

Minutes / Action Items – Student Assessment Committee Meeting

MEETING	STUDENT ASSESSMENT COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	February 22 , 2012		
MEMBERS AS OF February 2012	Attendees: Dr. Vernon Curran, (Chair), Dr. Donald McKay, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Steve Pennell, Dr. Tanis Adey, Dr. Jason McCarthy, Dr. Sean Murphy, Ms. Diana Deacon Students: Ms. Alison Pittman, Ms. Amanda Marsh UGME Rep: Ms. Elas Winter, Ms. Bernadette Furey (Secretary – Minutes)		14
PARTICIPANTS	Attendees: Dr. Curran, Dr. McKay, Dr. Thiessen, Dr. Bonnell, Dr. Valcour, Dr. Pennell, Dr. Adey, Ms. Diana Deacon Students: Ms. A. Pittman, Ms. A. March. UGME Office: Ms. Elas Winter , Ms. B. Furey (Secretary).		12/14
REGRETS	Dr. McCarthy, Dr. Murphy.		2/14
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	V. Curran opened the meeting at 4:00 pm	<ul style="list-style-type: none"> • Call to Order • Quorum in Attendance 	
ADDITIONS TO THE AGENDA	Agenda	<ul style="list-style-type: none"> • No items were added to the Agenda. 	
REVIEW / APPROVAL OF MINUTES #1	Item 1.a Review / Approval of Minutes	<ul style="list-style-type: none"> • Minutes were approved with changes noted: <ul style="list-style-type: none"> ➢ Add under Regrets: Dr. T. Adey for January’s meeting ➢ Use table format for future record keeping of Minutes 	ACTION: <ul style="list-style-type: none"> • Secretary to make changes: <ul style="list-style-type: none"> - Add Dr. Adey’s name under Regrets ACTION: <ul style="list-style-type: none"> • Minutes Approved • Moved: Ms. Marsh • Seconded: Dr. Valcour
#1	Item 1.b	<ul style="list-style-type: none"> • ACTION Items from January’s Meeting: 	January’s Action items listed as

	Follow-up on ACTION Items	(See last page of these Minutes)	last page of Minutes.
NEW BUSINESS #2	Item 2 Formative Assessment Policy – Revisions by UGMS (Dr. Curran)	<ul style="list-style-type: none"> UGMS Committee has approved minor wording change to Formative Assessment policy to permit some flexibility in matching of formative assessment with summative assessment. 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Curran to distribute final policy to Committee members when approved by Policy committee.
#3	Item 3 Summative Assessment Policy – Revisions	<ul style="list-style-type: none"> Dr. Curran discussed issues with current Summative Assessment Policy, specifically pertaining to mandatory submission of Blueprints. Requests for Blueprints from Course/Subject Chairs in Preclerkship formally implemented starting September 2012. Templates prepared and workshop conducted for Course/Subject Chairs. There is no policy for Clerkship to complete blueprints. A template has been prepared for review by Clerkship Committee. To date, compliance has been problematic. Dr. McKay suggested wording needs to be changed so the policy works. The reality is that Chairs are not completing the blueprints. Revision of one minor clause needs to be made. Dr. McKay suggested that the Summative Assessment Policy be revised slightly to indicate that assessment blueprints would be <u>required</u> only for new courses or revised courses; blueprints are <u>suggested</u> for existing courses. Dr. McKay asked Committee to MOVE to change wording. 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Curran to complete changes and submit revisions to UGMS for approval.
#4 Item 4 Formative/	Item 4.a Results of Course Evaluation Surveys – Items pertaining	<ul style="list-style-type: none"> Dr. Curran raised discussion around role of Student Assessment Committee in monitoring student ratings of assessment on Course Evaluation Surveys conducted by Program Evaluation Subcommittee. Issues raised by Committee members: 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Curran to meet with Dr. Goodridge, Chair of PESC to discuss areas for

<p>Summative Assessment Monitoring / Evaluation</p>	<p>to satisfaction with Assessment (Preclerkship / Clerkship (Dr. Curran)</p>	<ul style="list-style-type: none"> • Specific role of Student Assessment Committee in relation to Program Evaluation Subcommittee and roles in course review when anomalies identified through monitoring and evaluation activities by both Committees • Specific monitoring indicators the Student Assessment Committee should be responsible for, e.g., monitoring final grades in courses, descriptive statistics associated with final grades • Program Evaluation Subcommittee’s role in monitoring items associated with student satisfaction with assessment • Subcommittee’s roles in intensive review of course components – including validity and reliability of assessments 	<p>collaboration and monitoring and evaluation priorities for both Subcommittees</p>
<p>#4</p>	<p>Item 4.b Reports from Education Specialist (D. Deacon)</p>	<ul style="list-style-type: none"> • Ms. Deacon discussed report “Student Assessment: Feedback from Students on Core Clerkship”. This report summarizes student satisfaction with assessment in Clerkship rotations. • Some data inaccuracy as some students reporting on assessment methods that are not included in clerkship rotations. Need to validate the report summary with overall assessment map for Clerkship and clean data. • Ms. Marsh stated that some students are completing forms and just numbering everything as a four (4) or another number because they have so many forms to complete. • Dr. Curran stated these summaries are important for the Student Subcommittee to be monitoring as PESC does not monitor items specific to assessment in the reviews that are conducted. • Dr. McKay asked Ms. Marsh how many forms students are seeing during rotation. Ms. Marsh stated approx 30 forms. Ms. Marsh stated the forms are repetitive and redundant. Dr. McKay suggested PESC needs to get the number of forms down to one form to reduce repetitiveness. The answers and data is not accurate when clerks are overwhelmed with forms. • Dr. McKay has formed a working group on Clerkship so need permission from this Committee to work on the template. On the Working Group Committee they have reps from PESC and Clerkship 	<p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Deacon will join Dr. McKay’s Working Group Committee to work further on template.

		<p>Committee but need someone from SAS to add to viewpoint. Committee agreed to give permission for Dr. McKay's Working Group to work on template. Ms. Deacon volunteered to represent SAS on Working Group Committee.</p>	
<p>OTHER BUSINESS #6</p>	<p>Item 6.a Research Study – Inter-Rater Reliability of Face-to-Face vs. Video-conferencing Clerkship OSCEs (Dr. Curran)</p>	<ul style="list-style-type: none"> • Dr. Curran indicated that Dr. Jason McCarthy and Dr. Don McKay had met with Diana Deacon, Amanda Clarke and himself to request a pilot study be planned and undertaken to evaluate the use of videoconferencing technology for conducting remote OSCEs. Dr. Curran had made contact with Dr. John Shik to initiate organization of this pilot study with OSCE in Medicine core clerkship rotation 	
<p>BUSINESS ARISING #7</p>	<p>Business Arising</p>	<ul style="list-style-type: none"> • Ms. Deacon discussed a special workshop being arranged with Medical Council of Canada on assessment. This will be by invitation only. The workshop will focus mainly on competency-based assessment and construction of higher order assessment questions. The date is to be set. MESC is coordinating this. Student Assessment Subcommittee members will be invited to participate. • 	<p>ACTION: Ms. Deacon to confirm workshop data and arrangements, confirm Committee member participation.</p>
<p>ADJOURNMENT #8</p>	<ul style="list-style-type: none"> • Item 8 	<ul style="list-style-type: none"> • Meeting adjourned at 5:45pm • Next Meeting date is March 28, 2012 	
<p>EMAIL ADDRESSES FEBRUARY- 12 MEETING</p>	<p>Bernadette ... collect all email addresses to email out minutes after Ms. Deacon and Dr. Curran reviews / changes DRAFT.</p> <p>deanne.williams@med.mun.ca; ugme.associatedean@med.mun.ca; ugme.secretary@med.mun.ca; Add: Dr. Bryan Curtis, Mr. Jason McCarthy, Ms. Diane Deacon</p>		

