

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

<b>MEETING</b>	<b>STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES</b>		
<b>CHAIR</b>	DR. VERNON CURRAN		
<b>DATE</b>	May 23, 2012, Wednesday, Room 2862, 4:00pm -5:30pm		
<b>MEMBERS AS OF February 2012</b>	Attendees: Dr. Vernon Curran, Dr. Donald McKay, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Mr. 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
<b>PARTICIPANTS</b>	<b>Attendees:</b> Dr. Curran (Chair), Dr. McKay, Dr. J. Valcour, Dr. Bonnell, Ms. Diana Deacon, Mr. Steve Pennell <b>UGME Office:</b> Ms. Elas Winter, Ms. B. Furey (Secretary). <b>GUEST:</b> Dr. Maria Goodridge		8/14
<b>REGRETS</b>	Dr. Thiessen, Dr. Adey, Dr. McCarthy, Dr. Murphy (Ex-Officio), Ms. A. Pittman (Student), Ms. A. Marsh, (Student)		6/14
<b>AGENDA</b>	<b>ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> <li>V. Curran opened meeting 4:00 pm</li> </ul>	<ul style="list-style-type: none"> <li>Call to Order</li> <li>Quorum was not in Attendance</li> </ul>	<b>ACTION:</b> <ul style="list-style-type: none"> <li>B. Furey to change numbering of Agenda to accommodate guest as Item #1.</li> <li>B. Furey to email out March 28<sup>th</sup> Minutes again (no response from email)</li> <li>B. Furey to email out April 25<sup>th</sup> Minutes for approval.</li> </ul>
Guest Speaker Item #1	<ul style="list-style-type: none"> <li>Item #1 Clinical Skills Assessment Changes  Dr. Maria Goodridge, Guest</li> </ul>	<ul style="list-style-type: none"> <li>Guest, Dr. Maria Goodridge, spoke as Chair of Clinical Skills at start of Meeting:                             <ul style="list-style-type: none"> <li>Clinical Skills II Assessment was discussed. Changes proposed by Dr. Goodridge circulated for review and feedback from SAS.</li> <li>Dr. Goodridge explained hand out :                                     <ul style="list-style-type: none"> <li>Med I Clinical Skills pass / fail criteria</li> </ul> </li> <li>Discussion points:                                     <ul style="list-style-type: none"> <li>TIERS of Clinical Skills / Assessments</li> <li>Discussed what makes a pass or fail (borderline, unacceptable, competent, unacceptable, evaluation</li> </ul> </li> </ul> </li> </ul>	<b>ACTION:</b> <ul style="list-style-type: none"> <li>B. Furey to book meeting between Dr. M. Goodridge, Dr. McKay, and Dr. V. Curran ASAP.</li> </ul> <p>Motion was made to move forward with document with changes suggested.</p>

		<p>interview)</p> <ul style="list-style-type: none"> <li>➤ Dr. Goodridge explained hand out :             <ul style="list-style-type: none"> <li>○ Med II Clinical Skills pass / fail criteria</li> </ul> </li> <li>- Discussion points:             <ul style="list-style-type: none"> <li>- TIERS of Clinical Skills / Assessments</li> <li>- Discussed Med II and TIERS verses grades</li> <li>- Discussed pass or fail for Med II (how many borderlines, unacceptable, competent, unacceptable, evaluation interview)</li> </ul> </li> <li>➤ Committee reviewed changes in light of Promotions policy to ensure policies were aligned.</li> <li>➤ Changes recommended by Committee included:             <ul style="list-style-type: none"> <li>○ wording... "Please refer to document 'Promotion Policy'"</li> <li>○ TIER section needed wording changes</li> <li>○ Med II clinical needed changes under Pass Outstanding section, "routinely exceeds expectations in four or more evaluations and competent in all other evaluations".</li> <li>○ "Conditional Pass" has been removed from Med I and II.</li> <li>○ wording change to Med II under Help recommended section where unacceptable used to mean fail and developing used to mean borderline.</li> <li>○ wording change to Med II Clinical Skills pass / fail criteria to read as follows under "Fail". Before bullets use word "examples" and use wording "including but not limited to".</li> </ul> </li> </ul>	<p><b>Moved: Dr. Valcour</b>  <b>Seconded: Dr. Bonnell</b></p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Committee to suggest changes to summative document and email Dr. M. Goodridge.</b></li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Curran to send email requesting suggested changes to the pass / fail clinical skills document to <u>ALL VOTING MEMBERS</u>.</b></li> </ul>
<p>... continuation of Meeting</p>			
<p>ADDITIONS TO THE AGENDA</p>	<ul style="list-style-type: none"> <li>• Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda approved.</li> </ul>	
<p>REVIEW / APPROVAL OF MINUTES</p>	<ul style="list-style-type: none"> <li>• Item #2.a Review / Approval of</li> </ul>	<ul style="list-style-type: none"> <li>• Minutes from March 28, 2012 will be emailed out to committee for approval as quorum not in attendance.</li> </ul>	<p><b>ACTION:</b></p> <p><b>B. Furey will email out April 25<sup>th</sup>'s Minutes to Committee for approval.</b></p>

<p>#2 a.</p>	<p>Minutes</p>	<ul style="list-style-type: none"> <li>• Dr. Curran will follow-up with UGMS Chair to request remaining positions on Committee be filled. This should help with achieving quorum at meetings and enabling committee business.</li> </ul>	<p><b>Quorum not in attendance.</b></p>
<p>#2 b.</p>	<ul style="list-style-type: none"> <li>• Item #2.b Follow-up on ACTION Items</li> </ul>	<ul style="list-style-type: none"> <li>• ACTION Items from April's Meeting: Reviewed Action Items:                             <ul style="list-style-type: none"> <li>➤ <b>Item # 2.a - Review / Approval of Minutes</b> <ul style="list-style-type: none"> <li>- B. Furey will email out March 28<sup>th</sup> Minutes to Committee for approval.</li> </ul> </li> <li>➤ <b>Item #3 - MCC Assessment Workshop Update</b> <ul style="list-style-type: none"> <li>- 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 logistics.</li> </ul> </li> <li>➤ <b>Item #4 - Summative Grades Review</b> <ul style="list-style-type: none"> <li>- Ms. Deacon to continue data collection and reporting.</li> <li>- Ms. Deacon will give update at next scheduled meeting.</li> </ul> </li> <li>➤ <b>Item # 5 - Formative / Summative Assessment Monitoring / Evaluation</b> <ul style="list-style-type: none"> <li>- Ms. Deacon to include results of MCC practice examination completed by students this year in the summative grade review report.</li> <li>- Dr. McKay to email results from April 2012 to Ms. Deacon.</li> </ul> </li> <li>➤ <b>Item #6 - Business Arising</b> <ul style="list-style-type: none"> <li>- Ms. Deacon to draft appropriate additions to summative and formative assessment policies for review at May 2012 SAS meeting.</li> </ul> </li> </ul> </li> <li>• Item #2.b – (a) Environmental Scan of Clinical Skills Assessment                             <ul style="list-style-type: none"> <li>➤ Ms. Deacon gave update of Environment Scan.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• ACTION Items from April's Meeting:                             <ul style="list-style-type: none"> <li>➤ <b>Item #2 a. - Action was completed. Minutes emailed out, however, there was no response from voting members.</b></li> </ul> </li> </ul>
<p>#2 b.</p>	<ul style="list-style-type: none"> <li>• Item #2.b Follow-up on ACTION Items</li> </ul>	<ul style="list-style-type: none"> <li>• Item #2.b – (a) Environmental Scan of Clinical Skills Assessment                             <ul style="list-style-type: none"> <li>➤ Ms. Deacon gave update of Environment Scan.</li> </ul> </li> </ul>	

	<p>#2.b. a) Environmental Scan of Clinical Skills Assessment  (D. Deacon)</p>		
<p>#2 b.</p>	<ul style="list-style-type: none"> <li>• Item #2.b Follow-up on ACTION Items</li> </ul> <p>#2.b. b) MCC workshop date  (D. Deacon)</p>	<ul style="list-style-type: none"> <li>• Item #2.b – (b) MCC workshop date             <ul style="list-style-type: none"> <li>➤ Ms. Deacon gave update on the workshop. Workshop has been confirmed with Dr. Eric Holmboe for Thursday, September 6, 2012.</li> <li>➤ Ms. Deacon discussed accreditation of workshop for MainPro and MainCert credits. A planning committee is needed as soon as possible. Referred to document “Planning Committee Role and Responsibility”</li> <li>➤ Points:                 <ul style="list-style-type: none"> <li>- Need a committee formed, application submitted by end of June</li> </ul> </li> </ul> </li> </ul>	
<p>#3 F/S Policy Revision</p>	<ul style="list-style-type: none"> <li>• Item #3 Formative / Summative Policy Revision (include ED-32)</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Curran discussed document “Suggested Inclusion of LMCC”</li> <li>• Dr. Curran requested vote on document.</li> </ul>	<p><b>ACTION:</b></p> <p><b>MOTION:</b></p> <ul style="list-style-type: none"> <li>• Dr. Curran requested vote on document (LMCC)</li> </ul> <p>Moved: Dr. Bonnell Seconded: Dr. J. Valcour</p>
<p>#4 Summative Review</p>	<ul style="list-style-type: none"> <li>• Item 4 Summative</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Deacon spoke on topic of “Summative Grades Historical Review” for Pre-Clerkship and Clerkship</li> </ul>	<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Ms. Deacon to continue data</li> </ul>

	<p>Grades Historical Review (Pre-Clerkship / Clerkship)</p>	<ul style="list-style-type: none"> <li>• Ms. Deacon presented document via PowerPoint.</li> <li>• Ms. Deacon explained course, subject, year, mean, median, mode, SD, etc. The process of gathering and analyzing historical data on student grades is progressing appropriately. Data will be compiled and presented twice / year, and collected from the APA's and from Ms. Winter – Assessments in UGME.</li> <li>• Dr. Valcour suggested as more data is collected over the next few years then data will reflect new question changes</li> <li>• Mr. Pennell explained that a system is being reviewed for purchase for exams and data. He asked Ms. Deacon to assist him in reviewing new system to ensure it will be what the Faculty of Medicine needs.</li> </ul>	<p><b>collection and reporting.</b></p> <ul style="list-style-type: none"> <li>• <b>Ms. Deacon will give update at next scheduled meeting.</b></li> </ul>
<p># 5</p>	<ul style="list-style-type: none"> <li>• Item 5 Formative / Summative Assessment Monitoring / Evaluation (D. Deacon)</li> </ul>	<ul style="list-style-type: none"> <li>• Item 5. a) Reports from Education Specialist (D. Deacon)</li> <li>• No assessment reports for this period.</li> </ul>	
<p>ADJOURNMENT #7</p>	<ul style="list-style-type: none"> <li>• Item 7</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 5:30pm</li> <li>• <b>Next Meeting date is</b> - <b>Wednesday, June 27, 2012 in H2862.</b></li> </ul>	