

(Draft) Minutes / Action Items – Student Assessment Committee Meeting

MEETING	<i>STUDENT ASSESSMENT COMMITTEE MEETING MINUTES</i>		
CHAIR	DR. VERNON CURRAN		
DATE	March 28, 2012, Wednesday, Room 2767, 4:00pm		
MEMBERS AS OF February 2012	Attendees: Dr. Vernon Curran, Dr. Donald McKay, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Steve Pennell, Dr. Jason McCarthy, Dr. Tanis Adey, 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 (Chair), Dr. McKay, Dr. Thiessen, Dr. Bonnell, Dr. Valcour, Dr. Pennell, Ms. Diana Deacon UGME Office: Ms. Elas Winter, Ms. B. Furey (Secretary).		9/14
REGRETS	Dr. Adey, Dr. McCarthy, Dr. Murphy (Ex-Officio), Ms. A. Pittman (Student), Ms. A. March, (Student),		5/14
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> V. Curran opened the meeting at 4:05 pm 	<ul style="list-style-type: none"> Call to Order Quorum in Attendance 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> No items were added to the Agenda. 	
REVIEW / APPROVAL OF MINUTES #1	<ul style="list-style-type: none"> Item 1.a Review / Approval of Minutes 	<ul style="list-style-type: none"> Minutes were approved with changes noted: 	ACTION: Motion to Accept: Dr. Curran <ul style="list-style-type: none"> Moved: Ms. Marsh Seconded: Dr. Valcour Minutes Approved
#1	<ul style="list-style-type: none"> Item 1.b Follow-up on ACTION Items 	<ul style="list-style-type: none"> ACTION Items from February's Meeting: 	Review February's Action Items.

		<p>Reviewed Action Items Feb-12 Meeting:</p> <ul style="list-style-type: none"> - Item 2 - Dr. Curran distributed final Formative Assessment Policy with revisions to UGMS. It will then go to Policy Group for review/approval. - Item 3 -Dr. Curran completed changes to Summative Assessment Policy and submitted revisions to UGMS for approval - Item 4 a. - Dr. Curran met with Dr. Goodridge, Chair of PESC and discussed areas for collaboration and monitoring and evaluation priorities for both Sub-Committees. - Item 4 b. - Ms. Deacon will join Dr. McKay's Working Group Committee to work further on template for Reports from Education Specialist. Will update at April's meeting. - Item 6 a. – Status on pilot study with OSCE in Medicine core clerkship rotation. Project postponed. - Item # 7 - Ms. Deacon will confirm workshop data and arrangements, confirm Committee member participation. Will update at April's meeting. 	
<p>NEW BUSINESS #2 Summative Assessment</p>	<ul style="list-style-type: none"> • Item 2 Summative Assessment Policy – Revisions (Dr. Curran, Ms. Deacon) 	<ul style="list-style-type: none"> • Dr. Curran spoke about Summative Assessment Policy and the revisions. Policy has been forwarded to UGMS for approval and will then be reviewed by Policy group coordinated by Ms. Melody Marshall. 	<p>ACTION:</p> <ul style="list-style-type: none"> • Dr. Curran forwarded policy to UGMS. <p>ACTION:</p> <ul style="list-style-type: none"> • Any anomalies in reports will be forwarded to UGMS.
<p>#3 Formative / Summative Assessment Monitoring /</p>	<ul style="list-style-type: none"> • Item 3 a. Proposed Monitoring / Evaluation 	<ul style="list-style-type: none"> • Document distributed and reviewed titled "Proposed Monitoring/Evaluation Indicators". This document identified specific "assessment" indicators Student Assessment Committee would be monitoring/evaluating on an on-going basis. The indicators will complement the evaluation work of the Program Evaluation Subcommittee and also describes how concerns over assessment may 	<p>ACTION:</p> <ul style="list-style-type: none"> • Committee will introduce monitoring and evaluation of

<p>Evaluation</p>	<p>Indicators</p>	<p>be integrated within the existing course review process of PESC.</p> <ul style="list-style-type: none"> Ms. Deacon stated all grades are available so will have to run a report. Ms. Deacon can put in data in report that shows the past trends of exam stats, etc. Committee asked that mean, mode, median, standardized, anomalies, etc be included on report. Committee discussed the frequency of report being created. Pre-Clerkship as data occurs and Clerkship annually. For clerkship, will bring report to Committee once/year after Core rotations finish in the fall. Ms. Deacon will present an initial report on clerkship at May meeting. Committee will review data and if any anomalies are seen will notify PESC to consider in course review process. 	<p>recommended indicators immediately. Committee will introduce liaison processes with PESC immediately.</p> <ul style="list-style-type: none"> Ms. Deacon to coordinate data collection and reporting on recommended indicators. Ms. Deacon to present initial summative grades summary at May 2012 meeting for review.
	<ul style="list-style-type: none"> Item 3 b. Reports from Education Specialist (D. Deacon) 	<ul style="list-style-type: none"> Ms. Deacon discussed reports <ul style="list-style-type: none"> No major issues with current courses. 	
<p>#4 Mini-CEX and Multisource Feedback Assessment</p>	<ul style="list-style-type: none"> Item 4 Mini-CEX and Multisource Feedback Assessment Methods in Undergraduate Curriculum 	<ul style="list-style-type: none"> Ms. Deacon discussed Mini-CEX and multisource feedback assessment methods in undergraduate curriculum. Ms. Deacon introduced document titled "Assessment Plan for Core Clerkship Rotations". This report was authored by a special ad-hoc working group in 2010. Ms. Deacon was a member. Ms. Deacon presented an overview of Mini-CEX and Multisource Feedback methods as described in the report. Currently there is minimal usage and application of these performance-based methods in the clerkship curriculum. The main action that came out of the group was the creation of Summative ITERS in 2011. 	<p>ACTION:</p>
<p>BUSINESS ARISING</p>	<ul style="list-style-type: none"> Business Arising 	<ul style="list-style-type: none"> NBME Exam verses students' opinions on same were discussed. Student Assessment Committee is available to assist Clerkship Committee with policy development in the area of summative 	<p>ACTION:</p>

#5		assessment.	
ADJOURNMENT #6	<ul style="list-style-type: none">Item 8	<ul style="list-style-type: none">Meeting adjourned at 5:35pmNext Meeting date is April 25, 2012.	

APPENDIX

Student Assessment Subcommittee

Assessment Monitoring Indicators

1. Student satisfaction with assessment in pre-clerkship and clerkship
 - Summarized from course evaluation surveys
 - 3 – 5 year trends
 - Anomalies reported to Program Evaluation Subcommittee
2. Canadian Graduate Questionnaire
 - Graduate reports on assessment experiences
 - Anomalies reported to Undergraduate Medical Studies Committee
3. Summative Assessment Marks
 - 3 – 5 year trends
 - Review of Descriptive Statistics (e.g., frequency distribution of scores - mean, mode, median, SD)
 - Inspection of distribution and skewness (e.g., skewness indicator of difficulty of assessment)
 - Anomalies reported to Program Evaluation Subcommittee
 - Course/Clerkship Chairs asked to report on significant increases/decreases in overall average grade where anomalies are observed

Assessment Evaluation Indicators

1. Item Analysis and Point bi-serial Correlation Coefficient
2. Assessment Maps
 - Annual review of assessment methods and proportion of final grade
3. Assessment Blueprints
 - Annual review of blueprints – new courses and/or courses with major curricular revisions