

Student Assessment Sub-Committee Minutes

Wednesday, October 28, 2020 4:00 pm
via WebEx

Attendees: T. Adey, H. Coombs, V. Curran, S. Dalley, S. Drodge, E. Maxwell, M. Najafizada, P. Pike, C. Pye, S. Reid, M. Wahl, E. Winter, K. Zipperlen

Regrets (in alphabetical order): N. Duggan, S. Pennell, N. Rockwood, C. Skanes, B. Thiessen

| Topic | Details | Action items and person responsible |
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| Introduction and Welcome | V. Curran welcomed the group, and introductions were made. | Call to order at 4:05 pm |
| Agenda review - Review for COI - Confirmation of Agenda | No COI declared. Agenda confirmed | |
| Review and approval of September 23, 2020 minutes | The minutes of the September 23, 2020 meeting could not be approved as there were not enough voting members in attendance who were also present at the September meeting. | ACTION: K. Zipperlen to send out September minutes for approval via e-vote. |
| 1. Business arising: - Action items from September 23, 2020 meeting - Vote for SAS Chair | 1.1 Action Items: 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. Minutes of the November 27, 2019 meeting were not approved, and K. Zipperlen to email them to committee members for review and approval. Quorum and approval obtained. 1.2 Vote for SAS Chair T. Adey According to the committee's Terms of Reference, the chair can be renewed after 3 years by mutual agreement. V. Curran is willing to continue for another term and stepped out of the meeting while this was being discussed. T. Adey presented the Terms of Reference and said she is in support of V. Curran staying on for another term especially with the pandemic and upcoming accreditation. | ACTION: Complete ACTION: Complete ACTION: It was moved by S. Drodge and seconded by P. Pike that V. Curran's term as Chair be renewed for another 3-year term. Motion carried. |
| 2. Standing Items | 2.1 Phase 1-4 assessment updates: <u>Phase 1:</u> P. Pike updated they have reviewed the recent Phase 1 summative exam and results were as expected. Some challenges with lecture delivery online. <u>Phase 2:</u> B. Thiessen was not present to report. | |

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| | <p><u>Phase 3</u>: S. Drodge said they are meeting weekly. No issues within working group, met about Proctorio and how to use it.</p> <p><u>Phase 4</u>: S. Reid was not present to report.</p> <p>2.2 Student Matters</p> <p><u>Phase 1-3</u>: E. Maxwell was welcomed as the new Phase 1-3 Student Representative. She said the Phase 4s were asking that the score range from NBME not be released. K. Zipperlen agreed it makes more sense to not release.</p> <p><u>Phase 4</u>: C. Skanes is the new Phase 4 Student Representative and not present to report.</p> <p>2.3 Assessment Monitoring and Evaluation</p> <p>2.3.1 Course Assessment Reports for Class of 2020 Post-Core and Clinical Skills (Phases 2 and 3)</p> <p>K. Zipperlen presented the following: <u>MED 6760 Class of 2023</u> It was noted that the OSCE was removed from the assessment plan due to online delivery and assessment was based on the summative assessment report. All learners passed and 20 received exemplary performance.</p> <p><u>MED 7720 Clinical Skills III Class of 2022</u> This course was greatly impacted by COVID and the OSCE was removed. Assessment was based on those already completed, including formative assessments. All learners passed.</p> <p><u>MED 8720 Class of 2020</u> The delivery of this course was significantly altered due to COVID, OSCE and mandatory procedure assessment could not be completed. All learners passed.</p> <p><u>MED 8730 Class of 2020</u> This course was not impacted by COVID, and the cohort was able to successfully complete all rotations.</p> | <p>ACTION: K. Zipperlen to update NBME score email template as needed.</p> |
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| | | <p>2 Assessment Plans as presented. Motion carried.</p> |
| <p>3. New Business</p> | <p>3.1 E-vote for November 27, 2019 SAS Minutes - addressed above.</p> <p>3.2 Invigilation of remote exams The procedures of remote exams were brought to UGMS who approved Proctorio being used to invigilate exams. With regards to the issue around the use of scrap paper, UGMS decided it was acceptable for learners to use scrap paper with the understanding it would be destroyed after each exam. M. Wahl raised a concern from Dr. Harris around protecting exam questions. V. Curran said learners are to complete an attestation prior to each exam as required by University. E. Maxwell said copying questions is not feasible with time limits. M. Wahl will report this response back to his group.</p> <p>3.3 EPA assessment and clinic cards K. Zipperlen thanked everyone for their feedback on the recommendations she sent re Proctorio and invigilation.</p> <p>It was discussed at the last Phase 4 management Team meeting how learners are unsatisfied with the EPA process. There is confusion and some misunderstanding of roles for the whole assessment process. After discussion it was proposed to convene a working group to address these issues and report back to this committee. K. Zipperlen asked anyone interested in being a part of this working group, please let her know. Members already identified include K. Zipperlen, D. Stokes, H. Coombs, N. Duggan, S. Reid. K. Zipperlen will organize the meeting.</p> | <p>ACTION: K. Zipperlen will organize a meeting for those willing to join a working group to discuss concerns around EPAs and clinic cards.</p> |
| <p>Next Meeting</p> | <p>November 25, 2020</p> | <p>5:33 pm adjourned</p> |