

Minutes / Action Items – Student Assessment Sub-Committee Meeting

MEETING	STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	April 24 th , 2013, Wednesday, PDCS Meeting Room 5 , 4:00pm -5:30pm		
MEMBERS AS OF September 2012	Members: Dr. Vernon Curran, Dr. Don McKay, Dr. John McLean, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Jason McCarthy, Dr. Tanis Adey, Dr. Sean Murphy, Ms. Diana Deacon, Mr. S. Pennell Students: Alison Pittman, Saghar Sadeghi UGME Rep: Minutes Taped		
PARTICIPANTS	Attendees: Dr. Vernon Curran, Dr. John McLean, Dr. Barton Thiessen, Dr. Weldon Bonnell, Dr. James Valcour, Dr. Jason McCarthy, Ms. Diana Deacon, Mr. Stephen Pennell, Ms. Elas Winter UGME Office: Elas Winter		
REGRETS	Dr. Donald McKay, Ms. Allison Pittman		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	V. Curran opened meeting at 4:05pm	<ul style="list-style-type: none"> Call to Order 	
ADDITIONS TO THE AGENDA	<ul style="list-style-type: none"> Agenda 	<ul style="list-style-type: none"> Agenda was reviewed 	
#1	<ul style="list-style-type: none"> Item 1.a Review/Approval of minutes 	Approval of February 2013 minutes. <ul style="list-style-type: none"> Minutes were reviewed. Delete Dr.Thiessen from list of regrets. 	ACTION: <ul style="list-style-type: none"> Motion to approve minutes with noted change. Moved: Dr. Weldon Bonnell Seconded: Dr. Barton Thiessen Carried: All in favor.
	<ul style="list-style-type: none"> Item 1.b Follow-up on Action items 	<ul style="list-style-type: none"> Diana attended the last Clerkship meeting to explore documenting how & when formative assessment is used in Clerkship. Diana was informed by the UGME office that according to the UGMS minutes the formative assessment policy was approved. 	ACTION: <ul style="list-style-type: none"> Diana will check with Dr. Peters for confirmation that the formative assessment policy was approved by UGMS.
#2	<ul style="list-style-type: none"> Item 2 Review Student Assessment Subcommittee Monitoring Indicators 	<ul style="list-style-type: none"> The SAS monitoring handout provided to the committee, gives an overview of the indicators to be used by SAS to fulfill its monitoring roles. Reviewed by committee. Discussed establishing validity for Family Medicine clerkship examination as an equivalent indicator to NBME scores in other core clerkships 	ACTION: <ul style="list-style-type: none"> Diana will follow-up with Family Medicine to arrange a meeting to explore validity characteristics of the Family Medicine clerkship examination.

		<ul style="list-style-type: none"> Discussed continuing to update Required Course/Clerkship Forms as prepared for accreditation database. Could be used in SAS assessment monitoring. 	<ul style="list-style-type: none"> Diana will follow-up with Sally Ackerman after accreditation visit Diana to obtain results of latest MCC Part One from PESC for review at May meeting Diana to complete student satisfaction data summary for review at May meeting
#3	<ul style="list-style-type: none"> Item 3 Review Clerkship Assessment Blueprints 	<ul style="list-style-type: none"> Dr. Jason McCarthy presented and discussed the assessment blueprints prepared by Clerkship discipline coordinators. Steve Pennell pointed out to the committee that the blueprint objectives were not mapped to the CanMEDS program objectives. In the new clerkship assessment policy, there is a requirement that all core rotations have to submit an assessment blueprint. This will be updated and monitored annually to reflect any changes in assessment in the clerkships. 	ACTION: <ul style="list-style-type: none"> Steve Pennell to follow up with Clerkship Committee on mapping to educational program objectives
#4 Formative/ Summative Assessment Monitoring/ Evaluation	<ul style="list-style-type: none"> Item 4.a Reports from Education Specialist (D. Deacon) 	<ul style="list-style-type: none"> Diana Deacon presented two reports: <ol style="list-style-type: none"> BSM I Biochemistry. No issues. ISD II Psychiatry. No issues. 	
#5 Business Arising	<ul style="list-style-type: none"> Item Mandatory Procedures (Dr. J. McCarthy) 	<ul style="list-style-type: none"> Dr. Jason McCarthy discussed the Mandatory Procedures Manual for clerkship. This manual is now provided online on T-Res and completion is a requirement for graduation. Committee discussed issues surrounding monitoring of the manual to ensure students had met requirements prior to graduation. This may be integrated within current promotion processes in clerkship. 	ACTION: <ul style="list-style-type: none"> Steve Pennell will follow-up to provide Jason with a report from T-Res for individual student progress of the mandatory procedures manual.
#6 ADJOURNMENT	<ul style="list-style-type: none"> Item 6 	<ul style="list-style-type: none"> Meeting adjourned at 5:40pm. 	

Next meeting - May 22nd, 2013 in PDCS, Meeting Room 5 at 4:00pm.