



# Student Assessment Sub-Committee Minutes

Wednesday, April 28, 2021 4:00 pm  
via WebEx

Attendees: T. Adey, V. Curran, S. Drodge, E. Maxwell, S. Pennell, C. Pye, S. Reid, M. Wahl, E. Winter, K. Zipperlen

Guests: T. Sellars, S. Arnott, T. Hawkins, T. Nault, C. Peddle, T. Wall, L. Breen

Regrets (in alphabetical order): H. Coombs, S. Dalley, M. Najafizada, P. Pike, C. Skanes, B. Thiessen

Topic	Details	Action items and person responsible
Introduction and Welcome	V. Curran welcomed the group, and introductions were made.	Call to order at 4:01 pm
Agenda review - Review for COI  - Confirmation of Agenda	No COI declared.  Agenda confirmed. V. Curran moved <b>1.1 Demonstration of Navigate platform</b> to the beginning of the meeting to accommodate the special guests.	
Review and approval of March 24, 2021 minutes	It was <b>MOVED</b> by S. Reid and <b>SECONDED</b> by M. Wahl to approve the minutes of the March 24, 2021 minutes with requested edit. <b>MOTION CARRIED.</b>	
1. Business arising  1.1 Demonstration of Navigate platform	<b>1.1 Demonstration of Navigate Platform</b> S. Pennell and K. Zipperlen explained Navigate is a student success management system already being used across campus that may be utilized to fulfil the recommendation in the curricular review to have more academic progress monitoring in place in Phases 1 to 3. T. Nault said the University uses Navigate with the student success collaborative to monitor student retention. T. Wall said after speaking with K. Zipperlen she thinks Navigate can possibly help. T. Sellars provided scenarios relating to monitoring progress. V. Curran said it seems like something that could be beneficial, S. Pennell recommended doing some further investigation and run some pilots before signing on. After discussion, it was agreed to further explore the program, and S. Pennell will work with K. Zipperlen to look at next steps. C. Peddle will be the UGME contact.	<b>ACTION: S. Pennell and K. Zipperlen to look at next steps regarding possibility of using Navigate to monitor academic progress in Phase 1 to 3.</b>
1.2 Action items from February 24, 2021 meeting	<b>1.2 ACTION ITEMS</b> <b>ACTION: T. Adey, LWS, Phase Leads and Policy Analyst to meet to discuss Exam Deferral Policy.</b> T. Adey said there had been a meeting between UGME and LWS to discuss the Exam Deferral Policy, and it was also discussed at MedSoc. They are trying to move policy forward and set timeline of a month.	<b>ACTION: Ongoing</b>

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	<p><b>ACTION: EPA Assessment Working Group to discuss current e-clinic card process and provide update.</b> S. Reid updated that a revised wording for the Clinic Card scale went to Phase 4 meeting for approval, but she hasn't received enough e-votes yet as there was no quorum at the meeting. S. Reid presented a timeline outlining CDC interviews are planned for this month, and then they will analyze the collected information. In June, she will have a formal presentation to this group, and in June/July they are looking at faculty development re clinic card changes. They hope to implement clinic card changes in T-res in August. Their main concern is the lack of survey participation, as they can't do much without it.</p>	
	<p><b>ACTION: E. Maxwell to ask learners for specific concerns regarding Proctorio and forward to S. Pennell.</b> E. Maxwell said there have been no issues since last meeting. She asked S. Pennell to explain the open field question, and S. Pennell said Question mark suggested implementing an open essay question at the beginning of the exam to be used by students for notes that would not be graded.</p>	<p><b>ACTION: Ongoing</b></p>
	<p><b>ACTION: S. Dalley will ask about use of clinic card app and any resident concerns at next PARNL meeting.</b> K. Zipperlen said S. Dalley brought up with residents from PARNL, and they had no issues using it.</p>	
	<p><b>ACTION: EPA assessment working group to discuss preceptor issues with T-res and provide update.</b> See EPA assessment working group update above.</p>	
	<p><b>ACTION: M. Wahl will ask faculty members in BMS/Anatomy about providing explanation for formative questions and will bring back to committee.</b> M. Wahl brought to last meeting of the BMS/Anatomy group and members were concerned that it was difficult to summarize the answers in one or two sentences, and did not think doing so would be effective. They were not supportive. See 2.2 Student Matters for next steps.</p>	
	<p><b>ACTION: K. Zipperlen will ask S. Pennell and his group about the use of more clinical decision-making questions on exams in Phases 1-3 and bring back to next meeting.</b></p>	<p><b>ACTION: Defer to next meeting.</b></p>
	<p><b>ACTION: S. Pennell will report back to the committee regarding the main campus periodic review system project.</b> Discussed in 1.1.</p>	<p><b>ACTION: Discussed above</b></p>

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	<p><b>ACTION: K. Zipperlen to ask S. Reid to discuss revising entrustability examples in the learner handbook and addition of milestones at next Phase 4 meeting.</b> S. Reid said this was discussed yesterday with the EPA assessment working group, she said the bigger issue seems to be the improper use of the examples as checklists. With regards to milestones, developing them within core rotations would not be feasible at this time, but could be revisited depending upon survey results. S. Pennell said there are over 2000 preceptor accounts in T-res but upon closer inspection there are 650-700 preceptors who haven't logged into the app since 2017. He feels adding milestones now would be a mistake, instead they need to focus on why uptake in app use has plummeted.</p>	<p><b>ACTION: Complete</b></p>
	<p><b>ACTION: K. Zipperlen to look at onboarding for new SAS members to ensure compliance with accreditation standards.</b> Ongoing</p>	<p><b>ACTION: Ongoing</b></p>
	<p><b>ACTION: B. Kerr will discuss adding EPA 14 to clinic cards for core electives/selectives as a pilot.</b> Discussed in 2.3.1.</p>	<p><b>ACTION: Complete</b></p>
<p>2. Standing Items</p>	<p><b>2.1 PHASE 1-4 ASSESSMENT UPDATES</b></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 the Phase 3 is going well. K. Zipperlen to talk about invigilation guidelines in 3.1. S. Drodge noted that requests for exam deferrals were up for the last exam.</p> <p><u>Phase 4:</u> S. Reid said 8-month progress testing results, and they have been in touch with students with borderline grades. She will be attending the Student Promotions Committee tomorrow to present motion for Class of 2021 to graduate on Dr. Duggan's behalf.</p> <p><b>2.2 STUDENT MATTERS</b></p> <p><u>Phase 1-3:</u> E. Maxwell suggested discussing clinical decision-making questions on exams in a separate meeting. She said students would find explanation of questions beneficial, and if the Classes of 2023 and 2024 were surveyed re explanations of questions they would answer that this would be helpful. She would like to leave this</p>	

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	<p>open for discussion. E. Maxwell explained that the most recent increased demand for deferrals was due to some students having 4 assessments in one week including clinical skills exams.</p> <p>K. Zipperlen worked with Jennifer and Fatima and provided an explainer to M. Wahl regarding formative question explanations. V. Curran suggested encouraging faculty to continue to provide feedback as students find it helpful. After discussion, it was decided M. Wahl would take the template to faculty and K. Zipperlen will bring to Phase leads and compile a formal document to send to Community Health to encourage and promote.</p> <p><u>Phase 4</u>: C. Skanes was not present to report, and E. Maxwell said there were no issues to report.</p> <p><b>2.3 ASSESSMENT MONITORING AND EVALUATION</b></p> <p><b>2.3.1 Phase 4 Assessment plans (Class of 2023)</b></p> <p>S. Reid presented EPA 14 at last Phase 4 meeting and they are in support of it. K. Zipperlen said assessment plans for Core Experiences will have this added and current Selectives and Electives plans need to be re-approved. V. Curran said communication will be needed upon roll out to avoid confusion. It will be a pilot for the first year with ongoing evaluation as to how frequent the item is scored. S. Reid said it would be included in educational sessions in June/July.</p> <p>It was <b>MOVED</b> by S. Reid and <b>SECONDED</b> by E. Maxwell to adopt EPA 14 for clinic cards as an optional component in the assessment of Core Experiences, Electives and Selectives courses as a pilot. All were in favour and <b>MOTION CARRIED.</b></p> <p>S. Reid explained the following changes to Phase 4 assessment plans to accommodate the addition of EPA 14:</p> <ul style="list-style-type: none"> <li>- <b>MED 8740/MED 8730::</b> Electives/Selectives changes re EPA 14</li> <li>- <b>MED 8710 Block Stream:</b> plan to have core offered at regular length, new pass score for summative progress test</li> </ul>	<p><b>ACTION: K. Zipperlen to develop template for formative question explanation. Share with Phase leads and BMS to encourage and promote providing explanation for formative exam questions.</b></p>
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	<p>for Class of 2023, no changes except Psychiatry adding formative ITAR</p> <ul style="list-style-type: none"> <li>- <b>MED 8710 LIC Stream:</b> disciplines complete summative ITAR instead of just formatives. Changes to course success criteria.</li> <li>- <b>MED 8720:</b> no changes in 2023 except should be offered in person</li> <li>- <b>MED 8730:</b> no change to assessment methods. Adding wording around research objective</li> <li>- <b>MED 8740:</b> no change to assessment methods, EPA 14 not added here at this time.</li> <li>- <b>MED 8750:</b> no change to assessment methods, Dr. V. Maddalena is reviewing modules and assignment, and some details of assignment may change.</li> </ul> <p>It was <b>MOVED</b> by S. Reid and <b>SECONDED</b> by M. Wahl to accept the proposed changes to the assessment plans as presented. All in favour, and the <b>MOTION CARRIED</b>.</p> <p><b>2.3.2 Phase 4 Prep assessment plan (Class of 2023)</b> K. Zipperlen presented and reviewed the Phase 4 Prep assessment plan for the Class of 2023.</p> <p>It was <b>MOVED</b> by S. Reid and <b>SECONDED</b> by E. Maxwell to accept the changes to the Phase 4 Prep assessment plan as presented. All in favour, and the <b>MOTION CARRIED</b>.</p> <p><b>2.3.3 Exam blueprints Phases 2 and 3</b> Tabled for next meeting.</p>	<p><b>ACTION: Exam blueprints for Phases 2 and 3 tabled for next meeting.</b></p>
<p>3. New Business</p>	<p><b>3.1 Revision of invigilation guidelines</b> K. Zipperlen said explained about the removal of criteria for reviewing a recording referencing 2 students with the same IP address. S. Pennell and his team recently realized that the same IP address doesn't mean they are in the same house. The conclusion that they are in the same house can't be made so it was suggested to remove it altogether. Addition of section on academic integrity that sharing of exam material is strictly prohibited at any time.</p> <p>It was <b>MOVED</b> by V. Curran and <b>SECONDED</b> by E. Maxwell to approve revision of invigilation guidelines as presented. All in favour, and the <b>MOTION CARRIED</b>.</p>	
<p>Next Meeting</p>	<p>May 26, 2021</p>	<p>5:35 pm adjourned</p>



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