

Student Assessment Sub-Committee Minutes

Wednesday, March 25, 2020

4:00 pm

via teleconference

Attendees: T. Adey, H. Coombs, V. Curran, D. Deacon, N. Duggan, S. Pennell, P. Pike, C. Pye (Vokey), N. Rockwood, C. Skanes, B. Thiessen, B. Turner, E. Winter

Regrets (in alphabetical order): S. Drodge, S. Murphy, M. Najafizada

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. There were no additions to the Agenda. V. Curran said the priority for today is to review Assessment Plans and update them for presentation at UGMS.	
Review and approval of prior minutes	Minutes from the November 27, 2019 meeting were not approved as quorum was not met at the January 28, 2020 meeting (the meetings scheduled December 11 and February 26 were deferred). It was decided, due to more pressing matters at hand, the November 27 minutes would be brought back for approval at a later date. It was MOVED by B. Turner and SECONDED by V. Curran to approve the minutes of the January 28, 2020 meeting as presented. All were in favour, and the MOTION CARRIED.	ACTION: It was MOVED by B. Turner and SECONDED by V. Curran to approve the minutes of the January 28, 2020 meeting as presented. MOTION CARRIED ACTION: Bring back November 27 minutes for approval at a later date.
1. Business arising: Action items from January meeting	It was agreed that discussion on action items would be put on hold for now.	ACTION: Discussion of Action Items will be put on hold until further notice due to urgent assessment matters to be discussed.
2. Review of modified Assessment Plans due to COVID-19 impact	Changes to Assessment Plans due to the COVID-19 virus were outlined by D. Deacon as follows: <u>Phase 2 MED 6750:</u> - approved in principal with UGMS and Phase 2 Committee - only real change under summative assessment added information around open book exam for the next and subsequent exams - exams are going ahead. Students have asked about moving dates of last three exams – one scheduled for April 8 will be later and the two June exams will be moved earlier as students won't be going on community	

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	<p>visits. COWG is looking at best alternate dates. B. Thiessen supports pushing back exam date to April 15 to ensure everyone is prepared for technical issues. S. Pennell said all students will receive instructions and a sample exam in an email via UGME asking them to ensure log in works from home or wherever they will be doing the exam. Fatima/Michelle will be on the teleconference line waiting in case they have issues. D. Deacon will wait to hear back from A. Haynes regarding changing dates for exams. T. Adey to email Vivian and A. Haynes and copy D. Deacon regarding new dates.</p> <ul style="list-style-type: none"> - grades stay as is as well as final grade for the course. B. Thiessen suggested encouraging faculty to submit questions more suited to open book format for exams. <p><u>MED 6660:</u></p> <ul style="list-style-type: none"> - no changes to Clinical Skills as M. Goodridge attended the last Phase 2 meeting and advised it is suspended for now and will be completed upon return. <p><u>MED 6770:</u></p> <ul style="list-style-type: none"> - peer assessment will remain in the assessment plan as students felt they had completed enough to do the assignment with a new due date for form completion of April 23 and May 7 new deadline for completion. - Ethics essay on Diversity will remain as lecture was already delivered and students felt they had no problem meeting essay due date. - in class group assignments went ahead March 12 with estimated 80% student participation, suggesting remaining two sessions be done online independently and assignment due June 10 and June 24 as originally planned. Students will be given instructions on how this should be done online. <p><u>Patient safety:</u></p> <ul style="list-style-type: none"> - going ahead remotely, Dr. Trahey attended Phase 2 meeting and will make her lecture available and there will be a reflective essay based on her session. 	<p>ACTION: T. Adey to email Vivian and A. Haynes regarding changing dates for exams (April 8 move to 15, and June exam date to be brought forward) and copy D. Deacon.</p>
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	<p><u>Lifelong Learning:</u> – it was suggested to have one assignment instead of two based on a stem to be developed by S. Shorlin around COVID-19 with the same worth and due date of June 19. In Phase 2, A. Haynes took it to ILS working group and they are in favour. All were supportive of keeping length the assignment the same.</p> <p>Peer assessment due date moved to May 7 and has been set up with K. Zipperlen. Research project block depends on when students are back, due date changed to middle of May, still wondering about presentation which is usually done face-to-face. D. Deacon, K. Zipperlen, and all Phase research leads will be meeting Friday to discuss the deliverable which will go back to next Phase 2 meeting. Written assignments will still be submitted to D2L. E. Winter asked about TAs who would normally correct assignments, and T. Adey asked E. Winter to email herself and C. Peddle for answer. S. Pennell advised T. Adey to let HSIMS know if there are TAs who need access to the system.</p> <p><u>6780 Community Engagement:</u> - Phase 2 discussed yesterday and suggested taking this to Community Health faculty to discuss possible revision to assignment. D. Deacon should hear back from them by the end of the week regarding changes. The original due date is April 27. A. Pendergast said there are Community Visit exercises in preceptor’s workbook with questions that are an option to be used.</p> <p><u>Phase 3 MED 7710:</u> - peer assessment component for current class has been left in as they have already completed one iteration. There is only a formative assessment. Took out second set of cut off dates for completion of forms as nothing to base it on. - there are only two written exams left Block 7 and 8 to be open book MCQ remotely done. Block 7 exam date change brought up by students, and D. Deacon will follow up with COWG for new dates. There are two reassessment dates for Block 8, no decision made yet</p>	<p>ACTION: E. Winter to email T. Adey and C. Peddle regarding TAs to correct assignments. T. Adey to let S. Pennell know if there are TAs who need access to the system.</p>
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	<p>about Phase 3 community visit, and reassessment dates may not need to change. Life Long Learning assignment is included in this course in this cohort, and first one has already been completed based on first 4 blocks. UGMS has approved that assignment 2 be based on COVID-19 stem and same due date.</p> <p><u>MED 7720 Clinical Skills</u> depends on what happens with Clinical Skills.</p> <p><u>MED 7730:</u> - Health Ethics and Medicine already had 3 in class assignments, and D. Deacon emailed Dr. Pullman to see if they will be using same approach as with Phase 2. Phase 3 group is meeting tomorrow at 4:00, and D. Deacon will bring items from this meeting there for feedback.</p> <p><u>IPST:</u> - all finished</p> <p><u>Patient Safety:</u> - D. Deacon will confirm with Dr. Trahey about preparing her lecture and completion of the case study</p> <p>Research changes regarding the oral presentation to be discussed on Friday. C. Skanes asked about students who need to access Meditech for data collection. D. Deacon said K. Zipperlen has said they are looking at it on a case by case basis, and they are looking at alternatives.</p> <p><u>MED 7740:</u> - this is the Phase 4 prep course which is usually done in June so there is still time for decisions on changes.</p> <p><u>Community Engagement:</u> - students have already completed a portion, and the only issue is the community visit scheduled at end of Phase 3. T. Adey said C. Donovan has recently recommended cancellation of community visits. D. Deacon asked if we should assign 100% for components already completed, N. Duggan and A. Pendergast to consult with course co-chair to look at objectives. N.</p>	<p>ACTION: D. Deacon will follow up with Dr. Pullman to see if Health Ethics and Medicine will use same approach as with Phase 2.</p> <p>ACTION: D. Deacon will bring items from today's meeting to tomorrow's Phase 3 meeting for feedback.</p> <p>ACTION: D. Deacon will confirm with Dr. Trahey about preparing her lecture and completion of the case study.</p> <p>ACTION: N. Duggan and A. Pendergast to consult with course co-chair to look at objectives and if components already completed should be assigned 100% of the course.</p>
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	<p>Duggan suggested saying an alternative method will be determined.</p> <p><u>Phase 4 MED 8720:</u> - anticipate it won't be going ahead, the reference to the OSCE has been removed. The Phase 4 Committee said EPAs 1-3 were completed in clinical rotation, and for EPA 11, they suggested learners be required to document completion of mandatory procedures in TRez after viewing online videos if necessary.</p> <p><u>8750 Practice Continuum:</u> - Phase 4 meeting looked at summative assessment which should have been completed March 4 for Class of 2020. For the research project component, it was suggested to accept submission of a voice over power point presentation to be assessed by faculty members who were already secured for Research Day as Research Day has been taken out. S. Pennell said using voice over power point presentation is a viable option and should not present any issues. All were in favour of N. Duggan's recommendation.</p> <p>D. Deacon will follow up as necessary. V. Curran thanked her for completing updates and attending the meetings.</p> <p>V. Curran said Physician Competencies were approved in principal at UGMS, and goes to Phase 3 Committee tomorrow. D. Deacon to send V. Curran final assessment plans for review and they will then be sent to S. Murphy before being uploaded to the student handbook. The assessment plans waiting on feedback are to be finalized, sent to V. Curran then to S. Murphy for UGMS.</p> <p>Everyone agreed with changes as presented.</p>	<p>ACTION: D. Deacon to send V. Curran final assessment plans for review and they will then be sent to S. Murphy before being uploaded to the student handbook. The assessment plans waiting on feedback are to be finalized, sent to V. Curran then to S. Murphy for UGMS.</p>
3. Standing Items	3.1 Phase 1-4 assessment updates were not discussed as time was needed to discuss assessment plan revisions.	
3.2 Student Matters	V. Curran brought forward the following student concerns:	

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	<p>- start time for exams: T. Adey said A. Haynes has suggested exams start at 1:00 pm, with Phase 3 April 15 and Phase 2 April 16. V. Curran suggested time limits for the exams remain the same, and students with accommodations would get the accommodated time. E. Winter will let S. Pennell know if anyone needs extra time, and copy Michelle and Fatima.</p> <p>- lecture schedule list to students: students should check D2L for this information.</p> <p>- Phase 2 reassessment delay: V. Curran said pushing the date ahead by a week seems logical. T. Adey will add finding suitable time for the reassessment to her email.</p> <p><u>Phase 1-3</u>: C. Skanes said no further issues.</p> <p><u>Phase 4</u>: B. Turner said waiting for decisions to be made. N. Duggan said the main issue is trying to predict how long students will be away, and they will work on a timeline for them. S. Pennell asked about running the open book MCQ exams in the library as now the computers are set to go into secure mode which ensures nothing else can be done other than the exam. Should that be changed so that students can use other methods of reference? All agreed they should remove secure mode and the sample exam that will be sent to students should help with problems that might arise.</p>	<p>ACTION: E. Winter will email S. Pennell and copy Michelle and Fatima if any students with accommodations will need extra time for exams.</p> <p>ACTION: T. Adey will email A. Haynes regarding finding a suitable time for the Phase 2 reassessment.</p>
3.3 Assessment monitoring and evaluation	Not addressed.	
4. New Business	T. Adey asked students if they received the latest email, and C. Skanes and B. Turner said they did. T. Adey said it will also go faculty and staff as well. T. Adey reminded students that dates are just proposed at this point and they will be notified of changes asap.	
Next Meeting	<p>April 22, 2020 is next scheduled meeting, but V. Curran suggested holding the same time next Wednesday, April 1, for another meeting in the event there are urgent items to discuss. All agreed.</p> <p>S. Pennell will check to Bonnie to see if codes will work for next week's meeting.</p>	<p>5:25 pm adjourned</p> <p>ACTION: S. Pennell will check to Bonnie to see if codes will work for next week's meeting.</p>