

Student Assessment Sub-Committee Meeting Minutes

Date: October 26, 2011, Room 2862

Attendees: Dr. Vernon Curran (Chair), Dr. Weldon Bonnell, Dr. James Valcour, Steve Pennell, Alison Pittman, Diana Deacon, Elas Winter

Apologies: Dr Tanis Adey, Dr. McCarthy, Dr. Barton Thiessen, Amanda Marsh

Meeting opened at 4:05 pm

1. Review/Approval of Minutes

a. The minutes were reviewed and accepted.

Acceptance of minutes: Moved by Dr. Valcour, seconded by Ms. Pittman. Passed.

b. Follow up on action

Dr. Curran met with Dr. Maria Goodridge, Chair Clinical Skills course concerning assessment in the clinical skills course. Together with Diana Deacon they will discuss and review the assessment process used in the clinical skills course.

Elas Winter reported that NBME pass marks have been circulated to the disciplines.

Dr. Curran reported that discussion about exam security with the UGMS chair (Dr. Sean Murphy) will be brought forward to the UGMS committee as part of the review of the examination invigilation policy.

2. Presentation on PET/Certification Enterprise (S. Pennell/Trent Clarke)

Steve Pennell introduced the next version of the PET software called Certification Enterprise. A presentation was provided by Trent Clarke with the PET software company. This new version of the PET software would replace the current version used by the undergraduate medical education office and provide greater functionality for examination management, including greater capabilities for administering online examinations, scoring constructed responses and grade/candidate management. This new version can delineate security access at several levels and in several types (read-only, owner only, etc.). Other features include being able to select more than one question bank at a time to work with and copy information from bank to bank. All data is saved on a med server database and all platforms draw from the same database. Data from the existing PET will be brought over to the new server via a migration software. Steve is

working with Sharon Peters to design and customize with reference to new curriculum so that items can be linked to competencies, objectives, CanMEDS roles, etc. As to when the software would be available, Steve reported that cleaning up of old test bank would be the main factor in how quickly it can be implemented.

ACTION: Steve will set up a meeting with June Harris and Trent Clarke to see if there is a technological assist with the cleaning up of the existing bank.

ACTION: Steve has the assessment blueprints and will look at integrating them with the curriculum database.

3. Policy Issues

a. **Implementation of Summative Assessment Procedures for Pre-Clerkship**

Dr. Curran and Ms. Deacon presented a workshop to preclerkship subject/course chairs on the assessment blueprint process. There was a high level of participation in the workshop and overall positive response to the introduction of these new tools. Ms. Deacon will follow up with chairs as requested and needed to assist with blueprint completion. Mr. Pennell indicated that they would be building assessment monitoring capability into the Certification Enterprise program.

b. **Faculty development workshop on Exam Blueprints for Pre-Clerkship Course/Subject Chairs**

See above

ACTION: Ms. Deacon will follow up with preclerkship course/subject chairs as needed to assist with blueprint completion.

c. **Update on Clerkship Assessment Renewal/Policy Development**

Diana Deacon presented to clerkship committee on the use of an assessment blueprint template for planning assessment in each core clerkship rotation.

ACTION: The committee will follow up with Dr. McCarthy at the next or a future meeting on adoption of the assessment blueprint process by clerkship chairs.

4. Formative/Summative Assessment Monitoring/Evaluation

a. **Reports from Education Specialist (D. Deacon) –**

No new summative examinations reported since the September meeting.

b. Results of CGQ relevant to assessment (D. Deacon)

Diana presented a report of the 2010 CGQ results pertaining to assessment in summary form. In general the report was satisfactory in terms of how Memorial compared with other Canadian medical schools in the use of assessment. It was noted that Memorial graduates did report lower than average participation in OSCEs and formative assessments over the majority of core clerkship rotations in comparison to other Canadian medical school graduates. What could/should we do to facilitate use of these? Key areas are extending use of OSCEs and providing formative exercises to allow students to practice for the NBME exams. **ACTION:** Vernon will report to the UGMS committee the CGQ results have been reviewed by SAC and identify areas where assessment strategies in clerkship are lower than national standards.

5. Business Arising

None

Meeting adjourned at 5:30 pm