

Student Assessment Sub-Committee		DATE	March 28, 2018
		ROOM	PDCS Room 5
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2017 - 2018	<p><i>Voting members:</i> <i>Dr. Pam Pike, Phase 1 Assessment Lead</i> <i>Dr. Mike Hogan, Phase 2 Assessment Lead</i> <i>Dr. Gokul Vidyasankar, Phase 3 Assessment Lead</i> <i>Dr. Norah Duggan, Phase 4 Lead</i> <i>Ms. Mais Nuaaman, Phase 1-3 Student</i> <i>Mr. Mackenzie Turpin, Phase 4 Student</i> <i>Dr. Samantha Woodrow, PARNL Resident</i> <i>Dr. Craig Moore, Member-at-Large</i> <i>Dr. Maisam Najafizada, Member-at-Large</i></p> <p><i>Ex officio (non-voting) members:</i> <i>Dr. Tanis Adey, Associate Dean, UGME</i> <i>Dr. Sean Murphy, Chair, UGMS Committee</i> <i>Ms. Gerona McGrath, PESC</i> <i>Ms. Diana Deacon, Educational Specialist, Assessment</i> <i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i> <i>Ms. Elas Winter, Support Staff, UGME</i> <i>Ms. Carol Vokey, Support Staff, UGME</i></p>		
PARTICIPANTS	V. Curran, G. Vidyasankar, M. Nuaaman, M. Najafizada, T. Adey, G. McGrath, D. Deacon		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	A. Pendergast, Phase 1 Lead		
REGRETS	P. Pike, M. Hogan, M. Turpin, S. Woodrow, C. Moore, S. Murphy, N. Duggan		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 1610h.		
#1 REVIEW & APPROVAL OF MINUTES	<p>1.1 Review and approval of agenda.</p> <p>1.2 Review and approval of February 28, 2018 minutes.</p>	<p>The agenda was reviewed and approved. T. Adey would like to add “Should faculty members receive feedback on how students perform on questions”.</p> <p>The minutes of the February 28, 2018 minutes were reviewed. M. Nuaaman requested on behalf of M. Turpin to make the following addition to the minutes under #4.6: "The student perspective is that we are against the policy for</p>	ACTION: See item in New Business.

		<p>reflections for missed academic half day. We are in favor of having the recordings available to students, but against the suggestion that students submit a written reflection on the material”.</p> <p>It was MOVED by M. Nuaaman and SECONDED by V. Curran to approve the February 28, 2018 minutes with the requested addition.</p> <p style="text-align: right;">All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: M. Nuaaman moved and V. Curran seconded the approval of the February 28, 2018 minutes. Motion carried.</p>
<p>#2 BUSINESS ARISING</p>	<p>Action items from February meeting.</p>	<ul style="list-style-type: none"> - P. Pike was not present to discuss rescheduling of Healthy Person exams on Friday mornings. A. Pendergast (Phase 1 Lead) asked if the Assessment Working Group would have time to get marks out if exams were moved to Mondays, and D. Deacon said it was possible. It was discussed and agreed to move exams to Mondays on a trial basis. - D. Deacon will change calculations for Community Engagement and Epi/ Biostats exams to show 6 minutes per question having an analytic case nature or containing calculations. <p>Periodic review: V. Curran has brought this to UGMS and asked if it could be included in the upcoming curriculum review. G. McGrath said she is waiting on UGMS Committee meeting minutes for any suggested changes to the review and will add periodic review to the curriculum review.</p> <ul style="list-style-type: none"> - N. Duggan was not present to update on low percentage of clinic cards in Pediatrics. N. Duggan was to take this back to the discipline meeting and look at the numbers with Dr. Tyna Doyle, CDC Pediatrics. - D. Deacon to follow up on lack of aggregate reporting for Clinical Skills 3 Peer Assessment and will discuss screening of comments with K. Zipperlen. - N. Duggan not present to update on possible duplication of Pediatric ITARS but has sent this to Dr. Doyle for a response. Keep on agenda. - N. Duggan not present to update on concern regarding NBME pass or fail being 	<p>ACTION: A. Pendergast will make the change to Mondays for exams on a trial basis.</p> <p>ACTION: Will be done.</p> <p>ACTION: Periodic review to be included in curriculum review in May. Add to agenda for next meeting for update from G. McGrath.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: D. Deacon and K. Zipperlen are working with HSIMS to see if One45 can generate aggregate reports.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: N. Duggan not</p>

		<p>included on MSPR to Phase 4 meeting.</p> <ul style="list-style-type: none"> - N. Duggan not present to update on Emergency Medicine rolling exam, and will consult with AFMC Clerkship group to see if other schools are using this system. Keep on agenda. - D. Deacon to present assessment tool quality review for Phases 3 and 4 at next meeting. - Policy for late assignments: this item to be added to next meeting for further review. V. Curran and D. Deacon to compose email to assessment and phase leads for feedback. - Student concern re current assessment model: C. Vokey to send summary of discussion around an anonymous QRS received from a student regarding the current assessment model to V. Curran who will respond to T. Adey regarding the issue. All agreed appropriate measures are in place to ensure this is not happening. - D. Deacon to check if rubric used to grade Phase 3 self-directed learning essay differs from the one posted to d2l. - D. Deacon to add deadline for assignment reassessment submission to assessment plans. - Review of Formative Assessment Policy (D. Deacon). Distributed at last meeting. - D. Deacon to set up meeting with Assessment Leads and L. Kenny to discuss Challenge Cards issues and develop power point presentation: Changes to the cards have been made and implemented, and L. Kenney has spoken to students. The new cards were used on last Phase 2 exam and the quantity has decreased and the quality of comments has increased. V. Curran suggested A. Pendergast could remind her students as well of how to best use challenge cards. - As the last block is very challenging schedule-wise, students are wondering if SAS gives any guidance to UGMS with regards to scheduling. D. Deacon said UGME gives her assessment dates, SAS reviews, then UGMS looks at it. D. 	<p>present. Keep on agenda.</p> <p>ACTION: N. Duggan not present. Keep on agenda.</p> <p>ACTION: Addressed below.</p> <p>ACTION: D. Deacon working on arranging meeting.</p> <p>ACTION: Complete. Can be removed from agenda.</p> <p>ACTION: D. Deacon checked and corrected the issue.</p> <p>ACTION: Complete.</p> <p>ACTION: Added to New Business for discussion.</p> <p>ACTION: A. Pendergast to remind her students of how to best use challenge cards.</p> <p>ACTION: D. Deacon to send</p>
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		Deacon also does an overall assessment schedule. V. Curran said this feedback will go to Phase 3 Lead for future scheduling. D. Deacon to send scheduling feedback to Phase 3 Lead for future reference.	feedback to Phase 3 Lead.
#3 STANDING ITEMS	<p>3.1 Phase 1-4 assessment updates (Phase Assessment Leads)</p> <p>3.1.1 Phase 1 Class of 2021 Assessment Report Response (A. Pendergast)</p> <p>3.2 Student matters (Student Representatives)</p>	<p>Phase 1: P. Pike not present.</p> <p>Phase 2: M. Hogan not present.</p> <p>Phase 3: G. Vidyasankar said things were going well with no major concerns. A. Pendergast presented Assessment Report Response for Phase 1 Class of 2021 for MED 5710: The Healthy Person, MED 5720: Clinical Skills I, MED 5730: Physician Competencies I, and MED 5740: Community Engagement I, and discussed changes made based on feedback received. M. Nuaaman said a student suggested time stamping the rubrics so that everyone knows it is the correct one being used. M. Nuaaman also suggested moving the Administrating Health Systems exam from Community Engagement in Phase 3 to Phase 1. G. McGrath asked M. Nuaaman to send her that recommendation as she will add it to the curriculum review.</p> <p>M. Nuaaman brought forward the following concerns:</p> <ul style="list-style-type: none"> - ILS Lifelong Learning essay reassessment: In January, a student was graded on an assignment using the wrong rubric and failed by ½ mark. She and others reassessed, and has had no communication with the Phase Lead to discuss. G. Vidyasankar will reach out to J. Gill on the issue. - Inconsistent research project evaluation: to be discussed with Lead (L. Gillespie). M. Nuaaman to send D. Deacon and V. Curran an email regarding the concern to share with Lead. - Formative feedback process in Phase 2 Clinical Skills: M. Nuaaman said students feel the process for feedback forms is not working as there is only one form per session. M. Nuaaman will forward concerns to Clinical Skills. - Challenge cards: students have asked to change the option of “other” to “not 	<p>ACTION: D. Deacon to add timestamps to rubrics when she works on them next year.</p> <p>ACTION: M. Nuaaman to send recommendation to G. McGrath regarding moving the Administrating Health Systems exam from Community Engagement in Phase 3 to Phase 1.</p> <p>ACTION: G. Vidyasankar will reach out to J. Gill regarding students’ reassessment.</p> <p>ACTION: M. Nuaaman to send D. Deacon and V. Curran an email regarding the concern to share with Lead.</p> <p>ACTION: M. Nuaaman will forward concerns on formative feedback process in Phase 2 Clinical Skills to Clinical Skills group.</p> <p>ACTION: M. Nuaaman will explain to students how each</p>

	<p>3.2.1 Resident feedback on clinic e-card process (S. Woodrow)</p> <p>3.3 Formative/summative assessment monitoring/evaluation (D. Deacon)</p> <p>3.3.1 Phase 2 and 3 exam blueprints</p> <p>3.3.2 Phase 3 and 4 assessment tool quality review</p> <p>3.4 Progress testing (N. Duggan)</p> <p>3.5 EPA Project update (Chair)</p>	<p>covered by objectives” or “not taught”. All agreed that exam item analysis would catch any of these issues before challenge cards will and that no change is necessary at this point. M. Nuaaman will bring this information back to students, and will revisit the issue if it persists.</p> <p>S. Woodrow not present. Table for next meeting.</p> <p>D. Deacon presented the Phase 2 and 3 exam blueprints. G. McGrath said PESC has a new process wherein a faculty member who does not submit questions for exams will have this included on their faculty evaluations. T. Adey suggested there should also be a record of when faculty do submit questions on time, and G. McGrath said they could look at that and see if there is a way of accessing that information.</p> <p>D. Deacon presented the assessment tool quality review for Phase 3 and 4 and noted the Phase 3 Patient Safety rubric is in the process of being developed. With regards to the curriculum review, V. Curran asked G. McGrath if there could be more standardization with assessment tools across the curriculum, and G. McGrath said they will be looking at data management as well.</p> <p>Progress testing: N. Duggan not present. Keep on agenda.</p> <p>D. Deacon said they are awaiting ethics approval now. Survey and focus groups to be conducted May/June.</p>	<p>exam goes through an item analysis which would identify any material not taught.</p> <p>ACTION: Resident feedback on clinic e-card process (S. Woodrow) to be tabled for next meeting.</p> <p>ACTION: G. McGrath to check into process of identifying faculty members who do submit exam questions as required.</p> <p>ACTION: Keep on agenda.</p> <p>ACTION: Ongoing.</p>
<p>#4 Summative Procedure for Phases 1 – 3 Addition (D. Deacon)</p>	<p>4.1 Review of Formative Assessment Policy (D. Deacon)</p>	<p>D. Deacon presented the Formative Assessment Policy with proposed changes including:</p> <ul style="list-style-type: none"> • Updated language • Removal of references to pre-clerkship changed to Phase • Aligned wording with CACMS elements 	

	<p>4.2 Should faculty members receive feedback on how students perform answering questions? (T. Adey)</p>	<ul style="list-style-type: none"> Removed reference to participation in 1.2 Formative Assessment as it could count towards 5% of the final grade. <p>There was some discussion, and T. Adey asked about CACMS element 9.7 which refers to formal formative feedback in Phases 1 to 3. G. Vidyasankar said they have a formative quiz every week with itemized results. V. Curran said this will be reviewed as assessment plans are vetted through this committee. As a quality check, the document will be brought to Phase 4 Committee for review, and D. Deacon will follow up with N. Duggan to arrange this before it goes to J. Reddigan for policy review. Item to be kept on the agenda.</p> <p>All agreed it would be beneficial for faculty members to know how students perform answering questions, and that it would be very labour intensive. M. Nuaaman said it would be helpful for students. D. Deacon to talk with HSIMS and report back.</p>	<p>ACTION: D. Deacon to follow up with N. Duggan to arrange for the Formative Assessment Policy to be reviewed by the Phase 4 Committee. Keep on agenda.</p> <p>ACTION: D. Deacon to talk with HSIMS regarding faculty members receiving feedback on how students perform answering questions and report back.</p>
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The meeting adjourned at 1745h, and the next meeting is scheduled to take place on April 25, 2018.