		Stude	ent Assessment Sub-Committee	DATE	September 26, 2018	
CHAID				ROOM	M2M240	
CHAIR MEMBERS:		Dr. Vernon Curr				
IVIEIVIBERS:		Voting members	os: Dase 1 Assessment Lead			
2018-2019		-				
2018-2019		Dr. Barton Thiesen, Phase 2 Assessment Lead Dr. Jasbir Gill, Phase 3 Lead (until Phase 3 Assessment Lead is appointed)				
		Dr. Jusbir Gill, Phase 3 Lead Dr. Norah Duggan, Phase 4 Lead				
		Ms. Brooke Turner, Phase 1-3 Student				
		Ms. Mais Nuaaman, Phase 4 Student				
		Dr. Jeremy Loh, PARNL Resident				
		Dr. Craig Moore, Member-at-Large				
		Dr. Maisam Najafizada, Member-at-Large				
		Ex officio (non-voting) members:				
		Dr. Tanis Adey, Associate Dean, UGME				
		Dr. Sean Murphy, Chair, UGMS Committee				
		Ms. Gerona McGrath, PESC				
		Ms. Diana Deacon, Educational Specialist, Assessment				
		Mr. Stephen Pennell, Manager, Health Education Technology and Learning				
		Ms. Elas Winter, Support Staff, UGME				
-			y, Support Staff, UGME			
		-	acon, S. Pennell, M. Najafizada, G. McGrath, P. Pike, B. Thiessen, J. Loh, M. Nuaaman, J. Gill, N. Duggan			
RECORDING SECRETARY (Minutes Tapes		(Minutes Taped	Transcribed by Carol Vokey			
INVITED GUEST Ms. Jacinta Re		Ms. Jacinta Redo	ldigan, Policy Analyst, Faculty of Medicine			
REGRETS C. Moore, T. Ad		C. Moore, T. Ade	ey, S. Murphy			
			MINUTES			
AGENDA	ITEM		DISCUSSION	ACTION		
WELCOME	The Cha	air convened the				
		g at 1608h.				
#1 REVIEW &		iew and	The agenda was approved.			
APPROVAL OF	approva	al of agenda.				
MINUTES						
	1.2 Rev					
	approva	al of May 30 and				

	June 27, 2018 minutes.	The minutes of the May 30 were reviewed.  It was <b>MOVED</b> by P. Pike and <b>SECONDED</b> by M. Nuuaman to approve the May 30, 2018 minutes as presented.  All were in favour, and the <b>MOTION CARRIED</b> .	ACTION: It was moved by P. Pike and seconded by M. Nuaaman to approve the May 30, 2018 minutes as presented. Motion carried.
		Quorum was not met and the June 27, 2018 minutes could not be approved.	ACTION: Approval of the June 27, 2018 minutes tabled until next meeting.
#2 BUSINESS ARISING	Action items from May and June meetings.	- Periodic review to be included in curriculum review in May. G. McGrath said this will be done and any recommendations on administrative changes will be submitted to UGMS.	ACTION: Periodic review to be included in the curriculum review.
		- N. Duggan to update on low percentage of clinic cards in Pediatrics after taking this back to the discipline meeting to look at the numbers with Dr. Tyna Doyle, CDC Pediatrics.	ACTION: N. Duggan waiting for response.
		- N. Duggan to update on possible duplication of Pediatric ITARS and has sent this to Dr. Doyle for a response. Keep on agenda.	ACTION: N. Duggan waiting for response.
		- N. Duggan updated on Emergency Medicine rolling exam, after consulting with AFMC Clerkship group to see if other schools are using this system. In some LICs, a variation of the rolling exam is used, but we are the only ones using a variable exam. They are discussing whether or not students will be given the opportunity to rewrite if they want. Implementation of Progress Testing may solve the issue.	ACTION: Ongoing
		- V. Curran will email N. Duggan to send out a brief communique to students regarding Progress Testing questions.	ACTION: Complete

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#3 STANDING ITEMS	3.1 Phase 1-4	<b>Phase 1:</b> P. Pike updated saying first exam went well. First Phase meeting	
TIEWIS	assessment updates (Phase Assessment	tomorrow. It was agreed that everyone is really happy with the use of the Hofstee method.	
	Leads)	noistee method.	
	Leausy	Phase 2: B. Thiessen not present. D. Deacon said they are working on getting	
		ready for start of Phase 2. L. Kenny is planning on stepping down but hasn't	
		been replaced yet.	
		<b>Phase 3:</b> J. Gill said there was nothing specific to discuss. Students are wanting	
		to move a block exam date to accommodate a student conference, and this will	
		be brought to Phase Committee next week. The date was originally moved to	
		place the exam further away from another one. Schedule can accommodate	
		the change, but it will only be changed if a survey of the class brings back a	
		unanimous decision. T. Adey is working on getting another SAS representative on the management team to replace G. Vidyasankar. The call for positions is	
		being worked on by T. Adey. D. Deacon said there needs to be a more formal	
		accountable process to select committee members as a result of interim	
		accreditation review.	
		Phase 4: N. Duggan said progress test went off without any problems and she	
		was pleased with results. Students will all get an individual report, and any	
		glitches should be worked out for next time.	
	3.2 Student matters	M. Nuaaman updated saying no one wanted the position of Student	
	(Student	Representative for Phase 1 – 3, but there will be one for next meeting. Not	
	Representatives)	many issues to report - <b>Phase 1</b> : Concerned about scheduling of an exam close	
	·	to the White Coat Ceremony. Phase 3: Wanting to move the exam date of	
		April 8 to accommodate the conference on April 5 and 6, 2019. Phase 4:	
		progress testing went well, however there was concern over the proposal being	
		so last minute that details weren't incorporated (e.g. being excused from	
		clinical duties, and confusion if they should write or not). N. Duggan said they	
		would be excused next exam. S. Pennell suggested that UGME needs to know	
		these issues for future reference. It was agreed there should be a policy	
		constructed outlining all the details and emailed to students. The summative	
		exam is scheduled for mid-July which is only three weeks into rotation. D. Deacon said they have decided to move it to end of core, and deal with any	
		Deacon Said they have decided to inlove it to end of core, and deal with any	<u> </u>

reassessment issues on case by case basis. The progress test has NBME governed rules with only one 15 minute break. Travelling for sites in the winter could be an issue. S. Pennell said UGME should have to find a site for students to write the exam, and HSIMS will work with that site to set it up. **Phase 4:** What is the policy on adding EPA's mid rotation as one had been added by the Obstetrics/Gynecology CDC. V. Curran said nothing should be added to the assessment plan. Students would have to be notified before beginning of rotation, and should not cause hardship to any student. S. Pennell said if this EPA is not in the app, then it is not tracked. M. Nuaaman to send email to S. Pennell regarding this for his follow up. D. Deacon will contact CDC for clarification. Some rotations have decided to cancel formative mid-term exams now that progress testing is in place. Even though N. Duggan gave CDC's freedom to decide, why do we discuss changes to approved assessment plans if people can change them at any time? A lot of confusion as to which exam students will have. Need clarity. V. Curran, D. Deacon, N. Duggan, C. Peddle and T. Adey should meet to discuss. D. Deacon will follow up and organize a meeting of those involved. Ms. Nuaaman's own concern, last iteration assessment plans were approved by evote without opportunity to have feedback/ discussion. Can we draft earlier before last meeting of summer? V. Curran explained delay was due to changes to Phase 3 and 4 assessment schedules. D. Deacon will bring issue to Phase Leads and UGME, and draft timelines as to when assessment plans need to be completed. D. Deacon said things will certainly have to be pushed back to be approved in May and then to be approved by UGMS.

ACTION: M. Nuaaman to email S. Pennell regarding the addition of an Obs/Gyne EPA mid rotation for him to follow up to see if it's being tracked in the app.

ACTION: D. Deacon to contact Obs/Gyne CDC to follow up on above.

ACTION: D. Deacon to set up a meeting between V. Curran, D. Deacon, N. Duggan, C. Peddle and T. Adey to discuss changes being made to Phase 4 assessment plans after publication in student handbook.

ACTION: D. Deacon to draft timelines for submission of assessment plans to go to UGMS for approval.

- 3.3 Formative/ summative assessment monitoring/evaluation (D. Deacon)
- 3.3.1 Phase 2 exam blueprint, Block 6

D. Deacon presented Phase 2 exam blueprints for final block exam in spring. No outstanding issues, no topics without questions.

3.3.2	Phase 2 Class of
2021	assessment
repor	ts

D. Deacon presented Phase 2 Class of 2021 assessment reports for information before going to Phase Leads and others. In Phase 2 MED 6750 no big concerns identified, and only concern regarded learner feedback on assessment 16% down from 28% previous year. In Clinical skills, there were very good results, all passed, no remediation, overall historical trends comparison is good, 32% students performed exemplary on the summative assessment report. M. Nuuman cautioned on drawing conclusion based on student feedback due to low response rate. G. McGrath suggested short evaluation, PESC at a loss as to how to increase response rates. In Phase 2 Community Engagement, learners did quite well, and all information will be sent to the Phase Lead.

## 3.4 Progress testing (N. Duggan)

N. Duggan is working on how progress testing is working and outcomes, and how students perceive it. G. McGrath in favour of doing something more qualitative, and will wait until midway through the year to get information from M. Nuaaman.

## 3.5 EPA Project update (Chair)

V. Curran updated that focus groups have been arranged, survey administered, and meeting to be scheduled by H. Coombs-Thorne.

## 3.6 Curriculum review report (G. McGrath)

G. McGrath thanked the Committee for the opportunity to update and pointed out the following:

- present final report to UGMS in December, with team in place by January
- time for change as spiral curriculum isn't operating as anticipated leading to lack of ownership by faculty members
- confusion around curriculum management
- third part of the report will be recommendations
- interviews next week and sessions with learners and residents
- G. McGrath will follow up with D. Deacon re issues directly related to SAS

ACTION: V. Curran will ask H. Coombs-Thorne to set up a meeting of the EPA Project Committee.

ACTION: Once report is complete, G. McGrath will follow up with D. Deacon re issues that relate directly to SAS.

#4 New Business	4.1 Date for October meeting.	October 30, 2018. E. Winter to book the room and send out a reminder.	ACTION: E. Winter to book the room for October 30 <sup>th</sup> and send out a reminder of the date change for next meeting.
	4.2 Review of Summative Assessment Procedure for Phases 1- 3.	J. Reddigan reviewed circulated document to determine if updates are required. D. Deacon suggested merging PERGS within the Assessment Working Group, and each phase would have an Assessment Working Group. V. Curran to email T. Adey for approval of change and will copy J. Reddigan and D. Deacon. D. Deacon reviewed proposed language changes. Once approved, tracked changes can be sent out again for final comments/concerns.	ACTION: V. Curran to email T. Adey for approval of change to merge PERGS within the Assessment Working Group and will copy J. Reddigan and D. Deacon.
	4.3 Review of Summative Assessment Policy for Phases 1-4	J. Reddigan reviewed circulated document to see if there are any updates required. G. McGrath suggested changing "evaluate" to "assess", and the Committee agreed to this. J. Reddigan to bring to next UGMS Committee meeting for approval.	ACTION: J. Reddigan to bring changes to the Summative Assessment Policy for Phases 1-4 to next UGMS Committee meeting for approval.
	4.4 Review of Examination Invigilation Procedure	J. Reddigan reviewed changes to Examination Invigilation Procedure to make it more relevant to Faculty of Medicine. D. Deacon suggested changing "students" to "learners". S. Pennell will work on the issue of having a count-down clock in the exam room. The Procedure will also be sent to students for their review. J. Reddigan will make proposed changes and resend to Committee for final comments/concerns.	ACTION: S. Pennell will work on solving the issue of having a count-down clock in the exam room.
			ACTION: The revised Procedure will be sent to students for their review.
			ACTION: J. Reddigan will make proposed changes and resend to Committee for final comments/concerns.