

Student Assessment Sub-Committee		DATE	October 30, 2018
		ROOM	M2M240
CHAIR	Dr. Vernon Curran, Chair		
MEMBERS: 2018-2019	<p><i>Voting members:</i></p> <p><i>Dr. Pam Pike, Phase 1 Assessment Lead</i></p> <p><i>Dr. Barton Thiesen, Phase 2 Assessment Lead</i></p> <p><i>Dr. Jasbir Gill, Phase 3 Lead (until Phase 3 Assessment Lead is appointed)</i></p> <p><i>Dr. Norah Duggan, Phase 4 Lead</i></p> <p><i>Ms. Brooke Turner, Phase 1-3 Student</i></p> <p><i>Ms. Mais Nuaaman, Phase 4 Student</i></p> <p><i>Dr. Jeremy Loh, PARNL Resident</i></p> <p><i>Dr. Craig Moore, Member-at-Large</i></p> <p><i>Dr. Maisam Najafizada, Member-at-Large</i></p> <p><i>Ex officio (non-voting) members:</i></p> <p><i>Dr. Tanis Adey, Associate Dean, UGME</i></p> <p><i>Dr. Sean Murphy, Chair, UGMS Committee</i></p> <p><i>Ms. Gerona McGrath, PESC</i></p> <p><i>Ms. Diana Deacon, Educational Specialist, Assessment</i></p> <p><i>Mr. Stephen Pennell, Manager, Health Education Technology and Learning</i></p> <p><i>Ms. Elas Winter, Support Staff, UGME</i></p> <p><i>Ms. Carol Vokey, Support Staff, UGME</i></p>		
PARTICIPANTS	V. Curran, D. Deacon, , P. Pike, B. Thiessen, J. Loh, M. Nuaaman, J. Gill, N. Duggan, M. Najafizada, B. Turner		
RECORDING SECRETARY	<i>(Minutes Taped) Transcribed by Carol Vokey</i>		
INVITED GUEST	Ms. Jacinta Reddigan, Policy Analyst, Faculty of Medicine / L. Kenny		
REGRETS	C. Moore, T. Adey, S. Murphy, S. Pennell, G. McGrath		
MINUTES			
AGENDA	ITEM	DISCUSSION	ACTION
WELCOME	The Chair convened the meeting at 1600h.	Introductions were made for the benefit of new members.	
#1 REVIEW & APPROVAL OF MINUTES	1.1 Review and approval of agenda.	The agenda was approved.	
	1.2 Review and approval of June 27 30	The minutes of the June 27 and September 26, 2018 meeting were reviewed.	

	and June 27 and September 26, 2018 minutes.	<p>It was MOVED by M. Nuaaman and SECONDED by V. Curran to approve the June 27, 2018 minutes as presented.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p> <p>It was MOVED by N. Duggan and SECONDED by B. Thiessen to approve the September 26, 2018 minutes as presented.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: It was moved by M. Nuaaman and seconded by V. Curran to approve the June 27, 2018 minutes as presented. Motion carried.</p> <p>ACTION: It was moved by N. Duggan and seconded by B. Thiessen to approve the September 26, 2018 minutes as presented. Motion carried.</p>
#2 BUSINESS ARISING	Action items from September meeting.	<p>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.</p> <p>N. Duggan to update on possible duplication of Pediatric ITARS and has sent this to Dr. Doyle for a response. Keep on agenda.</p> <p>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.</p> <p>D. Deacon to contact Obs/Gyne CDC to follow up on the addition of an Obs/Gyne EPA mid rotation.</p>	<p>ACTION: N. Duggan said this has been brought to Pediatrics and will be addressed in an upcoming dedicated Phase 4 Leadership meeting.</p> <p>ACTION: N. Duggan said this has been brought to Pediatrics and will be addressed in an upcoming dedicated Phase 4 Leadership meeting.</p> <p>ACTION: Completed</p> <p>ACTION: Ongoing. D. Deacon to contact CDCs to confirm information in assessment plans and student handbook is the same.</p>

	<p>2.1 Policy and procedures for review (J. Reddigan)</p>	<p>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.</p> <p>D. Deacon to draft timelines for submission of assessment plans to go to UGMS for approval.</p> <p>V. Curran to ask H. Coombs-Thorne to set up a meeting of the EPA Project Committee.</p> <p>Once the Curriculum Review Report is complete, G. McGrath will follow up with D. Deacon re issues that relate directly to SAS.</p> <p>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.</p> <p>S. Pennell will work on solving the issue of having a countdown clock in the exam room.</p> <p>J. Reddigan has updated Summative Assessment Policy for Phases 1-4, Summative Assessment Procedure for Phases 1-3, and Exam Invigilation Procedure and reviewed the final changes for the Committee. In addition, from later discussion around grade release procedure, it was decided to add this information to the Summative Assessment Procedure so that instructors have to send marks to the UGME office and not give them to students beforehand. Exam Invigilation Procedure to be discussed further by V. Curran, J. Reddigan, and T. Adey for clarification. On hold for further investigation.</p>	<p>ACTION: Completed</p> <p>ACTION: Ongoing. V. Curran has forwarded timelines to UGMS and D. Deacon will forward to Phase Leads once approved by UGMS.</p> <p>ACTION: Ongoing. D. Deacon, N. Duggan and V. Curran to advise H. Coombs-Thorne of their availability in order to convene the meeting in the next two weeks.</p> <p>ACTION: Ongoing</p> <p>ACTION: Complete</p> <p>ACTION: Ongoing</p> <p>ACTION: J. Reddigan, V. Curran and T. Adey to perform further review on the Exam Invigilation Procedure and bring back at a later date.</p>
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#3 STANDING ITEMS	<p>3.1 Phase 1-4 assessment updates (Phase Assessment Leads)</p> <p>3.2 Student matters (Student Representatives)</p>	<p>Phase 1: P. Pike updated saying they just reviewed the Biostats exam good performance. Second exam also had good results. Everything going well.</p> <p>Phase 2: L. Kenny updated saying Assessment Plans will be presented today for the next iteration of Phase 2 for approval. The Phase 2 Class of 2021 assessment report responses will also be presented.</p> <p>Phase 3: J. Gill said there was nothing specific to discuss. Still looking for representative. D. Deacon, J. Kirby and J. Gill put together the job description and sent to T. Adey as requested.</p> <p>Phase 4: N. Duggan said she was looking for someone to represent her on this committee as clinic duty makes it difficult for her to attend these meetings. She gave a brief report on progress testing.</p> <p>Phase 1: B. Turner reported that recent Epidemiology exam time increase worked out very well for learners. Still some concerns around using MCQ examination as assessment for Biostatistics and Epidemiology, and V. Curran said will follow up with Community Health member next meeting.</p> <p>Phase 3: Concern regarding recent Block 2 exam around independent learning modules as the exam contained questions on the modules that weren't completed yet. B. Turner suggested Dr. Paulin may be able to better answer questions on exam objectives. Another concern was raised about a recent lecture where learners were asked to research an additional 4 components on their own.</p> <p>Phase 4: M. Nuaaman updated the following:</p>	<p>ACTION: Concerns around assessment will be addressed to Community Health Rep. at next meeting.</p>

<p>3.3 Formative/summative assessment monitoring/evaluation (D. Deacon)</p>	<p>3.3.1 Phase 2 Class of 2022 assessment plans</p> <p>3.3.2 Phase 1 and 3 examination blueprints</p> <p>3.3.3 Phase 2 Class of 2021 assessment report responses</p> <p>3.4 Progress testing (N. Duggan)</p>	<p>Learners still want a listing of Progress Testing exam dates and stipulations in the Student Handbook. D. Deacon said K. Zipperlen is waiting to get more information from N. Duggan before she updates the Student Handbook.</p> <p>Although learners are aware of limited resources for coaching, they thought they would be able to avail of coaching feedback following the first progress test. They have not received any yet.</p> <p>Concern that some preceptors will not give learners entrustable for an EPA because they read “works at the level of a medical graduate”. N. Duggan said more work needs to be done with faculty.</p> <p>D. Deacon presented Phase 2 Class of 2022 assessment plans and outlined changes that have been made. In response to learner feedback, the Community Engagement assignment and essay have been reworded and have more details. Learners said assignment citation format has never been specified for essays, and this will be addressed at next meeting when the Community Health representative will be present. D. Deacon also presented and explained overall schedule. D. Deacon will follow up with Dr. Trahey on essay and case study assignment. Critical Appraisal is going from a take home exam to a group presentation format.</p> <p>It was MOVED by M. Nuaaman and SECONDED by N. Duggan to approve Phase 2 Class of 2022 Assessment Plans as presented.</p> <p style="text-align: center;">All were in favour, and the MOTION CARRIED.</p> <p>D. Deacon presented and explained Phase 1 and 3 examination blueprints, and said, overall, things are going quite well.</p> <p>D. Deacon presented and explained Phase 2 Class of 2021 assessment report responses.</p> <p>Covered above.</p>	<p>ACTION: Concerns around assessment and assignment format will be addressed to Community Health Rep. at next meeting.</p> <p>ACTION: D. Deacon to follow up with Dr. Trahey on questions re essay and case study assignment.</p> <p>ACTION: It was moved by M. Nuaaman and seconded by N. Duggan to approve Phase 2 Class of 2022 Assessment Plans as presented. Motion carried.</p>
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#4 New Business	<p>3.5 EPA Project update (Chair)</p> <p>3.6 Curriculum review report (G. McGrath)</p> <p>4.1 Grade release procedures (D. Deacon)</p>	<p>V. Curran said they are trying to organize a meeting of the study group and asked members to advise Heidi know of availability.</p> <p>G. McGrath not present, but D. Deacon said they are working on the recommendations now and will be having weekly meetings for the next month or so to compile report which should be ready for PESC in November and UGMS in December. Final report will be presented to SAS.</p> <p>D. Deacon said this issue was brought to her attention through Community Health that some instructors using Brightspace/D2L are actually giving marks back to students without going through UGME. This was discussed and it was decided all marks should be sent to Assessment in UGME for release and that this should be added to the Summative Assessment Procedure. All faculty should be notified by V. Whelan of the UGME Office.</p>	<p>ACTION: D. Deacon, N. Duggan and V. Curran to advise H. Coombs-Thorne of their availability in order to convene the meeting in the next two weeks.</p> <p>ACTION: Grade release procedures to be added to the Summative Assessment Procedure and E. Winter to ask V. Whelan of the UGME Office to notify faculty via email.</p>
Next meeting		November 28, 2018 at 4:00 pm.	