



Student Assessment Sub-Committee Minutes

Wednesday, September 23, 2020 4:00 pm
via WebEx

Attendees: T. Adey, H. Coombs, V. Curran, N. Duggan, S. Pennell, P. Pike, C. Pye, S. Reid, C. Skanes, B. Thiessen, M. Wahl, E. Winter, K. Zipperlen

Regrets (in alphabetical order): S. Drodge, M. Najafizada, N. Rockwood, B. Turner

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made. K. Zipperlen was introduced as D. Deacon's replacement.	CTO 4:04 pm
Agenda review - Review for COI - Confirmation of Agenda	No COI declared. Agenda confirmed	
Review and approval of November 27, 2019, June 10, 2020 and July 2, 2020 minutes	<p>It was MOVED by B. Turner and SECONDED by C. Skanes to approve the minutes of the November 27, 2019 meeting as presented. Minutes to be emailed to members for approval.</p> <p>It was MOVED by B. Thiessen and SECONDED by C. Skanes to approve the minutes of the June 10, 2020 meeting as presented. All were in favour, and the MOTION CARRIED.</p> <p>It was MOVED by N. Duggan and SECONDED by C. Skanes to approve the minutes of the July 2, 2020 meeting as presented. All were in favour, and the MOTION CARRIED.</p>	<p>ACTION: K. Zipperlen to email unapproved minutes of the November 27, 2019 meeting to committee members to obtain approval.</p> <p>ACTION: It was moved by B. Thiessen and seconded by C. Skanes to approve the minutes of the June 10, 2020 meeting as presented. Motion carried.</p> <p>ACTION: It was moved by B. Turner and seconded by C. Skanes to approve the minutes of the June 10, 2020 meeting as presented. Motion carried.</p>
1. Business arising: Action items from July 2, 2020 meeting and revisit of MED 7750 Class of 2023 assessment plan.	<p>ACTION: S. Drodge to compile a generic email to be distributed by E. Winter to learners prior to exams reminding them to study objectives in addition to lecture material and send to D. Deacon and E. Winter. This item will be kept in the minutes for reminder for future exams.</p> <p>ACTION: Ongoing. S. Pennell to report back at next SAS meeting with recommended system for running invigilated exams. UGMS has approved the use of the software Proctorio, and Communications will distribute documentation and a quiz to faculty and learners to introduce the system.</p>	<p>ACTION: K. Zipperlen will follow up with S. Drodge.</p> <p>ACTION: Complete</p>

Student Assessment Sub-Committee Minutes

Wednesday, September 23, 2020 4:00 pm
via WebEx

	<p>ACTION: N. Duggan to compile a document for students explaining how EPAs are affected by performing virtual care. The document has been prepared for the Class of 2022.</p> <p>ACTION: D. Deacon will revise all course descriptions to match Calendar for all assessment plans as per direction from UGMS.</p> <p>ACTION: D. Deacon will forward the Phase 3 Class of 2023 MED 7750 Community Engagement assessment plan to V. Curran.</p> <p>ACTION: C. Pye to add the Phase 3 Class of 2023 MED 7750 Community Engagement assessment plan to the agenda for the UGMS meeting to be held on 15 July 2020.</p>	<p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: Complete</p> <p>ACTION: Complete</p>
<p>2. Standing Items</p>	<p>2.1 Phase 1-4 assessment updates:</p> <p><u>Phase 1:</u> P. Pike said they have been reviewing questions and things are going well.</p> <p><u>Phase 2:</u> B. Thiessen reported feedback from faculty saying they didn't know that existing exam questions would be retired and new questions would be needed due to moving to online format. T. Adey said this was communicated to faculty, but methods of communication do have room for improvement. V. Curran said examination times will remain the same as it used to be for in-person exams in the past.</p> <p><u>Phase 3:</u> S. Drodge was not present to report. K. Zipperlen said exam questions are being reviewed for Monday.</p> <p><u>Phase 4:</u> S. Reid replaces N. Duggan as Phase 4 Assessment Lead, but she was unable to have audio access during today's meeting, so N. Duggan updated as follows:</p> <ul style="list-style-type: none"> - they are seeing some significant logistical issues with the change in the timing of rotations - the Class of 2021 will write their final summative exam on October 2 - V. Curran asked about progress tests, and S. Pennell said he has been working with the Learner Well-Being and Success office regarding offering approximately 34 	

Student Assessment Sub-Committee Minutes

Wednesday, September 23, 2020 4:00 pm
via WebEx

	<p>students in the St. John’s area the option to write their next exam in Eastern Health Rooms A and B with the remaining students doing the exam online with invigilators monitoring via WebEx. N. Duggan has volunteered to invigilate as well, and A. Siscoe has information on how to do this.</p> <p>2.2 Student Matters: C. Skanes will be replacing B. Turner as the Senior Student Representative, and MedSoc will be electing a new Junior Representative.</p> <p><u>Phase 1 – 3:</u> C. Skanes reported the Class of 2023 conducted a class poll with almost 50 people responding regarding their concern that they were given short notice about exam methods and invigilation, and in the future would like more communication/notice when it comes to exams. T. Adey said the decision to use Proctorio could not be made until they had finalization from the Privacy Office before they could move forward regarding invigilated online exams, and learners were made aware of the two options being considered. C. Skanes said she felt it was well communicated.</p> <p>C. Skanes questioned the criteria for the 34 learners to be selected to write the NBME exam in the building. N. Duggan said that decisions regarding which learners can be accommodated were made through the Learner Well-being and Success office, and not necessarily through the Blundon Centre. S. Pennell said to contact Jill Purcell in LWB&S, and she can explain the selection criteria. T. Adey commented that Phases 1 to 3 were discussed at MedSoc, and learners must apply through LWB&S to do exams on campus. S. Pennell said the software Proctorio will be used for block exams only, and an email was just sent out with quiz and guide to explain how to do this. He was surprised to hear students did not get information prior to 6 days out as they have been sending out information on this since June. He explained the software will be recording the exam computer screen, learners will have to hold an ID to the camera, and the exam will stop if they use ALT TAB to leave the screen. He also explained that the software will be red flagging suspicious behavior and the assessment working group will make decisions regarding cheating.</p>	
--	--	--

Student Assessment Sub-Committee Minutes

Wednesday, September 23, 2020 4:00 pm
via WebEx

Some learners are wondering if questions from the question bank were used on the open book exams, and S. Pennell confirmed that the same questions were used.

Phase 4: C. Skanes said the Class of 2021's main Phase 4 assessment concern is delivery of the final exam which is being addressed by the Phase 4 team. Her class is worried about EPAs and ITARs and they will be having a session with the Class of 2021 tonight to obtain more information. N. Duggan said the session tonight should be helpful, she will be doing a session which will be available before learners start, and she encouraged learners to review the assessment plan. There will also be additional information available next week.

2.3 Assessment monitoring and evaluation

2.3.1 Course Assessment Reports for Class of 2022 Phase 3 and Class of 2023 Phase 2: K. Zipperlen reviewed information for the following courses:

Med 6750 Patient II Class of 2023
Med 6770 Physician Competencies II Class of 2023
Med 6780 Community Engagement II Class of 2023

MED 7710 Patient III Class of 2022
Med 7730 Physician Competencies III Class of 2022
Med 7740 Phase 4 Prep Class of 2022
Med 7750 Community Engagement Class of 2022

Reports from Clinical Skills for the Classes of 2022 and 2023 will be presented at next meeting.

V. Curran said they will be sent to phase leads, and K. Zipperlen will check D. Deacon's notes to determine if they are also sent to assessment leads.

2.3.2 Program Evaluation Reports Class of 2022 (Phase 3) and Class of 2023 (Phase 2): H. Coombs (Educational Specialist for Evaluation) reported on evaluations for the following courses:

Phase 2 Reports:

Student Assessment Sub-Committee Minutes

Wednesday, September 23, 2020 4:00 pm
via WebEx

	<p>MED 6750 The Patient - Acute or Episodic MED 6760 Clinical Skills II Med 6770 Physician Competencies II MED 6780 Community Engagement II</p> <p>H. Coombs and K. Zipperlen will decide how best to attach/embed these reports with the Course Assessment Reports. B. Thiessen said it would be beneficial to send to Assessment Leads as well.</p> <p><u>Phase 3 Reports:</u> MED 7710 The Patient – Chronic Conditions MED 7720 Clinical Skills III MED 7730 Physician Competencies III MED 7740 Phase 4 Prep (no report) MED 7750 Community Engagement III</p>	
<p>3. New Business</p>	<p>3.1 E-vote for revised assessment plan MED 5730: an e-vote had been previously circulated seeking approval for Phase 1 Health Ethics in Law and Medicine to change the assessment method to group assignments, and there were enough votes for approval. Faculty instructors indicated that, due to the remote delivery of material, some sessions' due dates may change.</p> <p>3.2 Assessment updates for Phase 1 research, Clinical Skills III and Phase 4 research: Phase 1 rubric for literature review was revised to align with research curriculum and faculty teaching sessions are changing some content. Clinical Skills III - one write-up changed from three due to change in delivery method. Regarding Phase 4 research, some Class of 2022 learners could not complete data collection in Phase 3, and this was previously approved to move to Phase 4. A proposal has been submitted to UGMS for approval of relevant due dates.</p> <p>3.3 Online invigilated exams: discussed above. Decision has been made by UGMS to use Proctorio for online invigilating system for MCQ exams. S. Pennell said the program is called "Record and Review".</p> <p>3.4 Appointment and Recruitment of SAS members: V. Curran reviewed new members S. Reid (Phase 4 Assessment Lead), M. Wahl (Faculty at Large), and M.</p>	<p>ACTION: T. Adey to discuss the position of Chair of the committee at next meeting.</p>



Student Assessment Sub-Committee Minutes

Wednesday, September 23, 2020 4:00 pm
via WebEx

	Najafizada has agreed to stay on as Faculty At Large for Community Health. V. Curran's term is ending as Chair of SAS, but he had indicated to T. Adey his interest and ability to stay on, particularly during COVID-19 and with upcoming accreditation of undergraduate program. T. Adey will be addressing this at the next meeting.	
Next Meeting	October 28, 2020	5:35 pm adjourned