



Student Assessment Sub-Committee Minutes

Wednesday, January 28, 2020
4:00 pm
OPED Meeting Room 5

Attendees: H. Coombs, V. Curran, D. Deacon, S. Drodge, B. Turner (online), C. Vokey, E. Winter

Regrets (in alphabetical order): T. Adey, N. Duggan, J. Gill, S. Murphy, M. Najafizada, S. Pennell, P. Pike, C. Skanes, N. Rockwood, B. Thiessen

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group.	
Agenda review - Review for COI - Confirmation of Agenda	No COI declared. Agenda reviewed, and there were no additions.	
1. Review and approval of prior minutes	<p>Prior minutes could not be approved as quorum was not met for the meeting.</p> <p>List of action items was discussed.</p> <ul style="list-style-type: none"> - Search is ongoing for Phase 4 Assessment Lead and SAS Member-at-Large for Biomedical Sciences. - Consult with E. Hillman regarding issues with progress through Phase 4; bring back to SAS for discussion; add any resulting changes to assessment plans for Class of 2022 - D. Deacon said they are going ahead with Peer Assessment this year and will look at using different groups (Clinical Skills and ILS) next year. - Follow up with J. Gill re adding instruction on how students can engage with faculty regarding feedback to Phase 4 Prep Course. – D. Deacon has emailed J. Gill and will report back once she hears. - Work through information obtained from other UG Deans regarding policies on remediation and promotion of students with numerous reassessments to determine what needs to be done; report to SAS in January - Draft response from SAS regarding Class of 2022 exam concerns to go to V. Curran and J. Gill for review and distribution – V. Curran drafted letter for distribution to students via Student Affairs, and V. Curran and D. 	<p>ACTION: V. Curran to follow up with T. Adey.</p> <p>ACTION: Ongoing</p> <p>ACTION: Completed</p> <p>ACTION: Ongoing</p> <p>ACTION: Ongoing</p> <p>ACTION: Opportunity to have second opinion on challenged items. Item added to New Business for discussion today.</p>

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	<p>Deacon met with students today. Item to be added to New Business for today's meeting.</p> <p>- D. Deacon to send S. Pennell questions from Phase 4 learners on adding immediate sign-off option to clinic card app – D. Deacon sent questions to S. Pennell.</p>	<p>ACTION: D. Deacon will follow up with S. Pennell re adding immediate sign-off option to clinic card app.</p>
<p>2. Standing Items</p>	<p>2.1 Phase 1-4 assessment updates:</p> <p><u>Phase 1</u> - P. Pike was not present to report.</p> <p><u>Phase 2</u> – B. Thiessen was not present to report.</p> <p><u>Phase 3</u> – S. Drodge said they are having regular meetings and preparing for next block exam. Last block exam went quite well. Due to the State of Emergency, some sessions will be moved to the next exam. D. Deacon has recalculated the weighting for exams as some ended up being longer than others. The Phase 2 changes were made, but they are waiting to hear from S. Murphy regarding Phase 3 changes having to go through UGMS.</p> <p><u>Phase 4</u> – N. Duggan wasn't present to report. D. Deacon said there were no issues to report.</p>	
<p>2.2 Student Matters</p>	<p><u>Phase 1-3</u>: C. Skanes was not present and B. Turner brought forward questions regarding reassessment dates. Students are wondering if there can be a set number of days for notification of the need to reassess, and D. Deacon said there is no written policy, however, they try to inform students who need to reassess the same week of original exam. She said if an instructor doesn't get back within that time regarding credit, the Phase Assessment Working Group consults with the Phase Lead to make a decision on credits. B. Turner will convey this to C. Skanes for the students along with the information - if a student receives a mark of less than 70 and hasn't heard about reassessment in almost a week, prepare to reassess.</p> <p><u>Phase 4</u>: B. Turner said struggle to get clinic cards signed off continues to be a challenge as faculty is still confused regarding use of the app and EPA ratings are still widely misunderstood even with D. Deacon</p>	<p>ACTION: B. Turner will pass the message to C. Skanes for students regarding reassessment: if you have received a score of less than 70 and you haven't heard anything about reassessing, prepare to reassess.</p> <p>ACTION: D. Deacon will work with S. Pennell and S. Shorlin to develop a sheet of Teaching Tips for using the</p>

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	<p>provided faculty with more information regarding the scales being used. V. Curran suggesting developing Teaching Tips for app use to assist faculty. D. Deacon will work with S. Pennell and S. Shorlin on this which would be sent out through clinical Chairs.</p>	<p>EPA app which will be sent out via Clinical Chairs.</p>
<p>2.3 Assessment monitoring and evaluation</p>	<p><u>2.3.1 Phase 1 and 3 examination blueprints:</u> D. Deacon said all exams had good coverage of objectives.</p> <p><u>2.3.2 Canadian Graduate Questionnaire Report:</u> D. Deacon reviewed the report, and H. Coombs will check to see if this information has been present to UGMS.</p> <p><u>2.3.3 MCCQE Part 1 results:</u> D. Deacon reviewed results which have already been presented at UGMS.</p> <p><u>2.3.4 Phase 4 Class of 2019 and 2020 assessment reports:</u> D. Deacon will send out to Phase Lead for response and review. D. Deacon said there was no concern except the ongoing Practice Continuum issues which are being addressed. D. Deacon is modelling after PESC and has developed a template with comments to better document concerns.</p>	<p>ACTION: H. Coombs to check to see if information on The Canadian Graduate Questionnaire Report was presented to UGMS and let V. Curran know.</p> <p>ACTION: D. Deacon to distribute to Phase Lead.</p>
<p>3. New Business</p>	<p><u>3.1 Assessment approval process and timeline:</u> D. Deacon, B. Kerr (UGME) and D. Stokes (HSIMS) looked at approval process for assessment plans regarding the new curriculum change policy to ensure SAS is built into this process. They will draft plans based on previous years and will meet with COWG on February 11, 2020 to review Phase 4 Class of 2022. Once draft is completed, it goes to Phase Lead for review/approval, to SAS for review/approval, then to UGMS for review and final approval. This process will also identify any minor/major curriculum changes.</p> <p><u>3.2 Procedures for late assignments:</u> D. Deacon explained the need for language consistency and ongoing conversation regarding implementation in all assessment plans. E. Winter (UGME) knows when assignments she collects via D2L are late and informs the Phase Lead. V. Curran suggested looking at the</p>	<p>ACTION: D. Deacon will work with B. Kerr and D. Stokes to draft assessment plans based on previous years and will meet with COWG on February 11, 2020 to review Phase 4 Class of 2022. Once draft is completed, it goes to Phase Lead for review/ approval, to SAS for review/approval, then to UGMS for review and final approval.</p> <p>ACTION: D. Deacon to look at the Summative Assessment procedure to see if the procedures for late assignments need to be added.</p>



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	<p>Summative Assessment procedure to see if the policy needs to be added.</p> <p><u>Challenge Cards</u>: V. Curran and D. Deacon presented to students today regarding challenged items. Students asked if a faculty member reviews a challenged item and believes it is valid, is there an opportunity for a second opinion. S. Drodge said this will add a time delay and students have to be aware of issues this may cause. Also, they sometimes send back questions when they have performance concerns. How do you decide which issues are sent for a second opinion? B. Turner agreed there could be an issue with delays. Could it be dependent on how the class did on the question? Can students receive credit for giving the other answer? S. Drodge said a lot of credits are being given, but maybe the students who need the credits are still not getting them. V. Curran said we will continue as is and UCLs are there to make decisions on the items in question.</p>	
Next Meeting	February 26 meeting may be postponed as V. Curran may be out of town. If there are pressing agenda items, someone will Chair in his place. If there are no pressing items for February, the next meeting will be in March.	5:14 pm adjourned