

Student Assessment Sub-Committee Minutes

Wednesday, June 28, 2023, 4:00 pm
via WebEx

Attendees (in alphabetical order): H. Coombs, S. Drodge, C. Langmead, P. Pike, S. Reid, T. Snelgrove, M. Wahl (acting Chair), K. Zipperlen

Guest: N. Fairbridge

Regrets (in alphabetical order): V. Curran, A. Gou, T. Hearn, R. Elliott, M. Najafizada, S. Pennell

Topic	Details	Action items and person responsible
Introduction and Welcome	M. Wahl welcomed the group.	Call to order at 4:05 pm
Agenda review - Review for COI - Confirmation of Agenda	No conflict of interest was declared and the agenda was approved.	
Review and approval of minutes.	<i>It was MOVED by T. Snelgrove and SECONDED by S. Reid to accept the minutes of the May 24, 2023 meeting as presented. All in favour and the MOTION PASSED.</i> The minutes from the April 26, 2023 meeting were approved via e-vote.	
1. Business arising		
1.1 Review of action items from May		
3.1 Communicating Exam Content with Learners See agenda item 3.1 below.		ACTION: Complete
1.2 OSCE Station Quality Review		
K. Zipperlen provided introduction to OSCE assessment and rationale for initiating quality review of stations. N. Fairbridge presented on how to measure the quality of the OSCE. The presented metrics are based on the AIMEE guide No. 49 by G. Pell et al. N. Fairbridge explained the metrics and presented data from current OSCE iterations. He outlined implications of not meeting metrics and examples of stations using current data. He also provided further recommendations and considerations for the committee. The committee discussed the use of the global rating scale, the importance of assessor training and issues regarding assessor recruitment (e.g. insufficient number of full-time faculty, logistical issues with scheduling). K. Zipperlen indicated that the OSCE station metrics will be included in the Clinical Skills course assessment reports moving forward.		ACTION: K. Zipperlen to update Clinical Skills Leads regarding OSCE station quality review.
2. Standing Items		
2.1 Phase 1-4 assessment updates		
Phase 1: P. Pike indicated nothing to report as Phase 1 not ongoing at this time.		
Phase 2: T. Snelgrove reported that the last exam has been completed and the Phase Assessment Working Group is in the process of getting the credits done.		

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<p>Phase 3: S. Drodge indicated nothing to report for Phase 3 as all exams have been completed.</p> <p>Phase 4: S. Reid reported that there are no new developments in Phase 4 at the moment. Work continues to assemble the NBME exam for August using the new CAS product.</p>	
2.2 Learner Matters	
<p>Phases 1-3: A. Gou not present to report.</p> <p>Phase 4: C. Langmead raised concerns regarding learners being flagged for professionalism during the Internal Medicine rotation for not submitting the sufficient number of clinic cards. S. Reid indicated that she has met with any affected learners to discuss and communicated a timeline to each learner regarding any required remediation. This will not affect the Medical Student Performance Record (MSPR/Dean's letter). C. Langmead questioned how learners can end up being assessed as not entrustable in an EPA on the final ITAR despite having multiple clinical cards showing entrustability. S. Reid advised that clinic cards are formative and a point-in-time assessment and do normally not contribute to the final ITAR. Learners should contact the relevant CDC if there are concerns about a final ITAR. If the discussion with the CDC does not resolve the issue, learners should contact S. Reid for further follow-up.</p> <p>Post Grad: R. Elliott not present to report.</p>	
2.3 Assessment monitoring and evaluation	
2.3.1 Exam Blueprint Phase 2	
<p>K. Zipperlen shared the Phase 2 Theme 4 exam blueprint. Two sessions were not represented as the questions were not confirmed on time by the instructor(s). Otherwise no concerns noted.</p>	
3. New Business	
3.1 Communicating Exam Content with Learners	
<p>K. Zipperlen presented the proposed process of communicating exam content with learners. Learners may be informed of sessions that have been identified by the instructor as "not to be assessed" prior to the start of the theme and which are therefore not included on the theme exam. The Assessment APA will advise learners of those sessions as part of the regular exam information send-out. This does not apply to sessions for which no questions have been received and those sessions will not be communicated to learners.</p> <p><i>It was MOVED by T. Snelgrove and SECONDED by S. Drodge to support the process of communicating exam content as presented.</i></p> <p><i>All in favour and the MOTION PASSED.</i></p>	<p>ACTION: K. Zipperlen to communicate the process to the Phase Leads.</p>
<p>Next Meeting: September 27, 2023</p>	<p>Adjourned at 5:02 pm</p>

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