

Student Assessment Sub-Committee Meeting Minutes

Date: January 25, 2012, Room 2862
Attendees: Dr. Vernon Curran (Chair), Dr. Weldon Bonnell, Dr. Barton Thiessen, Dr. James Valcour, Alison Pittman, Amanda Marsh, Diana Deacon.
UGME: Bernadette Furey (Action Items) and Chasity Buglar, (Minutes)
Apologies: Dr. Don McKay, Dr. Jason McCarthy, Steve Pennell, Elas Winter

Meeting opened at 4:10 pm

1. Review/Approval of Minutes

a. The minutes were reviewed and accepted.

Acceptance of minutes: Moved by Dr. Thiessen, seconded by Dr. Valcour. Passed.

b. Follow up on action

Assessment process in Year 1 and 2 Clinical Skills courses

- Needed feedback on the Conditional Pass category (remediation – promotions)
- Assess the “Black Bag” rural medicine experience
- Give advice on how to proceed

Cleaning test bank

- Ms. Winter will send copy of the question comparison report for BSMI to Dr. McKay
- Ms. Deacon to contact Dr. Harris re: test bank reviewed and sent to Chairs.

Assessment Oversight

- Ms. Deacon – MESC staff re: course evaluation and assessment reporting

Formative/Summative Assessment Monitoring/ Evaluation

- Ms. Marsh polled clerkship students re: timely formative feedback during rotation
- Ms. Deacon met Ms. Marshall re: creating draft of Formative Assessment Policy for review by SAC

Clerkship- ITERS. Feedback from students.

Ms. Marsh reported that while doing her Internal Medicine rotation she received a Mid-point and final evaluation on the same day. She stated that there was no such problem while completing Obs/Gyn and Surgery rotations. She reported that Medicine-Coordinator of Discipline met with 12 people and their preceptors to receive feedback at the mid-point. There was trouble receiving feedback from Emergency Medicine at mid-point. She said that it states

in the information packet re: mid-point evaluations and that it would be very beneficial to know if they need to improve, etc.

Ms. Marsh further explained that according to the class survey, there needs to be more direction given as to where to find evaluations. Dr. Bonnell asked if there is trouble/awareness of ITER process. Ms. Marsh responded that this information is written in the policy for ITERS summative/formative evaluation.

Dr. Curran voiced the need for feedback forms to be returned in a timely manner. He then suggested composing a memo to the Clerkship Chair (Dr. McCarthy) regarding feedback gaps in clerkship and the fact that students find one-on-one discussion with the Discipline Coordinator to work best; but not to name specific disciplines.

2. Formative/Summative Assessment Policy - Review (Ms. Deacon)

The Formative Assessment Policy update (Draft) was circulated and discussed. Ms. Deacon reported that some of the language has been changed. As well, the addition was made for students to receive mid-point feedback. The purpose was revised to increase positivity.

Action:

- Changes suggested to policy
- Ms. Deacon will change wording

Moved: Ms. A. Marsh, Seconded: Ms. A. Pittman, Approved.

3. Formative/Summative Assessment Monitoring/Evaluation

3a. Results of Course Evaluation surveys- Items pertaining to satisfaction with Preclerkship course assessment were circulated. Ms. Deacon explained that students are asked to rate two items using a Likert-type scale for formative and summative assessments:

1. The examination is consistent with course objectives.
2. The examination is consistent with course content.

The committee discussed the summary of feedback given by preclerkship. Ms. Deacon noted that there are no assessment questions in the course evaluation forms for Clinical Skills and that assessment in HELM refers to an essay assignment rather than to examinations. Feedback from students was generally favorable.

Dr. Curran introduced discussion around criteria that could be used to monitor and evaluate student satisfaction with course assessment as reflected in items on the PESC student evaluation forms. As an example, PESC uses mean score of < 3.5 as standard for course review. Should similar standard be introduced for assessment items? Dr. Curran posed the question what role do we play with monitoring evaluation assessments?

Action:

- SAC to consider how to use information effectively in terms of student satisfaction with courses and student assessment**
- SAC to consider sending out reminder to instructors re: question format for exams, etc.**

3b. Reports from Education Specialist (D.Deacon)

Ms. Deacon reviewed the draft summary report on preclerkship and clerkship assessment data from course evaluation surveys. Committee members discussed the format in terms of the questions asked in the PESC forms, especially for clerkship where not all forms of assessment listed are used. Ms. Deacon indicated that this might have to be on a rotation-by-rotation basis with reference to the course outlines as not all clerkships use the same measures. Changes in the forms themselves would have to be discussed with PESC.

Committee members expressed some concern about lack of narrative feedback (comments) from students. Amanda indicated that most students do not add comments about the evaluation questions unless something is very good or very bad. After some discussion, it was decided that it would be useful to get more direct feedback on assessment from the class representatives. They could gather information from the class based on a template and report to the SAS for each course.

Action:

- SAC to consider role of committee as to how we use comments from students from the course evaluation forms and these assessments to make improvements for future**
- Dr. Bonnell suggested one student in each discipline/class be nominated so only 8 people would be reps for completing the template and co-ordinate info and then report to D. Deacon**
- MESC to organize the template questions as to the info that they need and want back by way of feedback when students complete the forms**
- Flag items of concern on course evaluation form and notify course chair by memo suggesting use of exam blueprints, exam objectives and key principals for exams**
- Committee reviewed Pre-Clerkship so will review Clerkship at next meeting in February, 2012.**

Next meeting: Look at Clerkship. End of February, 2012.

Meeting adjourned at 5:40.