. Mah, Dr. J. Downing, Dr. B. Thiessen, Mr. C. Harty, Dr. K. Stringer		
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 Review and Approval of June 24, 2015 Minutes 	<ul style="list-style-type: none"> Summative Assessment Procedure for Phases 1-3 (Hofstee Method) was approved by UGMS. 	ACTION: D. Deacon to follow-up with policy personnel re uploading to website.

		<ul style="list-style-type: none"> • Question Mark software issue: S. Pennell said some students not being credited with a correct answer was due to human 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>Minutes for June 25, 2015 were approved: ➤ Moved by M. Hogan; Seconded by G. Vidyasankar.</p>	<p>ACTION: Completed</p> <p>ACTION: Completed</p> <p>ACTION: Completed</p>
	<ul style="list-style-type: none"> • Item 1.b Follow-up on action items 	<ol style="list-style-type: none"> i. HSIMS application for Hofstee calculation: S. Pennell and A. Hickey demonstrated program they developed for using the Hofstee method. There was much discussion on the implication to students. It was agreed to make a recommendation to the UGMS Committee at their September 23rd meeting regarding exam rewriting for formative purposes only. ii. Summative Assessment Procedure for Phases 1-3 (Hofstee Method) was approved by UGMS. iii. ED-5A assessment: D. McKay explained CACMS DCI Standard 6.3 “Self-Directed Life Long Learning” which replaces ED-5A. For accreditation, a report is required in the fall of 2016 which shows the progression of student skill level. This Committee has to work on developing some way to document improvement both at the faculty level as well as the student level. In early October, Phase 2 students will be given questions on their development of self-directed learning skills and lifelong learning. 	<p>ACTION: Recommendation to “Notify students who fall into Hofstee range and give them the option to rewrite for formative purposes only without changing the original mark”.</p> <p>ACTION: D. Deacon to follow-up with policy personnel re uploading to website.</p> <p>ACTION: Continue to work on this.</p>

		<p>iv. Phase 1 Assessment Plans, Class of 2019: D. Deacon updated saying Phase 1 Assessment Plans were passed by UGMS, added to handbook, and linked to D2L.</p> <p>v. Phase 3 Assessment Plans, Class of 2018: G. Vidyasankar has no issues with the Phase 3 Assessment Plan. He noted there is an additional block, palliative care assessments were added, and he is happy with timeline. The proportion of the final grade allocated for each block exam is reflective of the hours of instruction. Information on the Hofstee Method has been shared with Phase 1 Class of 2019 students via V. Maddalena, and J. Hickey to share with Phase 3 Class of 2018. Class of 2018 are currently finishing Phase 2 and will not be affected until Phase 3. D. Deacon reviewed the latest updates to the plans and will send latest version to UGMS Committee.</p> <p>vi. Strategic Plan for Assessment, 2015-2016: Hofstee Method as already discussed.</p>	<p>ACTION: Complete</p> <p>ACTION: D. Deacon to follow up with J. Hickey to ensure the Hofstee Method explanation reaches the Phase 3 students. D. Deacon to send latest version of Assessment Plans to UGMS.</p> <p>ACTION: Complete</p>
#2 Review of Membership		<p>The list of voting committee members was reviewed as follows:</p> <ul style="list-style-type: none"> • Addition of Dr. Craig Moore, Biomedical Science, Member at Large • Dr. Catherine Mah, Community Health and Humanities Member-at-Large • Dr. Gokul Vidyasankar, Phase 3 Assessment Lead • Dr. Mike Hogan, Phase 2 Assessment Lead • Dr. Amanda Pendergast, Phase 1 Assessment Lead • Dr. Norah Duggan, Phase 4 Lead/Phase 4 Assessment Lead • Ms. Stephanie Power-MacDonald, Clerkship Student Representative • Mr. Chris Harty, Phase 4 Student Representative • Phase 1 to 3 Student Representative (to be elected by students) <p>Dr. Jatin Morkar has stepped down as Phase 3 Assessment Co-Lead. Dr. Vidyasankar is looking for a replacement.</p>	
#3 Accreditation		Covered 1.b) iii.	

#4 Phase I, II & III Assessment Updates (Assessment WG Leads)		G. Vidyasankar reported there are no issues at this point. D. Deacon quickly updated saying Phase 1 has started and Phase 2 is finishing up and the marks are to be ready at the beginning of October for the Promotions Committee meeting October 2.	ACTION: Completed. Will check back at the end of October for updates.
#5 Phase 4 Assessment Updates (N. Duggan)		<p>N. Duggan presented updates to Phase 4 Assessment. There was some discussion regarding the evaluation of the reliability of this assessment process. Other points include:</p> <ul style="list-style-type: none"> • Using a P2P-type booklet with carbon copy that lists all the Entrustable behaviours on the cover in which the preceptor gets a copy and the student gets a copy. A digital version is being looked at for future use. • All 6 rotations forms have been updated. • New forms for Anaesthesia and Emergency Medicine have been developed. • Data collection process from the disciplines for UGME is being developed. D. McKay to work with V. Curran, D. Deacon and G. McGrath on this. • Preceptors are becoming coaches instead of judges with ongoing faculty development. Short video presentations are being developed for faculty, and presentations will be made during upcoming site visit to New Brunswick. 	ACTION: D. McKay, V. Curran, D. Deacon and G. McGrath to consult on developing a data collection process. Continue faculty development for new assessment processes.
#6 Student Issues		S. Power-MacDonald presented concern regarding the Clerkship Review Course. D. McKay explained that MUN pays for students to write 1 of 3 MCC practice exams which only contain multiple choice questions and not the more challenging clinical decision making questions. Need to find a way to compile/access clinical decision making questions for MCC prep. There could be local people who write these questions, and the NBME may offer training. D. McKay to follow up.	ACTION: Keep on agenda. D. McKay to follow up.
#7 Formative/ Summative Assessment Monitoring/ Evaluation	a. Reports from Education Specialist (D. Deacon)	<ol style="list-style-type: none"> i. Phase 3 Class of 2017 Assessment Reports: reviewed and to be sent to Phase Leads for their review and response. ii. Phase 1 Class of 2018 Assessment Reports: reviewed and to be sent to Phase Leads for their review and response. 	ACTION: D. Deacon to send these Assessment Reports to Phase Leads for review and response.

	b. Responses to reports from Phase Leads (D. Deacon)	i. Phase 2 Class of 2017 Response: L. Kenny has signed off on all the reports and added feedback. Any necessary changes/updates have been made.	ACTION: Complete
	c. Quality Review of Assessment Tools/ Instruments	D. Deacon said there was nothing to report at this time.	
	d. Phase 2 and 3 Exam Blueprints (D. Deacon)	D. Deacon said they have been reviewed and the blueprint process is being followed.	ACTION: Complete
#8 New Business	a. Assessment of Tutorial Sessions (Phase 2 Representative)	No Phase 2 representative present to discuss. This item is to be added to the agenda for next meeting.	ACTION: Keep on agenda for next meeting.
#9 Business Arising		V. Curran said indicators the Committee follows for monitoring and evaluating of assessment have been distributed for information purposes and asked the members to advise if something should be added.	
Adjournment		The meeting adjourned at 6:00 p.m.	