

(Draft) Minutes / Action Items – Student Assessment Sub-Committee Meeting

MEETING	STUDENT ASSESSMENT SUB-COMMITTEE MEETING MINUTES		
CHAIR	DR. VERNON CURRAN		
DATE	November 28, 2012, Wednesday, PDCS Meeting Room , 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: UGME Office: Tape Recorded		
REGRETS	Dr. T. Adey		
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME / MEETING START TIME	<ul style="list-style-type: none"> V. Curran opened meeting 4:00 pm 	<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 Professionalism Assessment on ITERs (Dr. Scott Moffatt) 	<p>Professionalism Assessment on ITERs:</p> <ul style="list-style-type: none"> Dr. Scott Moffatt, Assistant Dean (Student Affairs) presented background discussion on work underlying development of new ITER items on professionalism. Student Affairs office has led the development of a policy/document on professionalism with input from senior faculty, focus groups with community-based individuals, staff etc. A draft of this work to be presented to senior management committee and faculty council in the new year. Dr. Moffatt proposed a series of new items for the Clerkship ITER that would assess professionalism characteristics/attributes. Committee members offered feedback on: meaning/interpretation of some terminology; clarity of attributes and addition of descriptors of behaviours; consultation with Clerkship committee membership on proposed modifications. 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Moffatt will re-consider and revise the ITER items. Dr. Curran to follow-up.

		<ul style="list-style-type: none"> It was recognized, any change to the ITER, should match the objectives. 	
#2	<ul style="list-style-type: none"> Item #2 Demonstration, QuestionMark Perception Software (Mr. Steve Pennell) 	<p>Demonstration, QuestionMark Perception Software :</p> <ul style="list-style-type: none"> Mr. Dean Anderson of QuestionMark Perception Software presented a webinar presentation on the software package. This program is intended to replace current software being used by Undergraduate Medical Education office for management of assessment data. Questions and comments were provided by the Committee. 	<p>ACTION:</p> <ul style="list-style-type: none"> Steve will contact Mr. Anderson to request access to QuestionMark demo for further review.
REVIEW / APPROVAL OF MINUTES #3	<ul style="list-style-type: none"> Item #3.a Review / Approval of Minutes 	<p>Approval of October minutes</p> <ul style="list-style-type: none"> Minutes were reviewed. Steve Pennell's name is to be added. 	<p>ACTION:</p> <p>October minutes Moved: W. Bonnell Seconded: B.Thiessen Carried: All in favour</p>
#3	<ul style="list-style-type: none"> Item #3.b Follow-up on ACTION Items 	<p>Follow up on action items:</p> <ul style="list-style-type: none"> Dr. Curran brought the new Summative assessment clerkship policy forward to the last Clerkship Meeting for review and subsequent revisions have been made. 	<p>ACTION:</p> <ul style="list-style-type: none"> Dr. Curran to present final version of Summative assessment clerkship policy at next meeting of SAS. Dr. Curran to forward the new Summative assessment clerkship policy to UGMS for final approval once approved by the Clerkship Committee.
#4	<ul style="list-style-type: none"> Item #4 Formative/ Summative Assessment Monitoring/ Evaluation 	<p>Reports from Education Specialist (D. Deacon)</p> <ul style="list-style-type: none"> Diana has received assessment reports back from Community Health for the previous academic year. Reports were sent out for Haematology on November 17, 2012. Neurology assessment report forms are to be sent out on November 29, 2012. 	<p>ACTION:</p> <ul style="list-style-type: none"> Ms. Deacon to prepare a summary of CGQ results pertaining to assessment for presentation and review at next SAS meeting.

ADJOURNMENT #5	• Item 5	<ul style="list-style-type: none">• Meeting adjourned at 5:40pm • Next Meeting date is<ul style="list-style-type: none">- Wednesday, January 23, 2012 in PDCS Meeting room 5.	
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