

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

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| MEETING | STUDENT ASSESSMENT COMMITTEE MEETING MINUTES | | |
| CHAIR | DR. VERNON CURRAN | | |
| DATE | April 25, 2012, Wednesday, Room 2860, 4:00pm -5:35pm | | |
| 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. Adey, Ms. Diana Deacon (6 voting) UGME Office: Ms. Elas Winter, Ms. B. Furey (Secretary). Guest: Dr. Maria Goodridge, Chair of Clinical Skills | | 8/14 |
| REGRETS | Dr. Valcour, Dr. Pennell, Dr. McCarthy, Dr. Murphy (Ex-Officio), Ms. A. Pittman (Student), Ms. A. March, (Student) | | 6/14 |
| AGENDA | ITEM | DISCUSSION | ACTION |
| WELCOME / MEETING START TIME | <ul style="list-style-type: none"> V. Curran opened meeting 4:00 pm | <ul style="list-style-type: none"> Call to Order Quorum was not in Attendance | ACTION: <ul style="list-style-type: none"> B. Furey to change numbering of Agenda to accommodate guest as Item #1. Email out past Minutes. |
| Guest Speaker Item #1 | <ul style="list-style-type: none"> Dr. Maria Goodridge Item #1 Clinical Skills Assessment Changes | <ul style="list-style-type: none"> Guest, Dr. Maria Goodridge, spoke as Chair of Clinical Skills at start of Meeting: <ul style="list-style-type: none"> Clinical Skills II Assessment was discussed. Changes proposed by Dr. Goodridge circulated for review and feedback from SAS. Discussion points: <ol style="list-style-type: none"> Dr. Bonnell asked if existing grade decisions and decisions under the revised procedure have been compared. Dr. Goodridge will complete this. Effect of changes on promotion: <ul style="list-style-type: none"> reviewed pertinent section of promotions policy, which states that a borderline grade in CSII will | ACTION: <ol style="list-style-type: none"> Review use of numbers in component scores Review both CS I and II to make consistent Ms. Deacon will complete an environmental scan of clinical skills grading schemes in other schools for presentation at May 2012 SAS meeting. |

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| | | <p>automatically trigger consideration by the promotions committee</p> <ul style="list-style-type: none"> - consensus that this is reasonable given importance of clinical skills for success in clerkship - considerable discussion about need to rework the range between pass outstanding, pass, borderline. | |
| ADDITIONS TO THE AGENDA | <ul style="list-style-type: none"> • Agenda | <ul style="list-style-type: none"> • Item was added to the Agenda: Accreditation standard ED-32 under Business Arising. | |
| REVIEW / APPROVAL OF MINUTES #2 a. | <ul style="list-style-type: none"> • Item #2.a Review / Approval of Minutes | <ul style="list-style-type: none"> • Minutes from March 28, 2012 will be emailed out to committee for approval as quorum not in attendance. | <p>ACTION:</p> <p>B. Furey will email out March 28th Minutes to Committee.</p> |
| #2 b. | <ul style="list-style-type: none"> • Item #2.b Follow-up on ACTION Items | <ul style="list-style-type: none"> • ACTION Items from March's Meeting: Reviewed Action Items: <ul style="list-style-type: none"> - Item 2 – RE: Summative Assessment Policy – Revisions: Dr. Curran forwarded policy to UGMS for review. - Item 3 –RE: Proposed Monitoring / Evaluation: <ul style="list-style-type: none"> ○ Committee will introduce monitoring and evaluation of recommended indicators immediately. Committee will introduce liaison processes with PESC immediately. | <p>Review of last meetings' Action Items.</p> <p>ACTION:</p> <ul style="list-style-type: none"> i. Ms. Deacon to coordinate data collection and reporting on recommended indicators ii. Ms. Deacon to present initial summative grades summary at May 2012 meeting for review. |
| #3 | <ul style="list-style-type: none"> • Item #3 MCC Assessment Workshop Update | <ul style="list-style-type: none"> • Dr. Curran spoke about MCC Assessment Workshop Update <ul style="list-style-type: none"> - Ms. Deacon reported that Dr. Eric Holmboe has agreed to provide a six (6) hour workshop covering newer assessment tools, with more specific training in assessment of clinical competency for formative and summative decision-making at clerkship and residency levels. His available dates are: <ul style="list-style-type: none"> - Thursday, September 6th - Monday, September 24 (preferred date) or | <p>ACTION:</p> <p>Ms. Deacon will notify that Monday, September 24 has been approved for the workshop, and will follow up with MCC and SAS regarding further details and</p> |

| - Tuesday, September 25 | | | logistics. |
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| #4 Formative / Summative Assessment Monitoring / Evaluation | <ul style="list-style-type: none"> • Item 4 Summative Grades Review | <ul style="list-style-type: none"> • Ms. Deacon reported that the process of gathering and analyzing historical data on student grades is progressing appropriately and will be ready to report to SAS at May meeting. | <p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Deacon to continue data collection and reporting. • Ms. Deacon will give update at May's meeting. |
| # 5 | <ul style="list-style-type: none"> • Item 5 Formative / Summative Assessment Monitoring / Evaluation | <ul style="list-style-type: none"> • Ms. Deacon reviewed the assessment reports circulated to the committee by email prior to the meeting. <ul style="list-style-type: none"> - Discussion took place on the need for more information on the relationship between number of exam items and reliability coefficients in order to interpret reliability | <p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Deacon to include results of MCC practice examination completed by students this year in the summative grade review report. • Dr. McKay to email results from April 2012 to Ms. Deacon. |
| BUSINESS ARISING #6 | <ul style="list-style-type: none"> • Item #6 Business Arising | <ul style="list-style-type: none"> • Ms. Deacon discussed Accreditation standard ED-32 <ul style="list-style-type: none"> - The standard needs to be monitored and included in policy - Ms. Melody Marshall is checking the standards - Committee discussed additions to the policies. | <p>ACTION:</p> <ul style="list-style-type: none"> • Ms. Deacon to draft appropriate additions to summative and formative assessment policies for review at May 2012 SAS meeting. |
| ADJOURNMENT #7 | <ul style="list-style-type: none"> • Item 7 | <ul style="list-style-type: none"> • Meeting adjourned at 5:35pm • Next Meeting date is May 23, 2012. | |