

Student Assessment Subcommittee

June 23, 2011

H2767

ATTENDEES: Dr. Vernon Curran (Chair)

Voting members: Dr. Barton Thiessen, Dr. Weldon Bonnell, Ms. Amanda Walsh

Ex-officio members: Ms. Diana Deacon, Mr. Steve Pennell, Dr. Bruce Sussex, Mr. George Beckett, Dr. Jason McCarthy

APOLOGIES: Voting members: Ms. Alison Pittman, Dr. James Valcour

Ex-officio members: Dr. Tanis Adey

MINUTES

Meeting opened at 4:00 p.m.

1. Review/Approval of Minutes

Reviewed and accepted with change in item 7. Business arising (One45 and invigilation regulations): Delete “and accepted the”

MOVED: Ms. Marsh, seconded Dr. Bonnell. Passed.

Note: Ms. Marsh reported that both student representatives will remain on the committee for the 2011-2012 academic year.

2. Policy Issues

a. Online examination invigilation policy (S. Pennell)

Steve indicated that policy development can be put on hold until HSIMS has the new exam system in place and running. PET renovations, technical work and pilot testing should be completed by Fall 2013. Mr. Beckett advised that we will need a supporting policy in place before any testing can be done.

Decisions:

1. Further discussion will be deferred until it is timely to do so.

MOTION: The Student Assessment Subcommittee recommends to UGMS and UGME that online examinations are not used until a reliable system is in place, with the exception of system testing.

MOVED: Dr. Bonnell, seconded Dr. Thiessen. Passed.

b. Examination Review – Section 3 (J. Valcour)

It was decided to postpone additional discussion to the September meeting so that Dr. Valcour could be present to speak to the issues.

3. Clerkship Assessment Policy Development (D. Deacon/J. McCarthy)

There is no formal policy for assessment in the clerkship program. Dr. McCarthy met with Ms. Deacon and discussed some elements that needed to be covered in such a policy. The policy should address consistency between rotations, be modeled after the existing pre-clerkship assessment policy, ensure validity and reliability of assessment, include policy around electives and selectives such as criteria for approval by Director and documentation of a clear approval process.

Decisions:

1. Dr. McCarthy, Dr. Curran and Ms. Deacon to meet on June 30, 2011 to discuss the process for going forward.
2. Ms. Deacon to follow up with Dr. Curtis regarding electives/selectives.
3. Draft policy for review at September meeting of SAS. Aim to have something ready to go forward by December 2011.

4. Pre-Clerkship/Clerkship Summative Exam Reports

a. 2010/2011 Summative Exam Report (D. Deacon)

Ms. Deacon presented a report document on oversight of the summative examinations for the academic year. There was regular review of exam scores, grading and student feedback on examinations. There are no major issues to report.

It was noted that a section of ISDII Women's Health (Virtual Patient) was graded based on the tutorials. The existing summative examination policy needs to be reviewed to accommodate other types of assessment such as this.

Decisions:

1. Review of exams and student feedback will be a standing item on the SAS agenda.
2. Continue discussion of quality control and oversight in clerkship and non-MCQ assessments in fall meetings.

b. Review of Letter to Course Chairs (D. Deacon)

Letter was reviewed. Add Course Chair [course] to CC: on letter. The letter will be ready to implement by September 2011.

MOTION: Letter to course chairs is accepted with revision above for implementation in the 2011-2012 academic year. **MOVED:** Ms. Walsh, seconded Dr. Thiessen. Passed.

5. Meeting with Pre-clerkship Committee (V. Curran/D. Deacon)

Dr. Curran reported on the SAS presentation to the Pre-clerkship Committee meeting. The purpose of this meeting was to describe the mandate of the SAS for Pre-clerkship members, review key elements of the Pre-clerkship assessment policy and notify members that aspects of the policy pertaining to implementation of blueprints will begin in Fall 2011 officially.

6. Review of Blueprint templates (D. Deacon)

Dr. Curran introduced the blueprint concept and discussed examples. A template will be developed for distribution to the course/subject chairs for their final examinations starting in the 2011-2012 academic year. Dr. Sussex stated that one question per contact hour was standard practice and suggested that the blueprint have clear instructions and guidelines for completion so it could be standardized. Mr. Pennell noted that Certification Enterprise has blueprinting capability and we should consult with Trent (PET/CE) in developing a template. Mr. Beckett suggested there be consultation with and testing of the template with faculty.

Decisions:

1. Dr. Curran and Ms. Deacon will draft a template in consultation with Dr. Sussex for presentation to the Pre-clerkship committee in September.

7. Online Examination System Update – PET/Certification Enterprise (S. Pennell)

Mr. Pennell presented an update on the implementation of the Certification Enterprise system. It will be the summer of 2012 before Certification Enterprise is fully implemented and a clean test item bank will be carried over into the new system. Dr. Beckett suggested that someone from PET provide a presentation of Certification Enterprise to the SAS.

Decisions:

- 1 Mr. Pennell will coordinate a special meeting of the SAS for fall 2012 for a webinar/presentation from Certification Enterprise. Ms. Winter will assist with arrangements.

8. Student Appeals of Assessment (V. Curran)

Dr. Tanis Adey (Associate Dean) forwarded student concerns to the Chair about a case in which the course syllabus/evaluation scheme online was different than the scheme presented in class. She also indicated a need for clarifying or adding to the summative assessment policy to deal with issues like this. Dr. Sussex has directed course/subject chairs to ensure that language in the marking scheme is precise and unambiguous. The student's appeal was accepted in this case as it was critical to passing the entire year.

9. Invigilation Regulations – Use of One45 for 2011/12 academic year (E. Winter)

Postponed to next meeting.

10. Business Arising

None

Meeting adjourned at 5:35 p.m.