



Student Assessment Sub-Committee Minutes

Wednesday,
April 1, 2020
4:00 pm
via teleconference

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

Regrets (in alphabetical order): H. Coombs, S. Drodge, S. Murphy, M. Najafizada, 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. There were no additions to the Agenda.	
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 P. Pike and SECONDED by C. Skanes to approve the minutes of the March 25 2020 meeting as presented. All were in favour, and the MOTION CARRIED.	ACTION: It was MOVED by P. Pike and SECONDED by C. Skanes to approve the minutes of the March 25, 2020 meeting as presented. MOTION CARRIED
1. Business arising: Action items from March 25, 2020 meeting	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. T. Adey said the Registrar's Office approved change of dates for exams, and there are no objections from students. Assessment plans approved in Monday's UGMS meeting, both have been uploaded to Student Handbook and students have been notified. 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. E. Winter contacted TAs who will receive documents electronically, correct it electronically and email back to her in a spreadsheet. She has been in contact with three of the TAs and is waiting to hear from the fourth. She has also added a disclaimer to the email. S. Pennell said	

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	<p>they have received the information they need for the TAs.</p> <p>ACTION: D. Deacon will follow up with Dr. Pullman to see if Health Ethics and Medicine in Phase 3 will use same approach as with Phase 2. D. Deacon said Dr. Pullman will use same approach as Phase 2.</p> <p>ACTION: D. Deacon will confirm with Dr. Trahey about preparing her lecture and completion of the case study for Phase 3 Patient Safety. D. Deacon confirmed this with Dr. Trahey for patient safety lecture. Changes made to MED 7730 assessment plan.</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. D. Deacon had email conversation with them, and they are working on an alternate assignment to make up the 65% the visit would normally account for and based on previous clinical work in Phases 1 and 2. Nothing to bring forward but MED 7750 does include that note.</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. Three assessment plans have been approved by UGMS, and there are some more today to review.</p> <p>ACTION: E. Winter will email S. Pennell and copy Michelle and Fatima if there any students with accommodations who will need extra time for exams. T. Adey emailed students to clarify the parameters for these exams, and S. Pennell confirmed 1:00 pm NL start time, length as per normal, 30 min added before and after for technical issues. Michelle and/or Fatima will</p>	
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	<p>be on teleconference line if issues. He has asked Fatima to do a how-to sheet on writing an exam at home. Accommodation requests have to go to Student Affairs and this was specified in an email to students. Student Affairs will send the name(s) to E. Winter and she will notify HSIMS. S. Pennell said E. Winter will start the exam for the individuals who require the extra time while Fatima and Michelle start the exam for the remainder of the class. 66% of students have tried to run the sample exam from home and were successful, and there are still a couple of weeks for the rest of them to run the sample at home. C. Skanes will send out a Facebook reminder to students to try the sample exam, that the exam starts at 1:00 pm NL Time, and to contact Student Affairs if they need an accommodation. C. Skanes said students are content with process. E. Winter said a reassessment and one deferral are going ahead tomorrow at 1:00 pm as an online open book exam.</p>	
<p>2. Review of modified Assessment Plans due to COVID-19 impact</p>	<p>Changes to Assessment Plans due to the COVID-19 virus were outlined by D. Deacon as follows:</p> <p><u>MED 6720 and 6760:</u></p> <ul style="list-style-type: none"> - D. Deacon updated on the two clinical skills courses saying she met this morning with M. Goodridge, V. Curran, T. Adey, and the Phase 2 lead, and it was decided that no changes could be made yet as there is so much uncertainty regarding when students return. They will meet again in 2 weeks, and in the meantime, the Clinical Skills group will look at an alternative plan for assessment in those courses and will bring back to the next meeting. <p><u>Phase 2 MED 6780:</u></p> <ul style="list-style-type: none"> - the community visit has been cancelled and references to it in the plan are removed. - proposing reflection assignment that would be 100% of the mark - added sentence regarding using examples where possible from past clinical experiences, and to accommodate that they are suggesting the word count 	

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	<p>being increased to 2500-3000 words instead of 1500-2000. - D. Deacon to make changes and will send to V. Curran for UGMS.</p> <p><u>MED 7730:</u> - the Health Ethics and Law session will be in-class and online group assignments, and the April and May session dates have been adjusted to accommodate planning and having online conversations</p> <p><u>Patient Safety:</u> - the case study will be going ahead remotely, and Dr. Trahey will prepare her content to be done remotely online. - added a week onto due date.</p> <p><u>Research Block Phase 3:</u> - in Phase 3 meeting, R. Russell, K. Zipperlen and D. Deacon are suggesting students putting together a progress report on what they have done in research in Phase 3 and the challenges they are facing, and a rubric will be attached instead of data collection. The details and rubric in are in progress with R. Russell, and it is modelled on the alternative assessment from several years ago for students who were unable to complete data collection. - due to data collection issues for Research Day they decided to remove project presentation, deliverable and Research Day and 55% for that component will be based just on the progress report.</p> <p><u>Community Engagement 7750:</u> - N. Duggan and A. Pendergast are looking at an alternative to Black Bag which should be ready in next week or so. Once complete, it will go to SAS before going to next UGMS.</p> <p>N. Duggan spoke on assessment of Class of 2021, asking disciplines to get the academic portion of clerkship covered while students are off the wards. They are not</p>	<p>ACTION: D. Deacon to make changes to MED 6780 and will send to V. Curran for UGMS.</p> <p>ACTION: D. Deacon to make changes to MED 7730 and will send to V. Curran for UGMS.</p>
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	<p>changing type of assessment just the timeline, and most of these are formative assessments. She is unsure if assessment plans need to be changed as the only new deadline would be for the disciplines to organize the sessions.</p> <p>B. Turner asked if N. Duggan could provide a clarification to students regarding completing academic half days by the proposed date of June 30. N. Duggan is working with A. Anthony and APAs on this and they hope to have a schedule by early to mid-next week to show students what needs to be completed. B. Turner asked N. Duggan if it's a problem to view reflective essays, and N. Duggan will ask Dr. Doyle and get back to her.</p> <p><u>MED 7720 Clinical Skills</u> depends on what happens with Clinical Skills.</p>	
3. Standing Items	<p>3.1 Phase 1-4 assessment updates:</p> <p><u>Phase 1:</u> P. Pike had nothing to report.</p> <p>S. Drodge and B. Thiessen were not in attendance to report.</p> <p><u>Phase 4:</u> N. Duggan added that the assessment plan for the Class of 2020 will be revised to change due dates to give students an extra couple of weeks. Class of 2021 needs to be sorted now.</p>	
3.2 Student Matters	<p><u>Phase 1-3:</u> C. Skanes had no further issues.</p> <p><u>Phase 4:</u> B. Turner had no further issues.</p>	
3.3 Assessment monitoring and evaluation	Not addressed at this meeting.	
4. New Business	No new business was brought forward.	
Next Meeting	April 8 next meeting to complete assessment plan changes. T. Adey thanked D. Deacon for her work on revisions to assessment plans.	4:45 pm adjourned