

| Student Assessment Sub-Committee | | DATE | October 29, 2014 |
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| | | ROOM | PDCS Room 4 |
| CHAIR | Dr. Vernon Curran, Chair | | |
| MEMBERS: 2014-2015 | <p><i>Dr. Amanda Pendergast, Phase 1 Assessment Working Group</i> <i>Dr. Mike Hogan, Phase 2 Assessment Working Group</i> <i>Dr. Jatin Morkar, Phase 3 Assessment Working Group</i> <i>Dr. Katherine Stringer, Clerkship Coordinator</i> <i>Mr. Chris Harty, Junior Student Representative</i> <i>Ms. Stephanie Power-MacDonald, Senior Student Representative</i> <i>Dr. Julia Curtis, PAIRN PGY Representative</i> <i>Dr. Catherine Mah, Member at Large (Community Health)</i> <i>Dr. Barton Thiessen, Member at large (Clinical)</i></p> <p><i>Ex-officio:</i> <i>Dr. Sean Murphy, Chair – UGMS Committee</i> <i>Dr. Donald W. McKay, Associate Dean, UGME</i> <i>Ms. Gerona McGrath, PESC Representative</i> <i>Ms. Diana Deacon, Educational Specialist (MESC)</i> <i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i></p> | | |
| PARTICIPANTS | Dr. Vernon Curran, Dr. Catherine Mah, Dr. Amanda Pendergast, Dr. Jatin Morkar, Mr. Chris Harty, Dr. Julia Curtis, Ms. Diana Deacon, Mr. Stephen Pennell, Ms. Gerona McGrath, Ms. Fatima Hammond (Guest) | | |
| RECORDING SECRETARY | Ms. Elas Winter (<i>Minutes Taped</i>) | | |
| REGRETS | Dr. Donald McKay, Dr. Barton Thiessen, Dr. Katherine Stringer, Dr. Mike Hogan, Ms. Stephanie Power-MacDonald | | |
| MINUTES | | | |
| AGENDA | ITEM | DISCUSSION | ACTION |
| WELCOME | The Chair convened the meeting at 4:00 p.m. | <ul style="list-style-type: none"> Chair welcomed new members Dr. Catherine Mah, Dr. Jatin Morkar, Dr. Julia Curtis, and Mr. Chris Harty Chair seeking member at large to represent Basic Medical Sciences | |
| #1 REVIEW & APPROVAL OF MINUTES | <ul style="list-style-type: none"> Item 1.a Approval of June 2014 Minutes | <ul style="list-style-type: none"> The Minutes from September 2014 were adopted as presented. 1st: Gerona McGrath; 2nd: Diana Deacon | ACTION: Minutes Approved |
| | <ul style="list-style-type: none"> Item 1.b Follow-up on Action Items | <ul style="list-style-type: none"> Quality review of assessment tools/instruments completed for presentation (item 5(c)) Phase 3 assessment maps for review (item 3(a)) | ACTION: Ms. Deacon to complete brief summary of MCC standards and comparison to |

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| | | <ul style="list-style-type: none"> Psychiatry clerkship project on improvement of assessment tools is proceeding; survey to be distributed in November Ms. Deacon is now attending PESC meetings on behalf of SAS; Ms. McGrath attending SAS meetings on behalf of PESC Ms. Deacon working on style standards for assessment tools In-training assessment report (ITAR) still to be reviewed. Ms. Deacon reported on standards for MCC exams; our requirements for number of items per session, length of exams, number of items on exams are in keeping with MCC standards | <p>MUN recommended practices. Chair will review and forward to UGMS. UGME office to disseminate to students.</p> |
| #2 ACCREDITATION | | <ul style="list-style-type: none"> Presentation by Ms. F. Hammond (UGME) <ul style="list-style-type: none"> Reports on compliance with accreditation standards ED 27 (Faculty witnessed history and physical), ED 30 (Timely summative assessment) and ED 31 (Mid-point review meeting) relevant to core clerkships ED 27 compliant from August 25, 2013; recommendations made to improve record-keeping and reporting for this standard ED 30 compliant from January 1, 2014; recommendations made to improve communication with disciplines ED 31 noncompliant; 2 students out of 63 did not receive mid-point review at required point in rotation; recommendations to bring all disciplines into compliance with this standard ED 5-A (Ms. Deacon) reported that several assessments incorporating standard ED 5-A on lifelong learning are currently in place in Phases 1 and 3 | <p>ACTION: Ms. Deacon to add these reports to the list of monitoring indicators maintained by SAS, if they continue to be produced on an annual basis</p> |
| #3 PHASE I, II & III ASSESSMENT UPDATES | <ul style="list-style-type: none"> Reports from Phase Assessment Leads | <ul style="list-style-type: none"> No issues to report from Phase Assessment Leads | |
| | <ul style="list-style-type: none"> Item 3.a Review Assessment Maps – Phase 3 | <ul style="list-style-type: none"> MED 7710: The Patient – Chronic Conditions <ul style="list-style-type: none"> Discussed draft assessment map for UGMS approval Recommended that summative examinations should be weighted to reflect instructional hours of associated content Item numbers calculated by Education Specialist should be used to determine number of questions per exam Discussion of requirement for passing 6/7 summative blocks; referred to UGMS for discussion MED 7720: Clinical Skills III | <p>ACTION: Chair to present recommendations to UGMS Committee meeting</p> <p>ACTION: Chair to review University Regulations about required assignments and bring information to UGMS Committee meeting</p> |

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| | | <ul style="list-style-type: none"> ▪ Recommended with no changes • MED 7730: Special Projects III <ul style="list-style-type: none"> ▪ Discussion around completion of all assessments being required for pass; University Regulations should be reviewed for this • MED 7740: Phase 4 Preparation <ul style="list-style-type: none"> ▪ Recommended with no changes | |
| #4 CLERKSHIP ASSESSMENT UPDATES | | <ul style="list-style-type: none"> • None for this meeting | |
| #5 FORMATIVE AND SUMMATIVE ASSESSMENT - MONITORING AND EVALUATION | <ul style="list-style-type: none"> • Item 5.a. Reports from the Education Specialist | <ul style="list-style-type: none"> • None for this meeting | |
| | <ul style="list-style-type: none"> • Item 5.b. Responses to reports from Course Chairs/Phase Leads | <ul style="list-style-type: none"> • None for this meeting | |
| | <ul style="list-style-type: none"> • Item 5.c. Quality review of assessment tools/instruments | <ul style="list-style-type: none"> • Ms. Deacon presented quality review of assessment tools/instruments for Phase 1, 2013-2014 • Members felt that this was useful monitoring activity and recommended to continue for Phase 2 and 3 • Follow-up on issues identified in review to be done on one-to-one basis with faculty by Education Specialist as new rubrics are submitted/developed | <p>ACTION: Ms. Deacon to follow up with faculty on quality issues as new rubrics are submitted/developed</p> <p>ACTION: Ms. Deacon to continue review with Phase 2 tools/instruments</p> |
| | <ul style="list-style-type: none"> • Item 5. d. Phase 1 Exam 1 blueprint | <ul style="list-style-type: none"> • Examination blueprint for Phase 1, Exam 1 reviewed and discussed | <p>ACTION: Ms. Deacon to present blueprints for future examinations as they are completed.</p> |
| #6 SharePoint | | <ul style="list-style-type: none"> • Ms. Deacon reported that PESC will not be going ahead with using SharePoint for committee business • Review of security needs and likelihood that SAS committee members would use SharePoint indicates that it is not practical for SAS business | <p>ACTION: Will not pursue use of SharePoint for SAS business</p> |

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| #6 BUSINESS ARISING | | <ul style="list-style-type: none">• None | |
| Next Meeting | 4-5:30 p.m. November 26, 2014 Room PDCS 4 | | |