



Student Assessment Sub-Committee Minutes

Wednesday, May 28, 2025

4:00 pm

Webex

Attendees (in alphabetical order): L. Boone, H. Coombs, S. Drodge, T. Hearn, M. Lapierre, S. Reid (SAS Chair), T. Snelgrove, R. Temple, K. Zipperlen

Regrets: D. Grynszpan, A. Hurley, S. Pennell, P. Pike, A. Thomas, M. Wahl

Topic	Details	Action Items and person responsible
Introduction and Welcome	S. Reid called meeting to order. Agenda confirmed once quorum established.	
Agenda review - Review for Conflict of Interest - Confirmation of Agenda	No conflict of interest was declared. Review of Agenda for May 28, 2025. <i>It was MOVED by S. Reid and SECONDED by T. Snelgrove to accept the agenda as presented. All in favor.</i>	
Review and approval of prior minutes - Review of action items from previous meeting	Minutes from April 30 th , 2025 meeting reviewed. <i>It was MOVED by T. Snelgrove and SECONDED by S. Drodge to accept the minutes of the April 30th, 2025, meeting as circulated. All in favor; MOTION PASSED</i>	
1. Business arising	1.1 Promotions and Appeals working group report • Dr. Hearn presented the promotions and appeals working report. This report is in draft form and Dr. Hearn is seeking feedback from SAS. • The working group was created to look at the current promotions and appeals procedures. The group has come up with suggested recommendations. Any	ACTION: K. Zipperlen to share PPT slides from Dr. Hearn's presentation with committee. Members asked to provide feedback. K. Zipperlen will compile feedback

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	feedback will go back to the working group and Dr. Hearn will put together a final report which will go to the Dean. - The committee discussed the working group recommendations related to assessment, including: making each year of MD program one phase, this is also a recommendation from the most recent Curriculum Review; utilizing EPAs in first and second year and possible challenges; sharing numerical marks with learners instead of just pass/fail and implications for learners; and faculty resources required for competency committees (i.e. taking time for meetings). 1.2 Updating SAS terms of reference S. Reid and K. Zipperlen shared the proposed updated terms of reference (ToR) and relevant changes. - Updates to ToR include: removing CACMS element about faculty development from list of accreditation elements SAS is responsible for monitoring; update membership to include learner and faculty representation from PEI campus; have senior and junior learner representatives for each campus but each campus would share one vote; quorum would be 50% plus one; and committee member expectations listed separately and operations clarified. - The committee discussed the changes and is in support. It was MOVED by S. Reid and SECONDED by T. Snelgrove to accept the updated SAS Terms of reference as presented. All in favor.	and send to Dr. Hearn.
	2.1 Phase 1-4 assessment updates Phase 1: P. Pike not present to report. Phase 2: T. Snelgrove indicated that the reassessment for the theme 3 exam has been completed. Phase 3: S. Drodge stated that there was a technical problem during the last exam (theme 10). It could not be resolved and eventually decision was made for affected learners to write paper-based exam. This also delayed the release of the preliminary results for the learners. Suggestion to develop an internal procedure	ACTION: K. Zipperlen to draft internal procedure for exam administration and unexpected

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	so it's clear when to switch to paper exam. This also needs to be communicated to learners during orientation. • Phase 4: A. Hurley not present to report. 2.2 Learner Matters • Phases 1-3: M. Lapierre indicated that she has been in touch with the MedSoc President regarding the election of the SAS learner representatives in the fall. Work is still in progress and M. Lapierre will update the committee once the elections process has been finalized. • Phase 4: L. Boone indicated there are no updates from Phase 4 regarding assessment. • PGME: A. Thomas not present to report. 2.3 Assessment Monitoring and Evaluation 2.3.1 Exam Blueprints (Phase 3) • K. Zipperlen shared exam blueprint for the Phase 3 Theme 10 exam (Class of 2027): ○ All sessions represented appropriately. ○ Exams are all finished for Phase 3. 2.3.2 MED 8710 Core LIC Assessment Plan and Phase 4 Overall Assessment Plan (Class of 2027) • K. Zipperlen presented the Phase 4 assessment plans for MED 8710 Core Experiences LIC and the Phase 4 overall assessment plan. The LIC will be offered at the Clarendville site. • LIC assessment: no formative Mini-CEX, no summative Mini CEX in Anesthesia to align with approach for block rotations. • The Phase 4 overall plan summarizes assessment criteria from both the block-rotation and the LIC assessment plans. • UGMS reviewed the other Phase 4 assessment plans for the Class of 2027 at their May meeting. There was a discussion about the low pass score for the summative progress exam and request to remove sentence from assessment plan that mentions pass score is determined using a norm-referenced approach. The presented assessment plans for LIC and Phase 4 overall have been updated accordingly. SAS to look at options for standard setting for the summative progress exam and provide a recommendation to UGMS in the fall.	interruptions with input from Assessment APA and Instructional Designers.
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	It was MOVED by S. Reid and SECONDED by T. Snelgrove to accept the MED 8710 Core LIC Assessment Plan and Phase 4 Overall Assessment Plan for the Class of 2027 as presented. All in favor; MOTION PASSED 2.3.3 Phase 1 assessment plans Class of 2029 • K. Zipperlen presented the Phase 1 assessment plans for the Class of 2029. • There are no changes to assessment methods for the Patient I, Clinical Skills I or Physician Competencies I courses. A sentence has been added to the plans about in-class assessments and examinations being administered to learners on their respective campus (NL or PEI). • Planetary Health has been added to the Community Engagement I course. The assessment will be a group presentation as previously brought forward to the committee. The instructors have confirmed that the presentation length is appropriate, and learners will be provided with resources (e.g. sample presentation) so expectations are clear. It was MOVED by S. Reid and SECONDED by T. Snelgrove to accept the Phase 1 assessment plans for the Class of 2029 as presented. All in favor; MOTION PASSED 2.3.4 Phase 3 assessment plans Class of 2028 • K. Zipperlen presented the Phase 3 assessment plans for the Class of 2028. However, voting on the assessment plans could not move forward due to lack of quorum. The voting members present, M. Lapierre, T. Snelgrove and S. Reid, indicated their support for the Phase 3 assessment plans as presented. 2.3.5 Response to Phase 1 course assessment reports (Class of 2028) • Tabled to June meeting.	ACTION: K. Zipperlen to send Phase 3 assessment plans for Class of 2028 to committee as an e-vote.
2. Standing Items	Next meeting: June 25 th at 4 pm	Adjourned at 5:40 pm